



October 10, 2011
7:00 P.M.

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 Meetings
4. Report of City Officials
 - A. City Manager's Report
5. City Council Comments
6. Presentations
 - A. Red Ribbon Week Proclamation
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. Banking Services Provider
 - B. 2012 Ambulance Purchase
 - C. Lexington Place Roadway Improvements Construction Contract
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Public Hearing re Open and Continue Hearing for the Hyland Village Subdivision
 - B. Public Hearing re Amendments to the Comprehensive Land Use Plan
 - C. Councillor's Bill No. 31 re Comprehensive Land Use Plan Amendments
 - D. Resolution No. 32 re Reaffirming Compliance and Set Hearing re Westminster High School Property Annexation
 - E. 2012 Human Services Board Recommendations for Financial Support and Payment Authorization
 - F. Councillor's Bill No. 32 re Amendment to the Adopted 2012 Budget
 - G. Resolution No. 33 re 2012 Amended Pay Plan
 - H. 2012 City Employee Medical/Dental Insurance Contract Renewals, Plans and Rates
 - I. 2012 City Employee Life, Long Term Disability and Survivor Income Benefit Group Insurance Contract
11. Old Business and Passage of Ordinances on Second Reading
12. Miscellaneous Business and Executive Session
 - A. City Council
 - B. Executive Session – Discussion of personnel matter (City Attorney's performance evaluation) pursuant to WMC Section 1-11-3(C)(1) and CRS 24-6-402(4)(f)

13. Adjournment

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY MEETING (separate agenda)
CITY OF WESTMINSTER GENERAL IMPROVEMENT DISTRICTS 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.



WESTMINSTER
Strategic Plan
2011-2016
Goals and Objectives

FINANCIALLY SUSTAINABLE CITY GOVERNMENT PROVIDING EXCEPTIONAL SERVICES

- Invest in well-maintained and sustainable city infrastructure and facilities
- Secure and develop long-term water supply
- Focus on core city services and service levels as a mature city with adequate resources
- Maintain sufficient reserves: general fund, utilities funds and self insurance
- Maintain a value driven organization through talent acquisition, retention, development and management
- Institutionalize the core services process in budgeting and decision making
- Maintain and enhance employee morale and confidence in City Council and management
- Invest in tools, training and technology to increase organization productivity and efficiency



STRONG, BALANCED LOCAL ECONOMY

- Maintain/expand healthy retail base, increasing sales tax receipts
- Attract new targeted businesses, focusing on primary employers and higher paying jobs
- Develop business-oriented mixed use development in accordance with Comprehensive Land Use Plan
- Retain and expand current businesses
- Develop multi-modal transportation system that provides access to shopping and employment centers
- Develop a reputation as a great place for small and/or local businesses
- Revitalize Westminster Center Urban Reinvestment Area



SAFE AND SECURE COMMUNITY

- Citizens are safe anywhere in the City
- Public safety departments: well equipped and authorized staffing levels staffed with quality personnel
- Timely response to emergency calls
- Citizens taking responsibility for their own safety and well being
- Manage disaster mitigation, preparedness, response and recovery
- Maintain safe buildings and homes
- Protect residents, homes, and buildings from flooding through an effective stormwater management program



VIBRANT NEIGHBORHOODS IN ONE LIVABLE COMMUNITY

- Develop transit oriented development around commuter rail stations
- Maintain and improve neighborhood infrastructure and housing
- Preserve and restore historic assets
- Have HOAs and residents taking responsibility for neighborhood private infrastructure
- Develop Westminster as a cultural arts community
- Have a range of quality homes for all stages of life (type, price) throughout the City
- Have strong community events and active civic engagement



BEAUTIFUL AND ENVIRONMENTALLY SENSITIVE CITY

- Have energy efficient, environmentally sensitive city operations
- Reduce energy consumption citywide
- Increase and maintain greenspace (parks, open space, etc.) consistent with defined goals
- Preserve vistas and view corridors
- A convenient recycling program for residents and businesses with a high level of participation



Mission statement: We deliver exceptional value and quality of life through SPIRIT.

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, SEPTEMBER 26, 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, and Scott Major were present at roll call. Councillor Faith Winter was absent and excused. J. Brent McFall, City Manager, Marty McCullough, City Attorney, and Linda Yeager, City Clerk, also were present.

CONSIDERATION OF MINUTES

Councillor Kaiser moved, seconded by Mayor Pro Tem Dittman, to approve the minutes of the regular meeting of September 12, 2011, as presented. The motion carried unanimously.

CITY MANAGER'S REPORT

Mr. McFall reported that the Centennial event over the weekend to plant 100 trees at the Big Dry Creek Open Space near 128th Avenue and Huron was a huge success. More than 100 trees were planted and more than 100 volunteers participated. REI had sponsored the event and donated the trees. Not only were trees planted, but Russian Olive trees were removed. It had been a wonderful event.

At the conclusion of this City Council meeting, the Westminster Economic Development Authority Board of Directors would conduct a meeting. Following adjournment of that meeting, the Council would conduct a post-meeting in the Board Room to review proposed modifications to the Adopted 2012 Budget. After adjournment of that meeting, the Council would convene an executive session, as allowed by provisions of the Westminster Municipal Code and the Colorado Revised Statutes, to discuss the City Manager's annual evaluation.

COUNCIL REPORTS

Councillor Lindsey reported that the works of six artists had been unveiled by the South Westminster Arts Group over the weekend with five of the six artists in attendance. The works of art would remain on display for a year, and Councillor Lindsey urged residents to see the display and to look for the parking meter with moving eyes.

Councillor Major echoed Mr. McFall's comments concerning the Centennial Tree Planting over the weekend. In a brief ceremony, the Mayor had asked children at the event to unveil a commemorative rock to mark the date and purpose of the event. It was hoped that some of those children would be involved in the 150th anniversary of the City and would take pride in the growth of the trees over 50 years and recall their participation in planting the trees. Mayor McNally agreed.

PRESENTATIONS

Councillor Major read a proclamation, signed by the Mayor, which declared October to be Fire Prevention Month. Accepting the proclamation were Fire Marshal Gary Pedigo, Public Education Officer Sherrie Leeka, and Chief Doug Hall. Ms. Leeka described events that started in mid September and would stretch through the month of October to bring awareness of prevention techniques to all ages of the community.

Mayor McNally presented to Susan Grafton, Economic Development Manager, a proclamation in which the week of October 3, 2011, was proclaimed to be Business Appreciation Week in recognition that businesses were the life blood of the community. The week would culminate on October 7 with the Business Appreciation Luncheon at the Westin Conference Center where businesses would be recognized for their longevity in the community. That event would start with a business-to-business trade show, followed by the luncheon. All Westminster businesses were invited to attend and Ms. Grafton announced where reservations could be made.

Councillor Briggs presented the proclamation for Northwest Metro Business Women's Week to Tracy Crathart and Councillor Lindsey. Annually, the Northwest Metro Chapter of the Colorado Business and Professional Women's Organization celebrated the accomplishments of working women. This year's week of recognition would be from October 17 through 22. The local Chapter had actively participated in passing child labor laws, assisting government relief agencies, and helping to create employment opportunities. This was the 83rd anniversary of National Business Women's Week.

CITIZEN COMMUNICATION

Susan Kuest, 8047 Decatur Street, asked to be updated on the status of past requests to amend the Westminster Municipal Code and allow backyard chickens on residential properties.

Gary Lindsey, 10793 Moore Way, requested an update on proposed amendments to the Westminster Municipal Code that would pertain to accessory buildings on residential properties. He provided information from Arvada on the subject and was very interested in any changes proposed in Westminster.

Mr. McFall would follow up on both inquiries.

CONSENT AGENDA

The following actions were submitted for Council's consideration on the consent agenda: accept the August 2011 Financial Report; authorize the City Manager to enter into an agreement with the Colorado Intergovernmental Risk Sharing Agency for the purchase of high deductible stop loss insurance, and for claims management and other administrative services in the amount of \$429,499 along with a 10% contingency amount (\$43,000) in the event the final quote comes in higher; authorize the City Manager to execute a contract with Factory Motor Parts in substantially the same form as the attached draft agreement for a total contract amount of \$235,422 for the operation of an onsite vehicle and equipment parts store at the City's Fleet Maintenance facility; authorize the City Manager to execute a contract with the low bidder, Levi Contractors, Inc., in the amount of \$90,600 to complete wastewater collection system repairs, and authorize a 10% contingency of \$9,060; based on the City Manager's recommendation, find that the public interest would best be served by authorizing the City Manager to execute a \$357,109 contract with Carollo Engineers, Inc. to provide design services for the repairs to Wandering View water tanks and repair, inspection services at three other locations, and authorize a 10% contingency in the amount of \$35,711 for a total project cost of \$392,820; authorize the submittal of a grant application to the Denver Regional Council of Governments (DRCOG) for the Traffic Signal System Improvement Program to fund a communications upgrade to the existing fiber optics system on Sheridan Boulevard; authorize the City Manager to execute a contract with California Skateparks, Inc., in the amount of \$130,000 for the design and construction of the Kings Mill Skatespot Project and authorize a construction contingency in the amount of \$13,000 for a total expenditure of \$143,000; and final passage on second reading of Councillor's Bill No. 30 authorizing a supplemental appropriation in the amount of \$150,000 reflecting the City's receipt of Jefferson County Joint Venture Open Space Grant for expansion of Kings Mill Park.

Mayor Pro Tem Dittman moved to remove Agenda Item 8C for individual consideration. Councillor Kaiser seconded the motion, and it carried.

Mayor Pro Tem Dittman moved to approve all items on the consent agenda except Agenda Item 8C. Councillor Lindsey seconded the motion and it carried.

FLEET MAINTENANCE ON-SITE PARTS STORE CONTRACT

It was moved by Mayor Pro Tem Dittman and seconded by Councillor Lindsey to authorize the City Manager to execute a \$235,422 contract with Factory Motor Parts, in substantially the same form as the draft agreement distributed with the agenda packet, for the operation of an onsite vehicle and equipment parts store at the City's Fleet Maintenance facility. The motion passed by a 5:1 margin with Councillor Kaiser voting no after voicing concerns based on his experience with onsite vehicle and equipment parts store arrangements.

RESOLUTION NO. 28 ALLOCATING SERVICE COMMITMENTS FOR 2012

Upon a motion by Councillor Briggs, seconded by Mayor Pro Tem Dittman, the Council voted unanimously on roll call vote to adopt Resolution No. 28 allocating Service Commitments for the year 2012 to the various categories of the Growth Management Program including Service Commitments for residential competitions for new Single-Family Detached, Single-Family Attached, Multi-Family, Senior Housing, and Traditional Mixed Use Neighborhood Developments.

RESOLUTION NO. 29 ADDING PUBLIC ART TO MULTI-FAMILY DESIGN GUIDELINES

Councillor Major moved to adopt Resolution No. 29 amending the Multiple-Family Design Guidelines to add a public art incentive. Mayor Pro Tem Dittman seconded the motion, and on roll call vote, the motion passed unanimously.

RESOLUTION NO. 30 ADDING PUBLIC ART TO RETAIL COMMERCIAL DESIGN GUIDELINES

It was moved by Councillor Major and seconded by Councillor Lindsey to adopt Resolution No. 30 amending the Retail Commercial Design Guidelines to revise the public art incentive criteria. At roll call, the motion passed unanimously.

RESOLUTION NO. 31 AMENDING THE CITY'S INVESTMENT POLICY

Councillor Lindsey moved, seconded by Councillor Major, to adopt Resolution No. 31 approving the revised Investment Policy for the investment of public funds. The motion passed unanimously on roll call vote.

ADJOURNMENT

There being no further business to come before the City Council, it was moved by Mayor Pro Tem Dittman and seconded by Councillor Major to adjourn. The motion carried and the meeting adjourned at 7:29 P.M.

ATTEST:

Mayor

City Clerk



Agenda Item 6 A

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Proclamation re Red Ribbon Week

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Councillor Kaiser to present the proclamation for Red Ribbon Week to the Westminster Community Awareness and Action Team.

Summary Statement

- Red Ribbon Week is observed from October 23 through 31, in actuality the last nine days of October annually. The theme of this year's national campaign is, "It's Up to Me to Be Drug-free."
- As in the past, the City is joining the Westminster Area Community Awareness Action Team, local schools, churches, and area businesses to take a public stand against drugs and to show a personal commitment to a drug-free lifestyle through the symbol of the Red Ribbon.
- Members of the Westminster Area Community Awareness Action Team Board of Directors will be present to accept the proclamation.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

None identified

Alternative

None identified

Background Information

Red Ribbon Week emerged from the creation of Camarena Clubs, which were established in 1985 to honor the memory of Drug Enforcement Agent Enrique “Kiki” Camarena, who was killed in the line of duty. By wearing red ribbons during the last week in October, Americans demonstrate their ardent support of a healthy, drug-free lifestyle and pay homage to all men and women who have made the ultimate sacrifice in support of our nation’s struggle against drug trafficking and abuse.

Through its participation, the City of Westminster joins thousands of other municipalities in Colorado and the United States to present a unified and visible commitment to create a drug-free America. This proclamation supports Council’s strategic goal of a Safe and Secure Community through drug prevention education activities that constitute a public statement to the community’s adult and youth populations about the positive societal impacts of a drug-free lifestyle.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Proclamation

WHEREAS, Alcohol, tobacco and other drug use by our youth is a threat to the future of our nation; and

WHEREAS, It is imperative that a unified and visible commitment of prevention efforts by community members be continued to reduce the demand for illegal drugs; and illegal use of legal drugs; and

WHEREAS, The National Family Partnership and the Westminster Area Community Awareness Action Team (C.A.A.T.) are sponsoring the national, statewide and local Red Ribbon Campaign, offering citizens the opportunity to demonstrate their commitment toward helping children stay drug free as they grow up; and

WHEREAS, This year's national theme, "It's Up to Me to Be Drug-free," will headline celebrations in communities across the nation during Red Ribbon Week, October 23 through October 31, 2011; and

WHEREAS, Westminster area school students and faculty, businesses, government, law enforcement, religious institutions, service organizations, youth, health providers, senior citizens, sports teams, and individuals will demonstrate their commitment to drug-free lifestyles by wearing and displaying red ribbons during this week-long campaign; and

WHEREAS, The City of Westminster is committed to assisting with the success of the Red Ribbon Campaign.

NOW, THEREFORE, I, Nancy McNally, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim October 23 through October 31, 2011 as

RED RIBBON WEEK

in the City of Westminster, and encourage our citizens to participate in drug prevention education activities, making a visible statement that we are strongly committed to a drug-free community.

Signed this 10th day of October, 2011.

Nancy McNally, Mayor



Agenda Item 8 A

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Banking Services Provider

Prepared By: Robert Smith, Treasury Manager
Robert Byerhof, Senior Financial Analyst
Rachel Price, Financial Analyst

Recommended City Council Action

Based on the report of the City Manager, that City Council finds that the public interest would be best served by accepting the bid for banking services from KeyBank National Association for one year at an amount not to exceed \$20,000 annually and subject to renewal for four additional one-year terms at an amount not to exceed \$20,000 per year.

Summary Statement

- The City has sophisticated banking service requirements, which have been professionally delivered by US Bank, NA. since 1999. In 2006, US Bank, NA. was reaffirmed as the City's primary bank after a competitive bid process. In May 2011, per purchasing policy, Staff issued a banking Request for Proposal (RFP) and after an extensive review of eight bank bid submissions, Staff recommends that the City enter into a banking services contract with KeyBank National Association (KeyBank).
- Highlights of KeyBank's proposal include:
 - Estimated annual reduction in cost of services of approximately \$18,300 over the existing provider's pricing
 - Minimum earning's credit rate of 1% on compensating balances
 - Well developed and user friendly internet based treasury workstation platform
 - Ability of the bank to perform all the core service requirements addressed in the City's proposal request

Expenditure Required: Amount varies per month based on services provided

Source of Funds: Paid through non-interest bearing compensating balances maintained at the bank



Policy Issue

Should the City of Westminster sign a contract for banking services with KeyBank?

Alternatives

1. Choose another firm to perform the banking services. Staff does not recommend this alternative, as KeyBank represents the most qualified banking service provider based on review of the RFP's submitted.
2. Keep the existing bank provider. Staff does not recommend this alternative. After a thorough analysis of each RFP submission, Staff believes that KeyBank provides the quality of service required by the City with competitive and cost effective overall pricing without compromising service quality in comparison to all the respondents, inclusive of the existing service provider.

Background Information

Banking services required by the City include but are not limited to the following bank accounts: general operating, controlled disbursement, pension, municipal court, flexible spending, and sales tax. Additionally, the bank processes check, Automated Clearing House (ACH) and wire transactions for the City's accounts and provides core banking services such as basic cash management services: collection services, disbursement services, online banking, reconciliation services, account analysis and overnight investment of surplus funds.

Costs of banking services are typically paid through the use of a compensating balance. A compensating balance is an agreement by which the City agrees to maintain a certain amount of funds on deposit in a non-interest bearing account at the bank in return for receiving designated banking services. Under such an arrangement, the earnings on the amounts held on deposit accrue and are retained by the bank to compensate it for the services provided to the entity. In essence, the City foregoes interest income on the compensating balance in order to pay for the banking services.

The rate a bank agrees to "pay" on the account balances is called the earnings credit rate. The basis of calculating this rate varies from bank to bank. Differences in the rate will affect the size of the compensating balance the City must hold on deposit at the bank. Since this balance does not earn interest, a lower required compensating balance is preferable to a higher balance since the City's funds not used in the compensating balance can be invested. It should be noted that given the competitive banking environment along with the current and projected low interest paid on account balances, several banks offered a minimum earnings' rate floor, which is significantly higher than the market rate earned currently.

The Request for Proposal (RFP) was issued for banking services per the City's Purchasing Policy. Nine banks responded; however, one bank's submission was disqualified as the bank did not complete the RFP per the guidelines. The bid analysis included the evaluation of each bank's cash management capabilities, financial strengths, management and customer support depth, web-based treasury management technology sophistication and user friendliness, service costs, earnings credit methodology, government sector experience and reference commentary. After the initial review of the responses, Staff invited four banks to make a presentation of their key personnel, products and services including a demonstration of their web-based treasury management workstation.

The decision to recommend KeyBank is based on the criteria noted above complemented by their competitive pricing and earnings' credit methodology relative to the other respondents. Below is a table outlining the estimated monthly costs of services and earnings' rates offered by the banks as incorporated into the City's assessment worksheets:

Bank	Monthly Fees	Earnings Credit Rate ⁽¹⁾	Estimated Compensating Balance Requirement
Compass Bank ⁽²⁾	\$425	0.50%	\$1,000,000
KeyBank	\$1,176	1.00%	\$1,385,211
Bank of the West	\$2,235	0.85%	\$3,095,920
US Bank	\$2,704	0.50%	\$7,310,815
JP Morgan	\$2,781	0.45%	\$7,277,093
First National Bank	\$3,393	0.25%	\$15,979,682
UMB Bank	\$4,162	0.28%	\$17,503,096
Wells Fargo	\$5,508	0.20%	\$32,426,688

⁽¹⁾ The earnings' credit rate reflects either the minimum earnings rate per the RFP or an estimate based on the calculation methodology presented by the bank.

⁽²⁾ The bank proposed a flat compensating balance for all services requested in the RFP and the monthly fees represents the implied cost based on the estimated current earnings credit rate.

Although on a cost basis, KeyBank's bid was not the lowest received in terms of monthly fees, their quote was the second lowest. In addition, KeyBank provides a quality web-based treasury workstation and received very positive customer reference feedback. When analyzed in the context of the earnings' credit rate offered, which impacts the size of the compensating balance required to be maintained at the bank, KeyBank offers the City a financially beneficial package while providing superior treasury management services. Overall, Staff believes it is in the City's best interest to enter into a banking services contract with KeyBank.

This recommended action supports the strategic objectives of a Financially Sustainable City Government Providing Exceptional Services. It does so by assuring that the City enters into a banking relationship providing cost and operationally efficient services.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 8 B

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: 2012 Ambulance Purchase

Prepared By: Rick Spahn, EMS Field Coordinator

Recommended City Council Action

Authorize the purchase of one replacement Ford MEDTEC ambulance, from Front Range Fire Apparatus in the amount of \$124,229 and authorize Staff to proceed with the purchase from available General Capital Outlay Replacement Funds-Public Safety Tax.

Summary Statement

- City Council has allocated \$130,000 for 2012 in the General Capital Outlay Replacement Fund-Public Safety Tax (GCORF-PST) for the replacement of one ambulance.
- The new 2012 ambulance will replace a 2006 Ford Road Rescue ambulance (unit #5212), currently in reserve status, which has over 80,000 miles.
- Formal bids were sent to vendors in accordance with City policy and under the supervision of the City Purchasing Officer. Specifications asked that vendors provide a cost for a 2011 and 2012 ambulance. Three vendors responded. The low bidder, Front Range Fire Apparatus meets bid specifications and agreed to deliver the 2012 ambulance six months after the signing of the contract.
- Front Range Fire Apparatus has offered \$11,000 as a trade-in value for unit #5212. They have also offered an additional savings of \$3,800 if the 2012 ambulance is prepaid in full at the time of the order. The recommended expenditure includes the deduction of the trade-in and the prepayment option.
- Summarization of cost: Bid price of \$139,029, minus \$11,000 trade-in allowance, minus \$3,800 prepayment discount, equates to a total amount of \$124,229.
- Staff is seeking approval to utilize funds now instead of waiting until January 2012. This will allow the City to take advantage of the prepayment option which expires October 2011. Funding is available in GCORF-PST for this expenditure.

Expenditure Required: \$124,299

Source of Funds: General Capital Outlay Replacement Fund-Public Safety Tax



Policy Issue

Should the City enter into an agreement with Front Range Fire Apparatus to purchase a Ford MEDTEC Ambulance?

Alternatives

1. Direct Staff to have the ambulance re-bid. This is not recommended because Staff does not feel a re-bid process will generate a lower purchase price.
2. Direct Staff to delay the purchase of this ambulance. Staff does not recommend this alternative. Delayed approval will result in a price increase and reduced chassis availability. The purpose for seeking approval at this time is to take advantage of the availability of the 2010 Ford E450 chassis. The purchase of a 2012 GM engine/chassis would increase cost by approximately \$8,000.

Background Information

The projected life expectancy of an ambulance in Westminster has been five to six years, with three to four years of front-line service and two years as a reserve unit. A Fire Department ambulance will typically have been driven 70,000 to 100,000 miles and each will have responded to over 7,000 calls by the time they are replaced.

As of 2010 first quarter, Ford Motor Company has discontinued the E450 series chassis. Front Range Fire Apparatus has indicated they have a limited supply of the 2010 Ford E450 series and have included this chassis in their proposal. Staff continues to strive for standardization. All ambulances in fleet are built on a Ford E450 chassis. This benefits Fleet from a parts and maintenance perspective. This is the last opportunity to take advantage of the Ford chassis and allows staff enough time to further investigate 2013 chassis options.

Formal bids were sent out in accordance to City policy. Bids were opened December 13, 2010, in front of the three vendors who submitted bids: Rocky Mountain Emergency Vehicles (Lifeline), Front Range Fire Apparatus (MEDTEC), and PEAK Motor Coach (Road Rescue). Vendors were able to meet or exceed the City's required specifications. Listed below are the bid prices.

Ambulance	Chassis	Bid	Trade-In	Total Price
Lifeline	Chevrolet G4500	\$154,030	\$16,000	\$138,030
MEDTEC	Ford E450	\$139,029	\$11,000	\$128,029*
Road Rescue	Chevrolet G4500	\$136,916	\$10,000	\$128,916

* The MEDTEC bid was further reduced by the prepayment option lowering the final price to \$124,229.

Front Range Fire Apparatus is the regional distributor of MEDTEC ambulances and Pierce fire apparatus. They are designated as the sole vendor of all major fire apparatus purchased by the City of Westminster. City Staff enjoys a long-term positive relationship with Front Range Fire Apparatus due to exceptional customer service, quality products and competitive pricing. Past purchases have demonstrated that Front Range Fire Apparatus continually meets or exceeds all specification requirements. In addition, they have been the low bidder for the past four years. MEDTEC ambulances continually demonstrate high quality manufacturing by holding up to the day-to-day wear and tear associated with providing emergency medical services. Front Range Fire Apparatus keeps Staff apprised of industry trends, manufacturing changes and continually works closely with Staff to ensure superior value in fire apparatus and ambulance purchases.

Staff continues to strive for standardization of the ambulance fleet and the purchase of this ambulance supports this endeavor. Significant savings are realized in training personnel, equipping the ambulances and reducing Fleet maintenance costs through a standardized program. Fleet Maintenance does support the purchase of a Ford MEDTEC Ambulance.

The purchase of the ambulance helps achieve the City of Westminster's Strategic Plan Goals of "Safe and Secure Community" and "Financially Sustainable City Government." This is accomplished by ensuring reliable equipment in order to provide care during emergency operations, and by effective cost containment/control measures for living within budget.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Contract

Purchase Agreement



This Purchase Agreement (together with all attachments referenced herein, the “Agreement”), made and entered into by and between Medtec Ambulance Corporation, a Florida corporation (“Medtec”), and CITY OF WESTMINSTER, a COLORADO HOME RULE MUNICIPALITY (“Customer”) is effective as of the date specified in Section 3 hereof.

1. Definitions.

- a. **“Product”** means the fire apparatus and any associated equipment manufactured or furnished for the Customer by Medtec pursuant to the Specifications.
- b. **“Specifications”** means the general specifications, technical specifications, training, and testing requirements for the Product contained in the Medtec Proposal for the Product prepared in response to the Customer’s request for proposal.
- c. **“Medtec Proposal”** means the proposal provided by Medtec attached as Exhibit C prepared in response to the Customer’s request for proposal.
- d. **“Delivery”** means the date Medtec is prepared to make physical possession of the Product available to the Customer.
- e. **“Acceptance”** The Customer shall have fifteen (15) calendar days of Delivery to inspect the Product for substantial conformance with the material Specifications; unless Medtec receives a Notice of Defect within fifteen (15) calendar days of Delivery, the Product will be deemed to be in conformance with the Specifications and accepted by the Customer.

2. Purpose. This Agreement sets forth the terms and conditions of Medtec’s sale of the Product to the Customer. PUSUANT TO THE MEDTEC PROPOSAL.

3. Term of Agreement. This Agreement will become effective on the date it is signed and approved by Medtec’s authorized representative pursuant to Section 22 hereof (“Effective Date”) and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon the Customer’s Acceptance and payment in full of the Purchase Price.

4. Purchase and Payment. The Customer agrees to purchase the Product specified on Exhibit A for the total purchase price of \$128,029.00 (“Purchase Price”). Prices are in U.S. funds. FOB AND FREIGHT PREPAID TO WESTMINSTER COLORADO.

5. Future Changes. Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and/or the Product and in any such event any resulting cost increases incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. In addition, any future drive train upgrades (engine, transmission, axles, etc.), or any other specification changes have not been calculated into our annual increases and will be provided at additional cost. To the extent practicable, Pierce will document and itemize any such price increases for the Customer.

6. Agreement Changes. The Customer may request that Medtec incorporate a change to the Products or the Specifications for the Products by delivering a change order to Pierce; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Medtec to evaluate the feasibility of such change (“Change Order”). Within [seven (7) business days] of receipt of a Change Order, Medtec will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Medtec shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order. A Change Order is only effective when counter-signed by Medtec’s authorized representative.

7. Cancellation/Termination. In the event this Agreement is cancelled or terminated by a party before completion, Medtec may charge a cancellation fee. The following charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after order is accepted and entered by Medtec; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon any material requisition. The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Medtec endeavors to mitigate any such costs

through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Medtec upon sale of the Product to another purchaser, plus any costs incurred by Medtec to conduct any such sale.

8. Delivery, Inspection and Acceptance. (a) Delivery. Delivery of the Product is scheduled to be within SIX (6) months of the Effective Date of this Agreement, F.O.B. Customers place of business, Westminster, Colorado, freight pre-paid. Risk of loss shall pass to Customer upon Delivery. (b) Inspection and Acceptance. Upon Delivery, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the material Specifications, and in the event of substantial non-conformance to the material Specifications to furnish Medtec with written notice sufficient to permit Medtec to evaluate such non-conformance ("Notice of Defect"). Any Product not in substantial conformance to material Specifications shall be remedied by Medtec within thirty (30) days from the Notice of Defect. In the event Medtec does not receive a Notice of Defect within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and Accepted by Customer.

9. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Medtec Ambulance Corporation
Customer Order Team Manager
1512 38th Avenue
Bradenton, FL 34203
Fax (941) 748 - 9453

Customer
CITY OF WESTMINSTER
ATTEN: RICK SPAHN, EMS COORDINATOR
9110 YATES STREET
WESTMINSTER, COLORADO 80031

10. Standard Warranty. Medtec warranties are attached hereto as Exhibit B and made a part hereof. Any additional warranties must be expressly approved in writing by MEDTEC's authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER MEDTEC, ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall Medtec be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Medtec's own negligence, or otherwise.

11. Insurance. Pierce maintains the following limits of insurance with a carrier(s) rated A- or better by A.M. Best:

Commercial General Liability Insurance:

Products/Completed Operations Aggregate: \$1,000,000
Each Occurrence: \$1,000,000

Umbrella/Excess Liability Insurance:

Aggregate: \$25,000,000
Each Occurrence: \$25,000,000

The Customer may request: (x) Medtec to provide the Customer with a copy of a current Certificate of Insurance with the coverages listed above; (y) to be included as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Pierce insurance policy); and (z) all policies to provide a 30 day notice of cancellation to the named insured.

12. Force Majeure. Medtec shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Medtec's control which make Medtec's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

13. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Medtec fails to perform any of its obligations under this Agreement; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Medtec.

14. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Medtec until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Medtec until the Purchase Price for that Product has been paid in full. In case of any default in payment, Medtec may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.

15. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venturer of or with the other.

16. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

17. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of COLORADO.

18. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.

19. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Medtec's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Medtec's authorized representative.

20. Conflict. In the event of a conflict between the Customer Specifications, THE AGREEMENT AND SPECIFICATIONS SHALL PREVAIL OVER THE PROPOSAL.

21. Signatures. This Agreement is not effective unless and until it is approved, signed and dated by Medtec Ambulance Corp's authorized representative.

Accepted and agreed to:

MEDTEC AMBULANCE CORP.

CUSTOMER: CITY OF WESTMINSTER

BY: _____

BY: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

PURCHASE DETAIL FORM

Medtec Ambulance Corp.
Customer Order Team Manager
1512 38th Avenue
Bradenton, FL 43203
Fax (941) 748- 9453

Date: 8-25-2011

Customer Name: CITY OF WESTMINSTER

Quantity	Chassis Type	Body Type	Price per Unit
1	E-450	M-168	\$128,029.00
			\$
			\$
			\$
			\$

[Insert any trade-in or applicable discounts here.]

PRICE INCLUDES A \$11,000.00 TRADE IN ALLOWANCE FOR THE CUSTOMERS 2006 ROAD RESCUE AMBULANCE

Warranty Period: ATTACHED TO EXHIBIT B

Training Requirements: STANDARD

Other Matters: [Insert any performance bonds, penalties, etc.] PRICE IS FOB IN WESTMINSTER, COLO.

This contract is available for inter-local and other municipal corporations to utilize with the option of adding or deleting any Pierce available options, including chassis models. Any addition or deletion may affect the unit price.

Payment Terms: SHOULD THE CITY OF WESTMINSTER CHOOSE TO PREPAY 100% OF THE CONTRACT AMOUNT, THOSE FUNDS WOULD EARN 7.25% INTEREST UNTIL DELIVERY. WHEN APPLIED TO THE PURCHASE PRICE, THIS WOULD YIELD APPROXIMATELY \$3800 IN INTEREST. THE EARNED INTEREST CAN EITHER BE SENT VIA CHECK TO THE CITY OF WESTMINSTER OR DEDUCTED FROM THE FINAL INVOICE.

[NOTE: If deferred payment arrangements are required, the Customer must make such financial arrangements through a financial institution acceptable to Medtec.] All taxes, excises and levies that Medtec may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Product sold by Medtec to the Customer shall be for the account of the Customer and shall be added to the Purchase Price. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the prices on all unshipped Product will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge of 1.5 percent per month or such lesser amount permitted by law. Medtec will not be required to accept payment other than as set forth in this Agreement. However, to avoid a late charge assessment in the event of a dispute caused by a substantial nonconformance with material Specifications (other than freight), the Customer may withhold up to five percent (5%) of the Purchase Price until such time that Medtec substantially remedies the nonconformance with material Specifications, but no longer than sixty (60) days after Delivery. If the disputed amount is the freight charge, the Customer may withhold only the amount of the freight charge until the dispute is settled, but no longer than sixty (60) days after Delivery. Medtec shall have and retain a purchase money security interest in all goods and products now or hereafter sold to the Customer by Medtec or any of its affiliated companies to secure payment of the Purchase Price for all such goods and products. In the event of nonpayment by the Customer of any debt, obligation or liability now or hereafter incurred or owing by the Customer to Medtec, Medtec shall have and may exercise all rights and remedies of a secured party under Article 9 of the Uniform Commercial Code (UCC) as adopted by the state of Florida.

THIS PURCHASE DETAIL FORM IS EXPRESSLY SUBJECT TO THE PURCHASE AGREEMENT TERMS AND CONDITIONS. THE SPECIFICATIONS CONSIST OF THE FOLLOWING:

- (1) CUSTOMERS REQUEST FOR BIDS FOR BID # FD-10-20-6-2010
- (2) MEDTEC DRAWINGS, NO. 06-8643-09 DATED 10-14-09

EXHIBIT B
WARRANTY

EXHIBIT C

MEDTEC PROPOSAL



Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Lexington Place Roadway Improvements Construction Contract

Prepared By: David W. Loseman, Senior Projects Engineer

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder, Noraa Concrete Construction Corporation, in the amount of \$72,360 for the Lexington Place Roadway Improvement Project and authorize a construction contingency in the amount of \$10,000.

Summary Statement

- When the Official Development Plan (ODP) for Huntington Trails Subdivision was approved on January 27, 2004, a local roadway connection between that development and Lexington Subdivision to the immediate south was contemplated. However, due to a concern from Lexington residents that construction traffic would use this roadway connection – Lexington Place – as a short cut through Lexington Subdivision, a condition was included on the ODP that delayed the installation of the street to such time that the last building permit within Huntington Trails was issued.
- In January 2004, it is likely that the universal presumption was that Huntington Trails would build-out within a few years. The housing crisis of the past decade has proven that presumption to be inaccurate. In the meantime, the 140 developed lots located within Lexington Subdivision have existed with only one access point – Lexington Avenue – for the approximately 19 years since that subdivision was developed. A single access point into a development of this size is cause for concern from an emergency vehicle response standpoint.
- City staff recently discussed this concern with the Lexington Homeowners Association Board of Directors, and, after polling their membership, the Board agreed that the roadway connection should be constructed. The developer of Huntington Trails installed his portion of the connection years ago. The portion of the street in Lexington Subdivision that would be built within previously reserved right-of-way is the responsibility of the City. Sufficient funds for this purpose were appropriated within the New Development Participation Capital Improvement Project Fund many years ago.
- The Request for Bids for the construction of this project was advertised on the City’s bid website for three weeks. Two bids were received with the lowest bidder being Noraa Concrete Construction Corporation with a bid of \$72,360.
- Staff has reviewed the bids and recommends awarding this construction contract to Noraa Concrete Construction Corporation. A contingency is also recommended in the amount of \$10,000.

Expenditure Required: \$82,360

Source of Funds: New Development Participation Project of the GCIP Fund



Policy Issue

Should the City proceed with the Lexington Place Roadway Improvement project?

Alternatives

Alternatives include postponing or abandoning the construction of this project. Given the desire by the Lexington Subdivision residents for the street to be built and the fact that this project is key to improving emergency vehicle response, this alternative is not recommended.

Background Information

In early 2011 the City received a request from the president of the HOA of the Lexington Subdivision, representing a majority of the owners in the subdivision, to complete the missing section of Lexington Place between Lexington Subdivision and Huntington Trails Subdivision. The Official Development Plan for the adjacent subdivision, Huntington Trails Subdivision, obligates the City to construct this missing link of Lexington Place when 100% of the homes are constructed in the Huntington Trails Subdivision. It is unlikely that complete build out of the homes in Huntington Trails Subdivision will occur in the near future. In addition, this restriction was placed on the Huntington Trails Subdivision Official Development Plan at the insistence of a majority of the Lexington Subdivision residents who now want this restriction waived as evidenced by the above mentioned letter from the HOA president. Staff recommends completing this section of road now and as requested by the current residents of Lexington Subdivision.

Following the completion of the roadway design by staff in June 2011, requests for bids for the construction of this project were advertised on the City’s “Demand Star” bid website, and bids were opened on July 21, 2011. Due to the small size of this roadway contract only two bids were received.

The bid results are as follows:

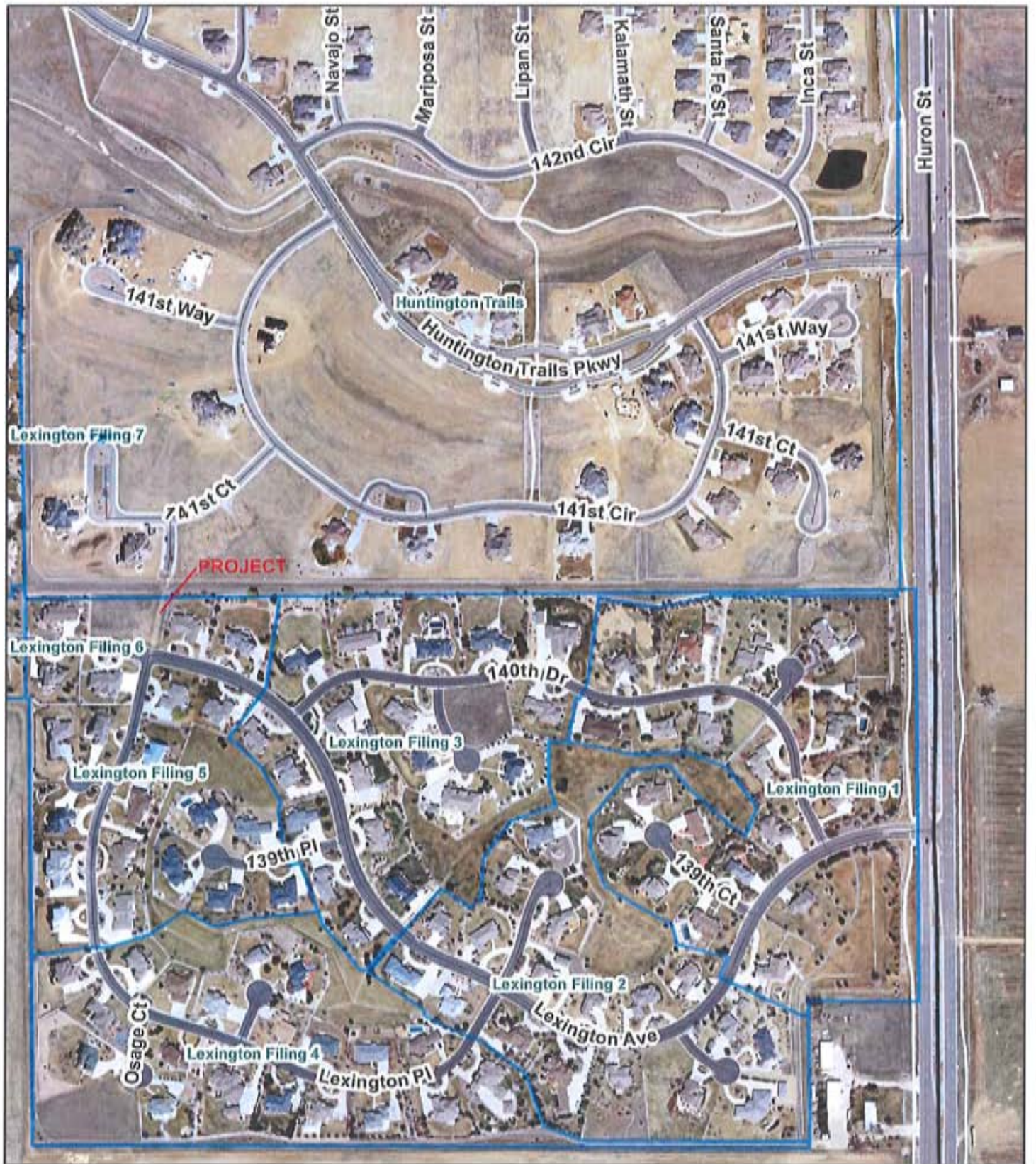
<u>Contractor</u>	<u>Submitted Bid</u>
Noraa Concrete Construction Corp.	\$72,360.00
Concrete Structures, Inc.	\$86,767.91
Engineer’s Estimate	\$74,471.00

Staff has reviewed the results of the bidding procedure and recommends that the low bidder, Noraa Concrete Construction Corporation, be awarded the contract for construction in the amount of \$72,360. Staff has not worked with Noraa previously but has checked their references and is convinced that they are very capable of constructing this project. The contingency amount of \$10,000 is approximately 14% of the cost of construction. Staff believes that this is an adequate contingency for a project of this size and complexity.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment – Lexington Place Roadway Improvements Map



Lexington Place Roadway Improvements





Agenda Item 10 A

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Public Hearing on the Second Amended Preliminary Development Plan and Eighth Amended Official Development Plan for Hyland Village Subdivision

Prepared By: Terri Hamilton, Planner III

Recommended City Council Action

Open and continue the public hearing to the City Council meeting October 24, 2011.

Summary Statement

- Due to concerns and issues brought up by residents at the recent Planning Commission meeting regarding the homeowner association in Hyland Village, staff recommends that this proposal be continued by City Council to October 24, 2011 to allow further time for review of the resident's concerns.
- The 71 acre Hyland Village Subdivision is located at the southwest corner of West 98th Avenue and Sheridan Boulevard. The subdivision consists of parcels for mixed use, multi-family, townhome, single family detached and public land dedication/open space. Existing construction consists of 12 townhome units and 4 single family homes.
- A 5-acre undeveloped multi-family parcel (Lot 1 Block 9) is located within the interior of the subdivision at the northeast corner of West 96th Avenue and Ames Street.
- The multi-family parcel is designated for approximately 150 dwelling units and restricted to a development marketed to individual buyers (condominiums).
- The proposed Second Amended Preliminary Development Plan and Eighth Amended Official Development Plan would allow the use of the multi-family parcel to be marketed to individual buyers (condominiums) or as a rental project (apartments).

Expenditure Required: \$0

Source of Funds: N/A



Planning Commission Recommendation

This request was heard by the Planning Commission on September 27, 2002. Seven people spoke at the public hearing: two people representing multiple vacant lot owners spoke in favor of the request - one noting that for comparison the Bradburn subdivision has apartments that look good, four residents of the subdivision spoke against the request raising concerns about negative aspects of apartments and concerns about Homeowners' Association impacts and issues, and one person was neutral about the project but also concerned about Homeowners' Association impacts.

The Planning Commission voted 5-2 to approve the Second Amended Preliminary Development Plan and Eighth Amended Official Development Plan for Hyland Village Subdivision, with Commissioners Mayo, Colling, McConnell, Boschert and Carpenter voting for approval. Commissioners Anderson and McClung voted against the amendment stating that:

- The City has several apartment complexes contemplated or that could break ground next year but does not have a variety of options for condominiums.
- There are more options for rental apartments up and down Sheridan Boulevard close to this site but not condos or townhouses.
- Not ready to concede that condos or future condo projects should be converted to apartment complexes.
- One of the great advantages of this site was to have owner occupied residents throughout the site and that was of interest to Planning Commission/the City when the project was approved in 2007.
- Not wanting to set a precedent for changing a condo project to apartments.
- We owe the residents who live there the certainty of what will happen.
- There is a potential lawsuit regarding Homeowners' Association issues that could result from allowing apartments.

Policy Issue

Should the City Council approve the Second Amended Preliminary Development Plan and Eighth Amended Official Development Plan for Hyland Village Subdivision, allowing the multi-family parcel the option to be developed as apartments?

Alternative

Do not continue the public hearing to a later date, take testimony and render a decision at the October 10 City Council meeting.

If City Council decides to proceed with the public hearing as scheduled, then alternatives include:

1. Affirm the recommendation of the Planning Commission permitting development of rental apartments.
2. Deny the Second Amended Preliminary Development Plan (PDP) and Eighth Amended Official Development Plan (ODP) for Hyland Village Subdivision; the multi-family parcel would continue to be restricted to a development marketed to individual buyers. This alternative supports the original intention of this Planned Unit Development (PUD) - to provide a variety of housing options within the subdivision marketed to individual buyers, not as rental projects. There are existing apartments in the vicinity of Hyland Village, but fewer condominiums.

This recommendation is not supported by City staff due to circumstances affecting this development:

- The national and state economy has been affected by a banking crisis that in turn has dramatically affected the housing market, resulting in a significant decrease in construction of new housing. The nation's homeownership rates are now at the lowest level since early 1998, standing at 66 percent in the second quarter, according to a Census Bureau report. The demand for rental housing appears to be increasing, as rental housing offers greater flexibility in mobility needed by many for employment opportunities, as well as a housing option that does not require bank financing by individuals.

- The Hyland Village Subdivision was in the initial phase of construction - grading, roads, utilities, when the banking crisis occurred. Significant expenditures have occurred but the master developer is no longer able to continue with the project as planned, and new residents now occupy the sixteen dwelling units constructed. The project has been stymied, with no new residential building permits since June 27, 2008. Construction of a rental multi-family project may provide an increase in the development potential for all of Hyland Village.

Background Information

Nature of Request

The applicant is requesting the option of constructing a rental apartment project on the existing multi-family parcel that is currently restricted to be marketed to individual buyers. The adjacent undeveloped village green parcel, under the same ownership, is not proposed to be altered.

Location

The multi-family parcel, platted as Lot 1 Block 9, is approximately a 5 acre parcel located in the interior of the subdivision at the northeast corner of 96th Avenue and Ames Street. The village green parcel, platted at Tract SS, is surrounded on three sides by the multi-family parcel.

Public Notification

Westminster Municipal Code 11-5-13 requires the following three public notification procedures:

- Published Notice: Notice of public hearing scheduled before Planning Commission shall be published and posted at least 10 days prior to such hearing and at least four days prior to City Council public hearings. Notice for the City Council hearing has published in the Westminster Window on Thursday, September 29, 2011.
- Property Posting: Notice of public hearings shall be posted on the property with one sign in a location reasonably visible to vehicular and pedestrian traffic passing adjacent to the site. Two signs were posted on Friday, September 29, 2011.
- Written Notice: At least 10 days prior to the date of the public hearing, the applicant shall mail individual notices by first-class mail to property owners and homeowner’s associations registered with the City within 300 feet of the subject property. The applicant has provided the Planning Manager with a certification that the required notices were mailed on Thursday, September 15, 2011.

Applicant/Property Owner

1225 Prospect, LLC
5723 Arapahoe Avenue #2B
Boulder, Colorado 80303
Contact: Michael Markel, Manager

Surrounding Land Use and Comprehensive Land Use Plan Designations

Development Name	Zoning	CLUP Designation	Use
North: Future Townhomes - Hyland Village	PUD	Traditional Mixed-Use Neighborhood Development	Vacant
South: Future Townhomes - Hyland Village	PUD	Traditional Mixed-Use Neighborhood Development	Vacant
East: Future Mixed Use – Hyland Village	PUD	Traditional Mixed-Use Neighborhood Development	Vacant
West: Future Single-Family and Private Park - Hyland Village	PUD	Traditional Mixed-Use Neighborhood Development	Vacant

Site Plan Information

The following site plan information provides examples of how the proposal complies with the City's land development regulations and guidelines; and the criteria contained in Sections 11-5-14 and 11-5-15 of the Westminster Municipal Code (attached).

- The multi-family parcel is designated as Traditional Mixed-Use Neighborhood Development (TMUND) in the City's Comprehensive Land Use Plan (CLUP) and is part of a larger TMUND parcel - the Hyland Village Subdivision Planned Unit Development which was approved by City Council in 2007. Hyland Village is planned for a variety of residential, mixed use and public land/open space. The request to allow the option of a rental project on the multi-family parcel does not impact the CLUP designation.
- Site Design: The multi-family parcel is in the interior of the Hyland Village Subdivision and surrounded by public streets. The specific design of the multi-family parcel will occur with a future amendment to the Hyland Village ODP and will include site design, landscape design, architecture, signage and lighting. The specific design details of the project will be evaluated for compatibility with the surrounding existing or future development, function, and quality, regardless if the project is for ownership or rental of units. The City has design guidelines for Traditional Mixed Use Neighborhood Developments (TMUND) projects and multi-family development which are used during the review of a specific proposal. The maximum allowable density on this parcel would not change if apartments are allowed.
- Public Land Dedication/School Land Dedication: The required public land dedication for Hyland Village has previously occurred, with the City owning open space parcels at the north-east and south-east and south portions of the subdivision. A cash-in-lieu payment for school land dedication has also been completed. These dedications or payments are not affected by the ownership or rental of the multi-family units.

Service Commitment Category

Service Commitments have been previously awarded and will not be impacted with the Second Amended PDP or Eighth Amended ODP.

Referral Agency Responses

Not applicable

Neighborhood Meeting and Public Comments

A neighborhood meeting was held on Monday, August 8, 2011. There were eleven attendees. Questions from attendees were varied. There was both support and lack of support for the request. Notes by the City Planner regarding types of questions and responses are attached to this memorandum. Also, several emails were sent to the City Planner, also attached to this memorandum. The emails generally express a lack of support (2 of 3). For those who did not support this request, concerns and questions generally were as follows (response by City staff noted in italics):

- Rental property would negatively affect the value of homes (*City procedures are in place to ensure quality in the design and construction of the project t- regardless of ownership status of the units.*)
- Maintenance and architecture of rental property as less than an ownership property (*City staff can address general issues of property maintenance with Code Enforcement.*)

- Questions regarding impact to the Homeowners' Association (primarily financial impact)
 - o The collection of a per unit "recreation" fee at closing (McStain did this)
 - o A reduction of Homeowners' Association fees generated from the apartment project
 - o Access of apartment residents to the future pool/clubhouse

(The Official Development Plan for Hyland Village states that the pool and clubhouse is for all residents - this is not proposed to be changed by the applicant at this time. City staff does not review or participate in the preparation of Homeowners' Association documents or procedure. However the current multi-family property owner/applicant is aware of the Homeowners' Association related questions and should be prepared to respond further at the time of the Planning Commission public hearing.)

Respectfully submitted,

J. Brent McFall
City Manager

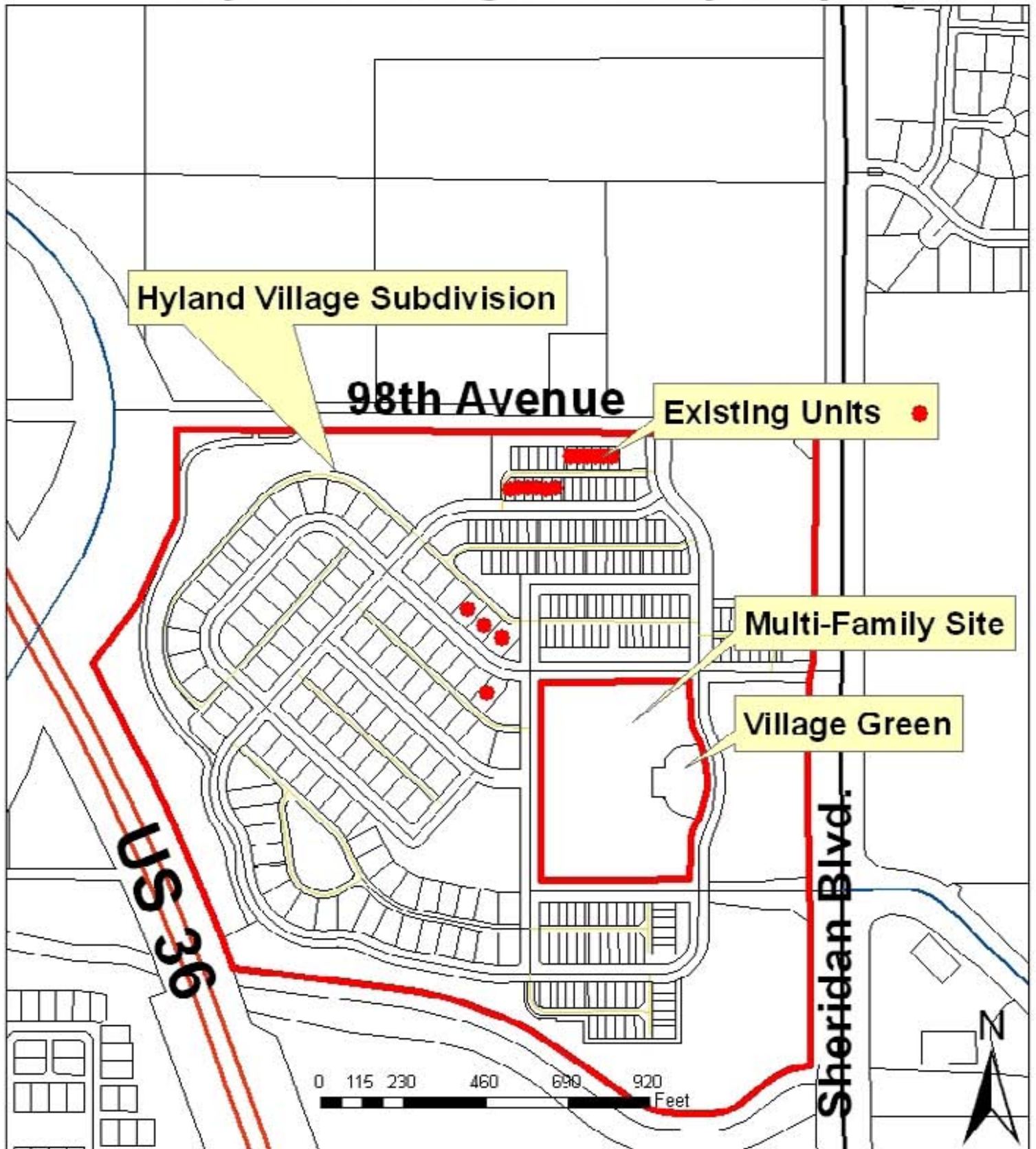
Attachments

- Exhibit A (Vicinity Map)
- Exhibit B (Neighborhood Meeting Notes and Emails)
- Exhibit C Criteria and Standards for Land Use Applications



WESTMINSTER

Hyland Village Vicinity Map



Meeting Notes Hyland Village Neighborhood meeting 8/8/11, 6:30-8 P.M.

Questions/answers

- How would apartments affect the HOA? (Markel: apartment project might not want to be included in the HOA, not certain.)
- How many apartments are planned to occur with the redevelopment of the Westminster Mall? (Terri: I don't know the answer to that.)
- Will apartments here complete with apartments at the Westminster Mall? (Markel: depends on who builds and owns the project.)
- Can apartments be converted to condos in the future? (Markel: possibly at a later date but would be an up-scale project either way. Terri: unknown, the project developer might have to pre-determine that with building construction.)
- Could these apartments be low-income? (Markel: unlikely to happen with desire to build the higher number of units which would likely result in parking under the building as well as surface parking and also elevators. Markel had done preliminary site planning and thought this would be the probable approach. Terri: City wouldn't regulate the rental price but would be looking at the aesthetics of the project- quality of building materials, landscaping, layout...If the project does involve a level of parking below the units and elevators, and with the four story limit it may result in a higher cost project.)
- Couldn't the developer build fewer and cheaper units? (Markel: Very unlikely to occur given the cost he plans to sell the property for. Terri: Fewer units than 150 could be constructed. The City will be evaluating any project rental or otherwise for a quality development.)
- Concern that property values would be negatively affected by apartments versus condos. (Markel: No interest in condos from a developer. Very hard to finance or he would build a condo project. Apartments would likely be up-scale. Westminster uses criteria in project review that results in quality development.)
- Comment that it's hard to support the change to rental without an actual project as part of the proposal. (Markel: although we have a party that is very interested in purchasing and developing this site we didn't think it was appropriate to show examples of the type of development that may occur because it isn't for certain.)
- Comment that "apartments in Westminster don't wear well." (Terri: That perception is a concern- one we don't want. The City works to get quality development with quality building materials etc.)
- Is this project (Hyland Village) similar to Bradburn? (Terri: Bradburn does have a variety in housing types including a significant number of apartments, townhomes, and single family...the vision for Hyland Village includes a one-sided "Main Street with commercial uses" along Ames Street with the village green on the west side of Ames as part of the MF development, and the variety of residential like Bradburn of single family, townhome and multi-family.)

Hamilton, Terri

From: Hamilton, Terri
Sent: Monday, August 08, 2011 1:47 PM
To: 'Amy Shoemaker'
Subject: RE: Hyland Village Subdivision

Hi Amy,

I have your email. Thanks for responding. Your comments will be taken into consideration.

I'm sorry to hear of the mis-information you received when you purchased your townhome. Feel free to call me if you ever have questions about what is, or might be going on in the future, in your neighborhood. I'm very familiar with this project/neighborhood.

This project will go to Planning Commission and City Council and if you like, or are available, you are welcome to attend and speak directly to them also. You'll get notice of when these meetings get scheduled. Thanks again for your response!

Terri



*Terri Hamilton, Planner III
303-658-2096
thamilto@cityofwestminster.us
Starting 8/2/10 City Hall new business hours M-Thurs. 7-6 (closed Fridays)*

From: Amy Shoemaker [mailto:ashoemak@kcoe.com]
Sent: Thursday, August 04, 2011 5:03 PM
To: Hamilton, Terri
Subject: Hyland Village Subdivision

Hi Terri

Thank you for sharing the Development Plan for the Hyland Village Subdivision and for your willingness to hear our feedback.

I bought the last townhouse at 5471 W. 97th Place on June 6, 2011. I made an offer on the townhouse on March 11, 2011. When I made the offer, I was told that formal development plans were being revised and were not available for my review. However I was assured that the lot north of our townhome would either be used for the community center or 2 story town homes and that no future construction would block our view of the mountains. I was considering several townhomes and the mountain-view was an important priority in selecting this townhome.

You can imagine my surprise and disappointment to receive the ODP 5 weeks after closing on July 19th showing that a 4 story townhome would be built on that property and my mountain-view will now be my neighbors' garage, kitchen, and bathroom. I have heard from several sources that the builder wasn't going to build a lot more townhomes because they cost more to build than they sold for and they made more money from the single-family homes.

I'm trying to offer a win-win solution that would allow the builder to maximize their profitability while still honoring the promise they made to me when I bought the house. I would propose that we move the club house to the area north and west of the current townhomes. It would provide access to a main road if residents want to entertain guests at the club house. It would also free up land where they could build another single-family home or two in the current location – which should be more profitable for them and maintain our mountain-view. They could also use that area for parking for the townhome owners. The residents currently use the parking lots north of our building and south of the other townhouse building for their vehicles and guests. The loss of parking would require the residents to park in the street, which might be in violation of your city ordinances regarding street access for fire trucks.

I also have concerns about offering rental properties in our neighborhood and the impact that would have on the resale value of our homes. We have taken a chance and made an investment in a partially completed subdivision. I hope the builders will respect the trust and faith we put in them when we purchased our homes and collaborate with us to develop a plan that maximizes their profit while maintaining our standard of living.

I'm sorry that I have a conflicting meeting and won't be able to attend the meeting on August 8th. I appreciate you reading my feedback and considering it, along with the feedback you receive at the meeting.

Please call or email me if you have questions or wish to discuss any of the items in this email.

Thanks again for your time to read my feedback,
Amy

 KENNEDY AND COE, LLC

Amy L. Shoemaker, PHR, Certified Master Coach

Director, People Growth Strategies

Denver: (303) 993-2364

Loveland: (970) 685-3415

 <http://www.facebook.com/kcoe.careers>

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Hamilton, Terri

From: Michael Palmer [remaxmikep@gmail.com]
Sent: Tuesday, August 09, 2011 11:25 AM
To: Hamilton, Terri
Subject: Hyland Village

Hello Terri,

Once again thank you for attending the meeting last night and for all of your great information. I live in one of the 4 single family homes (5533 W 97th Ave). Only 2 of the 4 single family homes were able to participate in the meeting either due to vacation or for work related reasons. I know the other families are very set against apartments vs the original plans of condos and I am sure that they will attend future meetings if they are available. They wanted me to ask a few questions that I am unsure if either you, representing the city, nor the representatives from Markel could answer as they pertain more to the neighborhood itself and/or how this would effect the HIOA (i.e. increases in payments, etc). One question they did have that you might have some insight about is regarding the pool and clubhouse. I was unaware that Mestuin had to bond 115% of the project which included the pool and clubhouse. With the original plans, neighborhood development had to be at a total of 60% completion for the pool/clubhouse to be built. My neighbors fears (as well as for my own household) is that we won't see a 60% completion for many, many years (especially without fully understanding how the impact of the potential apartment building will have). When we closed on our house, we had to pay a small percentage fee called the "recreation fee" (which resulted in a few thousand dollars) which we were told was being used to help fund the pool and clubhouse. We are all now anxious how this loss of @ 150 "recreation fees" will play into the development. Do you have any insight as to how the bond payments could be used to speed up the process of building it? With the loss of 150 recreation fees, we are also worried about the original plans of the pool and clubhouse. We are hoping that most of the original plans/ideals for the clubhouse and pool will be upheld as we also do not want something that is just "slapped together" just for the sake of doing so. During previous meetings with the representatives from Mestain, questions were also asked about building any "pocket parks" or anything of the like. We were told that this probably would not happen as this would be considered a hinderance for any future developers as they would have to work around the parks and/or would have to essentially destroy the park areas during times of construction. Any truth to that statement that you are aware of? Any other insight/opinions would be greatly appreciated.

Best regards,

Michael Palmer

RI/MAX Alliance
office 303.403.2607

cell: 303.995.7253

www.homesincolorado.com/mpalmer

Hamilton, Terri

From: Hamilton, Terri
Sent: Tuesday, August 09, 2011 12:29 PM
To: 'Michael Palmer'
Cc: 'chad'; Easley, Jana; Cummins, Mac
Subject: RE: Hyland Village

Hi Michael,

Thanks for attending last night and your info/comments below.

I wish I had more concrete info to pass on re the timing of the clubhouse and pool- if there is an obligation to build it sooner if we are able to collect on the bond \$\$....???...there are {complicated} issues that remain to be figured out but we are working on it. To start with we have been primarily focused on how much of the bond \$\$ we might be able to collect- and how long that might take. So, we don't have specific answers yet but I appreciate your info.

I know one of the pocket parks (Single Family area south end of the property) was in a second phase so no bond \$\$ was established for it. The timing of it is not known and would probably be established to occur at the time of housing in that area.

The other pocket park site is located between the rowhouse/townhome area and Single Family on the north end of the site within the original phase I. There may be bond \$\$ for it as my understanding is that Phase I was originally bonded. Again, the timing of the construction isn't known yet. However I certainly understand the interest in having a pocket park amenity available sooner versus later.

The "Village Green" is a tract that I think we would require construction of when the multi-family site is constructed. As you now know, there has been some interest to building apartments which is not currently allowed, but not interest [that we know of] in condos- which is currently allowed.

Thanks for the info about the neighbors unable to attend last night. I hope they can attend future meetings- or send me an email I could provide to Planning Commission and City Council.

Please feel free to contact me periodically to see if I have any updates.

Terri



Terri Hamilton, Planner III

303-658-2096

thamilton@cityofwestminster.us

Starting 8/2/10 City Hall new business hours M-Thurs. 7-6 (closed Fridays)

Hamilton, Terri

From: Shane Furlong [S.Furlong@cablelabs.com]
Sent: Wednesday, September 14, 2011 4:41 PM
To: Hamilton, Terri
Subject: Hyland Village Subdivision

Hi Terri,

We spoke earlier this week about concerns that I have over the change in the development plan for the Hyland Village subdivision. I am the homeowner at 5543 W. 97th Ave in the development. As we spoke about on that call my concern was that in discussing the plan to change the one section from townhomes to apartments with Hammersmith Management, the HOA manager, the idea was floated that the developer was considering removing that section from the HOA. I have several concerns about this and would not be supportive of allowing the change of the plan if this was going to be allowed. If that part of the development is removed from the HOA then the HOA would lose some of the funding for the building of the clubhouse and pool as well as the maintenance of it.

Those of us who purchased the existing homes or condos on that property paid a percentage of the purchase price into an escrow account for that purpose. I am assuming that there would be no payment for the apartments which would make it that much later until we get the pool built. Also if they are not part of the HOA the on-going maintenance of the pool would be more expensive and may entail a higher fee for the homeowners remaining which would not seem fair to me considering that the homes were bought with a certain expectation. As you and I talked about having this pool and clubhouse built is in the interest of the city as well so I think looking into all of this is of concern to you as well. Additionally if the pool is somehow built with the apartments not in the HOA then I envision some real problems developing over access. The apartments will not have their own pool and those of us in the neighborhood will be paying to maintain one in their backyard. I can imagine that the apartment residents will try to use the pool and that conflicts will come up repeatedly.

Lastly I am concerned that the architectural and maintenance standards that we get from the HOA would not apply to the apartments which I don't think is in the best interest of any of the residents or the city of Westminster. I know we all want that neighborhood to look nice and to meet the standards that were originally envisioned. I bought a home there with the assurance that the neighborhood would be maintained to a standard by the HOA and I am not in favor of allowing a portion of it out of those standards and do not think this is fair to the 16 homeowners in the current neighborhood who bought in good faith. I am resigned to the portion of the neighborhood becoming apartments and as I said to you there may be a plus side to this for the neighborhood if it means there is on-site management versus absentee owners but I do believe that the city should insist that the apartments must continue as members of the HOA in order to be permitted.

Thanks,
Patrick Furlong

Shane Furlong

Senior Software Architect

Cablelabs®

Direct: 303-661-3802

Cell: 303-887-8916

s.furlong@eabclabs.com

Hamilton, Terri

From: Hamilton, Terri
Sent: Thursday, September 15, 2011 8:16 AM
To: 'Shane Furlong'
Cc: Cummins, Mac; Easley, Jana
Subject: RE: Hyland Village Subdivision

Hi Shane,

Thank you for your email. I have requested that the applicant/existing property owner of the multi-family parcel address the questions coming up re HOA membership and he is looking into it. I'll let you know what the response is. Your email will be provided to the Planning Commission and City Council as well.

Terri



Terri Hamilton, Planner III

303-658-2096

thamilton@cityofwestminster.us

Starting 8/2/10 City Hall new business hours M-Thurs. 7-6 (closed Fridays)

From: Shane Furlong [<mailto:S.Furlong@cablelabs.com>]
Sent: Wednesday, September 14, 2011 4:41 PM
To: Hamilton, Terri
Subject: Hyland Village Subdivision

Hi Terri,

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Lastly I am concerned that the architectural and maintenance standards that we get from the HOA would not apply to the apartments which I don't think is in the best interest of any of the residents or the city of Westminster. I know we all want that neighborhood to look nice and to meet the standards that were originally envisioned. I bought a home there with the assurance that the neighborhood would be maintained to a standard by the HOA and I am not in favor of allowing a portion of it out of those standards and do not think this is fair to the 16 homeowners in the current neighborhood who bought in good faith. I am resigned to the portion of the neighborhood becoming apartments and as I said to you there may be a plus side to this for the neighborhood if it means there is on-site management versus absentee owners but I do believe that the city should insist that the apartments must continue as members of the HOA in order to be permitted.

Thanks,
Patrick Furlong

Shane Furlong

Senior Software Architect

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Cell: 303-887-8916

s.furlong@cablelabs.com

WEST-HY HOLDINGS, LLC
5400 LBJ FREEWAY, SUITE 975
DALLAS, TEXAS 75240
972-239-8500

September 27, 2011

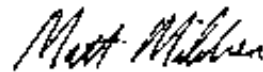
Mr. Mac Cummins
Planning Manager
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031
Sent via email

Dear Mac,

West-Hy Holdings, LLC is the owner of 141 developed and/or platted lots within the Hyland Village Subdivision Planned Unit Development. Our property is adjacent to Lot 1 of Block 9 that was originally approved to be developed into a multi-family for-sale product. We have received notice that the owner of this tract is requesting an amendment to the Development Plan to allow for a change in use of the product to a *for-rent* program. Due to the current market conditions, we believe that the change in use would be beneficial to the project. We are concerned with how this change in use will affect the homeowners association and this tract's ability to pay for its pro-rata portion of the common area maintenance for the Hyland Village Subdivision. However, we believe that this issue can be resolved amongst the parties involved at a later date. This letter shall serve as our support to allow for the use of multi-family residential on Lot 1 of Block 9 as a development marketed to individual buyers or as a *rental project*.

Feel free to contact me with any questions or comments.

Sincerely,



Matt Mildren
Vice President

Cc: Michael Markel
Davis Reinhart

Losasso, Betty

From: Hamilton, Terri
Sent: Tuesday, September 27, 2011 3:14 PM
To: David Ware
Cc: Cummins, Mac; chad; Losasso, Betty
Subject: RE: Hyland Village Planning Commission

Hi David,

We will provide this email to the Planning Commission tonight. It will suffice in your absence.

Thanks!

Terri



*Terri Hamilton, Planner III
303-658-2096*

thamilton@cityofwestminster.us

Starting 8/2/10 City Hall new business hours M-Thurs 7-6 (closed Fridays)

From: David Ware [<mailto:dbw@mcstain.com>]
Sent: Tuesday, September 27, 2011 2:56 PM
To: Hamilton, Terri
Cc: Tom Hoyt; michael@markelhomes.com
Subject: Hyland Village Planning Commission
Importance: High

Terri,

I am not going to be able to attend tonight's planning commission hearing at 7:00pm to consider the 8th Amended Official Development Plan for the Hyland Village Subdivision which proposes to allow the use of the multi-family residential on Lot 1 Block 9 as a development marketed to individual buyers or as a rental project. Can you or someone from Staff provide or state this email at tonight's hearing? Please let me know if this is adequate in our absence.

"McStain Neighborhoods, a property owner at the Hyland Village Subdivision, hereby supports the 8th Amended ODP to develop Lot 1 Block 9 as a rental project. We feel introducing a rental component into the neighborhood will bring much need life and activity to the project. This activity will in turn support and leverage the remaining for-sale components.

Our support is conditional upon the rental project participating in whole or in part within the existing structure of the Hyland Village Homeowner's Association. The project provides common, general amenities for all residential owners (for-sale and rental). Rental owners have the ability to use these amenities as the community develops; without current restrictions.

Furthermore, a portion of the on-site public and private infrastructure (i.e. detention pond, under drain system, and other improvements) have been installed to facilitate the construction of this parcel. These elements require HOA maintenance and thus create a cost burden. Again, McStain supports the rental housing request proposed by Markel Homes with this condition".

Criteria and Standards for Land Use Applications

Approval of Planned Unit Development (PUD), Preliminary Development Plan (PDP) and Amendments to Preliminary Development Plans (PDP)

11-5-14: STANDARDS FOR APPROVAL OF PLANNED UNIT DEVELOPMENTS, PRELIMINARY DEVELOPMENT PLANS AND AMENDMENTS TO PRELIMINARY DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for approval of a Planned Unit Development and its associated Preliminary Development Plan or an amended Preliminary Development Plan, the following criteria shall be considered:

1. The Planned Unit Development (PUD) zoning and the proposed land uses therein are in conformance with the City's Comprehensive Plan and all City Codes, ordinances, and policies.
2. The PUD exhibits the application of sound, creative, innovative, and efficient planning principles.
3. Any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Preliminary Development Plan.
4. The PUD is compatible and harmonious with existing public and private development in the surrounding area.
5. The PUD provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
6. The PUD has no significant adverse impacts upon existing or future land uses nor upon the future development of the immediate area.
7. Streets, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, and free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and pedestrian traffic.
8. The City may require rights-of-way adjacent to existing or proposed arterial or collector streets, any easements for public utilities and any other public lands to be dedicated to the City as a condition to approving the PDP. Nothing herein shall preclude further public land dedications as a condition to ODP or plat approvals by the City.
9. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with overall master plans.
10. Performance standards are included that insure reasonable expectations of future Official Development Plans being able to meet the Standards for Approval of an Official Development Plan contained in section 11-5-15.
11. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an application for Planned Unit Development zoning, a Preliminary Development Plan or an amendment to a Preliminary Development Plan.

Official Development Plan (ODP) Application

11-5-15: STANDARDS FOR APPROVAL OF OFFICIAL DEVELOPMENT PLANS AND AMENDMENTS TO OFFICIAL DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for the approval of an Official Development Plan or amended Official Development Plan the following criteria shall be considered:

1. The plan is in conformance with all City Codes, ordinances, and policies.
2. The plan is in conformance with an approved Preliminary Development Plan or the provisions of the applicable zoning district if other than Planned Unit Development (PUD).
3. The plan exhibits the application of sound, creative, innovative, or efficient planning and design principles.
4. For Planned Unit Developments, any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Official Development Plan.
5. The plan is compatible and harmonious with existing public and private development in the surrounding area.
6. The plan provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
7. The plan has no significant adverse impacts on future land uses and future development of the immediate area.
8. The plan provides for the safe, convenient, and harmonious grouping of structures, uses, and facilities and for the appropriate relation of space to intended use and structural features.
9. Building height, bulk, setbacks, lot size, and lot coverages are in accordance with sound design principles and practice.
10. The architectural design of all structures is internally and externally compatible in terms of shape, color, texture, forms, and materials.
11. Fences, walls, and vegetative screening are provided where needed and as appropriate to screen undesirable views, lighting, noise, or other environmental effects attributable to the development.
12. Landscaping is in conformance with City Code requirements and City policies and is adequate and appropriate.
13. Existing and proposed streets are suitable and adequate to carry the traffic within the development and its surrounding vicinity.
14. Streets, parking areas, driveways, access points, and turning movements are designed in a manner promotes safe, convenient, promotes free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and or pedestrian traffic.

15. Pedestrian movement is designed in a manner that forms a logical, safe, and convenient system between all structures and off-site destinations likely to attract substantial pedestrian traffic.
16. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with the Preliminary Development Plans and utility master plans.
17. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an Official Development Plan or an amendment to an Official Development Plan.



Agenda Item 10 B&C

Agenda memorandum

City Council Meeting
October 10, 2011



SUBJECT: Public Hearing and Councillor's Bill No. 31 re Amendments to the Comprehensive Land Use Plan

Prepared By: Walter Patrick, Planner I

Recommended City Council Action

1. Hold a public hearing.
2. Pass Councillor's Bill No. 31 approving the Comprehensive Land Use Plan amendments as proposed. This recommendation is based on a finding that the proposed amendments will be in the public good and that:
 - a) There is justification for the proposed changes and the Plan is in need of revision as proposed;
 - b) The amendments are in conformance with the overall purpose and intent and the goals and policies of the Plan;
 - c) The proposed amendments are compatible with existing and planned surrounding land uses; and
 - d) The proposed amendments would not result in excessive detrimental impacts to the City's existing or planned infrastructure systems.

Summary Statement

- City staff monitors the Comprehensive Land Use Plan (CLUP) in order to assure that the Plan is up to date and free from errors. Staff brings any required changes to the Planning Commission and City Council for approval.
- This year there are two CLUP map updates that will be listed and explained in the Background Section of this memo. The updates proposed are on City-owned properties. The CLUP designation for these properties should now be amended and reflected on the City's CLUP map.

Expenditure Required: \$ 0

Source of Funds: N/A



Planning Commission Recommendation

The Planning Commission reviewed this proposal on September 27, 2011 and voted unanimously (7-0) to recommend the City Council approve the Comprehensive Land Use Plan amendments as proposed.

Policy Issue

Should the City approve the proposed Comprehensive Land Use Plan amendments as proposed by City Staff?

Alternative

Make a finding that none or only one of the proposed changes to the Comprehensive Land Use Plan as proposed by staff be made. If this action is taken, the CLUP map may not accurately indicate the use of these properties or City's goals as delineated in the CLUP.

Background Information

Nature of Request

As stated on Page VI-5 of the CLUP, "the Plan should be reviewed, revised and updated on a regular basis, to respond to changing conditions of the City." This year, there are two amendments proposed by staff to reflect such changes. The changes are shown on two maps as listed and described below. (Please refer to the attached corresponding maps.)

1. Two parcels of land from the former Hawn-Hewitt property located at the northeast corner of 104th Avenue and Sheridan Boulevard are proposed to change from "Retail/Commercial" to "City Owned Open Space." The revision reflects the purchase of the property by the City in 2010. The 6.34 acre property is adjacent to the existing Open Space along North Hylands Creek.
2. A parcel of land located on the north side of 122nd Avenue just east of Federal Parkway in the Park Centre subdivision. This property is proposed to change from "Business Park and Private Parks/Open Space" to "City Owned Open Space." The revision reflects the purchase of the property by the City in 2010. The 14.52 acre property adds to the existing Big Dry Creek Open Space.

Comprehensive Land Use Plan Amendment

The Westminster Municipal Code requires the owner of the property requesting an amendment to the Comprehensive Land Use Plan (CLUP) to prove the amendment is in the public good and in overall compliance with the purpose and intent of the CLUP. Further, the CLUP provides four criteria to be used when considering a CLUP amendment. Staff has reviewed these criteria and has provided the following comments on each.

1. The proposed amendment must, "Demonstrate that there is justification for the proposed change, and that the Plan is in need of revision as proposed." As stated above, the CLUP should be periodically updated to reflect changes in policy and land use patterns. As the City acquires new open space properties, their CLUP map designation should be updated to reflect the change from previous designations.
2. The proposed amendment must, "Be in conformance with the overall purpose, intent, goals, and policies of the Plan." Applicable goals are stated in Section III of the Community Goals and Policies section of the Plan.

Goal H1 - Provide new and upgrade existing parks, recreational, and cultural facilities based on the needs of the community.

Policy H1a - Identify the need for new parks, recreational and cultural facilities based on an ongoing analysis of the community's needs as the City continues to grow, as determined by the Parks and Recreation Master Plan.

Goal H4 - Enhance the City's open space system to preserve and protect natural areas, vistas and view corridors, and to complete the open space and trail system.

Policy H4a - Use acquisition of open space as a tool to channel growth into appropriate locations and to shape the overall design of the community.

Based upon these goals and policies, these proposed amendments will be in conformance with the overall purpose, intent, goals, and policies of the Plan.

3. The proposal must, “Be compatible with existing and surrounding land uses.” City staff has evaluated each of the proposed amendments and each proposed change would be compatible with the existing and surrounding land uses. Open space lands contribute to the quality of life of surrounding residents and businesses.
4. The proposal must, “Not result in detrimental impacts to the City’s existing or planned infrastructure or provide measures to mitigate such impacts to the satisfaction of the City.” No detrimental impacts are foreseen with these changes.

Public Notification

Westminster Municipal Code 11-5-13 requires the following public notification procedures:

- **Published Notice:** Notice of public hearings scheduled before Planning Commission shall be published and posted at least 10 days prior to such hearing and at least four days prior to City Council public hearings. Notice was published in the Westminster Window on September 15, 2011.

Property Owner

City of Westminster
 4800 W. 92nd Avenue
 Westminster, Colorado 80031

Surrounding Land Use and Comprehensive Land Use Plan Designation

Hawn Hewitt Property

Development Name	Zoning	CLUP Designation	Use
Legacy Ridge Golf Course; North	PUD	Golf Course	Golf Course
City Park & Hawn Hewitt Commercial; West	PUD	Public Parks & Retail/Commercial	Public Parks & Vacant Commercial
Legacy Ridge Golf Course & North Hylands Creek Open Space; East	PUD	Golf Course & City Owned Open Space	Golf Course & Open Space
North Hylands Creek Open Space, South	PUD	City Owned Open Space	City Owned Open Space

Park Centre Property

Development Name	Zoning	CLUP Designation	Use
Big Dry Creek Open Space; North	PUD	City Owned Open Space	Open Space
Big Dry Creek Open Space & Park Centre; West	PUD	City Owned Open Space & Business Park	Open Space and Business Park
Park Centre, Big Dry Creek Open Space & Park Land; East	PUD	Open Space, Public Parks, Private Parks, & Business Park	Open Space, Parks and Business Park
Park Centre, South	PUD	Business Park	Business Park

Site Plan Information

Not Applicable

Service Commitment Category

Not Applicable

Staff considers the updates to the CLUP to be important for achieving the City Councils Strategic Plan goals of “Beautiful and Environmentally Sensitive City” by increasing and maintaining open space.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Ordinance
- Comprehensive Land Use Plan Maps (1-2)

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **31**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING THE WESTMINSTER
COMPREHENSIVE LAND USE PLAN**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

a. The City has initiated amendments to the Westminster Comprehensive Land Use Plan pursuant to W.M.C. section 11-4-16(D) that are necessary to alter the designation of the following properties depicted on the attached exhibit maps, incorporated herein by reference as follows:

Map #1: From Retail/Commercial to City-Owned Open Space.

Map #2 From Business Park and Public Parks/Open Space to City-Owned Open Space.

b. Such amendments have been referred to the Planning Commission, which body held a public hearing thereon on September 27, 2011, after notice complying with section 11-4-16(B) and has recommended approval of the requested amendments.

c. Notice of the public hearing before Council has been provided in compliance with section 11-4-16(B).

d. Council, having considered the recommendations of the Planning Commission, has completed a public hearing and has accepted and considered oral and written testimony on the requested amendments.

e. The requested amendments will further the public good and will be in compliance with the overall purpose and intent of the Comprehensive Land Use Plan, particularly the goal that encourages the enhancement of the City's open space system to preserve and protect natural areas, vistas, and view corridors, and to complete the open space and trial system.

Section 2. The City Council approves the requested amendments and authorizes City Staff to make the necessary changes to the map and text of the Westminster Comprehensive Land Use Plan to change the designations of the property more particularly depicted in the attached Maps 1-2.

Section 3. Severability: 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 deemed unenforceable shall not affect any of the remaining provisions.

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

Section 5. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 10th day of October, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 24th day of October, 2011.

Mayor

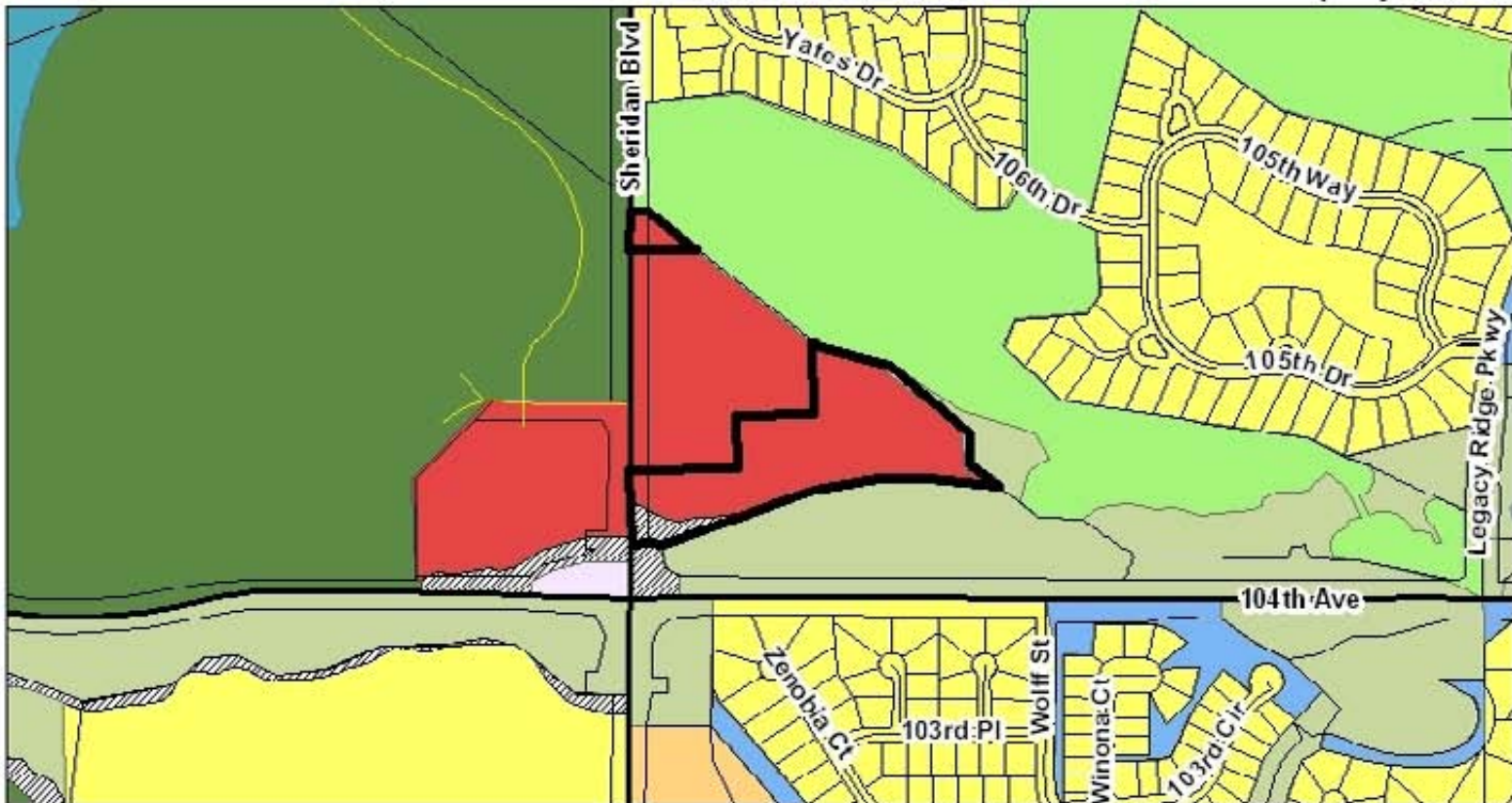
ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office

MAP 1 - Hawn-Hewitt Property

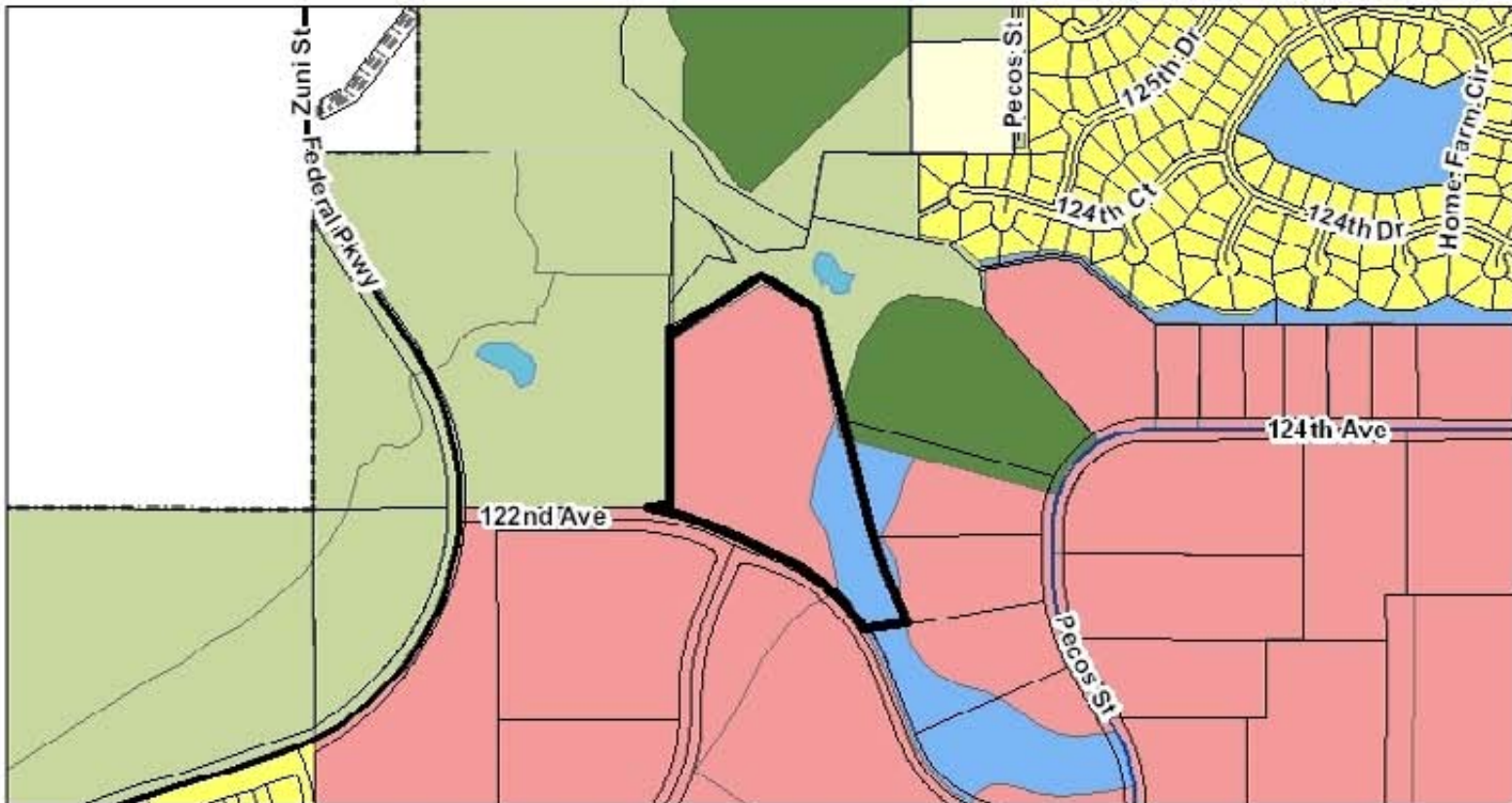


Change From: Retail/Commercial

R-1	R-18	Office/Residential	Private Parks/Open Space
R-2.5	Retail Comm.	District Center	Golf Courses
R-3.5	Office	Traditional Mixed Use	Public/Quasi Public
R-5	Industrial	City Owned Open Space	N.F. Comp. Dev. Plan
R-8	Business Park	Public Parks	

Change To: City Owned Open Space

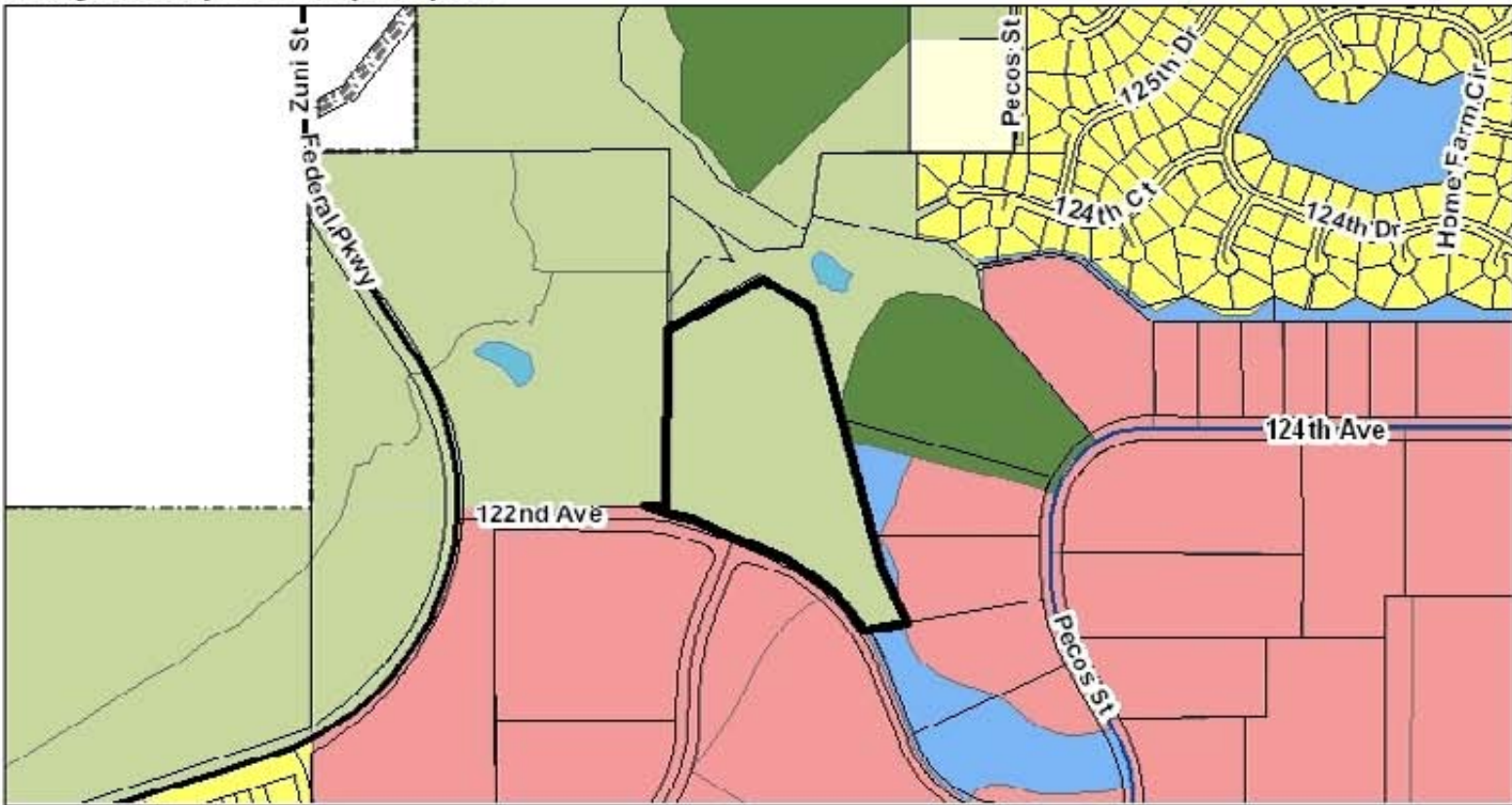




Change From: Business Park

R-1	R-18	Office/Residential	Private Parks/Open Space
R-2.5	Retail Comm.	District Center	Golf Courses
R-3.5	Office	Traditional Mixed Use	Public/Quasi Public
R-5	Industrial	City Owned Open Space	N.F. Comp. Dev. Plan
R-8	Business Park	Public Parks	

Change To: City Owned Open Space





Agenda Item 10 D

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Resolution No. 32 re Confirming Finding Substantial Compliance for the Westminster High School Property Annexation and Setting a New Hearing Date for Annexation

Prepared By: Jana Easley, Principal Planner

Recommended City Council Action

Adopt Resolution No. 32 reaffirming the findings required by State Statute on the sufficiency of the petition and setting a new hearing date of November 28, 2011, for the annexation hearing.

Summary Statement

- The Westminster High School property consists of 6.146 acres and is located at the northeast corner of 68th Avenue and Utica Street.
- The property is owned by Adams County School District No. 50, and Westminster High School is located on the property.
- City Council had previously, on September 12, 2011, been presented evidence by the City's staff that the petition and its accompanying maps were in substantial compliance with Subsection 31-12-107(1), C.R.S., as amended, and had adopted Resolution No. 26, Series of 2011, which set an annexation hearing date of October 24, 2011.
- The publication required by statute cannot be completed in a timely fashion for the October 24, 2011 date.
- Staff requests that the City Council reaffirm the said petition was in substantial compliance with the requirements of Subsection 31-12-107(1), C.R.S. and vacate the hearing date of October 24, 2011 and establish November 28, 2011 for the annexation hearing required by Subsection 31-12-108(1), C.R.S.

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

Should the City Council reaffirm the said petition was in substantial compliance with the requirements of Subsection 31-12-107(1), C.R.S. and vacate the hearing date of October 24, 2011 and establish November 28, 2011 for the annexation hearing required by Subsection 31-12-108(1), C.R.S.?

Alternative

Do not reaffirm that the petition was in substantial compliance and do not set a new hearing date. This is not recommended because the City Council has already affirmed the said petition was in substantial compliance, and the publication required by statute cannot be completed in a timely fashion for the October 24, 2011 date.

Background Information

The publication required by statute cannot be completed in a timely fashion for the October 24, 2011 date. Notice is required to be published for four consecutive weeks with the first publication date at least 30 days prior to the public hearing. The petitioner is not available on November 14 to attend a public hearing, so the next available date would be November 28, 2011.

Respectfully Submitted,

J. Brent McFall
City Manager

Attachment - Annexation Resolution

RESOLUTION

RESOLUTION NO. **32**

INTRODUCED BY COUNCILLORS

SERIES OF 2011

A RESOLUTION CONFIRMING THE FINDING OF SUBSTANTIAL COMPLIANCE OF A PETITION FOR ANNEXATION FOR APPROXIMATELY 6.146 ACRES OF LAND IN THE NORTHEAST QUARTER OF SECTION 6, T. 3 S., R. 68 W., 6TH P.M., COUNTY OF ADAMS, STATE OF COLORADO, ALSO KNOWN AS THE SCHOOL DISTRICT 50 – 68TH & UTICA PROPERTY AND SETTING A NEW HEARING DATE FOR ANNEXATION

WHEREAS, there has been filed with the City Clerk of the City of Westminster, a petition for the annexation of the land described on Exhibit A, attached hereto and incorporated herein by reference, to the City of Westminster; and

WHEREAS, the City Council had previously, on September 12, 2011, been presented evidence by the City's Staff that the petition and its accompanying maps were in substantial compliance with Subsection 31-12-107(1), C.R.S., as amended, and had adopted Resolution No. 26, Series of 2011, which set an annexation hearing date of October 24, 2011; and

WHEREAS, the publication required by statute cannot be completed in a timely fashion for the October 24, 2011 date;

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

1. City Council reaffirms that the said petition was in substantial compliance with the requirements of Subsection 31-12-107(1), C.R.S..
2. City Council hereby vacates the hearing date of October 24, 2011 and establishes November 28, 2011, 7:00 P.M. at the Westminster City Council Chambers, 4800 West 92nd Avenue, for the annexation hearing required by Subsection 31-12-108(1), C.R.S..
3. City Council hereby orders the City Clerk to give notice of the annexation hearing in accordance with Subsection 31-12-108(2), C.R.S.

PASSED AND ADOPTED this 10th day of October, 2011.

ATTEST:

Mayor

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney's Office

EXHIBIT A

The School District 50 - 68th & Utica Property:

A PARCEL OF LAND LOCATED IN THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN, COUNTY OF ADAMS, STATE OF COLORADO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 3 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN; THENCE S88°04'38"W ALONG THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 6 A DISTANCE OF 1683.17 FEET TO THE POINT OF BEGINNING; THENCE S88°04'38"W ALONG SAID SOUTH LINE A DISTANCE OF 604.16 FEET; THENCE N00°38'30"W A DISTANCE OF 443.26 FEET; THENCE N88°04'38"E A DISTANCE OF 604.16 FEET; THENCE N00°38'30"W A DISTANCE OF 443.26 FEET; THENCE N88°04'38"E A DISTANCE OF 604.16 FEET; THENCE S00°38'30"E A DISTANCE OF 443.26 FEET TO THE POINT OF BEGINNING.

SAID ANNEXATION PARCEL CONTAINS 6.146 ACRES (267,732 SQ. FT.), MORE OR LESS, SUBJECT TO ALL EASEMENTS AND ENCUMBRANCES OF RECORD.



Agenda Item 10 E&F

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Councillor's Bill No. 32 re Amendment to the Adopted 2012 Budget

Prepared By: Steve Smithers, Assistant City Manager
Barbara Opie, Budget & Special Projects Manager
Aric Otzelberger, Senior Management Analyst
Ben Goldstein, Management Analyst

Recommended City Council Action

1. Accept the Human Services Board recommendations and authorize payment for 2012 funding as outlined in Attachment A, which identifies the agencies that the City of Westminster will provide financial support to during FY2012 and the associated dollar amounts.
2. Pass Councillor's Bill No. 32 on first reading amending the FY2012 budgets of the General, General Reserve, General Fund Stabilization Reserve, Utility, Utility Rate Stabilization Reserve, Utility Capital Project Reserve, Storm Drainage, Golf Course, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, Parks Open Space & Trails (POST), General Capital Improvement and Debt Service Funds.

Summary Statement

- At the September 26 Post City Council meeting, Staff reviewed with City Council recommended modifications to the Adopted 2012 Budget and miscellaneous financial issues that Staff or Council wished to raise.
- This Agenda memorandum includes a summary of the items discussed at the budget review meeting and highlights the significant changes to the Adopted 2012 Budget.
- A public meeting on the Adopted 2012 Budget was held on Monday, September 12, providing the public an opportunity to receive a financial update and make any requests of Council for the 2012 budget year. At that meeting, City Council received no requests or input.

Expenditure Required: 2012=\$163,719,535, plus \$41,648,498 in reserves and \$1,000,000 in contingency

Source of Funds: General, General Reserve, General Fund Stabilization Reserve, Utility, Utility Rate Stabilization Reserve, Utility Capital Project Reserve, Stormwater Drainage, Golf Course, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, POST, Conservation Trust, General Capital Improvement, and Debt Service Funds



Policy Issues

1. Does City Council support the funding recommendations provided by the Human Services Board for financial support to listed agencies during FY2012 as outlined in the attachment?
2. Does City Council support the amendments recommended to the Adopted 2012 Budget as presented?

Alternatives

1. Do not approve the Human Services Board (HSB) funding recommendations as presented and direct Staff to modify the funding amounts. The HSB takes significant time in reviewing applications and interviewing agency representatives to ensure Westminster residents are provided services proposed. City Council reviewed the HSB recommendations at the July 13 Study Session and confirmed them again at the September 26 Post City Council meeting. The Adopted 2012 Budget for HSB totals \$80,000.
2. Do not pass the attached Councillor's Bill amending the Adopted 2012 Budget. This is not recommended as modifications were necessary in order to balance the Adopted 2012 Budget based on revised revenue and expenditure projections.

Background Information

Following a core services assessment, the 2011/2012 Budget was developed with financial sustainability and service prioritization as critical areas of focus. Significant changes were made to the 2011 Budget, including the reduction of 72.833 FTE and nearly \$4 million in expenditure reductions. These adjustments are of a permanent nature and carried forward into 2012. Overall, the Adopted 2012 Budget is very similar to the Adopted 2011 Budget.

The Adopted 2012 Budget and the proposed amendments highlighted in this Agenda Memorandum work to further achieve the City Council Strategic Plan goals and objectives. These goals were revisited and re-confirmed by City Council in June 2011. The City Council Goals are listed below:

- Financially Sustainable City Government Providing Exceptional Services
- Strong, Balanced Local Economy
- Safe and Secure Community
- Vibrant Neighborhoods in One Livable Community
- Beautiful and Environmentally Sensitive City

The direction provided by City Council through these goals, along with the core services assessment process, assisted City Staff in preparation of the 2011 and 2012 City Budget. All five goals are addressed in the Adopted 2012 Budget and proposed amendments. As this Budget Review is intended to focus on significant modifications to the Adopted 2012 Budget, only the proposed modifications are described below.

The current economic environment continues to display a significant amount of uncertainty. While the City has experienced modest growth in sales and use tax revenues year-to-date in 2011 compared to the same period of time in 2010, recent events such as the downgrading of the credit rating of the federal government create cause for concern. Unemployment remains at high levels and the pace of new job creation is slow. The national housing market remains relatively weak; however, Westminster has seen some growth. All of these events and economic indicators point towards a negative impact on consumer confidence, which in turn has an impact on spending patterns. What effect this will have on sales and use tax revenues in the City of Westminster is yet to be determined, but caution is being exercised when considering revenue projections for 2012. With this caution in mind, proposed amendments to the Adopted 2012 Budget are relatively few in number and are highlighted below.

PROPOSED MODIFICATIONS TO THE ADOPTED 2012 BUDGET

Overall, the total City budget including all funds for 2012 is proposed to be modified from the Adopted total of \$168,178,036, plus \$38,470,877 in reserves and \$1,000,000 in contingency, to \$163,719,535, plus \$41,648,498 in reserves and \$1,000,000 in contingency.

GENERAL FUND

In preparing the Adopted 2012 Budget, departments in the General Fund received a 0% increase in their base allocation from 2011. Some additional adjustments were made to department allocations for certain items including energy, water, fuel, etc. Overall though, department budgets for 2012 reflect the "new base" following the core services adjustments made in 2011.

In the review of the Adopted 2012 Budget projected General Fund revenues, Staff has identified a number of revenue projections that need to be modified based on 2010 actual and 2011 year-to-date collections. Overall, revenues are projected to reduce by approximately \$818,101 from the originally Adopted 2012 Budget projections. Fortunately, significant savings in employee benefits offset the projected reductions in revenues and still permit proposed employee salary adjustments in 2012. The most significant revenue adjustments may be found in the following areas:

- Reduction in the projection for energy and telephone business fees and taxes (-\$21,331)
- Increase in the projection for intergovernmental revenues, primarily the result of a projected increase in the Highway Users Tax Fund (HUTF) administered by the State and projected decreases associated with vehicle ownership taxes, vehicle registration fees, and CDOT signal reimbursements (+\$44,109)
- Reduction in the projection for court fees and fines (-\$191,200)
- Reduction in the projection for library fines (primarily late fees) (-\$55,000)
- Reduction in the projection for interest earnings (-\$118,758)
- Reduction in estimated emergency medical service billings (-\$30,000)
- Elimination of providing security services at the Promenade by the Police Department (-\$96,000)
- Reduction in passport fees (-\$14,000)
- Reduction in the projection for street cut impact fees (-\$265,000)
- Reduction in the projection for accommodations tax revenues (-\$50,000)
- Reduction in the transfer payment from the Sales & Use Tax Fund (-\$24,200)

An item of concern as it relates to the 2012 Budget is the potential additional reduction of the Bridge and Road Tax moneys received from Jefferson County. Staff was notified in 2010 that the County planned to reallocate 0.4 mills from the 1.9 mill levy for Road and Bridge maintenance and improvements. That reduction was adopted with Jefferson County's 2011 Budget and is anticipated to result in a reduction of between \$100-200,000 to the City of Westminster in 2011 (this was included in the City's Adopted 2011 and 2012 Budgets). Discussions about continuing the 0.4 mill reduction and/or increasing the reduction have occurred but Staff has not received any confirmation about what additional changes, if any, might occur to the 2012 allocation from the County. Currently, \$413,413 is included within the Adopted 2012 Budget (which assumes a continuation of the 0.4 mill reduction) for the General Fund from Jefferson County from the Road and Bridge tax. Staff will continue to monitor the situation and keep City Council apprised of any changes.

Expenditure Adjustments

All General Fund Departments

- Across-the-Board (ATB) Salary Adjustment: Staff is proposing a 2% Across-The-Board (ATB) salary adjustment as an amendment to the Adopted 2012 Budget. Due to economic challenges, the City did not make any ATB adjustments in 2010 or 2011. Based on information on planned salary adjustments in other cities, Staff believes that this ATB adjustment will help keep the City's Pay Plan within market and ensure competitive wages. (Net change = +\$899,072)
- Step and Merit Salary Adjustments: The Adopted 2012 Budget includes step and merit increases for eligible employees (step = \$425,270 and merit = \$233,922). Based on revised salary projections and employee turnover, projections have been revised for step (\$349,544) and merit (\$211,763) in 2012. (Net change = -\$97,885)

- Fleet Optimization Study Operating Savings: Through the City's 2010/2011 Fleet Optimization Study, the City is eliminating 13 vehicles, two pieces of heavy equipment and two miscellaneous items. Accordingly, Staff is proposing to eliminate the fuel and rental (maintenance) charges that are associated with these vehicles and pieces of equipment (total reduction of \$36,810 in all funds). Originally, the Study projected \$38,691 in operating savings in all funds, but that figure included the elimination of one additional Utility Fund vehicle (a Chevrolet S-10 for Utilities Operations). However, after further review and evaluation, Staff is recommending that this vehicle be retained if seasonal employees are added back in Utilities Operations. This proposal is discussed in the Utility Fund section below. The net change noted here reflects the eliminated vehicles and equipment in the General Fund. (Net change = -\$31,243)
- Radio Replacements: Staff is proposing to move \$98,000 that was originally budgeted in General Fund departments' capital outlay accounts for radio replacements into the proposed new capital project account for the Citywide Radio System Replacement, which is discussed in the General Capital Improvement Fund section. This proposed multi-year project replaces the City's existing radio system with a P-25 digital interoperable simulcast radio system. This project would include replacement of the major radio system components, dispatch equipment and radios. (Net change = -\$98,000)
- Position Reclassifications: As part of the regular two-year budget development cycle, numerous requests are made for positions reclassification during even-numbered years with the full two-year budget development process. However, during the mid-year review cycle, these requests are kept at a minimum. A few positions were evaluated during the mid-year review and a list of recommendations for position reclassifications is included within the staffing section of the Staff Report's attachments. (Net change = +\$4,660)

Central Charges

- Medical/Dental Insurance Premiums: Staff originally budgeted for an anticipated 10% increase in medical and dental insurance costs in the Adopted 2012 Budget based on continued health care cost pressures. Due to aggressive marketing of the City's plans and lower claims history, the City will not experience an increase in overall premium costs in 2012 (0%). Aggressive emphasis on personal responsibility for individual preventative health through the City Wellness program and education on healthcare cost containment through consumer driven choices have helped contain claims costs. The savings reflected represent the difference with the lower than anticipated premium increase. (Net change = -\$632,919)
- Retirement contribution: This expense is projected to be \$145,000 less than originally budgeted based on past expenditures in this account. This reduction does not result from any changes to the City's contribution to employees' pensions. (Net change = -\$145,000)
- Life, long term disability, and survivor income insurance rates: Staff originally budgeted for a 10% increase for these insurance costs in the Adopted 2012 Budget. Due to aggressive marketing of the City's plans and a change in provider, the City will realize significant savings in 2012 without changing the level of coverage. (Net change = -\$503,502)
- Medicare: Due to revised projections and Staff turnover that has resulted in more employees being hired after 1986, Staff is recommending an increase to the City's Medicare budget. The Adopted 2012 Budget included \$595,000 for this expense in the General Fund. (Net Change = +\$30,222)
- Fuel Charges: Based on recent price experience and updated cost projections for 2012, Staff is proposing to increase the citywide fuel budget (unleaded and diesel) from \$916,680 to \$1,016,680. Based on average historical consumption data, this proposed \$100,000 increase to the fuel budget equates to an average cost per gallon of approximately \$2.75 for unleaded and \$3.25 for diesel. This amended budget figure would be slightly less than actual expenditures in 2008 (\$1,054,628) and 2009 (\$1,031,338). Staff is looking into potential fuel price lock options this fall. Staff is proposing \$80,000 from the General Fund and \$20,000 from the Utility Fund based on actual consumption. (Net change = +\$80,000)
- General Capital Outlay Replacement Fund (GCORF) Funding: Staff proposes additional funds to reflect minor adjustments to vehicle cost estimates for 2012. A majority of the projected cost increase is associated with the replacement of the Parks, Recreation and Libraries Department's cargo van for greenhouse operations. This cost increase is due to generating improved specifications for this

vehicle, including an overall improvement in the functional design of the unit. These improvements, including safety features, a water tank and a rack system with heating and cooling for plants, will improve operational efficiency and safety for employees. (Net change = +\$14,700)

- Ice Centre Lease Payment: The Adopted 2012 Budget included \$1,037,178 for a lease payment for the Certificates of Participation (COPs) for the Ice Centre located at the Promenade. Due to refinancing completed in 2010 that did not extend the maturity date of the original issue, this lease payment will be reduced in 2012. (Net change = -\$69,540)
- International City/County Management Association's Center for Performance Measurement (ICMA CPM): Based on core services review, Staff is proposing to discontinue membership in ICMA CPM. The City joined ICMA CPM in 2002 as part of an effort to move the City's performance measurement program forward and to collect comparative data from cities nationally. In 2008, the Colorado Performance Measurement Consortium (CPMC) was created as a subgroup within the CPM network to focus on Colorado cities and counties. For the past several years, Staff worked in a leadership role through the CPMC in partnership with ICMA and the Colorado Municipal League to try to develop meaningful Colorado specific comparative performance measures and to collect and report this data. Due to data reliability and data comparability issues, along with differing levels of participation from member cities, Staff is not experiencing a benefit that is commensurate with the effort of participation. While this action would discontinue membership in ICMA CPM and the CPMC, Staff will continue its other performance measurement efforts and place an increased focus on using and improving the City's "internal" performance measures. Staff will also continue to gather comparative performance measurement data from other sources with a more targeted approach. This proposed reduction would help to offset costs associated with adding recycling to additional City facilities (budgeted in Building Operations & Maintenance Division in the General Services Department). (Net change = -\$5,500)

General Services Department

- Expanded Internal Recycling at City Facilities: Per the City Green Team's recent facility audit, Staff is proposing to expand internal recycling services to 12 additional City facilities. This increased cost will be partially offset by the elimination of the City's participation in the International City/County Management Association's Center for Performance Measurement program budgeted in Central Charges. (Net change = +\$8,500)

Finance Department

- Sales Tax Collections: Staff is proposing additional funds for printing, postage and lock box services associated with sales and use tax collections. The total cost of these items is \$13,000 but completely offset by savings identified in other Finance Department accounts. These additional costs are associated with the direction to delay implementation of mandatory online filing of sales and use tax returns to a future year (to be determined). When excluding regular salaries, the Finance Department as a whole is reducing their overall budget by \$10,000, primarily a result of savings in the Accounting Division's professional services account for the annual audit. (Net change = -\$10,000)

Police Department

- Foothills Animal Shelter Assessment: Staff received the City's 2012 assessment for Foothills Animal Shelter (FAS) in 2012. The \$91,718 assessment represents a slight increase over what the City had budgeted in the Adopted 2012 Budget. FAS is settling into their new facility that opened in August 2010 and working out operating and maintenance changes needed as a result of the larger building, which is three times larger than the old Table Mountain Animal Shelter; Staff continues to work with FAS to keep the cost increases minimal while maximizing their limited resources. The 2012 increase is being offset by reductions in other Police Department accounts. (Net change = +\$3,528)
- Patrol Changeover and Motorcycle Maintenance Costs: Staff is proposing to move \$6,000 associated with motorcycle maintenance costs and \$12,000 associated with patrol vehicle changeover costs to the Fleet Maintenance Fund. The Fleet Division is performing motorcycle maintenance and coordinating patrol and Special Enforcement Team (SET) vehicle changeover, so Staff believes this is a more appropriate place to reflect these budgeted expenditures. Technically, no budget reduction is

shown, as these funds are being moved into a fleet rental account in the Police Department’s budget and the funds will then be transferred into the Fleet Fund. (Net change = \$0)

Fire Department

- **Fire Apparatus Lease Purchase Costs:** Staff is proposing to move \$518,194 from the lease payments account in the Fire Department’s budget to the General Capital Outlay Replacement Fund’s (GCORF) budget. Seven fire apparatus, including fire engines, ladder trucks and a heavy rescue truck, have been financed over the years utilizing lease purchases to level out the expenditures associated with acquiring these large apparatus replacements. GCORF technically “owns” these assets and moving the lease payments will better account for the expense. Technically, no budget reduction is shown, as these funds are being moved into an equipment rental account in the Fire Department’s budget and the funds will then be transferred into GCORF. (Net change = \$0)

Community Development Department

- **Credit Card Payments for Building Permits:** Staff is proposing to start accepting credit card payments for most building permits in 2012. Accepting credit cards would represent a customer service enhancement while also preparing the City for eventual online permitting. Staff is proposing to limit credit card use, not allowing them for significant permits such as major new residential or commercial construction. The relatively high cost of these permits would result in significant bank charges to the City. To help offset this proposed increase in credit card fees (+\$20,000), Staff is proposing to reduce the energy budget for traffic signals due to the overall efficiency of LED lights (-\$3,000) and reduce the Building Division’s mileage reimbursement account based on use history (-\$2,500). (Net change = +\$14,500)

A summary chart of the net changes proposed to the General Fund Department budgets follows. These numbers include all salary, benefit and other adjustments.

General Fund Department	Net Change Proposed to Adopted Budget
City Council	\$0
City Attorney’s Office	+\$30,970
City Manager’s Office	+\$38,588
Central Charges (including transfer payments)	-\$1,902,976
General Services	+\$128,327
Finance	+\$53,724
Police	+\$437,302
Fire	+\$202,993
Community Development	+\$129,837
Public Works & Utilities	-\$14,505
Parks, Recreation & Libraries	+\$77,639
TOTAL	-\$818,101

NOTE: The Net Change Proposed to Adopted Budget column will not necessarily match the items described under each department’s summary above as a result of impacts of the adjustments discussed in the All Departments section (i.e., adjustments citywide to salaries, etc.).

GENERAL RESERVE FUND

The Adopted 2012 Budget projected a General Reserve Fund of \$9,877,902 (as of 12/31/11). However, based on lower than anticipated interest earnings during 2010 and 2011, the current General Reserve Fund cash balance is \$9,439,065 (as of 9/1/11). Staff recommends amending the 2012 Budget to reflect the current cash balance plus projected interest earnings for 2012. This will bring the General Reserve Fund to \$9,716,143, which is 10.4% of the General Fund operating budget (excluding contingency) and retains a healthy reserve especially given these economic times. (Net change = -\$161,759)

General Reserve Fund	Net Change Proposed to Adopted Budget
General Reserve Fund	-\$161,759
TOTAL	-\$161,759

GENERAL FUND STABILIZATION RESERVE

In recognition of the volatile nature of and our connection to the world economy, preparing to prepare for future economic downturns is a high priority. In August 2009, City Council authorized the establishment of a General Fund Stabilization Reserve (GFSR). The GFSR is intended to level out revenue collections, particularly sales and use tax revenues that may fluctuate as a result of the unpredictable nature of the economy. This fund is intended to serve as a stabilizer during periods of reduced revenue collections, allowing City services to continue to be delivered despite downturns in the economy. The target for the GFSR is to fall in a range from 5% to 10% of the total Sales and Use Tax Fund revenue for a given year. During economic downturns, the GFSR may fall below this range, with the anticipation that the GFSR balance will be restored during stronger financial periods.

The Adopted 2012 Budget projected a GFSR of \$3,030,694 (as of 12/31/11). Based on the proposed amended 2012 Sales and Use Tax Fund budget of \$65,012,872, Staff recommends transferring an additional \$250,000 to the GFSR to retain the 5% benchmark. The combination of projected interest earnings, carryover dollars allocated in 2011, and the proposed additional \$250,000 for 2012 will bring the GFSR to \$3,559,094, which is 5.5% of the total Sales & Use Tax Fund budget for 2012. (Net change = +\$528,400)

General Fund Stabilization Reserve	Net Change Proposed to Adopted Budget
General Fund Stabilization Reserve	+\$528,400
TOTAL	+\$528,400

UTILITY FUND

Based on current experience and ongoing analysis, Staff is projecting a reduction to water and wastewater rate revenues in 2012. As mentioned at the September 12 public meeting on the Adopted 2012 Budget, water and wastewater consumption has been showing an overall modest decline since the 2002 drought as fixtures have become more efficient, economic factors impact people’s water consumption choices, and conservation takes hold. As such, Staff is recommending to amend the water and wastewater projected revenues for 2012.

For 2012, water sales are projected to decrease approximately \$1.3 million (-4.1%) and wastewater sales are projected to decrease approximately \$991,000 (-7.5%) from the Adopted 2012 Budget. This results in less rate revenues being available to fund infrastructure needs within the Capital Improvement Program (CIP). City Council policy adopted in 2006 calls for water and sewer rates to include a component that pays for the repair and replacement of deteriorating infrastructure assets. To help counter the projected rate revenue shortfall, the water and wastewater Adopted 2012 CIP is proposed to decrease by \$2,853,000 from \$17,713,000 to \$14,860,000; the reduction is proposed in the Water Fund CIP. Additionally, Staff is proposing to modify the transfers from the Water and Wastewater Capital Project Reserve (CPR) accounts. For the Water CPR, Staff is proposing a decrease from \$4,041,333 to \$2,984,511 (-26.2%). For the Wastewater CPR, Staff is proposing an increase from \$335,317 to \$982,990 (+193.2%).

All Utility Fund Departments

- Across-the-Board (ATB) Salary Adjustment: Staff is proposing a 2% Across-The-Board (ATB) salary adjustment as an amendment to the Adopted 2012 Budget. As noted previously, the City did not make any ATB adjustments in 2010 or 2011. Based on information on planned salary adjustments in other cities, Staff believes that this ATB adjustment will help keep the City’s Pay Plan within market and ensure competitive wages. (Net change = +\$166,723)

- Step and Merit Salary Adjustments: The Adopted 2012 Budget includes step and merit increases for eligible employees in the Utility Fund (\$126,901). Based on revised salary projections and employee turnover, projections have been revised for step (\$34,531) and merit (\$72,622) in 2012. (Net change = -\$19,748)
- Fleet Optimization Study Operating Savings: As noted previously, the City's 2010/2011 Fleet Optimization Study identified the elimination of 13 vehicles, two pieces of heavy equipment and two miscellaneous items. With these vehicle/equipment eliminations, Staff is proposing to eliminate the fuel and rental (maintenance) charges that are associated with these vehicles and pieces of equipment. The proposed reduction in the fuel and rental (maintenance) charges reflects the eliminated vehicles and equipment in the Utility Fund. (Net change = -\$5,567)
- Radio Replacements: Staff is proposing to eliminate \$18,200 that was originally budgeted in Utility Fund departments' capital outlay accounts for radio replacements due to the new capital project account for the Citywide Radio System Replacement, which is discussed in the General Capital Improvement Fund section. This proposed multi-year project replaces the City's existing radio system with a P-25 digital interoperable simulcast radio system. Staff recommends holding off on any scheduled replacement radio purchases until this project commences. (Net change = -\$18,200)
- Position Reclassifications: As part of the regular two-year budget development cycle, numerous requests are made for positions reclassification during even-numbered years with the full two-year budget development process. However, during the mid-year review cycle, these requests are kept at a minimum. A few positions were evaluated during the mid-year review and a list of recommendations for position reclassifications is included within the staffing section of the Staff Report's attachments. (Net change = -\$15,337)

Central Charges

- Medical/Dental Insurance Premiums: Staff originally budgeted for an anticipated 10% increase in medical and dental insurance costs in the Adopted 2012 Budget; however, as noted previously in this Staff Report, the City will not experience an increase in overall premium costs in 2012 (0%). The savings reflected represent the difference with the lower than anticipated premium increase. (Net change = -\$200,307)
- Retirement contribution: Due to revised salary projections and staffing adjustments, Staff is proposing a minor increase to the pension account. This proposed increase is not the result of any changes to the City's contribution to employees' pensions. (Net change = +\$20,077)
- Life, long term disability, and survivor income insurance rates: Staff originally budgeted for a 10% increase for these insurance costs in the Adopted 2012 Budget. Due to aggressive marketing of the City's plans and a change in provider, the City will realize significant savings in 2012 without changing the level of coverage. (Net change = -\$139,041)
- Medicare: Due to revised projections and Staff turnover that has resulted in more employees being hired after 1986, Staff is recommending an increase to the City's Medicare budget. The Adopted 2012 Budget included \$101,000 for this expense in the General Fund. (Net change = +\$11,400)
- Fuel Charges: Based on recent price experience and updated cost projections for 2012, Staff is proposing to increase the citywide fuel budget by \$100,000. This proposed adjustment results in an increase of \$80,000 from the General Fund and \$20,000 from the Utility Fund, which reflects a breakdown based on actual consumption. (Net change = +\$20,000)

Public Works and Utilities Department

- Seasonals for Utilities Operations: With core services adjustments for 2011, the City eliminated six seasonal positions in the Utilities Operations Division. These positions focus on valve and hydrant maintenance, along with other tasks that assist field crews. As work commenced in 2011, Staff re-evaluated seasonal staffing needs and utilized funding for two temporary positions to conduct some of this work, but Staff believes that additional seasonal resources are needed in order to complete important regular maintenance tasks that preserve the integrity of the system. For 2012, Staff is proposing to permanently reallocate the funding for two temporary positions and move \$20,000 from the Professional Services account in Administration to fund two additional seasonal employees. This would fund a total of four seasonal positions to work on hydrants and valve maintenance, along with other items. No net increase is proposed to the budget. (Net change = \$0)

- Small Truck for Seasonal Employees: Associated with the proposed addition of seasonal employees for the Utilities Operations Division, Staff is proposing to retain a S-10 pickup truck primarily utilized by seasonal employees. Originally, this truck was scheduled for elimination per the City's Fleet Optimization Study. However, Staff is recommending that this vehicle be retained if the seasonal employees are added back. This vehicle was originally scheduled for replacement in 2012 (and remains so) and \$17,500 is in the Adopted 2012 Budget for its replacement. (Net change = \$0)
- Street Cut Impact Fees: Based on actual experience in 2011 and revised estimates for 2012, Staff is proposing to increase the budget the Division pays for street cut impact fees associated with water line replacements. (Net change = +\$25,000)
- Large Pump Maintenance: Staff is proposing a more structured preventive maintenance program with pump station maintenance. Staff is recommending a major rebuild/overhaul of one large pump every two years. The total cost of rebuilding/overhauling one large pump averages \$45,000. Staff is proposing to commence this work in 2012; in odd numbered years, the funds are proposed to be utilized towards basic facility maintenance, such as water pipe painting within the plants. (Net change = +\$45,000)
- 1.0 FTE Operator Trainee Position at Big Dry Creek Wastewater Treatment Facility: In order to address operational challenges, safety issues and coverage concerns, Staff is proposing the addition of a 1.0 FTE Operator Trainee at Big Dry Creek Wastewater Treatment Facility. The last plant operator position was added to the facility in 1983. Since that time, the facility has tripled treatment capacity from 3.5 million gallons per day (MGD) to 11.9 MGD and has added more structures and equipment to handle this capacity. Due to the facility's new biological nutrient removal process, Staff is extremely stretched to monitor all phases of plant operations when emergencies or other situations arise. This additional staffing would also allow some process control structures, such as secondary clarifiers and aeration basins, to be taken out of service for preventive maintenance. This position would help minimize unplanned service interruptions and emergency repairs. In addition, this position would provide for necessary coverage for Staff to meet training requirements and other needs. The total cost of this position is estimated at \$38,837, which includes salary and benefits; however, benefit costs are included within the Central Charges budget and only the salary is included within the Utilities Operations Division. (Net change = +\$33,194)
- Decreased Special Assessment from Metropolitan Wastewater District: The Metropolitan Wastewater District has revised its 2012 costs based on 2010 actual use and revised 2011 estimated use. As a result of the recalculations, the District has reduced the amount owed by the City by \$300,000 than what was anticipated for 2012. (Net change = -\$300,000)

Water and Wastewater Capital Improvement Program (CIP)

Overall, the proposed Water and Wastewater 2012 CIP is proposed to decrease by \$2,853,000 from \$17,713,000 to \$14,860,000. This proposed decrease is due to revised projections in water and wastewater revenues in 2012 and revised funding timelines for certain major projects. The proposed Capital Improvement Program (CIP) is all "pay as you go," no debt funding is proposed.

The following list summarizes the proposed changes to the Utility Fund CIP for 2012:

- Strasburg Natural Resources Farm Projects: This proposed reduction from \$1,550,000 to \$50,000 reflects reallocation of funding to higher-priority projects including the lift station replacement at 87th/Wadsworth, wastewater utilities improvements in the South Westminster Transit-Oriented Development (TOD) area, and improvements to the Sunset Ridge Lift Station. (Net change = -\$1,500,000)
- Sunset Ridge Lift Station Improvements - NEW: This is a new project proposed to provide traffic protection to the Sunset Ridge Lift Station along Federal Boulevard. There is currently a high risk of damage to the lift station from motor vehicles. This project would help to mitigate this risk. (Net change = +\$50,000)
- 87th and Wadsworth Lift Station Replacement - NEW: \$2.3 million was budgeted for this project in the Lift Station Improvements account in 2011. While this project is not "new," the additional funding reflected in 2012 is. Due to revised cost estimates based on design work completed to date, additional funds are needed for the successful completion of this project. Challenges with the project

include siting the replacement lift station and addressing other utility lines located in the project's path. (Net change = +\$900,000)

- South Westminster TOD Wastewater Utilities: \$2.5 million was appropriated into this project in the Adopted 2012 Budget; however, this amount is proposed to increase to \$3.05 million. Additional funds are proposed for this project based on the Regional Transportation District's alignment change (from the original scope) for the rail line and revised cost estimates associated with upsizing sewer capacity in the area. (Net change = +\$550,000)
- Semper Water Treatment Facility (SWTF) Process Improvements: Staff is proposing to shift these funds to SWTF – Major Repair and Replacement. The SWTF high service pump station meter was successfully recalibrated, so no replacement of the meter is needed. (Net change = -\$125,000)
- SWTF – Major Repair and Replacement: Staff is proposing to increase this project budget from \$672,000 to \$822,000 due to a change in projected costs with the planned replacement of the SWTF Administrative Building roof. (Net change = +\$150,000)
- Comprehensive Water Supply Plan (CWSP) – Reclaimed System Improvements: Due to project cost savings from previous years, Staff is proposing to reduce funding for this project from \$500,000 to \$345,000. This funding is proposed to be appropriated to higher-priority project needs. (Net change = -\$155,000)
- CWSP – Bypass Pipeline to Standley Lake: City Council has appropriated \$675,000 to this project to date. Due to revised water revenue projections for 2012, Staff is proposing to reduce funding for this project in 2012 from \$3,300,000 to \$500,000. With this proposed funding and the existing funding in the account, the City could commence design work related to the project and construction funding and timing will be determined in the next budget cycle. (Net change = -\$2,800,000)
- Raw Water System Improvements: Staff is proposing to eliminate funding for this project in 2012. This project was to fund SCADA hardware installation work, but due to timing of current master planning work for the utility system, this project is being postponed until 2013. This funding is proposed to be appropriated to higher-priority project needs. (Net Change = -\$150,000)
- Open Cut Water Line Replacements - NEW: Originally, no funding was requested for this project in 2012. Due to the planned replacement of the box culvert at 72nd Avenue and Bradburn Boulevard, this presents an ideal time to address aged transmission lines in the area. Improvements to these transmission lines will improve flow to the area. While this project is not “new,” the additional funding reflected in 2012 is. (Net change = +\$647,000)
- Pressure Zone 4 Improvements: There is currently \$993,000 appropriated in this project. Staff is proposing to increase 2012 funding for this project from \$3,787,000 to \$4,987,000. This proposed increase is due to revised cost estimates for the project that have been generated by the completion of additional design work. Total project funding will be \$5,980,000. (Net change = +\$1,200,000)
- Ongoing Water System Modeling and Master Planning: Staff is proposing to eliminate funding for this project in 2012 due to a change in priorities. Updates to the water distribution system model will be deferred to future years. This funding is proposed to be appropriated to higher-priority project needs. (Net change = -\$75,000)
- Water Tanks – Major Repair and Replacement: Staff is proposing to increase 2012 funding for this project from \$750,000 to \$1,388,000 due to an increase in project scope and cost. Recent water tank inspections alerted Staff to the repair and rehabilitation needs for the Wandering View (104th Avenue and Federal Boulevard) and Northridge (City Hall) water tanks. In 2012, these funds will allow for the rehabilitation of the roof and roof support beams for the Wandering View water tanks. (Net change = +\$638,000)
- Croke Canal and Standley Lake Improvements - NEW: Staff is proposing funding for this project in 2012 to replace the dam tender house at Standley Lake. The 30-year old modular home has wind and mold damage and is need of replacement. FRICO is up-fronting the project costs and the City would use these fund to reimburse FRICO. Thornton and Northglenn would also share in the costs. (Net change = +\$120,000)
- Reclaimed Water Salinity Projects: Due to project savings from previous years and other priorities, Staff is proposing to reduce 2012 funding for this project from \$300,000 to \$50,000. This funding is proposed to be appropriated to higher-priority project needs. (Net change = -\$250,000)
- Arrowhead Subdivision Water Main Replacement: Due to Staff's plans to pursue the creation of a new pressure zone (Pressure Zone 12) in the Arrowhead Subdivision area, Staff is proposing to

eliminate funding for this project. By adding a new pressure zone, the City can reduce pressures in the area and prolong the life of existing pipes. This solution will address water main break issues while savings significant resources. (Net change = -\$2,000,000)

- Payment in Lieu of Use Tax (payment to the Sales & Use Tax Fund): Due to the proposed \$2,853,000 reduction of water construction projects within the CIP, a corresponding reduction to this payment is appropriate. (Net change = -\$53,000)

Below is a summary chart of the net changes made to the Utility Fund budget.

Utility Fund Department (Water/Wastewater)	Net Change Proposed to Adopted Budget
Central Charges (including Transfer Payments)	-\$414,772
Finance	+\$3,271
Public Works & Utilities	-\$116,204
Parks, Recreation and Libraries	\$0
Information Technology	+\$70,167
Water/Wastewater Capital Improvements	-\$2,853,000
TOTAL	-\$3,310,538

NOTE: The Net Change Proposed to Adopted Budget column will not necessarily match the items described under each department’s summary above as a result of impacts of the adjustments discussed in the All Departments section (i.e., adjustments citywide to salaries, etc.).

UTILITY RATE STABILIZATION RESERVE FUND

The Rate Stabilization Reserve (RSR) functions to offset revenue risk associated with low water demand years, normalizing revenues without the need to increase rates. Based on lower than anticipated interest earnings during 2010 and 2011, the current RSR cash balance is \$11,737,044 (as of 9/1/11). As Staff looks to year-end 2011, Staff is projecting a reduction to water and wastewater revenues (excluding tap fees). Tap fees are not utilized in funding ongoing operating costs associated with the utility.

Based on the projected 2011 revenue reductions minus anticipated expenditure savings, Staff is anticipating that approximately \$789,000 in RSR funds will need to be utilized at year-end to balance operating expenditures against operating revenues. Approximately \$116,000 is projected from the water RSR and \$673,000 from the wastewater RSR. These figures may change by year-end depending on weather and consumption through the balance of the year as well as potential additional expenditure savings in the operating budget. The use of the water RSR will have limited impact on the total fund balance (estimated to be \$10.45 million at year-end 2011 after the use of \$116,000 as anticipated). However, the anticipated need to utilize approximately \$673,000 to balance the operating budget in the wastewater fund at year-end 2011 will bring the wastewater RSR balance down to approximately \$563,500, which will be under the lower limit of \$857,000 associated with the RSR policy. Per the RSR policy, Staff will bring back a recommendation for City Council’s consideration of how to replenish the fund over the next few years.

Staff recommends amending the 2012 Budget to reflect the current cash balance minus the projected use of RSR at year-end plus projected interest earnings for 2012. This will bring the RSR to \$11,270,191. (Net change = -\$653,187)

Utility Rate Stabilization Reserve Fund	Net Change Proposed to Adopted Budget
Rate Stabilization Reserve	-\$653,187
TOTAL	-\$653,187

UTILITY CAPITAL PROJECT RESERVE FUND

The Capital Project Reserve (CPR) functions as a funding source for new or replacement of assets and emergency funding for repair. Part of the City Council adopted policy builds into the water and wastewater rate structure a component to ultimately cover both ongoing operating and capital costs for the

utility so as one time revenues go away (primarily tap fees), an ongoing means to maintain the infrastructure is built into the rates.

Based on current experience and ongoing analysis, Staff is projecting a reduction to water and wastewater sales revenues in 2012. To offset this reduction in water and wastewater revenues, some expenditure reductions are being proposed. In addition, Staff is proposing to decrease the transfer from the water Capital Project Reserve (CPR) account but increase the transfer from the wastewater CPR in attempts to maintain a consistent funding level for capital investment, repair and replacement. For the Water CPR expenditure, Staff is proposing a decrease from \$4,041,334 to \$2,984,511. For the Wastewater CPR expenditure, Staff is proposing an increase from \$335,317 to \$982,990. The CPR functions as a source of revenue for new or replacement assets, along with utility system repair needs. A portion of the CPR is intended to be utilized to offset Capital Improvement Program (CIP) costs until the City’s utility rate structure is adequate to cover ongoing repair and replacement needs for the overall utility. With the proposed overall decrease in utilization of CPR funds in 2012 and thanks to the infusion from 2010 carryover funds of \$3,388,566 to the CPR, the revised ending balance in 2012 totals \$17,103,070 (\$14,828,575 in water and \$2,274,495 in wastewater). (Net change = +\$3,592,126)

Utility Capital Project Reserve Fund	Net Change Proposed to Adopted Budget
Capital Project Reserve	+\$3,592,126
TOTAL	+\$3,592,126

STORMWATER DRAINAGE FUND

Due to adopted step/merit salary increases and a proposed 2.0% Across-The-Board compensation increase, Staff is proposing an additional \$5,800 in the Community Development Stormwater salary account in the Engineering Division (1.5 FTE). To offset this proposed increase, Staff is proposing to reduce the Professional Services account in General Services by \$5,800. This will result in a net zero change to the Stormwater Fund and retain the amount of operating expenses at the same level, leaving the majority of funds for capital projects. (Net change = \$0)

Stormwater Drainage Fund	Net Change Proposed to Adopted Budget
General Services	-\$5,800
Community Development	+\$5,800
Public Works & Utilities	\$0
Parks, Recreation and Libraries	\$0
Stormwater Drainage Capital Improvements	\$0
TOTAL	\$0

FLEET MAINTENANCE FUND

- **Fuel Charges:** Based on recent price experience and updated cost projections for 2012, Staff is proposing to increase the citywide fuel budget (unleaded and diesel) from \$916,680 to \$1,016,680. Based on average historical consumption data, this proposed \$100,000 increase to the fuel budget would equate to an average cost per gallon of approximately \$2.75 for unleaded and \$3.25 for diesel. This amended budget figure would be slightly less than actual expenditures in 2008 (\$1,054,628) and 2009 (\$1,031,338). Staff is looking into potential fuel price lock options this fall. Staff is proposing \$80,000 from the General Fund and \$20,000 from the Utility Fund, which reflects a breakdown based on actual consumption. (Net change = +\$100,000)
- **Fleet Optimization Study Operating Savings:** Through the City’s 2010/2011 Fleet Optimization Study, the City is eliminating 13 vehicles, two pieces of heavy equipment and two miscellaneous items. Accordingly, Staff is proposing to eliminate the fuel and rental (maintenance) charges that are associated with these vehicles and pieces of equipment. These reductions would be reflected in appropriate fuel and maintenance-related accounts within the department budgets. Originally, the Study projected \$38,691 in operating savings, but that figure included the elimination of one additional vehicle (a Chevrolet S-10 for Utilities Operations). Staff is recommending that this vehicle

be retained if the seasonal employees are added back in Utilities Operations. This proposal is discussed in the Utility Fund section. (Net change = -\$36,810)

- Police Patrol Vehicle Change-Over and Motorcycle Maintenance: In order to streamline payment processes and to better reflect where work is being managed, Staff is proposing to transfer funds associated with motorcycle maintenance (\$6,000) and patrol vehicle change-over processes (\$12,000) from the Police Department’s budget to the Fleet Maintenance Division budget. There is no net increase to the citywide budget associated with this item; it would simply change where these costs are budgeted, which results in an increase to the Fleet Maintenance Division budget. (Net change = +\$18,000)

Fleet Maintenance Fund	Net Change Proposed to Adopted Budget
Fleet Maintenance Division	+\$81,190
TOTAL	+\$81,190

GENERAL CAPITAL OUTLAY REPLACEMENT FUND (GCORF)

- Vehicle Replacement Cost Adjustments: Staff proposes additional funds to address minor increases to vehicle cost estimates for 2012. A majority of the projected cost increase is associated with the replacement of the Parks, Recreation and Libraries Department’s cargo van for greenhouse operations. This cost increase is due to generating improved specifications for this vehicle, including an overall improvement in the functional design of the unit. These improvements, including safety features, a water tank and a rack system with heating and cooling for plants, will improve operational efficiency and employee safety. (Net change = +\$14,700)
- Fire Apparatus Lease Purchase Costs: As noted in the Fire Department’s section, Staff is proposing to move \$518,194 from the lease payments to others account in the Fire Department’s budget to GCORF’s budget. Seven fire apparatus, including fire engines, ladder trucks and a heavy rescue truck, have been financed over the years utilizing lease purchases to level out the expenditures associated with acquiring these large apparatus replacements. GCORF technically “owns” these assets and moving the lease payments will better account for the expense. A budget increase in GCORF is shown, as these expenditures will be paid from a lease payment to others account in GCORF instead of the Fire Department’s budget. (Net change = +\$518,194)

General Capital Outlay Replacement Fund	Net Change Proposed to Adopted Budget
GCORF	+\$532,894
TOTAL	+\$532,894

GOLF COURSE FUND

Due to a continued low level of tournament play, a general reduction in overall play, the number of golf courses along the Front Range, and other challenges, Staff is projecting a shortfall of approximately \$208,000 in revenues in 2012 compared to the Adopted 2012 Budget. This shortfall is proposed to be filled via transfer payments from the General Capital Improvement Fund (GCIF) and POST Funds.

In the review of the Adopted 2012 Budget projected Golf Course Fund revenues, Staff has identified revenue modifications that need to be made based on 2010 actual and 2011 year-to-date collections. Overall, revenues are projected to reduce by approximately \$262,000 from the originally Adopted 2012 Budget projections; however, these are offset with a proposed increase in the transfer payment from the GCIF and expenditure reductions of \$56,862. These expenditure reductions are primarily a result of the reduction anticipated in 2012 for employee benefits costs. The overall Golf Course Fund budget is being reduced from the Adopted 2012 Budget of \$3,553,027 to the proposed revised 2012 budget of \$3,496,165.

The most significant revenue reductions may be found in the following areas:

- Green fees (-\$150,707)
- Cart rental fees (-\$53,000)
- Driving range fees (-\$10,000)
- Pro Shop retail sales (-\$30,000)
- Lesson fees (-\$7,500)
- Miscellaneous revenues (-\$11,405)

Staff will be undertaking a recreation revenue recovery review in preparation for the 2013/2014 budget development this fall. A key component of this review will include an assessment of the Golf Course fiscal health and further evaluation of what permanent subsidies may be necessary to maintain these facilities. Staff will return to City Council with information for an in-depth discussion on this issue in 2012.

Proposed expenditure adjustments are as follows:

- Across-the-Board (ATB) Salary Adjustment: Staff is proposing a 2% Across-The-Board (ATB) salary adjustment as an amendment to the Adopted 2012 Budget. (Net change = +\$20,452)
- Step and Merit Salary Adjustments: The Adopted 2012 Budget includes step and merit increases for eligible employees (\$16,626). Based on revised salary projections and employee turnover, projections have been revised for step (\$5,703) and merit (\$3,072) in 2012. (Net change = -\$7,851)
- Medical/Dental Insurance Premiums: The savings reflected represent the difference with the lower than anticipated premium increase. These savings will help to offset the revenue/expenditure shortfall that is projected for the golf courses in 2012. (Net change = -\$29,912)
- Life, long term disability, and survivor income insurance rates: As in other funds with life, long-term disability and survivor income insurance rates, Staff is projecting an overall savings in these items both at Legacy Ridge and The Heritage. These savings will help to offset the revenue/expenditure shortfall that is projected for the golf courses in 2012. (Net change = -\$17,931)
- Medicare: Due to revised projections and Staff turnover, Staff is recommending a decrease to the Medicare budget. The Adopted 2012 Budget included \$19,500 for this expense in the Golf Course Fund. These savings will help to offset the revenue/expenditure shortfall that is projected for the golf courses in 2012. (Net change = -\$4,200)
- General Capital Improvement Fund (GCIF) Subsidy: Staff is proposing to transfer an additional \$208,000 to the Golf Course Fund, bringing the total of GCIF supporting the Golf Course Fund from \$300,000 to \$508,000. These funds would be realized with a reduction in funding to several park and recreation capital improvement projects, which are highlighted in the GCIF section. (Net change = +\$208,000)
- Radio Replacements: Staff is proposing to eliminate \$3,640 that was originally budgeted in Golf Course capital outlay accounts for radio replacements due to the new capital project account for the Citywide Radio System Replacement, which is discussed in the General Capital Improvement Fund section. Staff recommends holding off on any scheduled replacement radio purchases until this project commences. These savings will help to offset the revenue/expenditure shortfall that is projected for the golf courses in 2012. (Net change = -\$3,640)

Golf Course Fund	Net Change Proposed to Adopted Budget
Legacy Ridge	-\$32,639
The Heritage	-\$24,223
TOTAL	-\$56,862

NOTE: The Net Change Proposed to Adopted Budget column will not necessarily match the items described under each department’s summary above as a result of impacts of the adjustments discussed in the All Departments section (i.e., adjustments citywide to salaries, etc.).

SALES & USE TAX FUND

As with most other municipalities in Colorado, sales and use tax provides the largest revenue source for the provision of services in the City of Westminster. In 2012, sales and use tax is projected to comprise

62.8% of total General Fund revenues (a slight increase from the adopted level of 62.3%). Over the last several years, multiple factors have put pressure on this revenue source, including increased retail competition, the rise of on-line shopping, instability in the economy and the continued decline of the Westminster Mall. The City has moved forward with efforts to stabilize and diversify sales and use tax revenues in order to provide replacement revenue despite these challenges.

Looking forward to 2012, Staff is projecting slightly higher-than-anticipated sales and use tax revenues. Including public safety tax dollars, Staff is proposing a total budgeted revenue figure of \$65,012,872. This represents a 0.8% increase from the originally adopted 2012 sales and use tax total of \$64,489,072.

In the review of the Adopted 2012 Budget projected Sales & Use Tax Fund revenues, Staff has identified revenue sources for which the projections need to be modified based on 2010 actual and 2011 year-to-date collections. Overall, revenues are projected to increase by \$523,800 from the originally Adopted 2012 Budget projections. This increase is possible thanks to success in redevelopment efforts in urban renewal areas (URAs) throughout the City. The increase is due to these URAs generating revenues beyond that needed to cover their obligations, allowing these additional revenues to remain in the Sales & Use Tax Fund and assist in funding the City’s general operations.

The most significant revenue adjustments may be found in the following areas:

- Increase in sales tax returns (+\$360,271)
- Increase in use tax returns (+\$145,034)
- Increase in building use tax returns (+\$207,560)
- Reduction in auto use tax returns (-\$93,753)
- Reduction in interest earnings (-\$50,000)
- Reduction in payment in lieu of taxes paid by the Water Fund (-\$50,000)

As a result of these revenue adjustments, the expenditures budgeted within the Sales & Use Tax Fund are proposed to be amended as follows:

- Transfer to the General Capital Improvement Fund (GCIF): As a result of increased sales and use tax revenues and to offset the lower than anticipated interest earnings projected in the GCIF, the transfer payment to the GCIF is proposed to be increased from \$1,567,000 to \$1,965,000. (Net change = +\$398,000)
- Transfer to the General Fund Stabilization Reserve (GFSR): In the ongoing effort to prepare for the economic downturns that impact City operating revenues, additional funds are proposed to be contributed to the GFSR to maintain a minimum 5% balance that is the target per the policy adopted by City Council in 2009. (Net change = +\$250,000)
- Transfer to the General Fund: The overall reduction in operating expenditures proposed for 2012 results in less funds needed from the Sales and Use Tax Fund for ongoing services provided in the General Fund. The transfer payment is proposed to decrease from \$59,122,072 to \$59,097,872. (Net change = -\$24,200)
- Transfer to the Debt Service Fund: Due to the 2001 and 2002 sales tax bond refundings in 2010, the Debt Service Fund balance increased in 2010 with a reduction of interest payments. As a result of the 2010 refundings, the transfer payment from the Sales and Use Tax Fund is proposed to reduce from \$3,800,000 to \$3,700,000. (Net change = -\$100,000)

Sales & Use Tax Fund	Net Change Proposed to Adopted Budget
Sales & Use Tax	+\$523,800
TOTAL	+\$523,800

PARKS, OPEN SPACE & TRAILS FUND (POST)

Revised revenue projections for 2012 will not meet originally adopted figures. In the review of the Adopted 2012 Budget projected POST Fund revenues, Staff has identified revenue sources for which the projections need to be modified based on 2010 actual and 2011 year-to-date collections. Overall, revenues are projected to decrease by \$253,473 from the originally Adopted 2012 Budget projections.

POST Fund sales and use taxes have had the benefit of being excluded from the tax increment in urban renewal areas and from economic development agreements. As a result, the POST Fund benefited immediately from these economic enhancements within the community as they have come on line over the years, versus the general Sales & Use Tax Fund, which has experienced the success of these areas slightly delayed after meeting redevelopment cost obligations. Experience is showing that the overall sales and use tax collections outside of the urban renewal areas is flat to slightly declining. That experience is being reflected in the revised POST Fund revenue projections.

The most significant revenue adjustments may be found in the following areas:

- Decrease in sales tax returns (-\$212,589)
- Decrease in sales tax audit collections (-\$21,914)
- Increase in use tax returns (+\$31,136)
- Increase in building use tax returns (+\$14,484)
- Decrease in use tax audit collections (-\$17,100)
- Reduction in interest earnings (-\$44,600)

As a result, Staff is proposing reductions in park and recreation-related capital project accounts that receive POST funding. This reduction is shown in the Community Development account as a transfer payment to the General Capital Improvement Fund (GCIF). Identification of these projects and details are described in the GCIF section. (Net change = -\$253,473)

Parks, Open Space, and Trails (POST) Fund	Net Change Proposed to Adopted Budget
Community Development/Central Charges	-\$253,473
Park Services	\$0
TOTAL	-\$253,473

NOTE: The Net Change Proposed to Adopted Budget column will not necessarily match the items described under each department’s summary above as a result of impacts of the adjustments discussed in the All Departments section (i.e., adjustments citywide to salaries, etc.).

GENERAL CAPITAL IMPROVEMENT FUND (GCIF)

The total General Capital Improvement Fund is proposed to decrease by \$118,000 from \$8,381,000 to \$8,263,000 as a result of revised revenue projections. The proposed Capital Improvement Program (CIP) is all “pay as you go;” no debt funding is proposed.

Staff’s proposed changes to the Adopted 2012 CIP are summarized below.

- New Development Participation: Staff is proposing to reduce this project account from \$200,000 to \$30,000. Originally, this \$200,000 was intended to fund the City’s share of the construction of 101st Avenue to the west of Sheridan Boulevard and related traffic signal modifications in conjunction with development of the Amberwood subdivision. This housing project has been delayed and exact timing is unknown at this point, but the funds will not be needed in 2012. These funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$170,000)
- Sidewalk Connection: Staff is proposing to eliminate funds for this ongoing project in 2012. Currently, the project has a balance of \$17,524. While no additional funding is being added for miscellaneous sidewalk connections in 2012, the Federal Boulevard sidewalks funded in the Adopted 2012 CIP are still funded for implementation next year. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. The 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$25,000)
- New Street Light Program: Staff is proposing to eliminate funds for this ongoing project in 2012. Currently, the project has a balance of \$9,987. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$25,000)

- Geographic Information System Upgrades: Staff is proposing to eliminate funds for this ongoing project in 2012. Currently, the project has a balance of \$161,000. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$75,000)
- Bradburn Boulevard Realignment - NEW: This project currently has \$1.1 million in City funds budgeted and the City anticipates receiving \$1.8 million in federal funding for the project. Per City Council's direction, Staff plans to propose that any 2012 or 2013 CDBG funds received by the City be appropriated to this project (estimating between \$400,000 to \$500,000 over the two years). Given federal budget challenges, a great deal of uncertainty exists in regards to what level of CDBG funding the City will receive in 2012 and future years. With the additional \$500,000 proposed in 2012 for the project (whereas \$0 was originally budgeted, thus the designation NEW), the total budget would amount to between \$3.8-4.0 million, which could fund the replacement of the 72nd Avenue bridge and raise the pedestrian trail through it, reducing the frequency of inundation by creek flows. This amount of funding would address the safety issue with the bridge, but would not be sufficient to realign Bradburn Boulevard. However, the bridge replacement would position the City to pursue realignment of Bradburn Boulevard at a future date. Due to the proposed focus of this project, Staff is proposing to re-name this project the "72nd Avenue/Little Dry Creek Bridge Replacement." (Net change = +\$500,000)
- 120th Avenue Corridor Turn Lanes and Restriping: Staff is proposing to change the focus of this project and re-name it "120th Avenue and Federal Boulevard Intersection Improvements." This project includes the installation of additional lanes at this intersection and an overall configuration improvement. This project was recently awarded federal funds through the Denver Regional Council of Government's Transportation Improvement Program (TIP) and a local match (\$1.043 million) will be required. In addition to the existing \$580,000 in this project account, the City will need to contribute another \$463,000 in the future. These additional funds will likely not be needed until 2014. (Net change = \$0)
- 128th Avenue/Delaware Street Intersection Improvements: Staff is proposing to eliminate funds and postpone this project until development in the area justifies the project. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$90,000)
- U.S. 36 Pedestrian Box Widening - NEW: This is a new proposed project based on the award of federal funding for the widening of U.S. 36 as part of the Colorado Department of Transportation's (CDOT). Per a previous intergovernmental agreement (IGA) with CDOT, the City is obligated to lengthen the existing underpass that connects the Westminster Promenade to The Shops at Walnut Creek. The IGA was signed when the bridge was originally constructed. Per negotiations with CDOT, the City's total cost of this project is \$855,373. An additional \$467,000 will be needed in future years in addition to this proposed appropriation in 2012. The City will pay project costs to CDOT in three installments spread out over three years. Other accounts in the GCIF are proposed to be reduced in order to provide funding for this project. (Net change = +\$389,000)
- South Westminster Revitalization Project: Staff is proposing to reduce funds for this ongoing project in 2012 from \$71,000 to \$50,000. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$21,000)
- Building Operations and Maintenance (BO&M) Major Maintenance: Staff is proposing to increase funding for this ongoing project account from \$160,000 to \$205,000 in 2012. These additional dollars would be utilized for design work associated with replacement of HVAC components at City Hall. (Net change = +\$45,000)
- Major Software Upgrades: Staff is proposing to eliminate funds for this ongoing project in 2012. Currently, the project has a balance of \$516,000. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$25,000)
- Railroad Crossing Surface Replacement Program: Staff is proposing to eliminate funds for this project in 2012. Currently, the project has sufficient funds to replace the crossings on 88th Avenue

and on Lowell Boulevard. Other crossings in the City are in better shape and there is no immediate need to pursue another crossing replacement in 2012. These 2012 funds are proposed to be applied to the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$26,000)

- **Shoenberg Farm Restoration:** Staff is proposing to eliminate funds for this project in 2012. Originally, these funds were appropriated to be a cash match for a State grant that was to help fund structural and exterior rehabilitation of the milk house. The City was not awarded this grant, so the matching funds are not necessary at this time. These 2012 funds are proposed to be applied to other priority projects such as BO&M Major Maintenance and the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$79,000)
- **Semper Farm:** Staff is proposing to eliminate funds for this project in 2012. Originally, these funds were appropriated for interior repairs and utilities for the farmhouse on site. The intention was to make the farmhouse inhabitable for an on-site caretaker. Considering other capital priorities, Staff is recommending that this project be postponed. These 2012 funds are proposed to be applied to other priority projects such as BO&M Major Maintenance, the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$60,000)
- **Miscellaneous Construction Projects:** Staff is proposing to reduce funding for this project from \$50,000 to \$25,000 in 2012. This ongoing project was created in 2011 and provides funds for maintenance and repair of City-owned brick walls and wood fences, as well as other minor construction and maintenance work within public rights-of-way and public lands. These 2012 funds are proposed to be applied to other priority projects such as the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$25,000)
- **Westminster Center Urban Reinvestment Project (WURP):** Staff is proposing to reduce funding for this project from \$500,000 to \$250,000 in 2012. Based on recent investments in this project and anticipated partnership with a developer in the future, Staff believes that this reduction is appropriate. These 2012 funds are proposed to be applied to other priority projects such as the U.S. 36 Pedestrian Box Widening and the 72nd Avenue/Little Dry Creek Bridge Replacement. (Net change = -\$250,000)
- **Firefighting Simulator/Burn Building:** Staff is proposing to eliminate 2012 funding for this project. To date, \$522,000 has been appropriated into this project. The original proposed site for this structure is no longer feasible, so Staff is in the process of working to identify other potential locations and examining other details related to this project. Due to the necessary change of location, this project will be delayed and the 2012 funding will not be needed. These funds are proposed to be applied to other priority public safety projects such as the Citywide Radio System Replacement. (Net change = -\$170,000)
- **Public Safety Facilities' Maintenance (BO&M):** Staff is proposing to reduce funding in this ongoing project from \$185,000 to \$100,000 in 2012. Staff believes the revised level of funding, along with funds in the project's account balance, would be sufficient to address project needs in 2012. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. These funds would be applied to other priority public safety projects such as the Citywide Radio System Replacement. (Net change = -\$85,000)
- **Major Software Upgrades - PST:** Staff is proposing to reduce public safety tax funding in this ongoing project from \$100,000 to \$75,000 in 2012. As noted previously, the project currently has a balance of \$516,000 (this project combines general and public safety tax funds to maintain the various software programs that support all operations). Staff believes the revised level of funding, along with funds in the project's account balance, would be sufficient to address project needs in 2012. Staff will revisit funding this ongoing project as part of the 2013/2014 budget development next summer. These funds are proposed to be applied to other priority public safety projects such as the Citywide Radio System Replacement. (Net change = -\$25,000)
- **Citywide Radio System Replacement - NEW:** This is a new proposed project to replace the City's existing radio system with a P-25 digital interoperable simulcast radio system. The City's current radio system is 19 years old and its technology has reached end-of-life status. This project would start setting funds aside for the eventual replacement of this system. The P-25 radio system would provide improved coverage, direct interoperability with surrounding agencies and increased choices in radios themselves, as the P-25 system is non-proprietary. This project would include replacement of the major radio system components, dispatch equipment and radios. Total project cost is estimated

at \$4,345,000. The City of Arvada would continue to partner with the City on the radio system, so the City of Westminster’s portion of this estimated cost would be \$2,172,500. Staff is proposing to accrue funding for this project over several years. Staff is also pursuing two public-safety related grants and is looking for alternative funding options to help supplement capital project funding for this major project. In addition, Staff is proposing to move \$98,000 that was originally budgeted in General Fund departments’ capital outlay accounts for radio replacements into this capital project account. (Net change = +\$378,000)

- **Community Enhancement Program (CEP):** This reduction is proposed due to revised 2012 revenue projections for Accommodations Tax revenues, which fund the CEP. (Net change = -\$10,000)
- **Recreation Facilities Improvements:** Staff is proposing to reduce funding for this project from \$300,000 to \$291,000 in 2012. Based on actual experience in 2011 and revised revenue projections for 2012, Staff is anticipating Parks, Open Space and Trails (POST) sales and use tax revenues to be approximately \$254,000 less than what was projected in the Adopted 2012 Budget. In addition, based on actual experience in 2011 and revised revenue projections for 2012, Staff is anticipating Golf Course revenues to be less than what was projected in the Adopted 2012 Budget. In order to balance revenues with expenditures, an additional \$208,000 is needed for the transfer from the General Capital Improvement Fund (GCIF) to the Golf Course Fund (transfer totals \$508,000). Due to the revised POST revenue projections and the need for an increased transfer to the Golf Course Fund, Staff is recommending this proposed project reduction. (Net change = -\$9,000)
- **Park Renovation Program:** Staff is proposing to reduce funding for this project from \$665,000 to \$500,000 in 2012. As noted, revised POST revenue projections and the need to financially assist the Golf Course, Staff is recommending this proposed project reduction. (Net change = -\$165,000)
- **Golf Course Improvements:** Staff is proposing to eliminate funding for this project in 2012. As noted, revised POST revenue projections and the need to financially assist the Golf Course, Staff is recommending this proposed project reduction. (Net change = -\$50,000)
- **Recreation Facilities Major Maintenance (BO&M):** Staff is proposing to reduce funding for this project from \$753,000 to \$500,000 in 2012. As noted, revised POST revenue projections and the need to financially assist the Golf Course, Staff is recommending this proposed project reduction. (Net change = -\$253,000)
- **Transfer to Golf Course Fund:** Staff is proposing to increase this transfer from \$300,000 to \$508,000 in 2012. Based on actual experience in 2011 and revised revenue projections for 2012, Staff is anticipating Golf Course revenues to be less than what was projected in the Adopted 2012 Budget. In order to balance revenues with expenditures, an additional \$208,000 is needed for the transfer from the GCIF to the Golf Course Fund (total transfer = \$508,000). (Net change = +\$208,000)

General Capital Improvement Fund	Net Change Proposed to Adopted Budget
Streets & Traffic Improvements	+\$504,000
Other Capital Improvements	-\$441,000
Public Safety Capital Improvements	+\$98,000
Park Improvements	-\$279,000
TOTAL	-\$118,000

CONSERVATION TRUST FUND

This fund handles the City’s share of State lottery proceeds. These funds may be used on (1) the acquisition, development, and maintenance of new conservation sites; (2) capital improvements or maintenance for recreational purposes on any public site; and (3) operation of a system of television relay and translator facilities and the use, acquisition, equipping, and maintenance of land, buildings, and other recreational facilities therefore. The City utilizes these funds for park and recreation facility improvement projects included within the Capital Improvement Program. No changes are proposed to the Adopted 2012 Budget.

PROPERTY LIABILITY/WORKERS’ COMPENSATION FUND

This fund manages property and liability and workers' compensation programs to minimize liabilities, insure City property and protect employees who are injured on the job. No changes are proposed to the Adopted 2012 Budget.

DEBT SERVICE FUND

This fund manages the City’s repayment of long-term debt-financed projects. It accounts for the financial resources used for the payment of long-term non-enterprise fund debt, principal, interest and related costs. No additional debt is proposed in 2012.

Due to the 2001 and 2001 sales tax bond refundings in 2010, the Debt Service Fund balance increased in 2010 with a reduction of interest payments. As a result of the 2010 refundings, the transfer payment from the Sales and Use Tax Fund is proposed to reduce from \$3,800,000 to \$3,700,000. The overall revenues are proposed to reduce by \$100,000 as the original Adopted 2012 Budget had an infusion into the Fund balance of \$100,000 that is no longer needed. The overall Fund expenditures are not proposed to be amended for 2012, which is why the net change is shown as zero. (Net change = \$0)

SUMMARY OF MODIFICATIONS

The following table summarizes the proposed net changes to each of the funds discussed in this Agenda Memorandum.

Fund	Adopted 2012 Budget	Revised 2012 Budget	Net Change
General	\$94,892,666	\$94,074,565	-\$818,101
General Reserve	\$9,877,902	\$9,716,143	-\$161,759
GF Stabilization Reserve	\$3,030,694	\$3,559,094	+\$528,400
Utility (water/wastewater)	\$55,195,277	\$51,884,739	-\$3,310,538
Utility Rate Stabilization Reserve	\$11,923,378	\$11,270,191	-\$653,187
Utility Capital Project Reserve	\$13,510,944	\$17,103,070	+\$3,592,126
Stormwater Drainage	\$2,132,000	\$2,132,000	\$0
Fleet Maintenance	\$2,166,698	\$2,247,888	+\$81,190
General Capital Outlay Replacement	\$1,169,468	\$1,702,362	+\$532,894
Golf Course	\$3,553,027	\$3,496,165	-\$56,862
Sales & Use Tax	\$64,489,072	\$65,012,872	+\$523,800
Parks, Open Space, and Trails (POST)	\$5,175,413	\$4,921,940	-\$253,473
General Capital Improvement	\$7,756,000	\$7,638,000	-\$118,000
Conservation Trust	\$625,000	\$625,000	\$0
Property Liability/Workers’ Compensation	\$2,182,795	\$2,182,795	\$0
Debt Service	\$7,527,528	\$7,527,528	\$0

HUMAN SERVICES BOARD RECOMMENDATIONS REVIEW

At the July 13 Study Session, City Council reviewed and concurred with the Human Service Board’s (HSB) agency funding recommendations for 2012. A total funding level for HSB agencies for 2012 was authorized at \$80,000.

At the September 26 Post City Council meeting, City Council confirmed support for the HSB recommendations. As part of this Agenda Memorandum, City Council is requested to officially accept the HSB recommendations and authorize payment for 2012 funding as outlined in Attachment A, which identifies the agencies that the City of Westminster will provide financial support to during FY2012 and the associated dollar amounts.

CITIZEN REQUESTS REVIEW

A public meeting on the Adopted 2012 Budget was held on Monday, September 12. During that meeting, time was allotted for the City Council to receive any citizen requests as part of the City’s mid-biennial budget review process for the Adopted 2012 Budget. At that meeting, no requests were made. Additionally, no requests have been received for FY2012 since the budget was officially adopted in October 2010.

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Bus Tax Qwest	1000.40040.0050	\$164,741	(\$34,741)	\$130,000
Admis Butterfly Pav	1000.40050.0830	34,000	2,000	36,000
Accommodations Tax	1000.40055.0000	725,000	(50,000)	675,000
License Contractors	1000.40160.0000	82,500	3,000	85,500
License Beer & Liquor	1000.40165.0000	90,000	(3,000)	87,000
HUTF	1000.40330.0000	3,100,000	100,000	3,200,000
Auto Ownership ADCO	1000.40350.0010	197,742	(22,742)	175,000
Auto Ownership JEFFCO	1000.40350.0020	150,119	(5,119)	145,000
Vehicle Reg ADCO	1000.40360.0010	212,237	(12,237)	200,000
Admissions MAC	1000.40820.0017	278,000	22,000	300,000
Admissions Sports Center	1000.40820.0035	268,000	7,000	275,000
Admissions City Park Rec	1000.40820.0860	1,155,000	(30,000)	1,125,000
Admissions City Park Fit	1000.40820.0861	755,000	(18,000)	737,000
Admissions Countryside	1000.40820.0965	72,000	(2,000)	70,000
Rentals Park	1000.40900.0105	39,000	6,000	45,000
Rentals Athletic Fields	1000.40900.0527	57,000	10,000	67,000
Ice Centre	1000.41010.0000	1,035,078	(69,540)	965,538
Adult Activities	1000.41030.0503	1,175,000	80,000	1,255,000
Franchise Fees	1000.41180.0000	2,500	(2,500)	-
Franchise Fees Public Service	1000.41180.0040	3,039,090	15,910	3,055,000
Rental Housing Inspection	1000.41210.0000	170,000	(170,000)	-
EMS Service Fee	1000.41220.0000	2,050,000	(30,000)	2,020,000
Street Cut Fee	1000.41230.0000	800,000	(265,000)	535,000
Pension Admin Fee	1000.41255.0000	107,000	(3,300)	103,700
Rental Inspection/License Fee	1000.41265.0000	-	170,000	170,000
Security Promenade	1000.41290.0106	96,000	(96,000)	-
CDOT Signal Reimb	1000.41380.0000	60,000	(15,793)	44,207
Passport Fees	1000.41450.0000	40,000	(14,000)	26,000
Fines Traffic	1000.42030.0000	2,141,200	(191,200)	1,950,000
Fines College Hill	1000.42120.0034	215,000	(55,000)	160,000
Interest Earnings Pooled	1000.42510.0000	298,758	(118,758)	180,000
Reimburse - Thornton	1000.43080.0850	1,267,250	(881)	1,266,369
TRF Sales & Use Tax	1000.45000.0530	59,122,072	(24,200)	59,097,872
Total Change in Revenue			\$ (818,101)	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
City Attorney				
Regular Salaries	10003120.60200.0000	\$676,094	\$5,545	\$681,639
Regular Salaries Pros	10003120.60200.0125	227,100	12,579	239,679
Regular Salaries PST	10003120.60200.0911	160,044	12,846	172,890

City Manager's Office - Administration				
Regular Salaries	10005050.60200.0000	719,834	17,030	736,864
Regular Salaries PIO	10005050.60200.0387	194,335	10,240	204,575
City Manager's Office- Economic Development				
Regular Salaries	10005340.60200.0000	278,112	11,318	289,430
Printing	10005340.66600.0000	11,500	(4,000)	7,500
Telephone	10005340.66900.0000	1,500	500	2,000
Outside Computer Charges	10005340.67000.0000	3,500	5,500	9,000
City Memberships	10005340.67500.0000	14,100	1,900	16,000
Contractual Services	10005340.67800.0000	20,000	(3,900)	16,100
Central Charges (General Fund)				
Regular Salaries	10010900.60200.0000	689,437	(669,437)	20,000
Retire City Contrib	10010900.62600.0000	4,745,000	(145,000)	4,600,000
Non Med Ins ER Life/AD&D	10010900.62800.0590	173,800	(84,688)	89,112
Non Med Ins ER LTD	10010900.62800.0591	579,375	(330,244)	249,131
Non Med Ins ER Surv Ben	10010900.62800.0592	285,000	(88,570)	196,430
Med Ins ER SELF	10010900.63000.0594	5,034,294	(464,440)	4,569,854
Med Ins ER Delta Dental	10010900.63000.0595	364,635	(19,342)	345,293
Med Ins ER Kaiser	10010900.63000.0596	2,670,887	(149,137)	2,521,750
Medicare	10010900.63600.0000	595,000	30,222	625,222
Motor Fuel Chgs	10010900.65900.0000	-	80,000	80,000
Equip Rental - Cap Replace	10010900.66000.0450	1,018,500	14,700	1,033,200
City Memberships	10010900.67500.0000	144,982	(5,500)	139,482
Lease Pay-Ice Centre	10010900.67700.0077	1,037,178	(1,037,178)	-
Lease Pay-2010 Ice Centre COPs	10010900.67700.0079	-	967,638	967,638
Lease Pay-Public Safety Fac	10010900.67700.0155	2,000	(2,000)	-
General Services - Administration				
Regular Salaries	10012050.60200.0000	195,674	8,973	204,647
Regular Salaries - Vol Prog	10012050.60200.0015	56,956	1,160	58,116
Regular Salaries - Envir Svc	10012050.60200.0552	143,061	4,477	147,538
General Services - Human Resources				
Regular Salaries	10012060.60200.0000	754,439	28,650	783,089
Regular Salaries Wellness	10012060.60200.0544	56,956	1,160	58,116
Regular Salaries - Training	10012060.60200.0612	65,098	2,062	67,160
Regular Salaries PST	10012060.60200.0911	61,119	1,353	62,472
General Services - City Clerk				
Regular Salaries	10012070.60200.0000	225,180	10,639	235,819
Regular Salaries	10012070.60200.0135	96,565	2,751	99,316
General Services - Municipal Court				
Regular Salaries	10012130.60200.0000	883,085	17,306	900,391
Regular Salaries Prob	10012130.60200.0130	191,323	5,712	197,035
Regular Salaries PST	10012130.60200.0911	92,981	4,266	97,247
General Services - Building Operations and Maintenance				
Regular Salaries	10012390.60200.0000	634,405	32,596	667,001
Fleet Rental Chgs	10012390.65800.0000	13,241	(908)	12,333
Motor Fuel Chgs	10012390.65900.0000	15,849	(370)	15,479

Solid Waste Collect Cust Serv	10012390.67300.0702	33,644	8,500	42,144
Finance - Administration				
Regular Salaries	10015050.60200.0000	327,143	16,251	343,394
Finance - Accounting				
Regular Salaries	10015220.60200.0000	506,918	19,130	526,048
Regular Salaries PST	10015220.60200.0911	82,249	2,933	85,182
Prof Serv	10015220.65100.0000	88,500	(23,000)	65,500
Finance - Treasury				
Regular Salaries	10015240.60200.0000	265,807	9,517	275,324
Finance - Sales Tax				
Regular Salaries	10015250.60200.0000	498,305	15,223	513,528
Regular Salaries PST	10015250.60200.0911	32,910	670	33,580
Printing	10015250.66600.0000	-	400	400
Postage	10015250.66700.0000	-	600	600
Contract Services	10015250.67800.0000	-	12,000	12,000
Police - Administration				
Regular Salaries	10020050.60200.0000	253,023	11,035	264,058
Telephone	10020050.66900.0000	157,016	(10,000)	147,016
Contract Svcs	10020050.67800.0000	56,000	(3,528)	52,472
Police - Specialized Services				
Regular Salaries	10020300.60200.0000	167,228	7,110	174,338
Regular Salaries-Prof Svcs	10020300.60200.0341	624,075	(4,482)	619,593
Regular Salaries-Neigh. Svcs	10020300.60200.0342	621,288	29,115	650,403
Reg Sal - Records and Property	10020300.60200.0343	903,535	(37,426)	866,109
Regular Salaries-Invest. Sect	10020300.60200.0344	2,934,394	125,592	3,059,986
Regular Salaries -Comm Section	10020300.60200.0345	1,565,639	36,796	1,602,435
Fleet Rental Chgs-Neigh Svcs	10020300.65800.0342	21,508	(2,991)	18,517
Motor Fuel Chgs-Neigh Svcs	10020300.65900.0342	26,533	(4,392)	22,141
Contract Svcs-Neigh Svcs	10020300.67800.0342	110,090	3,528	113,618
Other Equip - Comm Section	10020300.76000.0345	89,000	(39,000)	50,000
Police - Patrol Services				
Regular Sal-Patrol Adm Section	10020500.60200.0000	745,970	(37,562)	708,408
Regular Salaries Prom	10020500.60200.0106	253,209	25,035	278,244
Regular Salaries-Traffic	10020500.60200.0348	1,512,437	88,716	1,601,153
Reg Salaries-Patrol Section	10020500.60200.0349	7,042,058	256,551	7,298,609
Fleet Rntl Chgs-Patrol Adm Sec	10020500.65800.0000	297,362	6,508	303,870
Fleet Rental Chgs-Traffic	10020500.65800.0348	17,293	3,766	21,059
Mtr Fuel Chgs-Patrol Adm Secti	10020500.65900.0000	293,935	(9,069)	284,866
Maint/Rep Equip-Patrol Adm Sec	10020500.66100.0000	18,800	(12,000)	6,800
Maint/Rep Equip-Traffic	10020500.66100.0348	9,850	(6,000)	3,850
Other Equip-Traffic	10020500.76000.0348	18,600	10,000	28,600
Fire - Emergency Services				
Regular Salaries	10025260.60200.0000	6,472,384	195,146	6,667,530
Regular Salaries EMS	10025260.60200.0546	2,503,799	22,380	2,526,179
Regular Salaries Fire Prev	10025260.60200.0547	432,591	11,467	444,058
Equip Rental - GCORF	10025260.66000.0450	-	518,194	518,194
Maint/Rep Equip	10025260.66100.0000	100,579	(5,500)	95,079
Bank Charges	10025260.66800.0000	300	1,000	1,300
Telephone	10025260.66900.0000	76,397	(5,000)	71,397
Electricity & Gas	10025260.67200.0000	90,221	(8,000)	82,221
Spec Promo	10025260.67600.0000	11,150	2,490	13,640

Spec Promo Fire Prev	10025260.67600.0547	6,700	1,000	7,700
Lease Pay to Others	10025260.67700.0000	518,844	(518,194)	650
Contract Svcs EMS	10025260.67800.0546	135,200	(3,290)	131,910
Lab Sup EMS	10025260.70800.0546	112,200	14,300	126,500
Chemicals	10025260.73000.0000	9,500	3,000	12,500
Other Equip	10025260.76000.0000	104,600	(26,000)	78,600
Community Development - Administration				
Regular Salaries	10030050.60200.0000	336,560	26,308	362,868
Community Development - Planning				
Regular Salaries	10030360.60200.0000	887,132	28,535	915,667
Fleet Rental Chgs	10030360.65800.0000	1,822	(728)	1,094
Motor Fuel Chgs	10030360.65900.0000	891	(279)	612
Community Development - Building				
Regular Salaries	10030370.60200.0000	944,643	41,348	985,991
Regular Salaries PST	10030370.60200.0911	59,799	(997)	58,802
Mileage Reimb	10030370.61200.0000	8,000	(3,000)	5,000
Bank Charges	10030370.66800.0000	-	20,000	20,000
Telephone	10030370.66900.0000	5,880	500	6,380
Community Development - Engineering				
Regular Salaries	10030380.60200.0000	1,029,923	21,150	1,051,073
Electricity & Gas	10030380.67200.0000	24,675	(3,000)	21,675
Public Works and Utilities - Street Maintenance (General Fund)				
Regular Salaries	10035450.60200.0000	1,238,944	5,778	1,244,722
Fleet Rental Chgs	10035450.65800.0000	180,517	(1,749)	178,768
Motor Fuel Chgs	10035450.65900.0000	98,562	(334)	98,228
Other Equip	10035450.76000.0000	18,200	(18,200)	-
Parks, Recreation and Libraries - Administration				
Regular Salaries	10050050.60200.0000	573,409	14,261	587,670
Regular Salaries	10050550.60200.0000	855,110	17,384	872,494
Regular Salaries Prom	10050550.60200.0106	96,885	1,619	98,504
Fleet Rental Chgs	10050550.65800.0000	82,040	(1,090)	80,950
Motor Fuel Chgs	10050550.65900.0000	92,264	(1,119)	91,145
Other Equip	10050550.76000.0000	46,400	(10,400)	36,000
Parks, Recreation and Libraries - Library Services				
Regular Salaries	10050620.60200.0000	1,868,619	30,631	1,899,250
Parks, Recreation and Libraries - Standley Lake (General Fund)				
Regular Salaries	10050660.60200.0000	195,235	7,128	202,363
Other Equip	10050660.76000.0000	3,440	(3,440)	-
Parks, Recreation and Libraries - Design Development				
Regular Salaries	10050690.60200.0000	290,611	1,615	292,226
Fleet Rental Chgs	10050690.65800.0000	19,483	(1,838)	17,645
Motor Fuel Charges	10050690.65900.0000	16,175	(211)	15,964

Parks, Recreation and Libraries - Recreation Facilities				
Regular Salaries	10050720.60200.0000	51,495	1,864	53,359
Regular Salaries Fitness	10050720.60200.0505	73,721	2,367	76,088
Regular Salaries City Park	10050720.60200.0860	797,879	(36,887)	760,992
Regular Salaries Cty Prk Fit	10050720.60200.0861	270,788	6,599	277,387
Regular Salaries Swim & Fit	10050720.60200.0963	475,152	32,241	507,393
Regular Salaries West View	10050720.60200.0967	343,173	9,904	353,077
Salaries Temp City Park	10050720.60600.0860	337,754	15,000	352,754
Parks, Recreation and Libraries - Recreation Programs				
Regular Salaries	10050760.60200.0000	456,105	5,860	461,965
Regular MAC	10050760.60200.0017	285,544	(15,497)	270,047
Regular Salaries Sports Ctr	10050760.60200.0035	25,147	1,811	26,958
Regular Salaries Arts	10050760.60200.0532	17,613	359	17,972
Fleet Rental Chgs	10050760.65800.0000	10,523	(358)	10,165
Motor Fuel Chgs	10050760.65900.0000	6,053	(164)	5,889
Total Change to Expense			(\$818,101)	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Water Sales Reclaimed	2000.40710.0023	\$1,485,982	\$165,979	\$1,651,961
Water Sales Residential	2000.40710.0027	16,698,282	(337,037)	16,361,245
Water Sales Commercial	2000.40710.0028	7,106,016	(1,075,197)	6,030,819
Water Sales Wholesale-Fed Hts	2000.40710.0029	1,623,940	(112,666)	1,511,274
Meter Service Fee	2000.40710.0031	3,081,013	35,166	3,116,179
Interest Earnings-Pooled	2000.42510.0000	985,300	(619,700)	365,600
TRF Utility CPR Fund	2000.45000.0207	4,041,333	(1,056,822)	2,984,511
Total Change in Revenue			(\$3,000,277)	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Central Charges				
Regular Salaries	20010900.60200.0000	\$106,519	(\$104,519)	\$2,000
Retire City Contrib	20010900.62600.0000	649,023	27,477	676,500
Non Med Ins ER Life	20010900.62800.0590	34,500	(21,328)	13,172
Non Med Ins ER LTD	20010900.62800.0591	103,840	(67,016)	36,824
Non Med Ins ER Surv Ben	20010900.62800.0592	54,890	(25,855)	29,035
Med Ins ER SELF	20010900.63000.0594	780,895	(65,998)	714,897
Med Ins ER Delta Dental	20010900.63000.0595	54,323	(4,230)	50,093
Med Ins ER Kaiser	20010900.63000.0596	523,991	(91,822)	432,169
Medicare	20010900.63600.0000	85,000	7,400	92,400
Motor Fuel Chgs	20010900.65900.0000	-	15,000	15,000
Finance - Treasury				
Regular Salaries	20015240.60200.0000	203,945	3,271	207,216
Salaries Overtime	20015240.60400.0000	200	(200)	-
Salaries Temp	20015240.60600.0000	300	700	1,000
Postage	20015240.66700.0000	150,000	(500)	149,500

Administration				
Regular Salaries	20035050.60200.0000	247,843	13,672	261,515
Prof Serv	20035050.65100.0000	34,500	(20,000)	14,500
UPE-Capital Project Management				
Regular Salaries	20035430.60200.0000	588,505	(19,419)	569,086
Utilities Operations				
Regular Salaries	20035470.60200.0000	999,030	32,486	1,031,516
Regular Salaries-Meter Shop	20035470.60200.0402	263,379	(8,096)	255,283
Regular Salaries-wtline replac	20035470.60200.0497	535,179	(11,362)	523,817
Salaries Temp	20035470.60600.0000	16,000	20,000	36,000
Fleet Rental Chgs	20035470.65800.0000	62,078	(737)	61,341
Fleet Rental Chgs - Meter shop	20035470.65800.0402	16,268	(1,137)	15,131
Fleet Rental Chgs-wtrln Replac	20035470.65800.0497	100,213	(772)	99,441
Motor Fuel Chgs	20035470.65900.0000	33,620	(337)	33,283
Motor Fuel Chgs - Meter Shop	20035470.65900.0402	19,654	(398)	19,256
Motor Fuel Chgs-wtrln replac	20035470.65900.0497	54,464	(103)	54,361
Contract Svcs-Wtr line replace	20035470.67800.0497	581,900	25,000	606,900
Other Equip	20035470.76000.0000	24,660	(18,200)	6,460
Utilities Planning & Engineering (UPE)				
Regular Salaries	20035480.60200.0000	678,905	39,840	718,745
Regular Salaries Wtr Qual	20035480.60200.0943	396,836	12,128	408,964
UPE-Water Plants Section				
Regular Salaries	20035490.60200.0000	968,900	1,118	970,018
Regular Salaries Rec Svc	20035490.60200.0023	45,598	1,493	47,091
Maint/Rep Infra	20035490.66200.0000	23,000	45,000	68,000
Information Technology				
Regular Salaries	20060230.60200.0000	1,968,356	76,465	2,044,821
Regular Salaries PST	20060230.60200.0911	76,443	(6,298)	70,145
Capital Improvement Program				
SWTF HSPS Meter Replacement	81220035867.80400.8888	125,000	(125,000)	-
SWTF Admin Roof Replacement	81220035861.80400.8888	250,000	150,000	400,000
CWSP - Reclaimed System Improvements	80920035866.80400.8888	500,000	(155,000)	345,000
CWSP - Bypass Pipeline to Standley Lake	80920035874.80400.8888	3,300,000	(2,800,000)	500,000
SCADA Hardware Installation	81120035874.80400.8888	150,000	(150,000)	-
Open-Cut Waterline Replacements	80720035754.80400.8888	-	647,000	647,000
Pressure Zone 4 Improvements	80820035772.80400.8888	3,787,000	1,200,000	4,987,000
Overall Water Distribution System Model - Regular Updates	81220035870.80400.8888	75,000	(75,000)	-
Water Tanks - Major Repair and Replacement	81120035960.80400.8888	750,000	(600,000)	150,000
Wandering View Tanks Repair and Replacement (cash)	81120035982.80400.8888	-	1,238,000	1,238,000
Croke Canal and Standley Lake Improvements	81220035871.80400.8888	-	120,000	120,000

Reclaimed Water Salinity Projects	81120035861.80400.8888	300,000	(250,000)	50,000
Arrowhead Subdivision Water Main Replacement	81220035880.80400.8888	2,000,000	(2,000,000)	-
Payment in Lieu of Use Tax (W)	81120010966.80400.8888	242,000	(53,000)	189,000
Total Change to Expense			<u>(\$3,000,277)</u>	

These appropriations will amend Utility Capital Project Reserve Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2070.40020.0000	\$4,061,362	(\$522,988)	\$3,538,374
Int Earnings CPR Water	2070.42510.0202	246,402	120,537	366,939
Int Earnings CPR Wastewater	2070.42510.0212	68,886	(6,698)	62,188
Total Change to Revenue			<u>(\$409,149)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers to Water	20710900.79800.0200	\$4,041,333	(\$1,056,822)	\$2,984,511
Transfers to Wastewater	20710900.79800.0210	335,317	647,673	982,990
Total Change to Expense			<u>(\$409,149)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
WW Sales Residential	2100.40730.0027	\$10,766,549	(\$675,088)	\$10,091,461
WW Sales Commercial	2100.40730.0028	2,485,885	(315,846)	2,170,039
Interest Earnings-Pooled	2100.42510.0000	155,000	33,000	188,000
TRF Utility CPR Fund	2100.45000.0207	335,317	647,673	982,990
Total Change in Revenue			<u>(\$310,261)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Central Charges				
Regular Salaries	21010900.60200.0000	\$24,382	(\$22,382)	\$2,000
Retire City Contribution	21010900.62600.0000	156,400	(7,400)	149,000
Non Med Ins ER Life	21010900.62800.0590	5,900	(3,057)	2,843
Non Med Ins ER LTD	21010900.62800.0591	24,500	(16,552)	7,948
Non Med Ins ER SIB	21010900.62800.0592	11,500	(5,233)	6,267
Med Ins ER SELF	21010900.63000.0594	198,000	(25,042)	172,958
Med Ins ER Dental	21010900.63000.0595	12,700	(1,916)	10,784
Med Ins ER Kaiser	21010900.63000.0596	81,500	(11,299)	70,201
Medicare	21010900.63600.0000	16,000	4,000	20,000
Motor Fuel Chgs	21010900.65900.0000	-	5,000	5,000
Utilities Ops - Wastewater				
Regular Salaries	21035470.60200.0000	282,502	12,422	294,924
UPE – WW Lab				
Regular Salaries Wtr Qual	21035480.60200.0943	271,394	8,619	280,013

Utilities Ops - Wastewater Plant				
Regular Salaries	21035490.60200.0000	772,155	49,257	821,412
Regular Salaries Biosolids	21035490.60200.0401	166,086	3,322	169,408
Special Assess MWRD Regular	21035490.66500.0513	2,400,000	(300,000)	2,100,000
Capital Improvement Program				
Strasburg Natural Resources Farm Projects	81221035811.80400.8888	1,550,000	(1,500,000)	50,000
Sunset Ridge Lift Station Improvement	81221035812.80400.8888	-	50,000	50,000
87th/Wadsworth Lift Station Replacement	81121035801.80400.8888	-	900,000	900,000
South Westminster TOD Wastewater Utilities	81021035971.80400.8888	2,500,000	<u>550,000</u>	3,050,000
Total Change to Expense			<u>(\$310,261)</u>	

These appropriations will amend Legacy Ridge Golf Course Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Misc Legacy Ridge	2200.40850.0220	\$12,500	(\$2,683)	\$9,817
Rentals Legacy Ridge	2200.40900.0220	10,000	(550)	9,450
Merch Legacy Ridge	2200.40920.0220	165,000	(10,000)	155,000
Lessons	2200.41040.0000	14,000	(5,000)	9,000
Green Fees	2200.41050.0000	979,206	(78,206)	901,000
Cart Rental	2200.41060.0000	220,000	(15,000)	205,000
Driving Range	2200.41070.0000	133,000	(6,000)	127,000
Jr. Golf Camp	2200.41080.0000	4,100	(200)	3,900
TRF GCIF	2200.45000.0750	-	<u>85,000</u>	85,000
Total Change in Revenue			<u>(\$32,639)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Legacy Ridge - Central Charges				
Regular Salaries	22010900.60200.0000	\$8,394	(\$8,394)	\$0
Non Med Ins ER Life	22010900.62800.0590	2,600	(1,574)	1,026
Non Med Ins ER LTD	22010900.62800.0591	8,470	(5,603)	2,867
Non Med Ins ER SIB	22010900.62800.0592	4,200	(1,939)	2,261
Med Ins ER SELF	22010900.63000.0594	69,000	3,841	72,841
Med Ins ER Dental	22010900.63000.0595	5,100	(922)	4,178
Med Ins ER Kaiser	22010900.63000.0596	42,200	(23,990)	18,210
Medicare	22010900.63600.0000	10,000	(2,000)	8,000
Legacy Ridge - Facilities				
Regular Salaries	22050720.60200.0000	370,225	9,227	379,452
Regular Salaries Club Ops	22050720.60200.0249	171,443	535	171,978
Other Equip	22050720.76000.0000	4,820	(1,820)	3,000
Total Change to Expense			<u>(\$32,639)</u>	

These appropriations will amend Heritage Golf Course Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Misc Heritage	2300.40850.0230	\$43,427	(\$8,722)	\$34,705
Rentals Heritage	2300.40900.0230	6,600	(700)	5,900
Merch Heritage	2300.40920.0230	125,000	(20,000)	105,000
Lessons	2300.41040.0000	11,000	(2,500)	8,500
Green Fees	2300.41050.0000	922,501	(72,501)	850,000
Cart Rental	2300.41060.0000	230,000	(38,000)	192,000
Driving Range	2300.41070.0000	64,000	(4,000)	60,000
Jr. Golf Camp	2300.41080.0000	3,500	(800)	2,700
TRF GCIF	2300.45000.0750	300,000	<u>123,000</u>	423,000
Total Change in Revenue			<u>(\$24,223)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Heritage - Central Charges				
Regular Salaries	23010900.60200.0000	\$8,232	(\$8,232)	\$0
Non Med Ins ER Life	23010900.62800.0590	2,400	(1,469)	931
Non Med Ins ER LTD	23010900.62800.0591	8,000	(5,398)	2,602
Non Med Ins ER SIB	23010900.62800.0592	4,000	(1,948)	2,052
Med Ins ER SELF	23010900.63000.0594	9,100	4,917	14,017
Med Ins ER Dental	23010900.63000.0595	4,400	101	4,501
Med Ins ER Kaiser	23010900.63000.0596	81,500	(13,859)	67,641
Medicare	23010900.63600.0000	9,500	(2,200)	7,300
Heritage - Facilities				
Regular Salaries	23050720.60200.0000	323,981	(469)	323,512
Regular Salaries Club Ops	23050720.60200.0249	170,736	6,154	176,890
Other Equip	23050720.76000.0000	4,900	<u>(1,820)</u>	3,080
Total Change to Expense			<u>(\$24,223)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Internal Billings	3000.43140.0000	\$2,166,698	<u>\$81,190</u>	\$2,247,888
Total Change in Revenue			<u>\$81,190</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Fleet - Maintenance				
Regular Salaries	30012460.60200.0000	\$544,114	(\$25,320)	\$518,794
Regular Salaries PST	30012460.60200.0911	60,407	297	60,704
Maint Repair-Rolling Stock	30012460.68800.0000	80,332	12,991	93,323
Parts	30012460.73600.0000	198,683	3,238	201,921
Tires	30012460.73800.0000	77,490	(5,008)	72,482
Fuel	30012460.74000.0000	652,806	75,033	727,839
Fuel PST	30012460.74000.0911	263,874	24,967	288,841
Lubricants	30012460.74100.0000	27,000	<u>(5,008)</u>	21,992
Total Change to Expense			<u>\$81,190</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Internal Billings-GF	4500.43140.0100	\$1,169,468	\$532,894	\$1,702,362
Total Change in Revenue			\$532,894	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Vehicles	80645010900.80400.8888	\$409,000	\$14,900	\$423,900
Vehicles PST	80645010911.80400.8888	609,500	(200)	609,300
Lease Payments to Others	80645010911.93200.8888	-	518,194	518,194
Total Change to Expense			\$532,894	

These appropriations will amend Sales & Use Tax Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Sales Tax Returns	5300.40070.0000	\$43,925,292	\$819,287	\$44,744,579
Sales Tax Returns-PS	5300.40070.0911	10,233,016	(459,016)	9,774,000
Use Tax Returns	5300.40095.0000	2,227,155	122,845	2,350,000
Use Tax Returns-PS	5300.40095.0911	451,861	22,189	474,050
Use Tax Building	5300.40100.0000	995,000	205,000	1,200,000
Use Tax Building-PS	5300.40100.0911	211,150	2,560	213,710
Use Tax Auto	5300.40105.0000	3,868,350	56,650	3,925,000
Use Tax Auto-PS	5300.40105.0911	735,438	(150,403)	585,035
Use Tax Collection Fees	5300.40120.0000	(193,418)	(2,832)	(196,250)
Use Tax Collect Fees-PS	5300.40120.0911	(36,772)	7,520	(29,252)
Interest Earnings-Pooled	5300.42510.0000	80,000	(5,000)	75,000
Interest Earnings-PS	5300.42510.0911	65,000	(45,000)	20,000
TRF PILUT WTR	5300.45000.8020	188,000	(42,000)	146,000
TRF PILUT WTR - PST	5300.45000.8920	38,000	(8,000)	30,000
Total Change in Revenue			\$523,800	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers General Fund	53010900.79800.0100	\$59,122,072	(\$24,200)	\$59,097,872
Transfers GFSR	53010900.79800.0115	-	250,000	250,000
Transfers GCIF	53010900.79800.0750	1,567,000	398,000	1,965,000
Transfers Debt Service	53010900.79800.0800	3,800,000	(100,000)	3,700,000
Total Change to Expense			\$523,800	

These appropriations will amend Parks Open Space & Trails Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Sales Tax Returns	5400.40070.0000	\$4,283,514	(\$212,589)	\$4,070,925
Sales Tax Audit	5400.40075.0000	96,914	(21,914)	75,000
Use Tax Returns	5400.40095.0000	188,424	31,136	219,560
Use Tax Building	5400.40100.0000	87,898	14,484	102,382

Use Tax Auto	5400.40105.0000	306,263	7,045	313,308
Use Tax Audit	5400.40110.0000	77,100	(17,100)	60,000
Use Tax Collection Fees	5400.40120.0000	(15,310)	(355)	(15,665)
Interest Earnings-Pooled	5400.42510.0000	48,000	(44,600)	3,400
Gen Misc Rentals	5400.43060.0540	17,860	(6,580)	11,280
TRF PILUT WTR	5400.45000.8020	16,000	(3,000)	13,000
Total Change in Revenue			<u>(\$253,473)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Community Development				
Regular Salaries	54010900.60200.0000	\$95,750	\$3,516	\$99,266
Prof Serv	54010900.65100.0000	49,704	(3,516)	46,188
Transfers GCIF	54010900.79800.0750	567,890	(253,473)	314,417
Park Services				
Regular Salaries	54050550.60200.0000	58,870	290	59,160
Prof Serv	54050550.65100.0000	45,458	(290)	45,168
Total Change to Expense			<u>(\$253,473)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	7500.40020.0000	\$0	\$263,000	\$263,000
SID Assessments	7500.40255.0065	60,000	(25,000)	35,000
Interest Earnings-Pooled	7500.42510.0000	800,000	(500,000)	300,000
General	7500.43060.0000	350,667	25,000	375,667
TRF Sales & Use Tax	7500.45000.0530	1,567,000	398,000	1,965,000
Accommodations Tax	7501.40055.0000	1,280,000	(10,000)	1,270,000
OS Attrib Shares ADCO	7501.40450.0010	435,727	(15,527)	420,200
TRF Open Space	7501.45000.0540	567,890	(253,473)	314,417
Total Change in Revenue			<u>(\$118,000)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Capital Improvement Program				
New Development Participation	80175030011.80400.8888	\$200,000	(\$170,000)	\$30,000
Sidewalk Connection	80175030151.80400.8888	25,000	(25,000)	-
New Street Light Program	80175030149.80400.8888	25,000	(25,000)	-
Geographic Information System (GIS) Upgrade	80175030017.80400.8888	75,000	(75,000)	-
72nd Avenue/Little Dry Creek Bridge Replacement	81175030962.80400.8888	-	500,000	500,000
128th Avenue/Delaware Street Intersection Improvements	81275030802.80400.8888	90,000	(90,000)	-
U.S. 36 Pedestrian Box Widening - Shops at Walnut Creek	81275030804.80400.8888	-	389,000	389,000
South Westminster Revitalization Project	80175030024.80400.8888	71,000	(21,000)	50,000

Building Operations and Maintenance Major Maintenance	80375012312.80400.8888	160,000	45,000	205,000
Major Software Upgrades (GCIF and PST)	80875060741.80400.8888	125,000	(50,000)	75,000
Railroad Crossing Surface Replacement Program	80975035843.80400.8888	26,000	(26,000)	-
Shoenberg Farm Restoration	80875030834.80400.8888	79,000	(79,000)	-
Semper Farm Restoration	81275030803.80400.8888	60,000	(60,000)	-
Miscellaneous Construction Projects	81175030803.80400.8888	50,000	(25,000)	25,000
Westminster Center Urban Reinvestment Project (WURP)	80675005040.80400.8888	500,000	(250,000)	250,000
Firefighting Simulator/Burn Building	80775025744.80400.8888	170,000	(170,000)	-
Public Safety Facilities' Maintenance (BO&M)	80575012404.80400.8888	185,000	(85,000)	100,000
Citywide Radio Replacement	81275020911.80400.8888	-	378,000	378,000
CEP - Gateways	80175050330.80400.8888	38,400	(300)	38,100
CEP - Medians	80175050332.80400.8888	144,500	(1,129)	143,371
CEP - Right of Ways	80175050333.80400.8888	90,097	(704)	89,393
CEP - Bridges	80175050334.80400.8888	25,600	(200)	25,400
CEP - Neighborhood Enhancement	80175050335.80400.8888	50,000	(390)	49,610
CEP - Art/Sculpture	80175050336.80400.8888	19,200	(150)	19,050
CEP - Streetscape Improvements	80175050337.80400.8888	25,600	(200)	25,400
CEP - Lighting	80175050338.80400.8888	19,200	(150)	19,050
CEP - Miscellaneous	80175050339.80400.8888	67,195	(525)	66,670
CEP - Staffing/Maintenance	80175050340.80400.8888	446,338	(3,487)	442,851
CEP - ROW/Median Contractual Maintenance	81175050341.80400.8888	353,870	(2,765)	351,105
Recreation Facilities Improvements - JCOS	80975050027.80400.8888	146,110	44,890	191,000
Recreation Facilities Improvements - POST	80975050028.80400.8888	53,890	(53,890)	-
Park Renovation Program (JCOS)	80975050305.80400.8888	350,273	(123,000)	227,273
Park Renovation Program (ACOS)	80975050315.80400.8888	135,727	(42,000)	93,727
Golf Course Improvements (JCOS)	80975050045.80400.8888	25,000	(25,000)	-
Golf Course Improvements (ACOS)	80975050145.80400.8888	25,000	(25,000)	-
Recreation Facilities Major Maintenance (BO&M) (JCOS)	80975012806.80400.8888	237,000	(208,000)	29,000
Recreation Facilities Major Maintenance (BO&M)	80875012806.80400.8888	70,000	(45,000)	25,000
Golf Course Fund Transfer	81175050800.80400.8888	300,000	208,000	508,000
Total Change to Expense			(\$118,000)	

The appropriations for the Reserve Fund do not change with the appropriation; however, the revenue accounts changed are shown below for informational purposes:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	1100.40020.0000	(\$224,386)	\$5,939	(\$218,447)
Interest Earnings Pooled	1100.42510.0000	224,386	<u>(5,939)</u>	218,447
Total Change in Revenue			<u>\$0</u>	

The appropriations for General Fund Stabilization Reserve do not change with the appropriation; however, the revenue accounts changed are shown below for informational purposes:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	1200.40020.0000	(\$68,845)	(\$258,364)	(\$327,209)
Interest Earnings Pooled	1200.42510.0000	68,845	8,364	77,209
TRF Sales & Use Tax	1200.45000.0530	-	<u>250,000</u>	250,000
Total Change in Revenue			<u>\$0</u>	

The appropriations for the Utility Rate Stabilization Reserve Fund do not change with the appropriation; however, the revenue accounts changed are shown below for informational purposes:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2050.40020.0000	(\$270,851)	\$17,464	(\$253,387)
Int Earnings RSR Water	2050.42510.0201	249,497	(9,071)	240,426
Int Earnings RSR Wastewater	2050.42510.0211	21,354	<u>(8,393)</u>	12,961
Total Change in Revenue			<u>\$0</u>	

The appropriations for the Storm Drainage Fund do not change with the appropriation; however, the expense accounts changed are shown below for informational purposes:

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
General Services - Administration				
Prof Svcs - Envri Svcs	25012050.65100.0552	\$92,000	(\$5,800)	\$86,200
Community Development - Engineering				
Regular Salaries	25030380.60200.0000	163,290	<u>5,800</u>	169,090
Total Change to Expense			<u>\$0</u>	

The appropriations for the Property/Liability Self Insurance Fund do not change with the appropriation; however, the expense accounts changed are shown below for informational purposes:

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Regular Salaries	46010900.60200.0000	\$126,572	(\$10,357)	\$116,215
Regular Salaries PST	46010900.60200.0911	31,691	(191)	31,500
Self Ins Claim Pay	46010900.68200.0000	542,285	<u>10,548</u>	552,833
Total Change to Expense			<u>\$0</u>	

The appropriations for the General Debt Service Fund do not change with the appropriation; however, the revenue accounts changed are shown below for informational purposes:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	8000.40020.0000	(\$127,959)	\$135,000	\$7,041
Other Intergovernmental	8000.40345.0000	245,000	(10,000)	235,000
Interest Earnings-Pooled	8000.42510.0000	75,000	(25,000)	50,000
TRF Sales & Use Tax	8000.45000.0530	3,800,000	(100,000)	3,700,000
Total Change in Revenue			\$0	

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- 2012 Human Services Board Funding Recommendations
- Councillor’s Bill Amending the Adopted 2012 Budget

2012 Human Services Board Funding Recommendations

AGENCY	2011 REQUEST	2011 AWARD	2012 REQUEST	2012 RECOMMENDED
Access Housing	\$5,000	\$1,000	\$5,000	\$1,000
Adams County Housing Authority	\$20,000	\$0	\$20,000	\$1,500
Alternatives to Family Violence	\$20,000	\$1,000	\$15,000	\$1,500
Audio Information Network (Radio Reading Service of the Rockies)	\$1,500	\$1,000	\$1,500	\$1,000
CASA of Adams County	\$3,500	\$2,500	\$3,500	\$2,500
Catholic Charities of Denver (North Area CARES)	\$8,000	\$6,000	\$7,000	\$5,000
Center for People With Disabilities (CPWS)	\$0	\$0	\$5,000	\$0
CHI Colorado Foundation dba St. Anthony North Health Foundation	\$0	\$0	\$10,000	\$0
Children's Outreach Project	\$3,500	\$3,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	\$15,000	\$10,000	\$10,000	\$9,000
Colorado Homeless Families	\$15,000	\$1,000	\$15,000	\$2,000
Community Awareness Action Team (CAAT)	\$5,000	\$0	\$5,000	\$0
Community Health Centers	\$20,000	\$10,000	\$10,000	\$9,000
Community Reach Center (ADCO Mental Health)	\$15,000	\$0	\$15,000	\$0
Denver Hospice	\$7,000	\$4,500	\$7,000	\$4,000
Family Tree, Inc.	\$5,889	\$1,000	\$4,597	\$1,000
FISH Inc.	\$6,500	\$5,500	\$6,500	\$5,500
Food Bank of the Rockies	\$5,000	\$4,500	\$5,000	\$4,500
Growing Home - Interfaith Hospitality Network (IHN)	\$12,000	\$1,000	\$10,000	\$1,000
Have a Heart Project, Inc.	\$12,000	\$5,000	\$10,000	\$5,000
Inter-Church ARMS	\$8,000	\$1,000	\$8,000	\$1,500
Jefferson Center for Mental Health	\$16,000	\$7,500	\$16,000	\$6,500
Kempe Children's' Fund	\$2,000	\$1,000	\$2,000	\$1,000
Light For Life	\$0	\$0	\$4,000	\$0
North Metro CAC (Children's Advocacy Program)	\$5,000	\$1,000	\$5,000	\$1,500
Project Angel Heart	\$14,000	\$0	\$5,000	\$1,000
Ralston House (Arvada Child Advocacy Center)	\$5,000	\$1,000	\$2,500	\$1,000
Senior Hub	\$14,000	\$10,000	\$14,000	\$9,500
Senior Resource Center	\$5,000	\$1,000	\$6,000	\$1,000
Total	\$278,389	\$80,000	\$231,097	\$80,000
New agencies' requests are noted in BOLD (new agencies for 2012 funding)				
Previously requested and NOT in 2012				
Arvada Community Food Bank	\$2,500	\$0	\$0	\$0
Brothers Redevelopment	\$10,000	\$0	\$0	\$0
CASA of Jeffco & Gilpin Counties	\$3,000	\$0	\$0	\$0
CRHDC - Community Resources & Housing Development Corporation	\$5,000	\$0	\$0	\$0
FACES	\$3,000	\$0	\$0	\$0
SANE/St Anthony's North	\$5,000	\$0	\$0	\$0
Wilderness on Wheels	\$1,000	\$0	\$0	\$0

– 2012 HSB AGENCY DESCRIPTIONS –

Access Housing – Provides housing support services to homeless residents to self sufficiency in job search, education, and household skills.

Adams County Housing Authority – Offers programs for families in Adams County, which provide housing, personal development opportunities, counseling, financial assistance and educational services through networking and collaboration. ACHA creates an environment conducive for growth and development in order to promote self-sufficiency.

Alternatives to Family Violence – Provides safety and empowerment to those affected by domestic violence, while promoting non-violence as a social value. They strive to be the first resource for families affected by domestic violence in Adams County.

Audio Information Network (Radio Reading Service of the Rockies) – Provides audio reading of newspapers, magazines and other reading materials through a series of radio and televised broadcasts for the blind and hearing impaired community of Colorado.

CASA (Court Appointed Special Advocates) of Adams County – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

Catholic Charities of Denver (North Area CARES)– Provides emergency services that meet the human needs existing within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

Children's Outreach Project – Offers an integrated, quality, early childhood and kindergarten education to typical, accelerated and developmentally delayed children.

Clinica Campesina Family Health Services Inc. – Provides medical care and health promotion services to the medically underserved, low-income households, and minority people on a sliding fee scale basis.

Colorado Homeless Families – Provides transitional housing and supportive services for homeless families with children, helping them become self-sufficient within eighteen months to two years.

Community Health Centers – Provides extended health care services to students and families receiving free or reduced lunch within the Adams 50 School District.

Denver Hospice – Agency provides specialized care and support for terminally ill individuals and their families while increasing community awareness of death and grief as a natural part of life.

Family Tree, Inc. – Offers services to help people be safe, strong, and self-reliant. Services provided include: emergency shelter and support services for victims of domestic abuse, comprehensive supportive housing assistance for homeless families and individuals, emergency shelter and outreach services for youth in crisis, and out-client services for families experiencing abuse, divorce, or separation.

FISH Inc. – Provides area residents with short term, emergency staple foods.

Food Bank of the Rockies – Creates an efficient means of channeling food to participating agencies (food banks) that assist the needs of the hungry. Food is provided to shelters, emergency assistance programs, child welfare centers, senior citizen nutrition programs, churches, synagogues, community centers and halfway houses.

Growing Home-Interfaith Hospitality Network (IHN) – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

Have a Heart Project, Inc. – Provides for the basic needs of food and clothing for elementary age children and their families in the Adams County School District 50 area.

Inter-Church ARMS (Inter-Church Arvada Resources for Ministry and Service) – Provides financial aid through this non-profit coalition of twelve Arvada-area churches. Combines volunteer and financial resources to help people who are striving to create and maintain their independence.

Jefferson Center for Mental Health – Promotes mental health and provides quality mental health services to persons with emotional problems and/or serious mental illness.

Kempe Children's Fund – Provides an on-call physician and social worker 24 hours a day, seven days a week, to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

North Metro CAC (formerly Children's Advocacy Program) – Provides services that pay for forensic and medical exams related to child abuse. Services include an assigned volunteer liaison for each child that is paid for by other agencies.

Project Angel Heart – Provides meal services to clients with life threatening illnesses. Referrals come from hospitals, social workers, renal care units, and the visiting nurse association.

Ralston House (Arvada Child Advocacy Center) – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

The Senior Hub – Meals on Wheels delivers hot or frozen meals to homebound residents that are unable to prepare nutritious meals themselves, are unable to travel independently to a senior center or restaurant to obtain a balance meal and unable to afford the purchase of meals. **Respite & In-Home Supportive Services** assists those living at home alone with simple, non-medical assistance.

Senior Resource Center – Works in partnership with older persons and the community to provide centralized and coordinated service, information, education, and leadership to assist seniors in maximizing their independence and personal dignity.

– APPLICANTS NOT RECOMMENDED FOR FUNDING IN 2012 –

Center for People with Disabilities (CPWD) – NEW AGENCY FOR 2012 – Provides independent living assistance for individuals who encounter difficulties in the pursuit of independent living. The Human Services Board did not recommend funding for this agency because as a general principle, the Board does not fund agencies in their first year. This is to ensure that the agency is financially stable and to have one year of records for comparison.

CHI Colorado Foundation dba St. Anthony North Health Foundation – NEW AGENCY FOR 2012 – Provides medical care and health promotion services to the medically underserved, low-income households. The Human Services Board did not recommend funding for this agency because as a general principle, the Board does not fund agencies in their first year. This is to ensure that the agency is financially stable and to have one year of records for comparison.

Community Awareness Action Team (CAAT) – Facilitates programs that will be effective in the prevention of the use of alcohol, tobacco and other drugs by children and teens. The Human Services Board did not recommend funding for this agency because the agency did not attend their mandatory interview.

Community Reach Center (formally Adams County Mental Health) – Provides mental health care to residents of Adams County including outpatient counseling, a 24-hour crisis line, treatment programs and programs designed to provide education and training to prepare individuals for employment and independent living. The Human Services Board did not recommend funding for this agency because the Board felt that the City was already providing the agency with significant resources with the \$1 a year rental of the old 76th Avenue Library facility. Additionally, the Board was not satisfied with the agency's response to questions pertaining to their commitment to continue serving Westminster residents if funding was reduced or eliminated, as the agency indicated, in their response, that they would no longer serve Westminster residents if funding was eliminated.

Light for Life Suicide Prevention Program – Focuses on suicide prevention training. The group provides educational materials and hotline to assist in addressing and preventing suicides. The Human Services Board did not recommend funding for this agency because the board felt the requested funds would have a greater impact with other mental health agencies.

– APPLICANTS FROM 2011 THAT DID NOT SUBMIT IN 2012 –

Arvada Community Food Bank – Provides a well-balanced, three day food supply to families or individuals who qualify for limited emergency assistance.

Brothers Redevelopment – Provides safe, affordable, accessible housing and housing services for the low-income, elderly, and disabled of Colorado.

CASA (Court Appointed Special Advocates) of Jefferson & Gilpin Counties – Provides advocacy services to abused and neglected children who are involved in the court system through no fault of their own.

CRHDC - Community Resources & Housing Development Corporation – Provides housing counseling, credit counseling and repair, foreclosure prevention, financial education and home maintenance courses to our community.

FACES (Family Advocacy, Care, Education, Support, Inc.) – Assists families at risk for abuse or neglect, but not yet involved with Child Protective Services.

SANE/St Anthony's North – Provides comprehensive healthcare, including evidence collection, to survivors and perpetrators of sexual assault, and is trained to effectively provide expert witness testimony in a court of law through the 17th Judicial District Sexual Assault Nurse Examiner (SANE).

Wilderness On Wheels – Provides builds and maintains wilderness access to the handicapped, seniors and other through a series of platform trails built by volunteers in the south west metro area.

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **32**

SERIES OF 2011

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE 2012 BUDGETS OF THE GENERAL, WATER, UTILITY CAPITAL PROJECT RESERVE, WASTEWATER, LEGACY RIDGE GOLF COURSE, HERITAGE GOLF COURSE, FLEET MAINTENANCE, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES & USE TAX, PARKS OPEN SPACE & TRAILS, AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION OR UN-APPROPRIATION FROM THE 2011 ESTIMATED REVENUES IN THE FUNDS.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2011 appropriation for the General, Water, Utility Capital Project Reserve, Wastewater, Legacy Ridge Golf Course, Heritage Golf Course, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, Parks Open Space & Trails, and General Capital Improvement Funds initially appropriated by Ordinance No. 3550 are hereby decreased in aggregate by (\$3,828,239). This appropriation is due to a budget amendment for revised revenue projections and expense estimates for 2012.

Section 2. The (\$3,828,239) decrease shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 E&F dated October 10, 2011 (a copy of which may be obtained from the City Clerk) amending City fund budgets as follows:

General Fund	(\$818,101)
Water Fund	(3,000,277)
Utility Capital Project Reserve Fund	(409,149)
Wastewater Fund	(310,261)
Legacy Ridge Fund	(32,639)
Heritage at Westmoor Fund	(24,223)
Fleet Maintenance Fund	81,190
General Capital Outlay Replacement Fund	532,894
Sales & Use Tax Fund	523,800
Parks Open Space & Trails Fund	(253,473)
General Capital Improvement Fund	<u>(118,000)</u>
Total	<u>(\$3,828,239)</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 10th day of October, 2011.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this 24th day of October, 2011.

ATTEST:

City Clerk

Mayor



Agenda Item 10 G

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: Resolution No. 33 re 2012 Amended Pay Plan

Prepared By: Debbie Mitchell, Human Resources Manager

Recommended City Council Action

Adopt Resolution No. 33 amending the 2012 Pay Plan previously approved by Council.

Summary Statement

- A biennial review of the pay and classification system is anticipated in 2012 in preparation for the 2013/2014 Budget development. No salary or classification review was completed in 2010 for the 2011/2012 budget due to economic conditions and little movement in the compensation market.
- Following a core services assessment, the 2011/2012 Budget was developed with financial sustainability and service prioritization as critical areas of focus. Based on the biennial budget process, City Staff recommended and City Council approved a resolution adopting the 2011 and 2012 Pay Plan.
- On September 26, 2011, City Staff reviewed with Council the changes being recommended to the 2012 amended Budget. Among these changes were modifications to the 2012 Pay Plan.
- Staff is recommending amending the Nonexempt, Exempt and Administrative Officer 2012 Pay Plan with the addition of a 2% ATB.
- The modification to the pay plan would result in automatic wage adjustments for all incumbent full and part time benefited non-exempt employees. Non-exempt employees will also be eligible for scheduled salary increases progressing them through ranges. Employees in the Exempt and Administrative Officer pay plan would be eligible for merit-based increases in January. No change to the instructor hourly or seasonal pay plan is recommended.
- The additional cost for a larger ATB increase is offset in part by reductions in medical/dental premiums budget reductions. The recommended changes are intended to ensure that the City's compensation package is competitive with other progressive cities along Colorado's northern Front Range.
- Other changes recommended for the 2012 Amended Pay Plan include title and grade adjustments impacting 16 positions. These recommendations are based on key position vacancies provided an opportunity for departments to review their current structures and make adjustments to enhance their department effectiveness through better utilization of staff. The recommendations result in overall savings to the City (-\$22, 277).



- One new position (1.0 FTE) is recommended for the Utility Fund in 2012 with the expansion of Big Dry Creek warranting the addition of a plant operator to support operations. Additionally, a reduction of a 0.5 FTE Software Engineer is recommended in Information Technology with funding for the position being utilized for a full-time paid Management Intern as part of the Department's succession management strategy. These recommendations result in a net 0.5 FTE increase in the 2012 Amended FTE Staffing allocation, totaling 910.341 FTE.

Expenditure Required: \$1,013,060

Source of Funds: Distributed throughout the General, Water, Wastewater, Legacy, Heritage, Stormwater, Fleet, Risk, Parks, Open Space& Trails (POST), Community Development Block Grant, Capital Projects, Property and Liability, and Community Enhancement Funds

Policy Issue

Should City Council approve revisions to the previously approved 2012 Pay Plan described in this report?

Alternative

Approve a Pay Plan that does not incorporate the changes requested for 2012. Staff does not recommend this as an alternative since the recommended actions will continue to keep the City's compensation package at a level that is competitive in the City's labor markets.

Background Information

A biennial review of the pay and classification system is anticipated in 2012 in preparation for the 2013/2014 Budget development. No salary or classification review was completed in 2010 for the 2011/2012 budget due to economic conditions and little movement in the compensation market. The last Across-The-Board (ATB) adjustment (2%) was made to ranges and incumbent non-exempt salaries in January of 2009. No range adjustments were made in 2010 or 2011; wages were frozen in 2010 and 2011 for Administrative Officers; in 2011 step and merit increases were frozen for all employees.

Staff continued to participate in salary studies conducted by Colorado Municipal League (CML) and Mountain States Employers Council (MSEC) in 2010 and 2011. These salary studies show projected and actual ATB increases proposed and given by metro-area jurisdictions. City staff analyzed this survey information to monitor the competitive "health" of our pay structure from a global perspective. In addition, staff conducted a thorough ATB pay increase and merit/step increase survey of 9 metro cities (Arvada, Aurora, Broomfield, Boulder, Denver, Fort Collins, Lakewood, Longmont and Thornton), and identified special districts in 2011. MSEC survey information was also reviewed for ATB trend in the area. Based on this review of 2011 and anticipated 2012 adjustments of survey cities, Staff is recommending a 2% ATB adjustment to all ranges of the benefited pay plan in 2012. Incumbent non-exempt employees would receive the 2% increase on January 2, 2012 and exempt and Administrative Officers would be eligible for a merit increase during their annual performance review. This adjustment to ranges will help keep the City competitive with other municipal organizations in the Front Range and assist the City in its ability to attract and retain quality staff.

Staff uses a benchmark survey system in preparation for the biennial budget development whereby those City positions that are relatively similar among other Denver Metro area cities are surveyed. Examples of these positions include: Secretary, Police Officer/Senior Police Officer, Firefighter I/II, Parksworker I/II, Planner III and Accounting Manager. The salaries for non-benchmark positions are linked to the salaries of specific benchmark positions based on their relationship to a job group and relative value to the organization. An in-depth survey is anticipated to be conducted of all 88 City benchmarks in 2012 in preparation for the 2013/2014 Budget development. Recommended range adjustments will be based on a review of each benchmark position's minimum and maximum range value in comparison to the market, along with the average actual wage paid in the market. The renewal of the benchmark position review in 2012 will help ensure that the City remains competitive with specific classifications and aligned positions.

As part of the 2012 mid-year budget review process, the 2012 recommended amended Pay Plan include classification and title changes due to reorganization and restructuring of position responsibilities. Sixteen position changes are recommended impacting 13.8 FTEs. Key position vacancies provided an opportunity for departments to review their current structures and make adjustments to enhance their department effectiveness through better utilization of staff. Recommendations resulted in overall savings to the City (-\$22, 277).

Changes recommended by Staff consist of:

- Reclassifying and downgrading 1.0 Legal Administrator to Paralegal
- Reclassifying and upgrading 1.0 Legal Secretary to Administrative Coordinator
- Reclassifying and upgrading 1.0 Senior Public Information Specialist to Public Information Officer
- Re-titling 0.8 Public Information Officer to Communications Coordinator
- Re-titling 1.0 Economic Development Administrator to Business Development Coordinator
- Re-titling 1.0 Senior Projects Planner to Senior Urban Designer
- Reclassifying and upgrading 1.0 HVAC Technician to HVAC Specialist
- Reclassifying and upgrading 1.0 Communications Specialist I/II to Communications Supervisor
- Reclassifying and upgrading 1.0 Traffic Enforcement Technician to Crime Analyst
- Reclassifying 0.5 Internal Auditor to Accountant
- Reclassifying and downgrading 1.0 Utilities Systems Specialist to Records Management Technician
- Reclassifying and upgrading 1.0 Secretary to Administrative Secretary
- Reclassifying and upgrading 1.0 Utilities Specialist to Utilities Systems Specialist
- Reclassifying and downgrading 0.5 Community Development Programs Coordinator to Community Development Program Planner
- Reclassifying and upgrading 1.0 Fleet Specialist to Applications Specialist
- Dropping the classification of Internal Auditor
- Dropping the classification of Special Projects Coordinator

One new position is recommended for the Utility Fund in 2012. The expansion of Big Dry Creek has warranted the addition of a plant operator to support operations. A 1.0 FTE Plant Operator Trainee that will eventually promote through Plant Operator IV with the acquisition of State certifications is recommended to assist current staff with plant operations maintenance and monitoring. A reduction of a 0.5 FTE Software Engineer is recommended in Information Technology. Funding for this position will be utilized for a full-time paid Management Intern. This staffing adjustment will assist IT in knowledge transfer and development as part of their succession management strategy. All of these recommendations result in a net 0.5 FTE increase in the 2012 Amended FTE Staffing allocation, totaling 910.341 FTE.

These pay plan recommendations impact all of our strategic goals as one facet of a total compensation package that facilitates the attraction and retention of quality employees charged with the achievement of City service delivery.

Funding for all the proposed pay plan and benefit changes has been included in the recommended 2012 Amended Budget.

Respectfully submitted,

J. Brent McFall
City Manager

- Attachments – Resolution
- A. Pay Plan
 - B. Change Sheet
 - C. New Position Sheet
 - D. Position Elimination Sheet

RESOLUTION

RESOLUTION NO. **33**

INTRODUCED BY COUNCILLORS

SERIES OF _____

A RESOLUTION AMENDING THE 2012 PAY PLAN

WHEREAS, Section 1-24-2 of the Westminster Municipal Code provides that the City Council, upon recommendation of the City Manager, shall by resolution establish the salary schedule for all position classifications in the municipal service; and

WHEREAS, City Council previously approved the 2012 salary schedule as part of the 2011/2012 City Budget approval process; and

WHEREAS, the City Manager is recommending a 2.0% across-the-board salary increase for regular, non-exempt employees as well as the non-exempt pay ranges and adjustments of 2.0% to the top of the ranges for exempt and administrative officer positions on January 1, 2012; and

WHEREAS, a number of reclassifications, new classifications, a new position, a position elimination and title adjustments are also recommended as a result of organizational changes;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER that the attached new salary schedule and the authorized personnel schedule described above are hereby adopted and approved and shall be put into effect on January 1, 2012.

PASSED AND ADOPTED this 10th day of October, 2011.

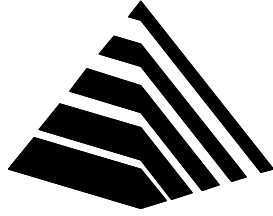
ATTEST:

Mayor

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney's Office



W E S T M I N S T E R

2012

Proposed Pay Plan

City of Westminster
Department of General Services
Human Resources Division

4800 West 92nd Avenue
Westminster, CO 80031

Phone: (303) 658-2150
Fax: (303) 706-3924
Website: www.cityofwestminster.us

Attachment A

**City of Westminster
2012 Proposed Pay Plan**

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**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>General Fund</u>			
City Attorney's Office			
10003120	City Attorney's Office Section		
	Administrative Coordinator	0.000	1.000
	Assistant City Attorney I/II	3.150	3.150
	City Attorney	1.000	1.000
	<i>Legal Administrator</i>	1.000	0.000
	Legal Secretary	1.800	0.800
	Paralegal	0.000	1.000
	Secretary	1.000	1.000
	City Attorney's Office Section Sum	7.950	7.950
100031200125	Prosecuting Section		
	Assistant Prosecuting Attorney	1.700	1.700
	Lead Prosecuting Attorney	0.750	0.750
	Secretary	1.000	1.000
	Prosecuting Section Sum	3.450	3.450
100031200911	Public Safety		
	Assistant City Attorney I/II	0.250	0.250
	Assistant Prosecuting Attorney	1.300	1.300
	Lead Prosecuting Attorney	0.250	0.250
	Legal Secretary	0.500	0.500
	Public Safety Sum	2.300	2.300
City Attorney's Office Total		13.700	13.700

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
City Manager's Office			
10005050	City Manager's Office Section		
	Administrative Secretary	2.000	2.000
	Assistant City Manager	1.000	1.000
	Budget and Special Projects Manager	1.000	1.000
	City Manager	1.000	1.000
	Executive Secretary to City Manager	1.000	1.000
	Management Analyst	1.000	1.000
	Senior Management Analyst	1.000	1.000
	City Manager's Office Section Sum	8.000	8.000
100050500387	Public Information Section		
	Communication Coordinator	<i>0.000</i>	0.800
	Public Information Officer	0.800	1.000
	Public Information Specialist	1.000	1.000
	<i>Senior Public Information Specialist</i>	<i>1.000</i>	<i>0.000</i>
	Public Information Section Sum	2.800	2.800
10005340	Economic Development Division Section		
	Business Development Coordinator	<i>0.000</i>	1.000
	Economic Development Administrator	1.000	<i>0.000</i>
	Economic Development Manager	1.000	1.000
	Economic Development Specialist	1.000	1.000
	Secretary	1.000	1.000
	Economic Development Division Section Sum	4.000	4.000
City Manager's Office Sum		14.800	14.800

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
GENERAL FUND			
Community Development Department			
Administration Division			
10030050			
	Administrative Coordinator	1.000	1.000
	Community Development Director	1.000	1.000
	Secretary	1.600	1.600
	Senior Projects Coordinator	1.000	1.000
	Administration Division Section Sum	4.600	4.600
Building Division			
10030370			
	(I) Assistant Building Plans Analyst	1.500	1.500
	(I) Electrical Inspector	1.000	1.000
	(I) General Building Inspector	1.000	1.000
	(I) Housing Inspector	1.000	1.000
	Building Inspection Supervisor	1.000	1.000
	Building Permit Technician	1.000	1.000
	Building Plans Analyst	1.000	1.000
	Chief Building Official	1.000	1.000
	Electrical Inspector	1.000	1.000
	General Building Inspector	3.000	3.000
	Lead Housing Inspector	1.000	1.000
	Secretary	1.500	1.500
	Building Division Section Sum	15.000	15.000
100303700911			
	Public Safety		
	Assistant Building Plans Analyst	1.000	1.000
	Public Safety Sum	1.000	1.000
Building Division Total		16.000	16.000
Engineering Division			
10030380			
	Engineering Division Section		
	Assistant City Engineer	1.000	1.000
	Capital Projects Inspector	1.000	1.000
	City Engineer	1.000	1.000
	Engineer/Senior Engineer	1.500	1.500
	Engineering Construction Inspector	2.000	2.000
	GIS Coordinator	1.000	1.000
	GIS Specialist	1.000	1.000
	Secretary	0.500	0.500
	Senior Engineer	1.000	1.000
	Senior Projects Engineer	1.000	1.000
	Traffic Technician	1.000	1.000
	Transportation Systems Coordinator	1.000	1.000
Engineering Division Total		13.000	13.000

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Planning Division			
10030360			
	Planning Division Section		
	Code Enforcement Officer	0.500	0.500
	Landscape Planner	1.000	1.000
	Official Development Plan Inspector	1.000	1.000
	Planner I/II/III	4.200	4.200
	Planning Aide	1.000	1.000
	Planning Manager	1.000	1.000
	Planning Technician	2.000	2.000
	Principal Planner	1.000	1.000
	Records Management Technician	1.000	1.000
	Secretary	0.500	0.500
	<i>Senior Projects Planner</i>	<i>1.000</i>	<i>0.000</i>
	Senior Urban Designer	<i>0.000</i>	1.000
Planning Division Total		14.200	14.200
Community Development Department Sum		47.800	47.800

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Finance Department			
Administration Division			
10015050			
	Accounting Technician/Retirement	0.500	0.500
	Administrative Secretary	1.000	1.000
	Finance Director	1.000	1.000
	Purchasing Officer	1.000	1.000
	Retirement Administrator	1.000	1.000
Administration Division Total		4.500	4.500
Accounting Division			
10015220			
	Accountant	3.000	3.500
	Accounting Manager	1.000	1.000
	Accounting Specialist	1.000	1.000
	Accounting Technician	3.000	3.000
	<i>Internal Auditor</i>	<i>0.500</i>	<i>0.000</i>
Accounting Division Section Sum		8.500	8.500
100152200911			
	Public Safety		
	Accountant	0.500	0.500
	Accounting Technician	1.000	1.000
Public Safety Sum		1.500	1.500
Accounting Division Total		10.000	10.000
Sales Tax Division			
10015250			
	Revenue Agent	1.000	1.000
	Sales Tax Audit Supervisor	1.000	1.000
	Sales Tax Auditor	4.000	4.000
	Sales Tax Manager	1.000	1.000
	Sales Tax Technician	0.750	0.750
Sales Tax Division Section Sum		7.750	7.750
100152500911			
	Public Safety		
	Accountant	0.500	0.500
Public Safety Sum		0.500	0.500
Sales Tax Division Total		8.250	8.250
Treasury Division			
10015240			
	Financial Analyst	1.000	1.000
	Revenue Services Representative	1.000	1.000
	Senior Financial Analyst	1.000	1.000
	Treasury Manager	1.000	1.000
Treasury Division Total		4.000	4.000
Finance Department Sum		26.750	26.750

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Fire Department			
Emergency Services Division			
10025260			
Emergency Services Division Section			
	Administrative Secretary	1.000	1.000
	Battalion Chief	3.000	3.000
	Deputy Chief/Administration	1.000	1.000
	Deputy Chief/Operations	1.000	1.000
	Fire Captain	6.000	6.000
	Fire Chief	1.000	1.000
	Fire Engineer	21.000	21.000
	Fire Lieutenant	15.000	15.000
	Fire Lieutenant - Field Training Officer	1.000	1.000
	Fire Lieutenant - Technical Services Coordinator	1.000	1.000
	Fire Training Coordinator	1.000	1.000
	Firefighter I/II	39.000	39.000
	Secretary	2.500	2.500
	Emergency Services Division Section Sum	93.500	93.500
100252600546			
EMS Section			
	EMS Coordinator	1.000	1.000
	EMS Field Coordinator	2.000	2.000
	Fire Paramedic	33.000	33.000
	EMS Section Sum	36.000	36.000
Emergency Services Division Total		129.500	129.500
Fire Prevention Division			
100252600547			
	Emergency Management Coordinator	0.800	0.800
	Fire Lieutenant/Fire Investigator	1.000	1.000
	Fire Marshal	1.000	1.000
	Fire Plans Examiner/Inspector	1.000	1.000
	Public Information Specialist	2.000	2.000
Fire Prevention Division Total		5.800	5.800
Fire Department Sum		135.300	135.300

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
General Services Department			
Administration Division			
10012050	Administration Division Section		
	Administrative Secretary	1.000	1.000
	Deputy City Manager	1.000	1.000
	Administration Division Section Sum	2.000	2.000
100120500015	Volunteer Programs Section		
	Volunteer Coordinator	1.000	1.000
	Volunteer Programs Section Sum	1.000	1.000
100120500552	Environmental Services Section		
	Environmental Analyst	1.000	1.000
	Environmental and Administrative Services Officer	1.000	1.000
	Environmental Services Section Sum	2.000	2.000
	Administration Division Total	5.000	5.000
Building Operations & Maintenance Division			
10012390			
	Carpenter	1.000	1.000
	Custodian	1.000	1.000
	Electromechanic Specialist	2.000	2.000
	Facilities Manager	1.000	1.000
	Foreman	1.000	1.000
	HVAC Specialist	1.000	2.000
	<i>HVAC Technician</i>	<i>1.000</i>	<i>0.000</i>
	Maintenanceworker/Senior Maintenanceworker	3.500	3.500
	Secretary	0.500	0.500
	Building Operations & Maintenance Division Total	12.000	12.000
City Clerk's Office			
10012070	City Clerk's Office Section		
	City Clerk	1.000	1.000
	Deputy City Clerk	1.000	1.000
	Messenger	0.500	0.500
	Secretary	0.500	0.500
	Switchboard Operator	1.116	1.116
	City Clerk's Office Section Sum	4.116	4.116
100120700135	Print Shop		
	Press Operator Assistant	1.000	1.000
	Print Shop Coordinator	1.000	1.000
	Print Shop Sum	2.000	2.000
	City Clerk's Office Total	6.116	6.116

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Human Resources Division			
10012060	Human Resources Division Section		
	(I) Secretary	1.000	1.000
	Human Resources Administrator	2.000	2.000
	Human Resources Analyst/HRIS	1.000	1.000
	Human Resources Analyst/Senior Human Resources Analyst	3.000	3.000
	Human Resources Manager	1.000	1.000
	Human Resources Technician	2.000	2.000
	Secretary	1.050	1.050
	Human Resources Division Section Sum	11.050	11.050
100120600544	Wellness Section		
	Recreation Specialist - Wellness	1.000	1.000
	Wellness Section Sum	1.000	1.000
100120600612	Employee Development and Training Section		
	Employee Development Analyst	1.000	1.000
	Employee Development and Training Section Sum	1.000	1.000
100120600911	Public Safety		
	Human Resources Analyst/Recruitment	1.000	1.000
	Public Safety Sum	1.000	1.000
Human Resources Division Total		14.050	14.050
Municipal Court			
10012130			
	Associate Judge	0.800	0.800
	Collections Supervisor	1.000	1.000
	Court Administrator	1.000	1.000
	Deputy Court Administrator	1.000	1.000
	Deputy Court Clerk	10.300	10.300
	Municipal Judge	1.000	1.000
	Municipal Court Section Sum	15.100	15.100
100121300130	Probation Section		
	Deputy Court Clerk	1.000	1.000
	Probation Officer	1.500	1.500
	Probation Supervisor	1.000	1.000
	Probation Section Sum	3.500	3.500
100121300911			
	Probation Officer	0.500	0.500
	Probation - Public Safety Sum	0.500	0.500
	Deputy Court Clerk	1.500	1.500
	Municipal Court - Public Safety Sum	1.500	1.500
Municipal Court Total		20.600	20.600
General Services Department Sum		57.766	57.766

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Parks, Recreation and Libraries Department			
Administration Division			
10050050			
	Administrative Coordinator	1.000	1.000
	Applications Specialist	1.000	1.000
	Management Assistant	1.200	1.200
	Parks, Recreation and Libraries Director	1.000	1.000
	Regional Parks and Golf Manager	1.000	1.000
	Secretary	3.000	3.000
Administration Division Total		8.200	8.200
Library Services Division			
10050620			
	Librarian I	6.100	6.100
	Librarian II	2.000	2.000
	Library Associate I/II	7.700	7.700
	Library Clerk I/II	9.250	9.250
	Library Network Specialist	1.000	1.000
	Library Services Coordinator	5.000	5.000
	Library Services Manager	1.000	1.000
	Library Shelver	5.225	5.225
	Library Specialist	1.000	1.000
	Library Supervisor	1.000	1.000
	Secretary	1.000	1.000
Library Services Division Total		40.275	40.275

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Recreation Facilities Division			
10050720	Recreation Facilities Division Section		
	Recreation Services Manager	0.500	0.500
	Recreation Facilities Division Section Sum	0.500	0.500
100507200505	Fitness Section		
	Recreation Program Assistant	0.500	0.500
	Recreation Specialist	1.000	1.000
	Fitness Section Sum	1.500	1.500
100507200860	City Park Recreation Center		
	Assistant Pool Manager	2.000	2.000
	Assistant Recreation Supervisor	1.000	1.000
	Custodian	1.500	1.500
	Facility Assistant	2.500	2.500
	Guest Relations Clerk I/II	6.400	6.400
	Lead Lifeguard	3.900	3.900
	Recreation Specialist	1.000	1.000
	Recreation Supervisor - City Park	1.000	1.000
	City Park Recreation Center Sum	19.300	19.300
100507200861	City Park Fitness Center		
	Custodian	1.000	1.000
	Facility Assistant	1.500	1.500
	Guest Relations Clerk I/II	4.300	4.300
	Recreation Aide	0.500	0.500
	City Park Fitness Center Sum	7.300	7.300
100507200963	Swim and Fitness Center		
	Assistant Pool Manager	2.000	2.000
	Facility Assistant	1.600	1.600
	Guest Relations Clerk I/II	3.500	3.500
	Lead Lifeguard	3.900	3.900
	Recreation Aide	0.500	0.500
	Recreation Specialist	1.000	1.000
	Recreation Supervisor - Swim and Fitness	1.000	1.000
	Swim and Fitness Center Sum	13.500	13.500
100507200967	West View Recreation Center		
	Custodian	1.000	1.000
	Facility Assistant	1.800	1.800
	Guest Relations Clerk I/II	3.900	3.900
	Recreation Aide	0.500	0.500
	Recreation Supervisor - West View	1.000	1.000
	West View Recreation Center Sum	8.200	8.200
Recreation Facilities Division Total		50.300	50.300

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Recreation Programs Division			
10050760	Recreation Programs Division Section		
	Recreation Program Assistant	1.750	1.750
	Recreation Services Manager	0.500	0.500
	Recreation Specialist	5.000	5.000
	Sports Facilities/Program Coordinator	1.000	1.000
	Recreation Programs Division Section Sum	8.250	8.250
100507600017	The MAC		
	(I) Facility Assistant	0.500	0.500
	(I) Guest Relations Clerk I/II	0.900	0.900
	(I) Recreation Aide	0.600	0.600
	Facility Assistant	0.500	0.500
	Guest Relations Clerk I/II	1.000	1.000
	Recreation Specialist	1.000	1.000
	Recreation Supervisor - The MAC	1.000	1.000
	The MAC Sum	5.500	5.500
100507600035	Westminster Sports Center		
	Recreation Program Assistant	0.750	0.750
	Westminster Sports Center Sum	0.750	0.750
100507600532	Arts Program Section		
	Recreation Program Assistant	0.500	0.500
	Arts Program Section Sum	0.500	0.500
Recreation Programs Division Total		15.000	15.000
Park Services Division			
10050550	Park Services Section		
	Crewleader	3.000	3.000
	Equipment Mechanic	2.000	2.000
	Foreman	2.000	2.000
	Park Services Manager	1.000	1.000
	Parks Specialist	3.000	3.000
	Parksworker I/II	5.000	5.000
	Park Services Section Sum	16.000	16.000
10050690	Design/Development Section		
	Equipment Operator II	2.000	2.000
	Landscape Architect I/II	0.800	0.800
	Park Supervisor	1.000	1.000
	Parks Specialist	1.000	1.000
	Design/Development Section Sum	4.800	4.800
Park Services Division Total		20.800	20.800

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Regional Parks and Golf Division			
10050660			
	Lake Operations Coordinator	1.000	1.000
	Park Ranger	2.000	2.000
	Senior Park Ranger	1.000	1.000
Regional Parks and Golf Division Total		4.000	4.000
Parks, Recreation and Libraries Department Sum		138.575	138.575

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
GENERAL FUND			
Police Department			
Administration Division			
10020050			
	Administrative Coordinator	1.000	1.000
	Police Chief	1.000	1.000
	Senior Management Analyst	1.000	1.000
Administration Division Total		3.000	3.000
Police Patrol Services Division			
10020500			
	Administration Section		
	Deputy Police Chief	1.000	1.000
	Equipment Services Assistant	1.000	1.000
	Police Commander	1.000	1.000
	Police Officer/Senior Police Officer	6.000	6.000
	Secretary	0.800	0.800
	Administration Section Sum	9.800	9.800
100205000348			
	Traffic Section		
	Crime Analyst	0.000	1.000
	Police Commander	1.000	1.000
	Police Officer/Senior Police Officer	15.000	15.000
	Sergeant	2.000	2.000
	Traffic Accident Investigator	4.000	4.000
	<i>Traffic Enforcement Technician</i>	1.000	0.000
	Traffic Section Sum	23.000	23.000
100205000349			
	Patrol Section		
	Police Commander	3.000	3.000
	Police Officer/Senior Police Officer	90.000	90.000
	Report Specialist	2.000	2.000
	Sergeant	13.000	13.000
	Patrol Section Sum	108.000	108.000
Police Patrol Services Division Total		140.800	140.800
Police Specialized Services Division			
10020300			
	Administration Section		
	Deputy Police Chief	1.000	1.000
	Secretary	1.000	1.000
	Administration Section Sum	2.000	2.000
100203000341			
	Professional Services Section		
	Police Commander	1.000	1.000
	Police Officer/Senior Police Officer	7.000	7.000
	Secretary	0.800	0.800
	Professional Services Section Sum	8.800	8.800

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
GENERAL FUND			
100203000342	Neighborhood Services Section		
	Animal Management Officer	3.500	3.500
	Animal Management Supervisor	1.000	1.000
	Code Enforcement Officer	5.000	5.000
	Code Enforcement Supervisor	1.000	1.000
	Code Enforcement Technician	1.000	1.000
	Neighborhood Services Specialist	1.000	1.000
	Neighborhood Services Section Sum	12.500	12.500
100203000343	Records and Property Section		
	Lead Police Records Technician	1.000	1.000
	Police Commander	1.000	1.000
	Police Projects Specialist	1.000	1.000
	Police Records Supervisor	1.000	1.000
	Police Records Technician	11.000	11.000
	Property Evidence Technician	3.000	3.000
	Records and Property Section Sum	18.000	18.000
100203000344	Investigations Section		
	Criminalist/Senior Criminalist	3.000	3.000
	Police Commander	1.000	1.000
	Police Officer/Senior Police Officer	31.000	31.000
	Secretary	1.500	1.500
	Sergeant	4.000	4.000
	Victim Advocate	3.000	3.000
	Victim Services Coordinator	1.000	1.000
	Investigations Section Sum	44.500	44.500
100203000345	Communications Section		
	Communications Specialist I/II	24.000	23.000
	Communications Supervisor	3.000	4.000
	Public Safety Communications Administrator	1.000	1.000
	Technical Services Coordinator	1.000	1.000
	Communications Section Sum	29.000	29.000
Police Specialized Services Division Total		114.800	114.800
Police Department Sum		258.600	258.600

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>GENERAL FUND</u>			
Public Works and Utilities Department			
Street Maintenance Division			
10035450			
	Equipment Operator I	4.000	4.000
	Equipment Operator II	2.000	2.000
	Foreman	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	9.000	9.000
	Pavement Management Coordinator	1.000	1.000
	Secretary	1.000	1.000
	Street Inspector	3.000	3.000
	Street Operations Manager	1.000	1.000
	Street Projects Specialist	1.000	1.000
Street Maintenance Division Total		24.000	24.000
Public Works and Utilities Department Sum		24.000	24.000
Westminster Promenade Activities			
Police Department			
100205000106			
Patrol Promenade			
	Police Officer/Senior Police Officer	4.000	4.000
Patrol Promenade Sum		4.000	4.000
Parks, Recreation and Libraries Department			
100505500106			
Parks Promenade			
	(I) Parksworker I/II	2.000	2.000
Parks Promenade Sum		2.000	2.000
Westminster Promenade Activities Sum		6.000	6.000
General Fund Total		723.291	723.291

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
Utility Fund			
Community Development Department			
Engineering Division			
25030380	Engineer/Senior Engineer	1.500	1.500
	GIS Technician	1.000	1.000
Community Development Department Sum		2.500	2.500
Finance Department			
Treasury Division			
20015240	Revenue Services Representative	3.000	3.000
	Utility Billing Supervisor	1.000	1.000
Finance Department Sum		4.000	4.000
Information Technology Department			
20060230	Information Technology Section		
	Administrative Secretary	1.000	1.000
	Information Systems Manager	1.000	1.000
	Information Technology Director	1.000	1.000
	Internet Software Engineer	2.000	2.000
	Lead Software Engineer	2.000	2.000
	Network Administrator	0.600	0.600
	Network Systems Technician	0.500	0.500
	Senior Telecommunications Administrator	1.000	1.000
	Software Engineer I/II	6.000	5.500
	Software Engineering Manager	1.000	1.000
	Systems Analyst Supervisor	2.000	2.000
	Systems Analyst/Senior Systems Analyst	6.700	6.700
	Information Technology Section Sum	24.800	24.300
200602300911	Public Safety		
	Network Administrator	0.400	0.400
	Software Engineer I/II	0.300	0.300
	Systems Analyst/Senior Systems Analyst	0.300	0.300
	Public Safety Sum	1.000	1.000
Information Technology Department Sum		25.800	25.300

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>UTILITY FUND</u>			
Public Works and Utilities Department			
Water Administration Division			
20035050	Administrative Secretary	0.000	1.000
	Public Works and Utilities Director	1.000	1.000
	<i>Secretary</i>	1.000	0.000
	Senior Management Analyst	1.000	1.000
Water Administration Division Total		3.000	3.000
Utilities Operations Division			
20035470	Water Field Operations Section		
	(I) Secretary	1.000	1.000
	Distribution and Collection Superintendant	1.000	1.000
	Equipment Operator I	2.000	2.000
	Equipment Operator II	2.000	2.000
	Foreman	1.000	1.000
	GIS Specialist	1.000	1.000
	Maintenance Management System Coordinator	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	3.000	3.000
	Secretary	3.500	3.500
	Utilities Operations Manager	1.000	1.000
	Utilities Technician	1.000	1.000
	Water Field Operations Section Sum	17.500	17.500
20035490	Water Plant Section		
	Control Systems Engineer/Senior Engineer	0.500	0.500
	Control Systems Specialist	0.500	0.500
	Electromechanic Specialist	1.000	1.000
	Lead Plant Operator	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000
	Plant Operator Trainee/Plant Operator IV	8.000	8.000
	Plant Superintendent	1.000	1.000
	Utilities Technician	2.000	2.000
	Water Plant Section Sum	16.000	16.000
21035470	Wastewater Field Operations Section		
	Foreman	1.000	1.000
	<i>Utilities Specialist</i>	1.000	0.000
	Utilities Systems Specialist	0.000	1.000
	Utilities Technician	3.000	3.000
	Wastewater Field Operations Section Sum	5.000	5.000

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>UTILITY FUND</u>			
21035490	Wastewater Plant Section		
	Control Systems Engineer/Senior Engineer	0.500	0.500
	Control Systems Specialist	0.500	0.500
	Electromechanic Specialist	1.000	1.000
	Lead Plant Operator	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000
	Plant Operator Trainee/Plant Operator IV	8.000	9.000
	Plant Superintendent	1.000	1.000
	Wastewater Plant Section Sum	13.000	14.000
200354700402	Meter Shop Section		
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000
	Utilities Systems Specialist	1.000	1.000
	Utilities Technician	3.000	3.000
	Meter Shop Section Sum	5.000	5.000
200354700497	Water Field Ops/Water Line Replacement		
	Equipment Operator I	2.000	2.000
	Equipment Operator II	2.000	2.000
	Foreman	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	6.000	6.000
	Water Field Ops/Water Line Replacement Sum	11.000	11.000
200354900023	PWU Water Plants/Reclaimed		
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000
	PWU Water Plants/Reclaimed Sum	1.000	1.000
210354900401	Biosolids		
	Equipment Operator II	3.000	3.000
	Biosolids Sum	3.000	3.000
Utilities Operations Division Total		71.500	72.500

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>UTILITY FUND</u>			
Utilities Planning and Engineering Division			
20035430	PW&U Engineering Section		
	(I) Engineer/Senior Engineer	1.000	1.000
	Engineer/Senior Engineer	4.000	4.000
	Records Management Technician	0.000	1.000
	Senior Projects Engineer	1.000	1.000
	<i>Utilities Systems Specialist</i>	1.000	0.000
	PW&U Engineering Section Sum	7.000	7.000
20035480	Water Resources Section		
	(I) Water Resources Analyst	1.000	1.000
	Engineer/Senior Engineer	2.000	2.000
	Management Analyst	1.000	1.000
	Reclaimed System Analyst	1.000	1.000
	Reclaimed Water System Coordinator	1.000	1.000
	Secretary	1.000	1.000
	Utilities Planning and Engineering Manager	1.000	1.000
	Water Resources Engineering Coordinator	1.000	1.000
	Water Resources Technician	1.000	1.000
	Water Resources Section Sum	10.000	10.000
200354800943	Water Quality Section		
	Chemist	2.000	2.000
	Laboratory Aide	0.750	0.750
	Laboratory Analyst	1.000	1.000
	Water Quality Administrator	1.000	1.000
	Water Quality Specialist	1.000	1.000
	Water Quality Section Sum	5.750	5.750
210354800943	Laboratory Services Section		
	Chemist	1.000	1.000
	Laboratory Analyst	1.000	1.000
	Laboratory Services Coordinator	1.000	1.000
	Water Quality Specialist	1.000	1.000
	Laboratory Services Section Sum	4.000	4.000
Utilities Planning and Engineering Division Total		26.750	26.750
Public Works and Utilities Department Sum		101.250	102.250
Utility Fund Total		133.550	134.050

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>Fleet Maintenance Fund</u>			
General Services Department			
Fleet Division			
30012460	Fleet Division Section		
	Applications Specialist	0.000	1.000
	Fleet Manager	1.000	1.000
	<i>Fleet Specialist</i>	<i>1.000</i>	<i>0.000</i>
	Foreman	1.000	1.000
	Mechanic I/II	5.000	5.000
	Secretary	0.500	0.500
	Fleet Division Section Sum	8.500	8.500
300124600911	Public Safety		
	Fire Mechanic	1.000	1.000
	Public Safety Sum	1.000	1.000
Fleet Maintenance Fund Total		9.500	9.500
Property Liability Fund			
General Services Department			
Administration			
46010900	Risk Management Section		
	Risk Management Officer	1.000	1.000
	Risk/Claims Analyst	0.500	0.500
	Risk Management Section Sum	1.500	1.500
460109000911	Risk Management / Public Safety		
	Risk/Claims Analyst	0.500	0.500
	Risk Management / Public Safety Sum	0.500	0.500
Property Liability Fund Total		2.000	2.000
Medical/Dental Fund			
General Services Department			
49010900	Benefits		
	Benefits Specialist	1.000	1.000
	Human Resources Technician	0.500	0.500
	Benefits Sum	1.500	1.500
Medical/Dental Fund Total		1.500	1.500

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>Open Space Fund</u>			
Community Development Department			
Administration			
54010900			
	Open Space		
	Open Space Coordinator	1.000	1.000
	Open Space Technician	0.500	0.500
	Open Space Sum	1.500	1.500
Community Development Department Sum		1.500	1.500
Parks, Recreation and Libraries Department			
Administration			
54050550			
	Open Space		
	Open Space Volunteer Coordinator	1.000	1.000
	Open Space Sum	1.000	1.000
Parks, Recreation and Libraries Department Sum		1.000	1.000
Open Space Fund Total		2.500	2.500
<u>Community Development Block Grant Fund</u>			
Community Development Department			
Community Development Admin			
76030350			
	CDBG Technician	1.000	1.000
	<i>Community Development Program Coordinator</i>	<i>0.500</i>	<i>0.000</i>
	Community Development Program Planner	<i>0.000</i>	0.500
Community Development Block Grant Fund Total		1.500	1.500

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>Golf Course Enterprise Fund</u>			
Parks, Recreation and Libraries Department			
Golf Course Enterprise Fund - Heritage			
23050720			
	Heritage Golf Course Maintenance		
	Assistant Golf Superintendent	1.000	1.000
	Equipment Mechanic	1.000	1.000
	Golf Irrigator	1.000	1.000
	Golf Superintendent	0.500	0.500
	Golf Worker	1.000	1.000
	Horticultural Specialist	0.500	0.500
	Second Assistant Golf Superintendent	1.000	1.000
	Heritage Golf Course Maintenance Sum	6.000	6.000
230507200249	The Heritage Club House		
	Assistant Golf Professional	1.000	1.000
	Golf Professional	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000
	The Heritage Club House Sum	3.000	3.000
Golf Course Enterprise Fund - Heritage Total		9.000	9.000
Golf Course Enterprise Fund - Legacy			
22050720			
	Legacy Ridge Golf Course Maintenance		
	Assistant Golf Superintendent	1.000	1.000
	Equipment Mechanic	1.000	1.000
	Golf Irrigator	1.000	1.000
	Golf Superintendent	0.500	0.500
	Golf Worker	2.000	2.000
	Horticultural Specialist	0.500	0.500
	Second Assistant Golf Superintendent	1.000	1.000
	Legacy Ridge Golf Course Maintenance Sum	7.000	7.000
220507200249	Legacy Ridge Club House		
	Assistant Golf Professional	1.000	1.000
	Golf Professional	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000
	Legacy Ridge Club House Sum	3.000	3.000
Golf Course Enterprise Fund - Legacy Total		10.000	10.000
Golf Course Enterprise Fund Total		19.000	19.000

**City of Westminster
2012 Proposed Full-Time Equivalent Employees**

Business Unit	Position Title	2011 Authorized	2012 Proposed
<u>General Capital Improvement Fund</u>			
General Services Department			
Building Operations & Maintenance Division			
80975012942			
	Major Maintenance		
	Energy and Facilities Projects Coordinator	1.000	1.000
	Major Maintenance Sum	1.000	1.000
Building Operations & Maintenance Division Total		1.000	1.000
General Services Department Sum		1.000	1.000
Parks, Recreation and Libraries Department			
Community Enhancement Program			
80175050340			
	Community Enhancement Program Section		
	(I) Landscape Architect I/II	1.000	1.000
	City Forester	1.000	1.000
	Crewleader	1.000	1.000
	Park Supervisor	1.000	1.000
	Parks Contract Maintenance Specialist	1.000	1.000
	Parks Specialist	1.000	1.000
Community Enhancement Program Total		6.000	6.000
Parks Services			
80175050037			
	Capital Projects		
	Landscape Architect I/II	1.000	1.000
	Capital Projects Sum	1.000	1.000
Parks Services Total		1.000	1.000
Parks Services			
80275050512			
	Capital Projects - Park Maintenance (JCOS)		
	(I) Crewleader	1.000	1.000
	(I) Parkswoker I/II	1.000	1.000
	Crewleader	2.000	2.000
	Parks Specialist	2.000	2.000
	Parkswoker I/II	3.000	3.000
	Capital Projects - Park Maintenance (JCOS) Sum	9.000	9.000
Parks, Recreation and Libraries Department Sum		16.000	16.000
General Capital Improvement Fund Total		17.000	17.000
Grand Total		909.841	910.341

**City of Westminster
2012 Proposed Administrative Officer Titles**

Grade	Position	Class Code
A1	Accounting Manager	3102
A8	Assistant City Manager	2305
A2	Budget and Special Projects Manager	7106
A2	Chief Building Official	3401
A1	City Clerk	2303
A4	City Engineer	3301
A7	Community Development Director	2308
A1	Court Administrator	4401
A4	Deputy Chief/Administration	6102
A4	Deputy Chief/Operations	6130
A7	Deputy City Manager	2312
A5	Deputy Police Chief	6225
A4	Economic Development Manager	7104
A1	Facilities Manager	5101
A7	Finance Director	2304
A7	Fire Chief	6101
A1	Fleet Manager	5201
A5	Human Resources Manager	3701
A7	Information Technology Director	2310
A2	Library Services Manager	3601
A2	Park Services Manager	3901
A7	Parks, Recreation and Libraries Director	2307
A4	Planning Manager	3801
A7	Police Chief	6201
A7	Public Works and Utilities Director	2306
A2	Recreation Services Manager	3924
A2	Regional Parks and Golf Manager	3923
A1	Sales Tax Manager	3101
A2	Street Operations Manager	5501
A1	Treasury Manager	3103
A4	Utilities Operations Manager	5601
A4	Utilities Planning and Engineering Manager	3358

**City of Westminster
2012 Proposed Administrative Officer Pay Plan**

Grade	Minimum	Maximum
A1	80,870	101,088
A2	86,936	108,670
A3	93,456	116,820
A4	100,465	125,581
A5	108,000	135,000
A6	116,100	145,125
A7	124,808	156,009
A8	134,168	167,710

**City of Westminster
2012 Proposed Exempt Position Titles**

Grade	Position	Class Code
E6	Accountant	3107
E4	Administrative Coordinator	4602
E3	Administrative Secretary	4603
E7	Assistant City Attorney I	3502
E12	Assistant City Attorney II	3501
E13	Assistant City Engineer	3303
E4	Assistant Golf Professional	3912
E5	Assistant Golf Superintendent	3917
E9	Assistant Prosecuting Attorney	3515
E6	Assistant Recreation Supervisor	3910
E13	Associate Judge	2202
E12	Battalion Chief	6129
E8	Business Development Coordinator	7138
E11	Capital Projects Coordinator	3335
E4	Collections Supervisor	4405
E6	Community Development Program Planner	3427
E9	Communications Coordinator	7139
E9	Control Systems Engineer	3348
E5	Crime Analyst	6233
E6	Deputy Court Administrator	4403
E11	Distribution and Collection Superintendent	5618
E4	Economic Development Specialist	7115
E10	EMS Coordinator	6127
E10	Emergency Management Coordinator	6116
E6	Employee Development Analyst	7128
E10	Energy and Facilities Projects Coordinator	5114
E7	Engineer	3342
E9	Environmental and Administrative Services Officer	7136
E5	Executive Secretary to the City Manager	4601
E6	Financial Analyst	3109
E10	Fire Captain	6125
E12	Fire Marshal	6124
E10	Fire Training Coordinator	6126

**City of Westminster
2012 Proposed Exempt Position Titles**

Grade	Position	Class Code
E10	GIS Coordinator	3347
E7	Golf Professional	3911
E9	Golf Superintendent	3918
E9	Human Resources Administrator	3716
E5	Human Resources Analyst	3703
E5	Human Resources Analyst/HRIS	3713
E5	Human Resources Analyst/Recruitment	3714
E7	(I) Engineer	3343
E5	(I) Landscape Architect I	5325
E7	(I) Landscape Architect II	5326
E5	(I) Planner I	3811
E6	(I) Planner II	3808
E8	(I) Planner III	3814
E10	(I) Senior Engineer	3344
E8	(I) Water Resources Analyst	3341
E12	Information Systems Manager	3209
E9	Internet Software Engineer	3202
E13	Judge Pro Tem	2203
E7	Lake Operations Coordinator	5302
E5	Landscape Architect I	5329
E7	Landscape Architect II	5328
E5	Landscape Planner	5331
E11	Lead Prosecuting Attorney	3513
E10	Lead Software Engineer	3201
E3	Legal Secretary	3514
E5	Librarian I	3603
E6	Librarian II	3602
E6	Library Network Specialist	4314
E7	Library Services Coordinator	3615
E6	Library Supervisor	3604
E8	Maintenance Management System Coordinator	4315
E5	Management Analyst	7130
E5	Management Assistant	7113
E2	Management Intern II	7119

**City of Westminster
2012 Proposed Exempt Position Titles**

Grade	Position	Class Code
E9	Network Administrator	3210
E8	Open Space Coordinator	7101
E4	Open Space Volunteer Coordinator	7120
E4	Paralegal	3510
E8	Park Supervisor	5320
E8	Pavement Management Coordinator	5523
E5	Planner I	3804
E6	Planner II	3803
E8	Planner III	3802
E11	Plant Superintendent	3340
E12	Police Commander	6228
E6	Police Projects Specialist	4418
E10	Principal Planner	3816
E6	Probation Supervisor	3504
E8	Public Information Officer	7105
E5	Public Information Specialist	7109
E11	Public Safety Communications Administrator	4105
E6	Purchasing Officer	7132
E6	Reclaimed System Analyst	3350
E8	Reclaimed Water System Coordinator	3355
E4	Recreation Specialist	3908
E4	Recreation Specialist - Wellness	3709
E8	Recreation Supervisor - City Park	3904
E7	Recreation Supervisor - Swim and Fitness	3905
E7	Recreation Supervisor - The MAC	3925
E7	Recreation Supervisor - West View	3916
E8	Retirement Administrator	3116
E5	Revenue Agent	3111
E6	Risk/Claims Analyst	3717
E9	Risk Management Officer	7126
E7	Sales Tax Audit Supervisor	3112
E6	Sales Tax Auditor	3108

**City of Westminster
2012 Proposed Exempt Position Titles**

Grade	Position	Class Code
E10	Senior Engineer	3345
E7	Senior Financial Analyst	3115
E7	Senior Human Resources Analyst	3710
E7	Senior Management Analyst	7131
E9	Senior Projects Coordinator	3806
E13	Senior Projects Engineer	3328
E6	Senior Systems Analyst	3221
E10	Senior Telecommunications Administrator	7122
E9	Senior Urban Designer	3817
E7	Software Engineer I	3204
E9	Software Engineer II	3203
E12	Software Engineering Manager	3219
E6	Sports Facilities/Program Coordinator	3926
E5	Systems Analyst	3220
E9	Systems Analyst Supervisor	3222
E8	Technical Services Coordinator	6227
E6	Transportation Systems Coordinator	3315
E6	Utility Billing Supervisor	3114
E6	Victim Services Coordinator	3503
E4	Volunteer Coordinator	7112
E11	Water Resources Engineering Coordinator	3351
E11	Water Quality Administrator	3339
E8	Water Quality Specialist	3336

**City of Westminster
2012 Proposed Exempt Pay Plan**

Grade	Minimum	Maximum
E1	38,097	47,621
E2	40,954	51,193
E3	44,026	55,032
E4	47,328	59,160
E5	50,877	63,597
E6	54,693	68,366
E7	58,795	73,494
E8	63,205	79,006
E9	67,945	84,931
E10	73,041	91,301
E11	78,519	98,149
E12	84,408	105,510
E13	90,739	113,423

**City of Westminster
2012 Proposed Non-Exempt Position Titles**

Grade	Position	Class Code
N13	Accounting Specialist	4513
N12	Accounting Technician	4515
N12	Accounting Technician/Retirement	4516
N11	Animal Management Officer	6229
N14	Animal Management Supervisor	6230
N15	Applications Specialist	4312
N15	Assistant Building Plans Analyst	3422
N8	Assistant Pool Manager	5406
N15	Benefits Specialist	3711
N5	Building Ambassador	5113
N18	Building Inspection Supervisor	3403
N18	Building Plans Analyst	3404
N12	Building Permit Technician	3425
N12	CDBG Technician	3813
N15	Capital Projects Inspector	3418
N13	Carpenter	5103
N16	Chemist	3356
N16	City Forester	5304
N5	Clerk Typist I	4208
N8	Clerk Typist II	4204
N13	Code Enforcement Officer	3410
N15	Code Enforcement Supervisor	3426
N11	Code Enforcement Technician	3419
N11	Communications Specialist I	4104
N13	Communications Specialist II	4103
N16	Communications Supervisor	4102
N15	Control Systems Specialist	5703
N13	Crewleader	5716
N13	Criminalist	6209
N7	Custodian	5111

**City of Westminster
2012 Proposed Non-Exempt Position Titles**

Grade	Position	Class Code
N14	Deputy City Clerk	4407
N11	Deputy Court Clerk	4412
N15	Electrical Inspector	3406
N15	Electromechanic Specialist	5702
NF17	EMS Field Coordinator	6122
N14	Engineering Construction Inspector	3409
N15	Environmental Analyst	7134
N11	Equipment Mechanic	5711
N12	Equipment Operator I	5717
N13	Equipment Operator II	5718
N9	Equipment Services Assistant	6212
N12	Facility Assistant	5404
NF16	Fire Engineer	6109
NF17	Fire Lieutenant	6108
N17	Fire Lieutenant - Field Training Officer	6131
N17	Fire Lieutenant - Fire Investigator	6121
N17	Fire Lieutenant - Technical Services Coordinator	6120
N14	Fire Mechanic	5723
NF16	Fire Paramedic	6110
N17	Fire Plans Examiner/Inspector	6117
NF12	Firefighter I	6112
NF15	Firefighter II	6111
N16	Foreman	5719
N15	General Building Inspector	3407
N16	GIS Specialist	4308
N12	GIS Technician	4313
N12	Golf Irrigator	3919
N10	Golf Worker	3920
N5	Guest Relations Clerk I	4206
N7	Guest Relations Clerk II	4209

**City of Westminster
2012 Proposed Non-Exempt Position Titles**

Grade	Position	Class Code
N12	Horticultural Specialist	5319
N15	Housing Inspector	3417
N12	Human Resources Technician	3706
N13	HVAC Specialist	5708
N15	(I) Assistant Building Plans Analyst	3420
N13	(I) Crewleader	5720
N15	(I) Electrical Inspector	3416
N14	(I) Engineering Construction Inspector	3414
N12	(I) Facility Assistant	5415
N15	(I) General Building Inspector	3413
N5	(I) Guest Relations Clerk I	4213
N7	(I) Guest Relations Clerk II	4214
N15	(I) Housing Inspector	3421
N9	(I) Parksworker I	5323
N11	(I) Parksworker II	5324
N6	(I) Recreation Aide	5409
N10	(I) Secretary	4212
N7	Intern	7133
N11	Laboratory Aide	3337
N14	Laboratory Analyst	3319
N16	Laboratory Services Coordinator	3327
N16	Lead Housing Inspector	3424
N4	Lead Lifeguard	5416
N16	Lead Plant Operator	3314
N12	Lead Police Records Technician	4415
N8	Library Associate I	3606
N10	Library Associate II	3609
N6	Library Clerk I	3607
N7	Library Clerk II	3610
N3	Library Shelver	3617

**City of Westminster
2012 Proposed Non-Exempt Position Titles**

Grade	Position	Class Code
N11	Library Specialist	3616
N9	Maintenanceworker	5511
N11	Management Intern I	7110
N12	Mechanic I	5709
N13	Mechanic II	5707
N8	Messenger	4205
N13	Neighborhood Services Specialist	5521
N14	Network Systems Technician	4316
N13	Official Development Plan Inspector	3408
N13	Open Space Technician	3812
N10	Park Ranger	5330
N9	Parkswoker I	5311
N11	Parkswoker II	5308
N12	Parks Specialist	5310
N13	Parks Contract Maintenance Specialist	3412
N11	Planning Aide	3815
N13	Planning Technician	3805
N11	Plant Operator I	3324
N12	Plant Operator II	3322
N13	Plant Operator III	3320
N14	Plant Operator IV	3316
N9	Plant Operator Trainee	3346
N14	Police Officer	6207
N11	Police Officer Trainee	6218
N15	Police Records Supervisor	4416
N11	Police Records Technician	4417
N10	Press Operator Assistant	5714
N13	Print Shop Coordinator	5721
N13	Probation Officer	3509
N12	Property Evidence Technician	6226

**City of Westminster
2012 Proposed Non-Exempt Position Titles**

Grade	Position	Class Code
N12	Records Management Technician	3333
N6	Recreation Aide	5407
N7	Recreation Program Assistant	5405
N12	Report Specialist	6213
N10	Revenue Services Representative	4514
N12	Sales Tax Technician	4504
N12	Second Assistant Golf Professional	3913
N13	Second Assistant Golf Superintendent	3921
N10	Secretary	4202
N16	Senior Criminalist	6205
N11	Senior Maintenanceworker	5510
N13	Senior Park Ranger	5318
N16	Senior Police Officer	6206
N19	Sergeant	6204
N14	Street Inspector	5517
N16	Street Projects Specialist	5524
N7	Switchboard Operator	4207
N14	Traffic Accident Investigator	6215
N13	Traffic Technician	3357
N14	Utilities Specialist	5614
N15	Utilities Systems Specialist	5512
N13	Utilities Technician	5604
N13	Victim Advocate	3506
N13	Water Resources Technician	3334

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N1	1	8.88	710.40	1543.44	18,521.25
	2	9.10	728.17	1582.02	18,984.28
	3	9.33	746.37	1621.57	19,458.89
	4	9.56	765.03	1662.11	19,945.36
	5	9.80	784.15	1703.67	20,444.00
	6	10.05	803.76	1746.26	20,955.10
	7	10.30	823.85	1789.91	21,478.97
	8	10.56	844.45	1834.66	22,015.95
	9	10.82	865.56	1880.53	22,566.35
	10	11.09	887.20	1927.54	23,130.51
	11	11.37	909.38	1975.73	23,708.77
N2	1	9.55	763.69	1659.20	19,910.35
	2	9.78	782.78	1700.68	20,408.10
	3	10.03	802.35	1743.19	20,918.31
	4	10.28	822.41	1786.77	21,441.26
	5	10.54	842.97	1831.44	21,977.30
	6	10.80	864.04	1877.23	22,526.73
	7	11.07	885.64	1924.16	23,089.90
	8	11.35	907.78	1972.26	23,667.14
	9	11.63	930.48	2021.57	24,258.82
	10	11.92	953.74	2072.11	24,865.29
	11	12.22	977.58	2123.91	25,486.93
N3	1	10.26	820.96	1783.64	21,403.62
	2	10.52	841.49	1828.23	21,938.71
	3	10.78	862.52	1873.93	22,487.18
	4	11.05	884.09	1920.78	23,049.36
	5	11.33	906.19	1968.80	23,625.59
	6	11.61	928.84	2018.02	24,216.23
	7	11.90	952.06	2068.47	24,821.64
	8	12.20	975.87	2120.18	25,442.18
	9	12.50	1000.26	2173.19	26,078.23
	10	12.82	1025.27	2227.52	26,730.19
	11	13.14	1050.90	2283.20	27,398.45

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N4	1	11.03	882.53	1917.41	23,008.89
	2	11.31	904.60	1965.34	23,584.12
	3	11.59	927.21	2014.48	24,173.72
	4	11.88	950.39	2064.84	24,778.06
	5	12.18	974.15	2116.46	25,397.51
	6	12.48	998.51	2169.37	26,032.45
	7	12.79	1023.47	2223.61	26,683.26
	8	13.11	1049.06	2279.20	27,350.34
	9	13.44	1075.28	2336.18	28,034.10
	10	13.78	1102.16	2394.58	28,734.95
	11	14.12	1129.72	2454.44	29,453.33
N5	1	11.86	948.72	2061.21	24,734.56
	2	12.16	972.44	2112.74	25,352.92
	3	12.46	996.75	2165.56	25,986.75
	4	12.77	1021.67	2219.70	26,636.42
	5	13.09	1047.21	2275.19	27,302.33
	6	13.42	1073.39	2332.07	27,984.88
	7	13.75	1100.23	2390.38	28,684.51
	8	14.10	1127.73	2450.13	29,401.62
	9	14.45	1155.93	2511.39	30,136.66
	10	14.81	1184.83	2574.17	30,890.08
	11	15.18	1214.45	2638.53	31,662.33
N6	1	12.75	1019.88	2215.80	26,589.65
	2	13.07	1045.38	2271.20	27,254.39
	3	13.39	1071.51	2327.98	27,935.75
	4	13.73	1098.30	2386.18	28,634.15
	5	14.07	1125.75	2445.83	29,350.00
	6	14.42	1153.90	2506.98	30,083.75
	7	14.78	1182.75	2569.65	30,835.84
	8	15.15	1212.31	2633.90	31,606.74
	9	15.53	1242.62	2699.74	32,396.91
	10	15.92	1273.69	2767.24	33,206.83
	11	16.32	1305.53	2836.42	34,037.00

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N7	1	13.70	1096.37	2381.99	28,583.88
	2	14.05	1123.78	2441.54	29,298.47
	3	14.40	1151.87	2502.58	30,030.93
	4	14.76	1180.67	2565.14	30,781.71
	5	15.13	1210.19	2629.27	31,551.25
	6	15.51	1240.44	2695.00	32,340.03
	7	15.89	1271.45	2762.38	33,148.53
	8	16.29	1303.24	2831.44	33,977.25
	9	16.70	1335.82	2902.22	34,826.68
	10	17.12	1369.21	2974.78	35,697.34
	11	17.54	1403.45	3049.15	36,589.78
N8	1	14.73	1178.60	2560.64	30,727.67
	2	15.10	1208.06	2624.65	31,495.86
	3	15.48	1238.26	2690.27	32,283.26
	4	15.87	1269.22	2757.53	33,090.34
	5	16.26	1300.95	2826.47	33,917.59
	6	16.67	1333.47	2897.13	34,765.53
	7	17.09	1366.81	2969.56	35,634.67
	8	17.51	1400.98	3043.79	36,525.54
	9	17.95	1436.01	3119.89	37,438.68
	10	18.40	1471.91	3197.89	38,374.65
	11	18.86	1508.70	3277.83	39,334.01
N9	1	15.84	1266.99	2752.69	33,032.24
	2	16.23	1298.67	2821.50	33,858.05
	3	16.64	1331.13	2892.04	34,704.50
	4	17.06	1364.41	2964.34	35,572.11
	5	17.48	1398.52	3038.45	36,461.41
	6	17.92	1433.48	3114.41	37,372.95
	7	18.37	1469.32	3192.27	38,307.27
	8	18.83	1506.05	3272.08	39,264.96
	9	19.30	1543.71	3353.88	40,246.58
	10	19.78	1582.30	3437.73	41,252.74
	11	20.27	1621.86	3523.67	42,284.06

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N10	1	17.03	1362.02	2959.14	35,509.66
	2	17.45	1396.07	3033.12	36,397.40
	3	17.89	1430.97	3108.94	37,307.34
	4	18.33	1466.74	3186.67	38,240.02
	5	18.79	1503.41	3266.34	39,196.02
	6	19.26	1541.00	3347.99	40,175.92
	7	19.74	1579.52	3431.69	41,180.32
	8	20.24	1619.01	3517.49	42,209.83
	9	20.74	1659.48	3605.42	43,265.07
	10	21.26	1700.97	3695.56	44,346.70
	11	21.79	1743.50	3787.95	45,455.37
N11	1	18.30	1464.17	3181.07	38,172.88
	2	18.76	1500.77	3260.60	39,127.21
	3	19.23	1538.29	3342.12	40,105.39
	4	19.71	1576.75	3425.67	41,108.02
	5	20.20	1616.17	3511.31	42,135.72
	6	20.71	1656.57	3599.09	43,189.12
	7	21.22	1697.98	3689.07	44,268.84
	8	21.76	1740.43	3781.30	45,375.56
	9	22.30	1783.95	3875.83	46,509.95
	10	22.86	1828.54	3972.73	47,672.70
	11	23.43	1874.26	4072.04	48,864.52
NF11	1	13.07	1464.17	3181.07	38,172.88
	2	13.40	1500.77	3260.60	39,127.21
	3	13.73	1538.29	3342.12	40,105.39
	4	14.08	1576.75	3425.67	41,108.02
	5	14.43	1616.17	3511.31	42,135.72
	6	14.79	1656.57	3599.09	43,189.12
	7	15.16	1697.98	3689.07	44,268.84
	8	15.54	1740.43	3781.30	45,375.56
	9	15.93	1783.95	3875.83	46,509.95
	10	16.33	1828.54	3972.73	47,672.70
	11	16.73	1874.26	4072.04	48,864.52

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N12	1	19.67	1573.98	3419.65	41,035.85
	2	20.17	1613.33	3505.15	42,061.75
	3	20.67	1653.66	3592.77	43,113.29
	4	21.19	1695.00	3682.59	44,191.12
	5	21.72	1737.38	3774.66	45,295.90
	6	22.26	1780.81	3869.02	46,428.30
	7	22.82	1825.33	3965.75	47,589.01
	8	23.39	1870.97	4064.89	48,778.73
	9	23.97	1917.74	4166.52	49,998.20
	10	24.57	1965.68	4270.68	51,248.15
	11	25.19	2014.83	4377.45	52,529.36
NF12	1	14.05	1573.98	3419.65	41,035.85
	2	14.40	1613.33	3505.15	42,061.75
	3	14.76	1653.66	3592.77	43,113.29
	4	15.13	1695.00	3682.59	44,191.12
	5	15.51	1737.38	3774.66	45,295.90
	6	15.90	1780.81	3869.02	46,428.30
	7	16.30	1825.33	3965.75	47,589.01
	8	16.71	1870.97	4064.89	48,778.73
	9	17.12	1917.74	4166.52	49,998.20
	10	17.55	1965.68	4270.68	51,248.15
	11	17.99	2014.83	4377.45	52,529.36
N13	1	21.15	1692.03	3676.13	44,113.54
	2	21.68	1734.33	3768.03	45,216.38
	3	22.22	1777.69	3862.23	46,346.79
	4	22.78	1822.13	3958.79	47,505.46
	5	23.35	1867.68	4057.76	48,693.09
	6	23.93	1914.37	4159.20	49,910.42
	7	24.53	1962.23	4263.18	51,158.18
	8	25.14	2011.29	4369.76	52,437.14
	9	25.77	2061.57	4479.01	53,748.06
	10	26.41	2113.11	4590.98	55,091.77
	11	27.07	2165.94	4705.76	56,469.06

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N14	1	22.74	1818.93	3951.84	47,422.06
	2	23.31	1864.40	4050.63	48,607.61
	3	23.89	1911.01	4151.90	49,822.80
	4	24.48	1958.79	4255.70	51,068.37
	5	25.10	2007.76	4362.09	52,345.08
	6	25.72	2057.95	4471.14	53,653.70
	7	26.37	2109.40	4582.92	54,995.05
	8	27.03	2162.14	4697.49	56,369.92
	9	27.70	2216.19	4814.93	57,779.17
	10	28.39	2271.59	4935.30	59,223.65
	11	29.10	2328.38	5058.69	60,704.24
NF14	1	16.24	1818.93	3951.84	47,422.06
	2	16.65	1864.40	4050.63	48,607.61
	3	17.06	1911.01	4151.90	49,822.80
	4	17.49	1958.79	4255.70	51,068.37
	5	17.93	2007.76	4362.09	52,345.08
	6	18.37	2057.95	4471.14	53,653.70
	7	18.83	2109.40	4582.92	54,995.05
	8	19.30	2162.14	4697.49	56,369.92
	9	19.79	2216.19	4814.93	57,779.17
	10	20.28	2271.59	4935.30	59,223.65
	11	20.79	2328.38	5058.69	60,704.24
N15	1	24.44	1955.35	4248.23	50,978.71
	2	25.05	2004.23	4354.43	52,253.18
	3	25.68	2054.34	4463.29	53,559.51
	4	26.32	2105.70	4574.87	54,898.49
	5	26.98	2158.34	4689.25	56,270.96
	6	27.65	2212.30	4806.48	57,677.73
	7	28.35	2267.61	4926.64	59,119.67
	8	29.05	2324.30	5049.81	60,597.67
	9	29.78	2382.40	5176.05	62,112.61
	10	30.52	2441.96	5305.45	63,665.42
	11	31.29	2503.01	5438.09	65,257.06

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
NF15	1	17.46	1955.35	4248.23	50,978.71
	2	17.89	2004.23	4354.43	52,253.18
	3	18.34	2054.34	4463.29	53,559.51
	4	18.80	2105.70	4574.87	54,898.49
	5	19.27	2158.34	4689.25	56,270.96
	6	19.75	2212.30	4806.48	57,677.73
	7	20.25	2267.61	4926.64	59,119.67
	8	20.75	2324.30	5049.81	60,597.67
	9	21.27	2382.40	5176.05	62,112.61
	10	21.80	2441.96	5305.45	63,665.42
	11	22.35	2503.01	5438.09	65,257.06
N16	1	26.28	2102.00	4566.84	54,802.11
	2	26.93	2154.55	4681.01	56,172.17
	3	27.61	2208.41	4798.04	57,576.47
	4	28.30	2263.63	4917.99	59,015.88
	5	29.00	2320.22	5040.94	60,491.28
	6	29.73	2378.22	5166.96	62,003.56
	7	30.47	2437.68	5296.14	63,553.65
	8	31.23	2498.62	5428.54	65,142.49
	9	32.01	2561.08	5564.25	66,771.05
	10	32.81	2625.11	5703.36	68,440.33
	11	33.63	2690.74	5845.94	70,151.34
NF16	1	18.77	2102.00	4566.84	54,802.11
	2	19.24	2154.55	4681.01	56,172.17
	3	19.72	2208.41	4798.04	57,576.47
	4	20.21	2263.63	4917.99	59,015.88
	5	20.72	2320.22	5040.94	60,491.28
	6	21.23	2378.22	5166.96	62,003.56
	7	21.76	2437.68	5296.14	63,553.65
	8	22.31	2498.62	5428.54	65,142.49
	9	22.87	2561.08	5564.25	66,771.05
	10	23.44	2625.11	5703.36	68,440.33
	11	24.02	2690.74	5845.94	70,151.34

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N17	1	28.25	2259.65	4909.36	58,912.27
	2	28.95	2316.14	5032.09	60,385.08
	3	29.68	2374.05	5157.89	61,894.70
	4	30.42	2433.40	5286.84	63,442.07
	5	31.18	2494.23	5419.01	65,028.12
	6	31.96	2556.59	5554.49	66,653.83
	7	32.76	2620.50	5693.35	68,320.17
	8	33.58	2686.02	5835.68	70,028.18
	9	34.41	2753.17	5981.57	71,778.88
	10	35.27	2821.99	6131.11	73,573.35
	11	36.16	2892.54	6284.39	75,412.69
NF17	1	20.18	2259.65	4909.36	58,912.27
	2	20.68	2316.14	5032.09	60,385.08
	3	21.20	2374.05	5157.89	61,894.70
	4	21.73	2433.40	5286.84	63,442.07
	5	22.27	2494.23	5419.01	65,028.12
	6	22.83	2556.59	5554.49	66,653.83
	7	23.40	2620.50	5693.35	68,320.17
	8	23.98	2686.02	5835.68	70,028.18
	9	24.58	2753.17	5981.57	71,778.88
	10	25.20	2821.99	6131.11	73,573.35
	11	25.83	2892.54	6284.39	75,412.69
N18	1	30.36	2429.13	5277.56	63,330.69
	2	31.12	2489.85	5409.50	64,913.96
	3	31.90	2552.10	5544.73	66,536.81
	4	32.70	2615.90	5683.35	68,200.23
	5	33.52	2681.30	5825.44	69,905.23
	6	34.35	2748.33	5971.07	71,652.86
	7	35.21	2817.04	6120.35	73,444.19
	8	36.09	2887.47	6273.36	75,280.29
	9	37.00	2959.65	6430.19	77,162.30
	10	37.92	3033.64	6590.95	79,091.36
	11	38.87	3109.49	6755.72	81,068.64

**City of Westminster
2012 Proposed Non-Exempt Pay Plan**

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
NF18	1	21.69	2429.13	5277.56	63,330.69
	2	22.23	2489.85	5409.50	64,913.96
	3	22.79	2552.10	5544.73	66,536.81
	4	23.36	2615.90	5683.35	68,200.23
	5	23.94	2681.30	5825.44	69,905.23
	6	24.54	2748.33	5971.07	71,652.86
	7	25.15	2817.04	6120.35	73,444.19
	8	25.78	2887.47	6273.36	75,280.29
	9	26.43	2959.65	6430.19	77,162.30
	10	27.09	3033.64	6590.95	79,091.36
	11	27.76	3109.49	6755.72	81,068.64
N19	1	32.64	2611.31	5673.37	68,080.49
	2	33.46	2676.59	5815.21	69,782.51
	3	34.29	2743.51	5960.59	71,527.07
	4	35.15	2812.09	6109.60	73,315.24
	5	36.03	2882.40	6262.34	75,148.13
	6	36.93	2954.46	6418.90	77,026.83
	7	37.85	3028.32	6579.37	78,952.50
	8	38.80	3104.03	6743.86	80,926.31
	9	39.77	3181.63	6912.46	82,949.47
	10	40.76	3261.17	7085.27	85,023.21
	11	41.78	3342.70	7262.40	87,148.79

**City of Westminster
2012 Proposed Pay Plan**

Seasonal Pay Plan					
Class Code	Grade	Position	1st Year	2nd Year	3rd Year
9011	S2	Assistant Supervisor	10.26	10.77	11.31
9002	S5	Gate Attendant	7.64	8.02	8.42
9012	S6	Golf Course Attendant	7.36	7.65	8.03
9015	S6	Golf Course Starter	7.36	7.65	8.03
9020	S7	Laboratory Aide	7.87	8.26	8.67
9006	S8	Outdoor Lifeguard	8.81	9.45	10.13
9005	S9	Outdoor Pool Manager	10.45	10.97	11.50
9017	S16	Retail Shop Clerk	8.05	8.45	8.88
9019	S1	Seasonal Assistant Golf Professional	9.53	10.02	10.51
9008	S17	Seasonal Laborer	8.63	9.06	9.52
9004	S10	Seasonal Park Ranger	10.78	11.32	11.89
9003	S18	Seasonal Specialist	10.01	10.51	11.03
9001	S19	Seasonal Supervisor	11.06	11.62	12.20
9010	S5	Student Trainee	7.64	8.02	8.42
9026	S12	Summer Camp Aide	9.25	9.71	10.20
9027	S13	Summer Camp Leader	10.45	10.97	11.50
9028	S14	Summer Camp Supervisor	12.68	13.32	14.00
<i>*Progression through the pay range is based on administrative policy relating to length of service and job performance.</i>					

Golf Instructor Pay Plan				
Class Code	Grade	Position	Step 1	Step 2
9061	G1	Golf Instructor Grade 1	20.00	25.00
9062	G2	Golf Instructor Grade 2	45.00	50.00
9063	G3	Golf Instructor Grade 3	55.00	60.00
9064	G4	Golf Instructor Grade 4	65.00	70.00

Emergency Relief Pay Plan				
Class Code	Grade	Position	Entry	Maximum
9025	E1	Emergency Worker	Min. Wage	200.00
<i>***Emergency Relief Pay Plan to be enacted only during a City of Westminster state of emergency***</i>				

**City of Westminster
2012 Proposed Hourly (Non-benefited) Pay Plan**

Class Code	Grade	Position	Step 1	Step 2	Step 3
9101	H19	After Hours Facility Supervisor	19.24	20.63	22.12
9102	H13	After School Program Coordinator	13.67	14.66	15.72
9103	H6	Arts Instructor I	9.25	9.92	10.64
9104	H11	Arts Instructor II	12.40	13.30	14.26
9105	H5	Assistant Sport Coach	8.81	9.45	10.13
9106	H13	Bus Driver	13.67	14.66	15.72
9107	H2	Child Care Attendant	7.36	7.78	8.34
9108	H6	Child/Teen Activities Instructor I	9.25	9.92	10.64
9109	H10	Child/Teen Activities Instructor II	11.81	12.67	13.58
9110	H6	Climbing Wall Attendant	9.25	9.92	10.64
9111	H9	Climbing Wall Instructor	11.25	12.06	12.93
9112	H13	Dance Instructor	13.67	14.66	15.72
9113	H17	Dance Program Director	17.45	18.71	20.07
9114	H21	Dietitian	27.07	29.03	31.13
9115	H6	Dog Obedience Instructor	9.25	9.92	10.64
9116	H6	Field Trip Chaperone	9.25	9.92	10.64
9117	H15	Fitness Instructor I	15.07	16.16	17.33
9118	H16	Fitness Instructor II	15.83	16.97	18.20
9158	H6	Gym Monitor	9.25	9.92	10.64
9119	H5	Lifeguard (Hourly)	8.81	9.45	10.13
9120	H6	Martial Arts Instructor I	9.25	9.92	10.64
9121	H9	Martial Arts Instructor II	11.25	12.06	12.93
9122	H21	Massage Therapist	27.07	29.03	31.13
9123	H11	Outdoor Program Coordinator	12.40	13.30	14.26
9157	H9	Park Ranger (Hourly)	11.25	12.06	12.93
9124	H18	Personal Trainer	18.32	19.65	21.07
9125	H20	Pilates Instructor	25.78	27.65	29.65
9126	H21	Pilates Reformer Trainer	27.07	29.03	31.13
9127	H5	Preschool Program Aide	8.81	9.45	10.13

**City of Westminster
2012 Proposed Hourly (Non-benefited) Pay Plan**

Class Code	Grade	Position	Step 1	Step 2	Step 3
9128	H12	Preschool Program Director (Licensed-Large)	13.02	13.96	14.97
9129	H11	Preschool Program Director (Licensed-Small)	12.40	13.30	14.26
9130	H8	Preschool Program Leader	10.20	10.94	11.73
9131	H16	Private Swim Lesson Instructor	15.83	16.97	18.20
9132	H3	Program Aide	7.61	8.16	8.75
9133	H3	Program Aide Aquatics	7.61	8.16	8.75
9134	H3	Program Aide Art Studio	7.61	8.16	8.75
9135	H3	Program Aide Child/Teen Activities	7.61	8.16	8.75
9136	H3	Program Aide Child/Teen Field Trips	7.61	8.16	8.75
9137	H3	Program Aide Dance	7.61	8.16	8.75
9138	H3	Program Aide Senior Trips	7.61	8.16	8.75
9139	H3	Program Aide Special Events	7.61	8.16	8.75
9140	H11	Program Coordinator	12.40	13.30	14.26
9141	H6	Program Instructor I	9.25	9.92	10.64
9142	H9	Program Instructor II	11.25	12.06	12.93
9143	H12	Safety Certification Instructor	13.02	13.96	14.97
9144	H2	Scorekeeper	7.36	7.78	8.34
9145	H18	Sign Language Interpreter	18.32	19.65	21.07
9146	H11	Sport Coach	12.40	13.30	14.26
9147	H17	Sport Official (Adult)	17.45	18.71	20.07
9148	H8	Sport Referee I (Youth)	10.20	10.94	11.73
9149	H15	Sport Referee II (Youth)	15.07	16.16	17.33
9150	H9	Sport Supervisor	11.25	12.06	12.93
9159	H4	Swimming Lesson Instructor	8.39	9.00	9.65
9151	H7	Tot Activities Instructor (Non-licensed)	9.72	10.42	11.17
9152	H11	Tournament Director	12.40	13.30	14.26
9153	H4	Van Driver	8.39	9.00	9.65
9154	H9	Water Fitness Instructor I	11.25	12.06	12.93
9155	H13	Water Fitness Instructor II	13.67	14.66	15.72
9156	H20	Yoga Instructor	25.78	27.65	29.65

2012 Budget
Proposed Change Sheet
(sorted by fund)

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Employee	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	General	CAO	CAO	10003120	Legal Administrator	E6	1.00	Bev Smith (new hire)	Reclassify and downgrade 15% to Paralegal (E4) remove Legal Administrator classification from payplan	E4	Dept Re-Org	-\$10,500	10003120	1.00
Exempt	General	CAO	CAO	10003120	Legal Secretary	E3	1.00	Judy Warhola	Reclassify and upgrade 7 1/2% to Administrative Coordinator (E4)	E4	Dept Re-Org	+\$2,700	10003120	1.00
Exempt	General	CMO	Public Information Section	100050500387	Senior Public Information Specialist	E6	1.00	Joe Reid	Reclassify and upgrade 15% to reclassified Public Information Officer (E8)	E8	Dept Re-Org	+\$3,350	100050500387	1.00
Exempt	General	CMO	Public Information Section	100050500387	Public Information Officer Classification	E9			Downgrade 7 1/2% to E8	E8	Dept Re-Org	+\$0	100050500387	0.00
Exempt	General	CMO	Public Information Section	100050500387	Public Information Officer	E9	0.80	Katie Harberg	Title change to Communications Coordinator; add classification to pay plan; no change to pay grade	E9	Dept Re-Org	+\$0	100050500387	0.80
Exempt	General	CMO	Economic Development Division	10005340	Economic Development Administrator	E8	1.00	Chris Gray	Title change to Business Development Coordinator; add classification to pay plan; no change to pay grade	E8	Dept Request	+\$0	10005340	1.00
Exempt	General	CD	Planning	10030360	Senior Projects Planner	E9	1.00	New Hire	Title change to Senior Urban Designer; add classification to pay plan; no change to pay grade	E9	Dept Request	+\$0	10030360	1.00
Exempt	General	Finance	Accounting	10015220	Internal Auditor	E6	0.50	Vacant	Reclassify and title change to Accountant; no change to pay; drop title from pay plan	E6	Dept Request	+\$0	10015220	0.50

2012 Budget
Proposed Change Sheet
(sorted by fund)

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Employee	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Non Exempt	General	General Services	BO&M	10012390	HVAC Technician	N12	1.00	Greg Pries	Reclassify and upgrade 7 1/2% to HVAC Specialist (N13); midyear change? Drop title from pay plan.	N13	Dept Re-Org	+\$3,768	10012390	1.00
Non Exempt	General	Police	Police Specialized Services	100203000345	Communications Specialist I/II	N13	1.00		Reclassify and upgrade 22 1/2% to Communications Supervisor	N16	Dept Request	+\$2,768	100203000345	1.00
Non Exempt	General	PD	Patrol	100205000348	Traffic Enforcement Technician	N12	1.00	Laura Carrol	Reclassify, upgrade and create new title to Crime Analyst (E5). Drop title from Pay Plan	E5	Dept Re-Org	+\$2,574	100205000348	1.00
Hourly	General	PR&L	Recreation						Create new classification in Hourly Pay Plan of Swimming Lesson Instructor (H4) \$8.39-\$9.65	H4		+\$0		
					Total General Fund:		9.30					\$4,660		
Non Exempt	Utility	PW&U	Utilities Planning and Engineering	20035430	Utilities Systems Specialist	N15	1.00		Reclassify and downgrade 22 1/2% to Records Management Technician (N12)	N12	Dept Re-Org	-\$21,710	20035430	1.00
Non Exempt	Utility	PW&U	Water Administration	20035050	Secretary	N10	1.00	Jackie Bowers	Reclassify and upgrade 5% to Administrative Secretary (E3)	E3	Dept Request	+\$2,228	20035050	1.00

2012 Budget
Proposed Change Sheet
(sorted by fund)

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Employee	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Non Exempt	Utility	PW&U	Utilities Operations Division	21035470	Utilities Specialist	N14	1.00	Guy Pineau	Reclassify and upgrade 7 1/2% to Utilities Systems Specialist (N15)	N15	Dept Re-Org	+\$4,145	21035470	1.00
Exempt					Special Projects Coordinator	E8			Remove title from Pay Plan		Speciali Project Completed			0.00
					Total Utility Fund:		3.00					-\$15,337		
Exempt	Other	CD	Admin	76030350	Community Development Program Coordinator	E8	0.50	Vacant	Reclassify, downgrade 15% and title change to Community Development Program Planner; add classification to pay plan; eliminate Community Development Program Coordinator classification from pay plan.	E6	Dept Request	-\$11,600	76030350	0.50
Non Exempt	Other	General Services	Fleet	30012460	Fleet Specialist	N13	1.00	Matthew Booco	Reclassify and upgrade 15% to Applications Specialist	N15	Dept Re-Org	+\$0	30012460	1.00
					Total Other Funds:		1.50					-\$11,600		

General Fund Total:	9.30	+\$4,660
Utility Fund Total:	3.00	-\$15,337
Other Funds Total:	1.50	-\$11,600
TOTAL ALL FUNDS:	13.80	-\$22,277

2012 Budget
Proposed New Positions Sheet

Fund	Department	Division	Home Business Unit	Position Title	FTE	Exempt/ Non-Exempt	Grade	Step	2012 Total Salary without Benefits	Benefit Expense	Total Cost with Benefits
Utility	PWU	Utility Operations	21035490	Plant Operator Trainee/Plant Operator I-IV	1.000	NE	N9	2	\$33,194	\$5,643	\$38,837
UTILITY FUND TOTAL					1.000				\$33,194	\$5,643	\$38,837
TOTAL					1.000				\$33,194	\$5,643	\$38,837

2012 Budget
Proposed Eliminations Sheet

Fund	Department	Division	Home Business Unit	Position Title	FTE	Exempt/ Non-Exempt	Grade	2012 Total Salary without Benefits	Benefit Expense	Total Cost with Benefits
Utility	IT	IT	20060230	Software Engineer I/II	0.500	Exempt	E7/E8	*0	\$0	\$0
UTILITY FUND TOTAL					0.500			\$0	\$0	\$0
TOTAL					0.500			\$0	\$0	\$0

*Funding used for IT Management Intern



Agenda Item 10 H&I

Agenda Memorandum

City Council Meeting
October 10, 2011



SUBJECT: 2012 City Employee Insurance Contracts and Medical/Dental Plans and Rates

Prepared By: Debbie Mitchell, Human Resources Manager

Recommended City Council Action

1. Authorize the City Manager to renew contracts with Cigna and Kaiser Permanente for healthcare and Delta Dental for dental coverage for City employees; authorize the continuation of a four-tier rate structure with the employer and employee premium rates as presented.
2. Authorize the City Manager to enter into a contract with Cigna for Life, Long Term Disability and Survivor Income Benefit group insurance for benefited City employees.

Summary Statement

- Staff is recommending the adoption of a two-option medical care plan continuing the Kaiser Permanente, a Health Maintenance Organization, HMO plan, and a Cigna preferred provider organization, PPO, Open Access Plus Plan.
- The proposed healthcare benefit package will maintain premiums for both the City and employees at the current levels with the current plan design with all providers including Cigna, Kaiser and Delta Dental. Proposed premium rates for 2012 in the existing 4-tier system are included as an attachment. Originally the 2012 budget reflected a 10% increase in healthcare costs. The amended 2012 budget includes an \$863,138 reduction in healthcare accounts throughout the funds.
- Staff is recommending a change in providers of employee Life, Long Term Disability (LTD) and Survivor Income Benefit (SIB) insurance from The Standard to Cigna Insurance. The change will result in more than a 40% reduction in cost for these three insurances from the 2011 Standard rates.

Expenditure Required: \$9,711,888

Source of Funds:	General Fund - \$7,971,570	
	Water Fund	\$1,276,190
	Wastewater Fund	\$ 271,001
	Golf Course Funds	\$ 193,127



Policy Issues

1. Should the City maintain essentially the same level of medical and dental coverage with the present sharing of premium costs between employee and employer?
2. Should the City change providers of Life, LTD and SIB insurance?

Alternatives

1. Renew the healthcare plans at existing levels of coverage but shift the percentage of premiums paid by employees to a higher level, reducing the cost to the City for medical/dental benefits.
2. Further reduce the level of coverage provided in the healthcare plans, thereby reducing the overall cost of the City medical/dental benefit budget.
3. Continue with coverage for Life, LTD and SIB insurance with The Standard Insurance Company at an additional cost of approximately \$250,000 annually.

The biennial benefit survey completed in 2011 demonstrated that the City of Westminster benefits were very competitive but not beyond the market. The recommended provider of Life, LTD and SIB insurances is a stable company and is able to deliver the same product for substantially less than the current provider therefore Staff does not recommend these alternatives.

Background Information

The City currently provides all benefited employees with an excellent medical benefit package with coverage offered by Kaiser Permanente HMO, and one self-insured option administered by Cigna – a PPO named Open Access Plus (OAP). The City moved to Great-West Healthcare in 2003 from Anthem Blue Cross Blue Shield. Great West was purchased by Cigna in 2007 and is currently maintaining Great West’s plan design. A summary of the plan benefits is attached.

The breakdown of enrollment in the two plans by the number of employees enrolled is as follows:

Cigna OAP Plan	528
Kaiser Permanente HMO	328
Number of employees opting out of plans	89

The City also self-insures its dental benefit. The PPO plan is administered by Delta Dental and, from an employee’s perspective, operates very much like a fully insured plan. Diagnostic and preventative services are provided at 100% while basic and major services are covered at 80% after a \$50 deductible. The maximum benefit per patient per calendar year is \$1,500. Orthodontics is covered at 50% up to a maximum lifetime benefit of \$1,500.

The City pays for approximately 80% of the total cost of the medical and dental plans. Employees pay between 7% and 25.5% of premium costs dependent upon their tier of coverage selected and classification status. These employer contribution levels are competitive with those provided by other entities included in the City’s every-other-year salary and benefit survey.

Like employers throughout the country, over the years the City has felt the pressures of steadily increasing medical costs resulting in double digit renewals. The Segal Company conducted a survey of 2012 anticipated renewal trends and they predict an average of 9.8% increases across the country. No increase in premiums for the City in 2012 is a dramatic contrast to this trend. At Council direction, Staff has been pursuing healthcare cost containment measures for a number of years. Competitive marketing and negotiation of various components of the self-funded health plan and a reduction in claims costs resulted in the 0% adjustment in medical and dental renewals in 2012. The plan designs will remain intact. Aggressive emphasis on personal responsibility for individual preventative health through the City

Wellness program and education on healthcare cost containment through consumer driven choices have helped contain claims costs. A strong employee communication campaign will be launched during open enrollment emphasizing personal accountability and healthy lifestyle choices for employees and dependents. Healthcare claims fluctuate, sometimes dramatically from year to year. Staff's objective is to reduce overall medical and dental trend rates and thereby mitigate potential unsustainable cost increases in future years. Staff will continue to pursue innovative healthcare cost containment strategies and options.

The City self insures a large portion of its medical benefit. The City has an "administrative services only" or ASO contract with Cigna Healthcare. This contract includes the fixed costs of the plan, that is, third party administrative services, claims management review, and specific claim excess insurance beyond the threshold of \$150,000. The Self Funded balance is anticipated to be a healthy \$3.5 million in January of 2012.

A comprehensive benefit survey was conducted this year and gathered information from the City's survey organizations on medical, dental, pension, Medicare, life, long term disability and survivor income benefits. The total contribution for all benefits by the City in the Adopted 2012 Budget is \$17.5 million. Under the proposed Amended 2012 Budget, the City will be maintaining all benefits in healthcare, Life, LTD, SIB, Pension, unemployment and Medicare but reducing the expense to \$15.9 million.

The City, with the assistance of our benefits broker and consultant - Hays Company, marketed the Life, LTD and SIB insurances. Past efforts to obtain competitive bids from insurance companies have failed because the SIB insurance is an unusual benefit that is not available through many companies. This year the City received two competitive bids in response to the requests for proposals. The Standard and Cigna insurance companies bid on our life package. Cigna's bid was substantially lower than The Standard bid, providing the same level of coverage and service provisions. There was over a \$250,000 cost difference in the bids. The Standard bid was substantially less than what the City currently pays them for the same product. Cigna's bid is more than 40% lower than the current rates. Contract details and final plan design are currently being negotiated with Cigna and Staff recommends the transition take place January 1, 2012. Cigna was able to make adjustments to the plan design through the Insurance Commission to exactly match our current coverage. This resulted in a slight increase in the per person rate for SIB coverage from their original bid and will increase costs by \$40,000 over the amount included in the 2012 revised budget. Staff anticipates being able to cover this expense through savings in other central charges benefit accounts in 2012. If these accounts are fully expended the additional expense is available in the Medical/Dental Fund balance.

There continue to be clear advantages to remaining with a self-insured plan. This is due to the fact that the City has the ability under self-insurance plan to retain any savings that occur above claims and administrative costs, the City has the protection of the stop loss coverage, and it can be much more proactive with regard to controlling losses by directing wellness efforts in those areas where they are most needed. This comprehensive medical, dental and other insurances benefit package combined with pension and competitive market wages create a fair total compensation package that will continue to allow the City to recruit and retain quality staff that supports the strategic objective of a financially sustainable City government.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: A – 2012 Proposed Plan Design
B – Proposed Exempt Rate Sheet
C – Proposed Non-Exempt Rate Sheet

City of Westminster
Open Access Plus and HMO Plan Design
Proposed for 1/1/2012

Benefits	Great West Open Access + Plan		Kaiser HMO Plan
	In Network	Out of Network	A2N2
Deductible			
- Individual	\$300	\$600	\$0
- Family	\$600	\$1,200	\$0
Out of Pocket Maximum cross accumulates & includes deductibles (exclusions do apply)			
- Individual	\$1,800	\$6,600	\$2,000
- Family	\$3,600	\$13,200	\$4,500
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Coinsurance	90%	60% of allowable charges	N/A
Office Visit Copay			
- Preventive (Routine Physicals)	\$15 copay	60% of allowable charges after deductible	*\$0 copay
- PCP	\$25 copay	60% of allowable charges after deductible	\$20 copay
- Specialist	\$40 copay	60% of allowable charges after deductible	\$30 copay
Inpatient Hospital	90% after deductible	60% of allowable charges after deductible	\$250 copay/admission
Outpatient Hospital	90% after deductible	60% of allowable charges after deductible	\$100 copay/visit
Emergency Room	\$100 copay/visit, waived if admitted	\$100 copay/visit, waived if admitted	\$100 copay/visit, waived if admitted
Urgent Care	\$50 copay/visit	60% of allowable charges after deductible	\$50 copay/visit
Well Baby (7 days - 24 months)	\$15 copay	60% of allowable charges after deductible	\$0 Preventative
Rx			
- Retail, 30 day supply	20% / 30% / 40% \$20 / \$50 / \$80 (maximum copay)	N/A	\$15/\$30 20% coinsurance for office or self administered drugs
- Mail Order, 90 day supply	20% / 30% / 40% \$50 / \$125 / \$200 (maximum copay)		\$30/\$60
Ambulance	90% after deductible	90% after deductible	20%, to maximum of \$500/trip
X-Ray & Lab	100% for preventive; 90% no deductible for other X-ray and lab	No deductible, 60% of allowable charges	100% (diagnostic) \$30 Therapeutic copay/visit \$100 copay for MRI,CT,PET or NMS per procedure
Mental Nervous & Substance Abuse			
- Inpatient	90% after deductible	60% of allowable charges after deductible	\$250 copay/visit
- Outpatient	90%, no deductible	60% of allowable charges after deductible	\$20 Copay/visit
Occupational, Speech, Hearing & Physical Therapy			
- Inpatient	90% after deductible	60% of allowable charges after deductible	\$250 copay/individual/admission
- Outpatient	\$25 copay	60% of allowable charges after deductible	\$20 copay/visit, 20 visit maximum
	Maximum of 40 visits for either in &/or out of network for PT Maximum of 40 visits for all other therapies for either in &/or out of network		
Durable Medical Equipment (DME)	90% after deductible	60% of allowable charges after deductible	20% coinsurance up to \$2,000 maximum per year
Home Health Care	100%	100% of allowable charges	100%
	100 day maximum combined in & out of network		
Hospice	100%	60% of allowable charges	100%
	180 day maximum combined in & out of network		
Skilled Nursing	100%	60% of allowable charges	100%, 100 day maximum
	100 day maximum combined in & out of network		
Chiropractic	\$25 copay	60% of allowable charges after deductible	\$10 copay, 20 visit maximum
	Maximum of 20 visits for either in &/or out of network		

Disclaimer: This summary is a brief overview of your benefits. In the event of a discrepancy between this summary and the contract, the contract will prevail. You can receive a detailed Summary Plan Description which describes your benefits in greater detail online.
Note: Employees with Great-West who live or receive services out of area (no network providers are available within a certain mileage) will receive reimbursement at 80% of allowable charges (subject to in-network deductible)
 *Certain preventive care services may incur fees

City of Westminster Proposed 2012 Exempt Medical/Dental Rates

If the employee is a participant in our Wellness Program & a non-smoker, increase the City portion & decrease the employee portion by the following: \$10.00 employee only; \$20.00 employee + spouse or employee plus child(ren); \$30.00 family - employee + spouse + 1 or more child(ren).

		Employee	Employee plus Spouse	Employee plus Child(ren)	Family
1.0 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$51.78	\$149.46	\$145.46	\$255.38
	City Contribution	\$470.16	\$983.12	\$957.06	\$1,378.72
0.9 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$98.70	\$247.82	\$241.16	\$351.46
	City Contribution	\$423.24	\$884.76	\$861.36	\$1,282.64
.8 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$145.72	\$346.14	\$336.92	\$525.52
	City Contribution	\$376.22	\$786.44	\$765.60	\$1,108.58
.7 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$177.48	\$385.06	\$374.88	\$546.16
	City Contribution	\$344.46	\$747.52	\$727.64	\$1,087.94
.6 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$193.06	\$419.06	\$407.94	\$594.30
	City Contribution	\$328.88	\$713.52	\$694.58	\$1,039.80
.5 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$208.80	\$453.02	\$441.02	\$642.54
	City Contribution	\$313.14	\$679.56	\$661.50	\$991.56

City of Westminster Proposed 2012 Non-Exempt Medical/Dental Rates

If the employee is a participant in our Wellness Program & a non-smoker, increase the City portion & decrease the employee portion by the following: \$10.00 employee only; \$20.00 employee + spouse or employee plus child(ren); \$30.00 family - employee + spouse + 1 or more child(ren).

		Employee	Employee plus Spouse	Employee plus Child(ren)	Family
1.0 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$51.78	\$207.26	\$201.70	\$416.00
	City Contribution	\$470.16	\$925.32	\$900.82	\$1,218.10
0.9 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$98.70	\$300.12	\$264.62	\$449.76
	City Contribution	\$423.24	\$832.46	\$837.90	\$1,184.34
.8 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$146.14	\$385.06	\$374.88	\$546.16
	City Contribution	\$375.80	\$747.52	\$727.64	\$1,087.94
.7 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$182.64	\$396.40	\$385.80	\$562.22
	City Contribution	\$339.30	\$736.18	\$716.72	\$1,071.88
.6 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$203.52	\$441.72	\$430.04	\$626.42
	City Contribution	\$318.42	\$690.86	\$672.48	\$1,007.68
.5 FTE	Monthly Premium	\$521.94	\$1,132.58	\$1,102.52	\$1,634.10
	Employee Contribution	\$219.24	\$475.72	\$463.02	\$674.72
	City Contribution	\$302.70	\$656.86	\$639.50	\$959.38

AGENDA

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY SPECIAL MEETING

MONDAY, October 10, 2011

AT 7:00 P.M.

- 1. Roll Call**
- 2. Minutes of Previous Meeting** (September 26, 2011)
- 3. Purpose of Special WEDA Meeting is to**
 - A. Conduct a Public Hearing to consider the proposed 2012 WEDA Amended Budget
 - B. Adopt Resolution No. 136 accepting the proposed 2012 WEDA Amended Budget as presented
 - C. Authorize Westminster Center Urban Reinvestment Project Contracts for two Consultants
- 4. Adjournment**



WESTMINSTER

October 3, 2011

Linda Yeager, WEDA Secretary
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031

City of Westminster
Office of the
Council

4800 West 92nd Avenue
Westminster, Colorado
80031

303-658-2006
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Nancy McNally
Mayor

Chris Dittman
Mayor Pro Tem

Bob Briggs
Councillor

Mark Kaiser
Councillor

Mary Lindsey
Councillor

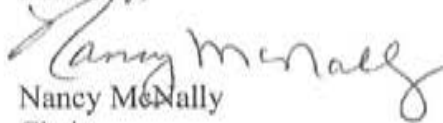
Scott Major
Councillor

Faith Winter
Councillor

Dear Linda:

I wish to call a special meeting of the Westminster Economic Development Authority (WEDA) on Monday, October 10, 2011, to begin at 7:00 p.m. or as soon thereafter following the conclusion of the regular meeting of City Council to be held in the Council Chambers of City Hall, 4800 West 92nd Avenue. The purpose for this meeting is to: (1) conduct a public hearing on the 2012 Proposed Amended Budget; (2) adopt a Resolution adopting the 2012 Proposed Amended Budget, including appropriation of funds; and (3) authorize Westminster Center Urban Reinvestment Project consultant contracts.

Sincerely,


Nancy McNally
Chair

cc: WEDA Board Members
J. Brent McFall, Executive Director



CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
MONDAY, SEPTEMBER 26, 2011, AT 7:29 P.M.

ROLL CALL

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

APPROVAL OF MINUTES

Board Vice Chairperson Dittman moved, seconded by Board Member Major, to approve the minutes of the meeting of August 22, 2011, as written. The motion carried.

CONSIDERATION OF WESTMINSTER MALL DEMOLITION PHASE 2 PROJECT CONTRACT

The Vice Chairperson moved, seconded by Board Member Lindsey, to authorize the Executive Director to execute a contract with the lowest responsible bidder, American Demolition, Inc., in the amount of \$339,250 for the Westminster Mall Demolition Phase 2 Project and authorize a construction contingency in the amount of \$25,000. The motion carried unanimously.

ADJOURNMENT

There was no further business to be conducted, and the meeting adjourned at 7:30 p.m.

ATTEST:

Chairperson

Secretary

WEDA Agenda Item 3 A&B

Agenda Memorandum

Westminster Economic Development Authority Meeting
October 10, 2011



SUBJECT: Public Hearing and Resolution No. 136 re 2012 Proposed Amended Westminster Economic Development Authority Budget

Prepared By: Karen Creager, Accountant
Barb Dolan, Sales Tax Manager
Robert Smith, Treasury Manager
Bob Byerhof, Senior Financial Analyst
Rachel Price, Financial Analyst

Recommended Board Action

1. Hold a Public Hearing on the Westminster Economic Development Authority (WEDA) 2012 Proposed Amended Budget.
2. Adopt Resolution No. 136 adopting the 2012 proposed amended budget for WEDA as presented, including the appropriation of funds as set forth.

Summary Statement

- At the October 3 Study Session, Staff reviewed with the Board proposed amendments to the 2012 WEDA budget adopted on October 11, 2010.
- This agenda memo includes a summary of the items presented at the budget review.
- The Board is requested to adopt the attached Resolution approving the 2012 proposed amended budget for WEDA that reflects all current proposed operations and services to be provided in 2012. This budget includes all current obligations. If new projects are proposed, the budget will be amended via a regularly scheduled supplemental appropriation.
- Local Government Budget Law (Budget Law), C.R.S. 29-1-103, requires an annual budget to be adopted for WEDA.
- WEDA currently consists of seven Urban Renewal Areas (URAs): Holly Park, Mandalay Gardens, North Huron, South Sheridan, South Westminster, Westminster Center East Sub-Area and Westminster Center Urban Reinvestment Plan Area.
- The preliminary 2011 estimated incremental assessed valuation from Adams County and Jefferson County for WEDA is \$77,331,049 and is used to calculate property tax increment paid to WEDA in 2012. The combined estimated property tax increment from this valuation is \$8,600,238 for 2012.
- Total revenues including increment revenues and governmental revenues are estimated at \$9,456,553 for 2012. Fund balance of \$700,661 is also being utilized.
- Projected operating costs for 2012 are \$1,791,959 and include contractual obligations and property tax collection fees.
- Projected debt service costs for 2012 are \$8,365,255 and include principal, interest and fees.
- The 2012 proposed amended WEDA budget projects a substantial remaining fund balance. These funds are necessary in order to meet bond reserve and capital project requirements and are not available for other purposes.

Expenditure Required: \$10,157,214

Source of Funds: WEDA Incremental tax revenues, interest and intergovernmental revenues

Policy Issue

Should the attached WEDA 2012 proposed amended budget be adopted by the Board?

Alternative

The WEDA Board could direct Staff not to amend the budget for 2012, or to include additional priorities in the 2012 operating budget for WEDA. Staff believes that the proposed budget presents the best option based on revenue forecasts, current contractual obligations and statutory restrictions for the Urban Renewal Areas (URA).

Background Information

Pursuant to the Westminster Municipal Code and Title 31 of the Colorado Revised Statutes, WEDA was created to provide a regulatory and financial vehicle for improving and redeveloping properties and facilities within defined URAs. Accordingly, WEDA was given the right to provide funding for administration, planning, and financing of revitalization and redevelopment projects. WEDA's principal revenue sources are sales tax increment and property tax increment within each of the URAs.

Since its inception in 1987, WEDA has established seven URAs:

- Holly Park
- Mandalay Gardens
- North Huron
- South Sheridan
- South Westminster
- Westminster Center East Sub-Area
- Westminster Center Urban Reinvestment Project

The Finance Department generally provides administrative services to WEDA; however the City Manager's Office and the Department of Community Development manages the redevelopment projects and, in some cases, the Department of Parks, Recreation and Libraries performs required maintenance. When appropriate, these Departments provide input for the budget. The Finance Department prepared and is presenting a consolidated budget for WEDA as a whole.

Below is a discussion of how interest earnings are budgeted in each URA. The details are explained here instead of being repeated under each URA.

Interest earnings on pooled cash and investments are not typically included in the proposed budgeted revenues for WEDA. Due to the fluctuations in the monthly balances of the pooled cash and investments, interest earnings are difficult to forecast. These fluctuations result from the timing of property tax receipts, the point in time that the sales tax base is met, the timing and variation of sales tax receipts, and the payment of contractual obligations. As in the case of the South Westminster URA and the Westminster Center East URA, interest earnings are included as part of the budget only when necessary to meet obligations. Otherwise, the earnings will be appropriated through quarterly housekeeping supplemental appropriations or will remain unappropriated to increase fund balance for use at a later date.

Additionally, North Huron URA and South Sheridan URA both have unspent bond proceeds. Interest earnings on the bond proceeds are excluded from the proposed budgeted revenues, as the debt covenants restrict how those earnings can be spent. Interest earnings will be appropriated through quarterly housekeeping supplemental appropriations in order to more easily track their use for Federal Internal Revenue Code arbitrage purposes and to ensure compliance with bond covenants.

As with the City budget, Staff has taken a conservative approach to preparing the WEDA budget. Property tax increment projections are based on preliminary incremental assessed valuation information for 2011. Sales tax increment projections are based on existing retail and adjusted for anticipated changes to retail establishments located within each URA. Summarized below are the highlights of the 2012 proposed amended budget for each URA including revenue and expenditure information.

Holly Park URA

Holly Park URA was established on February 23, 2004. The URA encompasses approximately 23 acres along the west side of Federal Boulevard between 96th Avenue and 97th Avenue. The main objective of the URA plan is to renovate or redevelop the deteriorated, unsafe and outdated buildings as well as eliminate the unsafe, unsanitary and unhealthy conditions resulting from abandonment of a defunct residential project. On July 25, 2005 City Council approved an allocation to the General Capital Improvement Fund for the Holly Park project of \$1,125,000 from the 2004 Carryover. On June 12, 2006 those funds were moved from the General Capital Improvement Fund to a WEDA Capital Project account for Holly Park.

After a protracted legal battle, on April 11, 2006 WEDA was granted title to the Holly Park property and immediately thereafter moved to demolish the abandoned structures. WEDA will ultimately realize revenue from the redevelopment of the project, in the form of a purchase price from a to-be-named developer who will complete the project, and in the form of incremental tax revenue generated by the completed project. It has always been Staff's intent that such revenue would be used to repay the City for total amounts loaned of \$1,245,000 to WEDA for the Holly Park redevelopment. Due to current real estate market conditions, redevelopment within the Holly Park URA has not yet occurred. With the economic downturn, there has been virtually no interest in purchasing the property. Staff continues to maintain the property and will do so until the property is sold.

Based on the status of the property, no operating budget was originally budgeted for 2012 and no amendments are recommended at this time. When the property status changes, a supplemental appropriation will be brought to the Board to amend the budget as necessary.

Mandalay Gardens URA

WEDA initiated a redevelopment project in 2003 known as the Shops at Walnut Creek. This redevelopment project is generally bound by US 36, Church Ranch Boulevard, and the Burlington Northern/Santa Fe railroad line. In 2003, variable rate taxable tax increment revenue bonds were issued for the development of the Shops at Walnut Creek located within in the URA. Debt service on the bonds is paid with tax increment revenues. The City pledged the 3% general sales tax as security for the bonds. That pledge was reduced to 1.75% in October 2007. The bonds were refunded to variable rate tax exempt tax increment revenue bonds in March 2006. Unexpectedly in late 2008, the WEDA 2006 bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$35,830,000 on the bonds was successfully refunded in September, 2009.

As part of the bond refinancing in 2009, the sales tax pledge was increased from 1.75% to 3%. In March, 2010 the pledge dropped to 0% because property tax increment, intergovernmental revenues and accumulated excess revenues were sufficient to meet the URA's debt service and other obligations. Staff anticipates that property tax increment and accumulated excess revenues will continue to meet spending requirements in 2012 and that the pledge will remain at 0%. With the sales tax pledge at 0%, all sales tax collections in this URA will be retained by the City.

Intergovernmental revenues consist of the net revenues paid to WEDA by the City of Westminster Mandalay Town Center General Improvement District (District). These revenues assist the Mandalay Gardens URA with the debt service payments on the outstanding bonds. The 2011 estimated base assessed valuation for the District decreased from 2010; however, ownership taxes remain stable. It is anticipated that the transfer from the District to this URA will be \$50,000 in 2012.

The preliminary 2011 incremental valuation certified by Jefferson County is used to calculate property tax increment paid to WEDA in 2012. Current market values resulted in a preliminary incremental valuation of \$16,132,378 for 2011, a decrease of \$1,939,232 from 2010. This valuation will produce an estimated \$1,889,327 in property tax increment for 2012.

Total 2012 proposed amended revenues of \$1,939,327 for Mandalay Gardens URA include property tax increment revenues of \$1,889,327 and intergovernmental revenues of \$50,000. This is a decrease of \$129,393 from the 2012 adopted budget.

Total 2012 proposed amended expenditures of \$2,106,041 for Mandalay Gardens URA include property tax collection fees of \$28,340 and debt service of \$2,077,701. This decrease of \$1,014,407 from the 2012 adopted budgeted is due primarily to reduced interest costs on debt service.

North Huron URA

WEDA established the North Huron URA on January 26, 2004. The boundaries of the URA are approximately 124th Ave to 150th, Interstate 25 to Huron Street. In 2005, variable rate tax exempt tax increment revenue bonds were issued for development in the URA including the interchange at 144th and I-25, Huron Street improvements from approximately 128th Avenue to 150th Avenue and the public improvements at "The Orchard." Debt service on the bonds is paid with tax increment revenues.

Unexpectedly, in late 2008, the bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$65,990,000 on the bonds, net of a \$2,510,000 principal pay down from excess bond proceeds, was successfully refunded in May, 2009.

Prior to the refinancing, the sales tax pledge was 2%, exclusive of the 1% pledged to Thornton per a revenue sharing agreement dated November 10, 2004. (Per a second IGA, Thornton will use some or all of this revenue as needed to pay their share of the cost of the 144th Avenue Interchange.) As part of the bond refinancing in 2009, the sales tax pledge was decreased from 2% to 1%. In March, 2010 the pledge dropped to 0% because property tax increment was sufficient to meet the URA's debt service and other obligations. Staff anticipates that this will continue to be the case in 2012 and that the pledge will remain at 0%. With the sales tax pledge at 0%, all sales tax collections in this URA will be retained by the City.

The preliminary 2011 incremental valuation certified by Adams County is used to calculate property tax increment paid to the URA in 2012. Current market values resulted in a preliminary incremental valuation of \$47,147,310 for 2011, an increase of \$764,390 from 2010. This valuation will produce an estimated \$5,535,039 in property tax increment for 2012.

Total 2012 proposed amended revenues of \$5,535,039 for North Huron URA include property tax increment revenues. This is an increase of \$73,817 from the 2012 adopted budget.

Total 2012 proposed amended expenditures of \$5,175,594 for North Huron URA include property tax collection fees of \$83,026, contractual obligations of \$212,956 and debt service of \$4,879,612. This is a decrease of \$3,358 from the 2012 adopted budget.

South Sheridan URA

The South Sheridan URA was established by WEDA on March 29, 2004. The approximate boundaries of the URA are commercial and vacant land north of 70th Avenue, east of Depew Street, south of 75th Avenue, and west of Xavier Street. On June 22, 2007, WEDA issued variable rate tax exempt tax increment revenues bonds of \$8,320,000 to finance the construction of public infrastructure improvements in the URA. Debt service on the bonds will be paid with tax increment revenues. Unexpectedly, in late 2008, the bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$8,075,000 on the bonds was successfully refunded in June, 2009.

An increase in property tax revenues and accumulated excess revenues enabled a reduction in the sales tax pledge to 2.3% from 3.0% for this URA beginning in March, 2011. Therefore, the sales tax increment will decrease approximately \$384,288 from the 2012 adopted budget. With the sales tax pledge at 2.3%, a portion of the sales tax collections in this URA will be retained by the City.

The preliminary 2011 incremental valuations certified by Jefferson County and Adams County are used to calculate property tax increment paid to the URA in 2012. Current market values resulted in a preliminary incremental valuation of \$5,272,598 in Jefferson County for 2011, a decrease of \$30,552 from 2010. This valuation will produce an estimated \$411,482 in property tax increment for 2012. The preliminary incremental assessed valuation of property in Adams County remains at \$0 which is no change from the 2012 adopted budget.

Total 2012 proposed amended revenues of \$1,184,282 for South Sheridan URA include property tax increment revenues of \$411,482 and sales tax increment revenues of \$772,800. This is a decrease of \$461,599 from the 2012 adopted budget.

Total 2012 proposed amended expenditures of \$1,769,584 for South Sheridan URA include property tax collection fees of \$6,172, contractual obligations of \$1,100,000 and debt service of \$663,412. This is an increase of \$31,962 from the 2012 adopted budget.

South Westminster URA

WEDA, organized by City Council on September 14, 1987 was first established to revitalize and redevelop the City's older commercial areas in the general vicinity of 72nd Avenue and Federal Boulevard. The South Westminster URA includes two Phases. The original Phase I, includes the Westminster Plaza Area. In October, 1992, the South Westminster URA boundaries were expanded with the addition being called "Phase II." In 1996, WEDA authorized Staff to begin the process of redeveloping the Westminster Plaza Shopping Center. Per WEDA's direction, in conjunction with the acquisition effort, WEDA authorized the issuance of bonds to provide financing for the project. The bonds are repaid from the tax increment generated in the urban renewal area, including the redeveloped Westminster Plaza shopping center, anchored by a grocery store.

Unexpectedly, in June 2009, the Letter of Credit bank decided to exit the credit enhancement business and the bonds needed to be refunded. Outstanding principal on the bonds of \$5,330,000 was successfully refunded in 2009 when the City purchased them as part of its investment portfolio.

The preliminary 2011 incremental valuation certified by Adams County is used to calculate property tax increment paid to the URA in 2012. Current market values resulted in a preliminary incremental valuation of \$4,169,000 for 2011, an increase of \$41,510 from 2010. This valuation will produce an estimated \$410,033 in property tax increment for 2012.

Total 2012 proposed amended revenues of \$442,590 for South Westminster URA include property tax increment revenues of \$410,033 and interest earnings of \$32,557. This is a decrease of \$21,444 from the 2012 adopted budget.

Total 2012 proposed amended expenditures of \$750,680 for South Westminster URA include property tax collection fees of \$6,150 and debt service of \$744,530. This is a decrease of \$12 from the 2012 adopted budget.

In order to meet its obligations in 2012, South Westminster URA will use a portion of fund balance, a trend that Staff anticipates will continue for the next several years until additional economic activity is generated in this URA. Adequate funds are available in this URA's fund balance to meet current operating and debt expenses.

Westminster Center East Sub-Area URA

WEDA established the Westminster Center East Sub-Area URA on December 8, 2003. The approximate boundaries of the URA are commercial properties north of the Burlington Northern Railroad just south of the Westminster Mall running north to 98th Avenue, west of Sheridan Boulevard and east of Harlan Street. The URA boundaries do include City Center Park at the northeastern corner of 92nd and Yates, but do not include the Westminster Mall.

The preliminary 2011 incremental valuations certified by Jefferson County and Adams County are used to calculate property tax increment paid to the URA in 2012. Current market values resulted in a preliminary tax increment valuation of \$4,609,763 in Jefferson County for 2011, a decrease of \$412,887 from 2010. This valuation will produce an estimated \$354,357 in property tax increment for 2012. The preliminary incremental assessed valuation of property in Adams County remains at \$0 which is no change from the 2012 adopted budget.

Total 2012 proposed amended revenues of \$355,315 for Westminster Center East URA include property tax increment of \$354,357 and interest earnings of \$958. This is a decrease of \$38,166 from the 2012 adopted budget.

Total 2012 proposed amended expenditures of \$355,315 for Westminster Center East URA include property tax collection fees of \$5,315 and contractual obligations of \$350,000. This is a decrease of \$38,166 from the 2012 adopted budget.

Westminster Center Urban Reinvestment Plan Area

On April 13, 2009, City Council approved Resolution 12, Series 2009, which established the Westminster Center Urban Reinvestment Plan Area and the Reinvestment Plan. Because tax increment financing has not been established for this project, no operating budget is proposed for 2012 is included. As the project progresses, supplemental appropriations will be brought to the Board to amend the budget as necessary.

The unspent project funds continue to earn interest. It is anticipated that this URA will continue to receive rental income in 2012 from the tenants still operating on the Westminster Mall site; however, the amount of rent may fluctuate. To be conservative, Staff has determined that rent income, interest earnings and any other miscellaneous income will be appropriated through quarterly supplemental appropriations in 2012.

Year-to-date, the City's participation funds in the WURP project total \$30,062,409.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services", "Vibrant Neighborhoods and Livable Communities" and "Balanced, Sustainable Local Economy". These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the urban renewal plans intended.

The proposed amendments will change Revenue and Expenditure accounts as follows:

REVENUES

Description	Account Number	Adopted Budget	Proposed Amendment	Revised Budget
Property Tax Increment	6800.40035.0182	\$2,003,720	\$(114,393)	\$1,889,327
Property Tax Increment	6800.40035.0183	5,461,222	73,817	5,535,039
Property Tax Increment	6800.40035.0184	410,783	(750)	410,033
Property Tax Increment	6800.40035.0189	393,481	(39,124)	354,357
Property Tax Increment	6800.40035.0190	488,793	(77,311)	411,482
Sales Tax Increment	6800.40065.0190	1,157,088	(384,288)	772,800
Intergovernmental	6800.40345.0000	65,000	(15,000)	50,000
Interest	6800.42510.0184	53,251	(20,694)	32,557
Interest	6800.42510.0189	0	958	958
Carryover	6800.40200.0182	1,051,728	(885,014)	166,714
Carryover	6800.40200.0183	(282,270)	(77,175)	(359,445)
Carryover	6800.40200.0184	286,658	21,432	308,090
Carryover	6800.40200.0190	91,741	<u>493,561</u>	585,302
Total Change to Revenues			<u>\$(1,023,981)</u>	

EXPENDITURES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contractual Services	68010900.67800.0183	\$217,422	\$ (4,466)	\$ 212,956
Contractual Services	68010900.67800.0189	82,000	268,000	350,000
Contractual Services	68010900.67800.0190	1,073,000	27,000	1,100,000
Interest Expense	68010900.78400.0182	1,840,392	(1,012,691)	827,701
Interest Expense	68010900.78400.0190	367,290	6,122	373,412
Other Financing Use	68010900.78800.0182	30,056	(1,716)	28,340
Other Financing Use	68010900.78800.0183	81,918	1,108	83,026
Other Financing Use	68010900.78800.0184	6,162	(12)	6,150
Other Financing Use	68010900.78800.0189	5,902	(587)	5,315
Other Financing Use	68010900.78800.0190	7,332	(1,160)	6,172
Contingency	68010900.79900.0189	305,579	<u>(305,579)</u>	0
Total Change to Expenses			<u>\$1,023,981</u>	

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

BUDGET MESSAGE

The attached 2012 budget for the Westminster Economic Development Authority (WEDA) includes these important features:

WEDA was created pursuant to the Urban Renewal Law of the State of Colorado for the purpose undertaking certain urban renewal activities within the City of Westminster described in the Westminster Urban Renewal Plan originally adopted by City Council in 1988 and updated in 1997 for the South Westminster URA. Over the last several years, WEDA has established additional Urban Renewal Areas (URAs).

The total budget for 2012 is inclusive of the following URA's within WEDA, although no appropriations are proposed for Holly Park or Westminster Center Urban Reinvestment Project:

- Holly Park
- Mandalay Gardens
- North Huron
- South Sheridan
- South Westminster
- Westminster Center East Sub-Area
- Westminster Center Urban Reinvestment Project

- Due to current real estate market conditions, redevelopment within the Holly Park URA has not yet occurred.
- The budget for WEDA anticipates continued stabilization of the economic climate in 2012.
- Refinancing of four WEDA bond issues in 2009 has resulted in lower debt service expenses than in the original repayment schedules.
- Incremental property tax revenue in three of the URAs is sufficient to meet debt service and other obligations, enabling all of the sales tax collections to be retained by the City.

The preliminary 2011 incremental assessed valuation from Adams and Jefferson County for WEDA is \$77,331,049, a decrease of \$1,576,771 from 2010. This valuation will be used to calculate property tax increment paid to the URAs in 2012, resulting in approximately \$8,600,238 in property tax increment in 2012. Sales tax increment is estimated to be \$772,800 with intergovernmental revenues estimated at \$50,000. Total proposed amended revenues for 2012 are \$9,456,553.

Debt service expenditures for 2012 are estimated at \$8,365,255. WEDA has four debt issues outstanding: 2009 WEDA Tax Increment Revenue Refunding Bonds (South Westminster), 2009 WEDA Tax Increment Adjustable Rate Revenue Refunding Bonds (Mandalay Gardens), a loan with Compass Mortgage (North Huron) and a loan with Vectra Bank (South Sheridan). Additional estimated expenditures for WEDA for 2012 of \$1,791,959 include contractual obligation payments of \$1,662,956 and property tax collection fees of \$129,003. Total proposed amended expenditures for 2012 are \$10,157,214. WEDA will be using fund balance (carryover) in 2012 to meet some of its obligations.

The budgetary basis of accounting for the District is the modified accrual basis.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Amended Budget

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION NO. **136**

INTRODUCED BY COMMISSIONERS

Series 2011

2012 PROPOSED AMENDED BUDGET

WHEREAS, the Board of Directors of the Westminster Economic Development Authority must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed amended budget for 2012 was prepared and submitted to the Board of Directors on October 3, 2011 for review;

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any elector of WEDA to the 2012 proposed amended budget;

WHEREAS, there is the need for the Westminster Economic Development Authority to administer studies and programs related to revitalization and redevelopment of the established Urban Renewal Areas in WEDA; and

WHEREAS, WEDA is obligated to pay contractual obligations and debt service related to the redevelopment of various Urban Renewal Areas in WEDA; and

NOW THEREFORE, BE IT RESOLVED by the Commissioners of the Westminster Economic Development Authority of Adams County, Colorado:

1. That the attached amended budget is hereby approved and the amounts stated herein are hereby appropriated for the fiscal year 2012.

2. That the City of Westminster Finance Director, Tammy Hitchens, is hereby directed to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado, 80203.

PASSED AND ADOPTED this 10th day of October, 2011.

ATTEST:

Chairperson

Secretary

Westminster Economic Development Authority - LGID# 64189
Consolidated Budget for All URAs
2012 Proposed Amended Budget

	2010 Actual	2011 Budget	2011 Estimated	2012 Adopted	2012 Proposed Amended
OPERATING					
Revenues					
Property Tax Increment	\$ 8,778,359	\$ 8,777,465	\$ 8,783,368	\$ 8,757,999	\$ 8,600,238
Sales Tax Increment	2,941,725	1,322,760	1,622,035	1,157,088	772,800
Total Tax Increment	11,720,084	10,100,225	10,405,403	9,915,087	9,373,038
Intergovernmental	59,000	65,000	65,000	65,000	50,000
Interest	513,107	(65,039)	(183,808)	53,251	33,515
Miscellaneous	13,634	250,000	-	-	-
<i>Total Operating Revenues</i>	<u>12,305,825</u>	<u>10,350,186</u>	<u>10,286,595</u>	<u>10,033,338</u>	<u>9,456,553</u>
Expenditures:					
Operating Activities					
Contractual	1,600,582	1,589,295	1,439,269	1,372,422	1,662,956
Treasurer Fees	131,675	131,662	131,750	131,370	129,003
Contingency	-	279,638	-	305,579	-
<i>Total Operating Expenditures</i>	<u>1,732,257</u>	<u>2,000,595</u>	<u>1,571,019</u>	<u>1,809,371</u>	<u>1,791,959</u>
Debt Service					
Principal Paid	4,065,000	4,250,000	4,250,000	4,450,000	4,450,000
Interest and fees	3,967,178	5,118,279	3,851,697	4,921,824	3,915,255
<i>Total Debt Service</i>	<u>8,032,178</u>	<u>9,368,279</u>	<u>8,101,697</u>	<u>9,371,824</u>	<u>8,365,255</u>
<i>Total Expenditures</i>	<u>9,764,435</u>	<u>11,368,874</u>	<u>9,672,716</u>	<u>11,181,195</u>	<u>10,157,214</u>
<i>Net Operating Revenue (Expense)</i>	<u>2,541,390</u>	<u>(1,018,688)</u>	<u>613,879</u>	<u>(1,147,857)</u>	<u>(700,661)</u>
Other Financing Sources					
Transfers In (out)	2,722,098	(1,000,000)	(825,000)	-	-
<i>Total Other Financing Sources</i>	<u>2,722,098</u>	<u>(1,000,000)</u>	<u>(825,000)</u>	<u>-</u>	<u>-</u>
Excess Revenue over (under) Expenditures	5,263,488	(2,018,688)	(211,121)	(1,147,857)	(700,661)
<i>Beginning Balance Operating - January 1</i>	<u>21,418,080</u>	<u>22,964,429</u>	<u>26,681,568</u>	<u>21,689,560</u>	<u>26,470,447</u>
<i>Ending Balance Operating - December 31</i>	<u>\$ 26,681,568</u>	<u>\$ 20,945,741</u>	<u>\$ 26,470,447</u>	<u>\$ 20,541,703</u>	<u>\$ 25,769,786</u>
CAPITAL PROJECTS					
<i>For informational purposes only. All capital project funds have been previously appropriated with no additional requests in 2012.</i>					
Revenue	\$ 19,847,001	\$ 7,120,800	\$ 7,120,800	\$ -	\$ -
Miscellaneous	-	126,897	342,843	-	-
Project expense	(969,203)	-	(24,496,417)	(69,295)	-
Excess Revenue over (under) Expenditures	18,877,798	7,247,697	(17,032,774)	(69,295)	-
<i>Beginning Balance Capital - January 1</i>	<u>1,754,216</u>	<u>12,040,843</u>	<u>20,632,014</u>	<u>12,040,843</u>	<u>3,599,240</u>
<i>Ending Balance Capital - December 31</i>	<u>\$ 20,632,014</u>	<u>\$ 19,288,540</u>	<u>\$ 3,599,240</u>	<u>\$ 11,971,548</u>	<u>\$ 3,599,240</u>
<i>Total Ending Balance</i>	<u>\$ 47,313,582</u>	<u>\$ 40,234,281</u>	<u>\$ 30,069,687</u>	<u>\$ 32,513,251</u>	<u>\$ 29,369,026</u>

WEDA Agenda Item 3 C

Agenda Memorandum

Westminster Economic Development Authority
October 10, 2011



SUBJECT: Westminster Center Urban Reinvestment Project Consultant Contracts

Prepared By: Susan Grafton, Economic Development Director

Recommended Board Action

Authorize the Executive Director to enter into agreements with the Laramie Company and Mullins and Associates, Inc. to assist with the redevelopment of the Westminster Mall property.

Summary Statement

- The Westminster Mall redevelopment project is gaining significant momentum.
- Consultants were brought on board to help facilitate the project.
- WEDA approval of the contracts is required since the fees exceed staff approval authority.
- Adequate funds have been budgeted and were anticipated for this purpose.

Expenditure Required: Not to exceed \$299,000

Source of Funds: WEDA – Westminster Center Urban Reinvestment Project



Policy Issue

Should the City continue to work with highly respected consultants to assist with moving forward on the redevelopment of the Westminster Mall property?

Alternative

Do not hire experts to assist with and provide advice concerning the redevelopment of Westminster Mall. This is not recommended, as this is a highly complex and critically important project to the City's future. The two consultants recommended by Staff have an excellent track record working on various redevelopment projects in the Denver metropolitan area.

Background Information

Over the past few years, staff, along with the consultant team has moved the WURP forward significantly. Highlights include:

- Acquisition of the majority of the WURP property at or below anticipated costs.
- Initiated demolition of the former mall.
- Actively pursued and discussed the WURP with over a dozen nationally recognized development teams, with very positive results.
- Transitioned the former mall to close down all but the remaining seven tenants.

The outside team assembled for the Westminster Center Urban Reinvestment Project is the same group that WEDA Staff worked with on The Orchard:

- John Mullins, Mullins & Associates, Inc., provides commercial financing expertise, assists with the development of business terms, as well as strategic assistance.
- Mary Beth Jenkins, The Laramie Company, provides retail expertise, guidance on the appropriate tenant mix, review and feedback concerning sales projections and costs, and provides market data as needed.

Contracts with Mullins and Associates, Inc. and The Laramie Company need WEDA authorization since the amount of both contracts exceed the Executive Director's approval authority. The work of these individuals will be critical to achieving the broad vision WEDA has for the former Westminster Mall site.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments

- Agreement with The Laramie Company
- Agreement with John M. Mullins and Associates, Inc.

AGREEMENT WITH THE LARAMIE COMPANY TO FURNISH SERVICES
TO WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY FOR REDEVELOPMENT OF
THE WESTMINSTER MALL PROPERTY

THIS AGREEMENT, made and entered into this ___ day of _____, 200__, between the **Westminster Economic Development Authority**, hereinafter called the “WEDA,” and The Laramie Company, a corporation organized pursuant to the laws of the State of Colorado hereinafter called the “Consultant,” is as follows:

WHEREAS, the WEDA wishes to redevelop the Westminster Mall area; and

WHEREAS, the WEDA desires to engage the Consultant to render the professional retail consulting services described in this Agreement and the Consultant is qualified and willing to perform such services; and

WHEREAS, sufficient authority exists in City Charter and state statute, sufficient funds have been budgeted for these purposes and are available, and other necessary approvals have been obtained.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the WEDA and the Consultant agree as follows:

This Agreement is expressly contingent upon the approval of WEDA of all the terms set forth herein. In the event this Agreement is not approved in its entirety by WEDA, neither Party shall be bound to the terms of this Agreement.

I. THE PROJECT

The project consists of providing retail consulting services to City of Westminster staff to support redevelopment of the Westminster Mall site.

II. CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant shall provide general retail consulting services, including:

- Assisting with negotiation for the pre-development and final development agreements
- Providing competitive market data and retail demographic information.

The Consultant agrees that it will furnish all of the technical, administrative, professional, and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space and facilities, testing and analyses, calculations, and any other facilities or resources necessary to provide the professional and technical services necessary to complete the Project.

III. ADDITIONAL SERVICES

When authorized in writing by the WEDA, the Consultant agrees to furnish or obtain from others, additional professional services due to changes in the Project or its design, subject to separate written agreement between the City and Consultant as to additional compensation for additional services.

IV. CONSULTANT'S FEE

Monthly Retainer. As compensation for the basic services described in this Agreement, the Consultant shall be paid a lump sum fee of ten thousand five hundred dollars per month (\$10,500).

Pre-Development Agreement Bonus. Should WEDA and the developer sign a Pre-Development Agreement prior to December 31, 2011, then Consultant shall be paid a fee equal to \$25,000 due and payable at time of execution of agreement. Timing to pay this bonus may be extended by the WEDA.

Final Development Agreement Bonus. Should the WEDA Execute a Final Development Agreement (or similar such agreement) prior to September 30, 2012, WEDA shall pay Consultant a fee equal to \$25,000, due and payable at the time of execution of the Agreement. The timing to pay this bonus may be extended by the WEDA.

Said fees shall constitute full and complete payment for services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement.

V. COMMENCEMENT & COMPLETION OF PROJECT

Consultant understands and agrees that time is an essential requirement of this Agreement. The Project shall be completed as soon as good practice and due diligence will permit. Service begins effective October 1, 2011, and shall be completed by December 31, 2012, exclusive of time lost or due to delays beyond the control of the Consultant.

VI. TERMINATION

This Agreement shall terminate at the earlier of December 31, 2012 or the execution of the Final Development Agreement unless agreed to by the parties. This Agreement shall terminate at such time as the Project is completed and the requirements of this Agreement are satisfied, or upon the WEDA providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the WEDA issuance of said written notice of intent to terminate, the WEDA shall pay Consultant for all services previously authorized and completed on the Project prior to the date of termination plus any services the WEDA deems necessary during the notice period. Said compensation shall be paid upon the Consultant's delivering or otherwise making available to the WEDA all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing work on the Project, whether completed or in progress.

VII. INSURANCE

During the course of the Project, the Consultant shall maintain Workers' Compensation Insurance in accordance with the Workers' Compensation laws of the State of Colorado, Professional Liability Insurance in the minimum amount of \$500,000, but in any event sufficient to cover Consultant's liability under paragraph X.D.1. below, Automobile Liability of \$500,000 per person/\$1,000,000 per occurrence, and Commercial General Liability of \$500,000 per person/\$1,000,000 per occurrence. WEDA shall be named as an additional insured under the Consultant's Automobile and Commercial General Liability coverages, providing that such insurance is primary with respect to claims made by the WEDA, and these coverages shall be occurrence-based policies, and shall specifically provide that all coverage limits are exclusive of costs of defense, including attorney fees. The Consultant shall provide certificates of insurance to the WEDA indicating compliance with this paragraph. It shall be an affirmative duty of the Consultant to notify the WEDA in writing within two days of the cancellation of or substantive change to any of the insurance policies set out herein, and failure to do so shall constitute a breach of this Agreement.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the Consultant shall not discriminate against

any employee or applicant for employment because of race, religion, color, sex, national origin, or disability. Such actions shall include, but not be limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

IX. PROHIBITED INTEREST

A. The Consultant agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further agrees that in the performance of the Agreement, no person having any such interests shall be employed.

B. No official or employee of the WEDA shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

X. GENERAL PROVISIONS

A. Independent Contractor. In the performance of the Project, the Consultant shall act as an independent contractor and not as agent of the WEDA except to the extent the Consultant is specifically authorized to act as agent of the WEDA.

B. Books and Records. The Consultant's books and records with respect to the Project and reimbursable costs shall be kept in accordance with recognized accounting principles and practices, consistently applied, and will be made available for the WEDA's inspection at all reasonable times at the places where the same may be kept. The Consultant shall not be required to retain such books and records for more than three (3) years after completion of the Project.

C. Ownership and Format of Drawings. All plans, drawings, specifications and the like relating to the Project shall be the joint property of the WEDA and Consultant. Upon completion of the Project, or at such other time as the WEDA may require, the Consultant shall deliver to the WEDA a complete corrected set of drawings in hard copy and in an electronic/digital format acceptable to the WEDA and such additional copies thereof as the WEDA may request, corrected as of the date of completion of the Project.

D. Responsibility; Liability.

1. Professional Liability. The Consultant shall exercise in its performance of the Project the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. The Consultant shall be liable to the WEDA for any loss, damages or costs incurred by the WEDA for the repair, replacement or correction of any part of the Project that is deficient or defective as a result of any failure of the Consultant to comply with this standard.

2. Indemnification. To the fullest extent permitted by law and except for all professional liability claims, damages, losses and expenses, the Consultant shall indemnify, defend, and hold harmless the WEDA and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Project, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting therefrom, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the WEDA and its agents and employees from and against all professional liability claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Project provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting there from, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph D.2. The WEDA may, if it so desires, withhold the payments due the Consultant so long as shall be reasonably necessary to indemnify the WEDA on account of such injuries.

In any and all claims against the WEDA or any of its agents or employees by any employee of the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this paragraph D.2 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under the workers' compensation acts, disability benefit acts or other employee benefit acts.

E. Communications. All communications relating to the day-to-day activities for the Project shall be exchanged between the following Project representatives of the WEDA and the Consultant.

Project Representative for City:

Name: Susan Grafton
Address: 4800 W. 92nd Avenue
Phone: 303-658-2113
email: sgrafton@cityofwestminster.us

Project Representative for Consultant:

Name: Mary Beth Jenkins
Address: 730 17th Street, Ste. 840
Phone: 303-573-4811
email: mb@laaramiecompany.com

All notices and communications required or permitted hereunder shall be in writing and delivered personally (which may include email to the address designated above) to the respective Project representatives of the City and the Consultant or shall be sent via registered mail, postage prepaid, return receipt requested to the parties at their addresses shown herein. When sent via registered mail, notices shall be effective three (3) days after mailing.

F. Assignment. The Consultant shall not assign this Agreement in whole or in part, including the Consultant's right to receive compensation hereunder, without the prior written consent of the City; provided, however, that such consent shall not be unreasonably withheld with respect to assignments to the Consultant's affiliated or subsidiary companies, and provided, further, that any such assignment shall not relieve the Consultant of any of its obligations under this Agreement. This restriction on assignment includes, without limitation, assignment of the Consultant's right to payment to its surety or lender.

G. Applicable Laws and Venue. This Agreement shall be governed by the laws of the State of Colorado and the Charter of the City of Westminster. This Agreement shall be deemed entered into in both Adams County and Jefferson County, State of Colorado, as the City is located in both counties. At the City's option, the location for settlement of any and all claims, controversies and disputes arising out of or related to this Agreement or any breach thereof, whether by alternative dispute resolution or litigation, shall be proper only in either county.

H. Remedies. Consultant agrees that the economic loss rule as set forth in *Town of Alma v. Azco Construction, Inc.*, 10 P.3d 1256 (Colo. 2000), shall not serve as a limitation on the City's right to pursue

tort remedies in addition to other remedies it may have against Consultant. Such rights and remedies shall survive the Project or any termination of this Agreement.

I. Entire Agreement. This Agreement shall constitute the entire agreement between the parties hereto and shall supersede all prior contracts, proposals, representations, negotiations and letters of intent, whether written or oral, pertaining to the Project.

J. Subcontracting. Consultant may not employ additional subcontractors to perform work on the Project without the City's express prior written approval. Consultant is solely responsible for any compensation, insurance, and all clerical detail involved in employment of subcontractors.

K. Enforcement of Agreement. In the event it becomes necessary for either party to bring an action against the other to enforce any provision of this Agreement, in addition to any other relief that may be granted, the prevailing party in such action shall be entitled to an award of its reasonable attorney fees as determined by the Court.

L. Authorization. The person or persons signing and executing this Agreement on behalf of each Party, do hereby warrant and guarantee that he/she or they have been fully authorized to execute this Agreement and to validly and legally bind such Party to all the terms, performances and provisions herein set forth.

Immigration Compliance. To the extent this Agreement constitutes a public contract for services pursuant to C.R.S. § 8-17.5-101 et seq., the following provisions shall apply: Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. In addition, Consultant shall not enter into a contract with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien. Furthermore, Consultant shall terminate such subcontract with the subcontractor if, within three (3) days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Consultant certifies that, prior to executing this Agreement, it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration (the "E-verify Program"), or the employment verification program administered by the Colorado Department of Labor and Employment (the "Colorado Verification Program"). Consultant shall not use either the E-verify Program or the Colorado Verification Program procedures to undertake preemployment screening of job applicants while performing this Agreement.

Consultant shall comply with all reasonable requests by the Colorado Department of Labor and Employment made in the course of an investigation undertaken pursuant to the authority established in C.R.S. § 8-17.5-102(5).

INSURANCE CERTIFICATES REQUIRED BY THIS AGREEMENT SHALL BE SENT TO
COMMUNITY DEVELOPMENT DEPARTMENT, ATTENTION: SUSAN GRAFTON.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date first appearing above.

The Laramie Company

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

By: _____

By: _____

Printed Name: Mary Beth Jenkins

Printed Name: J. Brent McFall

Title: President

Title: Executive Director

Address:

Address:

730 Seventeenth St., Ste. 840
Denver, CO 80202

4800 West 92nd Avenue
Westminster, Colorado 80031

ATTEST:

ATTEST:

Title: _____

Secretary

APPROVED AS TO LEGAL FORM

Corporate Seal (if applicable)

By: _____
Authority Attorney

Rev. 8/11

CERTIFICATE OF INSURANCE



This certifies that

- STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
- STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
- STATE FARM FIRE AND CASUALTY COMPANY, Aurora, Ontario
- STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
- STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder William K & Mary Beth Jenkins
 Address of policyholder 5609 R 17th Ave, Denver, CO 80220-1404
 Location of operations _____
 Description of operations _____

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
This insurance includes:	Comprehensive Business Liability			BODILY INJURY AND PROPERTY DAMAGE
	<input type="checkbox"/> Products - Completed Operations			Each Occurrence \$
	<input type="checkbox"/> Contractual Liability			General Aggregate \$
	<input type="checkbox"/> Personal Injury			Products - Completed Operations Aggregate \$
	<input type="checkbox"/> Advertising Injury			
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	Each Occurrence \$
	<input type="checkbox"/> Other			Aggregate \$
	Workers' Compensation and Employers Liability	POLICY PERIOD		Part I - Workers Compensation Statutory
		Effective Date	Expiration Date	Part II - Employers Liability
				Each Accident \$ Disease - Each Employee \$ Disease - Policy Limit \$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
097 0275-E04-063	2004 Range Rover	05/04/11	11/04/11	1,000,000

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certificate Holder
 City of Westminster
 4800 W 92nd Ave
 Westminster, CO 80030

If any of the described policies are canceled before their expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Jack V Downing
 Signature of Authorized Representative _____
 Title _____ Date 09/08/11
 Agent Name Jack V Downing
 Telephone Number 303-825-6633
 Agent's Code Stamp
 Agent Code 2446
 AFO Code 8627

AGREEMENT WITH JOHN M. MULLINS AND ASSOCIATES, INC. TO FURNISH SERVICES
TO WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY FOR REDEVELOPMENT OF
THE WESTMINSTER MALL

THIS AGREEMENT, made and entered into this ___ day of _____, 200__, between the **Westminster Economic Development Authority**, hereinafter called the “WEDA,” and **John M. Mullins and Associates, Inc.**, a corporation organized pursuant to the laws of the State of Colorado hereinafter called the “Consultant,” is as follows:

WHEREAS, the WEDA wishes to redevelop the Westminster Mall area; and

WHEREAS, the WEDA desires to engage the Consultant to render the professional retail consulting services described in this Agreement and the Consultant is qualified and willing to perform such services; and

WHEREAS, sufficient authority exists in City Charter and state statute, sufficient funds have been budgeted for these purposes and are available, and other necessary approvals have been obtained.

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the WEDA and the Consultant agree as follows:

This Agreement is expressly contingent upon the approval of the WEDA of all the terms set forth herein. In the event this Agreement is not approved in its entirety by WEDA, neither Party shall be bound to the terms of this Agreement.

I. THE PROJECT

The project consists of providing retail consulting services to City of Westminster staff to support redevelopment of the Westminster Mall site.

II. CONSULTANT'S SERVICES AND RESPONSIBILITIES

The Consultant shall provide general retail consulting services, including:

- Assisting with negotiation for the pre-development and final development agreements
- Providing competitive market data and retail demographic information.

The Consultant agrees that it will furnish all of the technical, administrative, professional, and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space and facilities, testing and analyses, calculations, and any other facilities or resources necessary to provide the professional and technical services necessary to complete the Project.

III. ADDITIONAL SERVICES

When authorized in writing by the WEDA, the Consultant agrees to furnish or obtain from others, additional professional services due to changes in the Project or its design, subject to separate written agreement between the WEDA and Consultant as to additional compensation for additional services.

IV. CONSULTANT'S FEE

Monthly Retainer. As compensation for the basic services described in this Agreement, the Consultant shall be paid a lump sum fee of five thousand three hundred and fifty dollars (\$5,350)

Pre-Development Agreement Bonus. Should the WEDA and the Developer sign a Pre-

Development Agreement prior to December 31, 2011, then Consultant shall be paid a fee equal to \$25,000 due and payable at time of execution of agreement. Timing to pay this bonus may be extended by the WEDA.

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V. COMMENCEMENT & COMPLETION OF PROJECT

Consultant understands and agrees that time is an essential requirement of this Agreement. The Project shall be completed as soon as good practice and due diligence will permit. Service begins effective October 1, 2011, and shall be completed by December 31, 2012, exclusive of time lost or due to delays beyond the control of the Consultant.

VI. TERMINATION

This Agreement shall terminate at the earlier of December 31, 2012 or the execution of the Final Development Agreement unless agreed otherwise by the parties. This Agreement shall terminate at such time as the Project is completed and the requirements of this Agreement are satisfied, or upon the WEDA providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the WEDA issuance of said written notice of intent to terminate, the WEDA shall pay Consultant for all services previously authorized and completed on the Project prior to the date of termination plus any services the WEDA deems necessary during the notice period. Said compensation shall be paid upon the Consultant's delivering or otherwise making available to the WEDA all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing work on the Project, whether completed or in progress.

VII. INSURANCE

During the course of the Project, the Consultant shall maintain Workers' Compensation Insurance in accordance with the Workers' Compensation laws of the State of Colorado, Professional Liability Insurance in the minimum amount of \$500,000, but in any event sufficient to cover Consultant's liability under paragraph X.D.1. below, Automobile Liability of \$500,000 per person/\$1,000,000 per occurrence, and Commercial General Liability of \$500,000 per person/\$1,000,000 per occurrence. The WEDA shall be named as an additional insured under the Consultant's Automobile and Commercial General Liability coverages, providing that such insurance is primary with respect to claims made by the WEDA, and these coverages shall be occurrence-based policies, and shall specifically provide that all coverage limits are exclusive of costs of defense, including attorney fees. The Consultant shall provide certificates of insurance to the WEDA indicating compliance with this paragraph. It shall be an affirmative duty of the Consultant to notify the WEDA in writing within two days of the cancellation of or substantive change to any of the insurance policies set out herein, and failure to do so shall constitute a breach of this Agreement.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or

disability. Such actions shall include, but not be limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

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A. The Consultant agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Consultant further agrees that in the performance of the Agreement, no person having any such interests shall be employed.

B. No official or employee of the WEDA shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

X. GENERAL PROVISIONS

A. Independent Contractor. In the performance of the Project, the Consultant shall act as an independent contractor and not as agent of the WEDA except to the extent the Consultant is specifically authorized to act as agent of the WEDA.

B. Books and Records. The Consultant's books and records with respect to the Project and reimbursable costs shall be kept in accordance with recognized accounting principles and practices, consistently applied, and will be made available for the WEDA's inspection at all reasonable times at the places where the same may be kept. The Consultant shall not be required to retain such books and records for more than three (3) years after completion of the Project.

C. Ownership and Format of Drawings. All plans, drawings, specifications and the like relating to the Project shall be the joint property of the WEDA and Consultant. Upon completion of the Project, or at such other time as the WEDA may require, the Consultant shall deliver to the WEDA a complete corrected set of drawings in hard copy **and** in an electronic/digital format acceptable to the WEDA and such additional copies thereof as the WEDA may request, corrected as of the date of completion of the Project.

D. Responsibility; Liability.

1. Professional Liability. The Consultant shall exercise in its performance of the Project the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. The Consultant shall be liable to the WEDA for any loss, damages or costs incurred by the WEDA for the repair, replacement or correction of any part of the Project that is deficient or defective as a result of any failure of the Consultant to comply with this standard.

2. Indemnification. To the fullest extent permitted by law and except for all professional liability claims, damages, losses and expenses, the Consultant shall indemnify, defend, and hold harmless the WEDA and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Project, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting therefrom, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the WEDA and its agents and employees from and against all professional liability claims, damages, losses

and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Project provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself) including the loss of use resulting there from, but only to the extent caused by the negligent act or omission of, or breach of contract by, the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph D.2. The WEDA may, if it so desires, withhold the payments due the Consultant so long as shall be reasonably necessary to indemnify the WEDA on account of such injuries.

In any and all claims against the WEDA or any of its agents or employees by any employee of the Consultant, any subcontractor of the Consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this paragraph D.2 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under the workers' compensation acts, disability benefit acts or other employee benefit acts.

E. Communications. All communications relating to the day-to-day activities for the Project shall be exchanged between the following Project representatives of the WEDA and the Consultant.

Project Representative for City:

Name: Susan Grafton
Address: 4800 W. 92nd Avenue
Phone: 303-658-2113
email: sgrafton@cityofwestminster.us

Project Representative for Consultant:

Name: John M. Mullins
Address: 1988 Ross Lane
Phone: 303-683-9382
email: jmmwurd@aol.com

All notices and communications required or permitted hereunder shall be in writing and delivered personally (which may include email to the address designated above) to the respective Project representatives of the City and the Consultant or shall be sent via registered mail, postage prepaid, return receipt requested to the parties at their addresses shown herein. When sent via registered mail, notices shall be effective three (3) days after mailing.

F. Assignment. The Consultant shall not assign this Agreement in whole or in part, including the Consultant's right to receive compensation hereunder, without the prior written consent of the City; provided, however, that such consent shall not be unreasonably withheld with respect to assignments to the Consultant's affiliated or subsidiary companies, and provided, further, that any such assignment shall not relieve the Consultant of any of its obligations under this Agreement. This restriction on assignment includes, without limitation, assignment of the Consultant's right to payment to its surety or lender.

G. Applicable Laws and Venue. This Agreement shall be governed by the laws of the State of Colorado and the Charter of the City of Westminster. This Agreement shall be deemed entered into in both Adams County and Jefferson County, State of Colorado, as the City is located in both counties. At the City's option, the location for settlement of any and all claims, controversies and disputes arising out of or related to this Agreement or any breach thereof, whether by alternative dispute resolution or litigation, shall be proper only in either county.

H. Remedies. Consultant agrees that the economic loss rule as set forth in *Town of Alma v. Azco Construction, Inc.*, 10 P.3d 1256 (Colo. 2000), shall not serve as a limitation on the City's right to pursue tort remedies in addition to other remedies it may have against Consultant. Such rights and remedies shall survive the Project or any termination of this Agreement.

I. Entire Agreement. This Agreement shall constitute the entire agreement between the parties

hereto and shall supersede all prior contracts, proposals, representations, negotiations and letters of intent, whether written or oral, pertaining to the Project.

J. Subcontracting. Consultant may not employ additional subcontractors to perform work on the Project without the City's express prior written approval. Consultant is solely responsible for any compensation, insurance, and all clerical detail involved in employment of subcontractors.

K. Enforcement of Agreement. In the event it becomes necessary for either party to bring an action against the other to enforce any provision of this Agreement, in addition to any other relief that may be granted, the prevailing party in such action shall be entitled to an award of its reasonable attorney fees as determined by the Court.

L. Authorization. The person or persons signing and executing this Agreement on behalf of each Party, do hereby warrant and guarantee that he/she or they have been fully authorized to execute this Agreement and to validly and legally bind such Party to all the terms, performances and provisions herein set forth.

Immigration Compliance. To the extent this Agreement constitutes a public contract for services pursuant to C.R.S. § 8-17.5-101 et seq., the following provisions shall apply: Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. In addition, Consultant shall not enter into a contract with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien. Furthermore, Consultant shall terminate such subcontract with the subcontractor if, within three (3) days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Except that Consultant shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Consultant certifies that, prior to executing this Agreement, it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration (the "E-verify Program"), or the employment verification program administered by the Colorado Department of Labor and Employment (the "Colorado Verification Program"). Consultant shall not use either the E-verify Program or the Colorado Verification Program procedures to undertake preemployment screening of job applicants while performing this Agreement.

Consultant shall comply with all reasonable requests by the Colorado Department of Labor and Employment made in the course of an investigation undertaken pursuant to the authority established in C.R.S. § 8-17.5-102(5).

INSURANCE CERTIFICATES REQUIRED BY THIS AGREEMENT SHALL BE SENT TO
COMMUNITY DEVELOPMENT DEPARTMENT, ATTENTION: SUSAN GRAFTON.

REMAINDER OF PAGE INTENTIONALLY BLANK.
SIGNATURE PAGE FOLLOWS.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date first appearing above.

John M Mullins and Associates, Inc.

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

By: _____

By: _____

Printed Name: John M. Mullins

Printed Name: J. Brent McFall

Title: President

Title: Executive Director

Address:

Address:

1988 Ross Lane
Highlands Ranch, CO 80126

4800 W. 92nd Avenue
Westminster, Colorado 80031

ATTEST:

ATTEST:

Title: _____

Secretary

APPROVED AS TO LEGAL FORM

Corporate Seal (if applicable)

By: _____
Authority Attorney

Rev. 8/11

CERTIFICATE OF INSURANCE

This certifies that

- STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
- STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
- STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
- STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
- STATE FARM LLOYDS, Dallas, Texas

09/16/2011

insures the following policyholder for the coverages indicated below:

Name of policyholder: John M. Mullins & Assoc, INC
 Address of policyholder: 1988 E. Rose LN
 Location of operations: Highlands Ranch, CO
 Description of operations: Consulting

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY	
		Effective Date	Expiration Date	(at beginning of policy period)	
96-80-1595-2	Comprehensive Business Liability	08-19-2011	08/19/2012	BODILY INJURY AND PROPERTY DAMAGE	
This insurance includes:				Each Occurrence	\$ 1,000,000
<input checked="" type="checkbox"/> Products - Completed Operations				General Aggregate	\$ 2,000,000
<input checked="" type="checkbox"/> Contractual Liability				Products - Completed Operations Aggregate	\$ 2,000,000
<input checked="" type="checkbox"/> Underground Hazard Coverage					
<input type="checkbox"/> Personal Injury					
<input checked="" type="checkbox"/> Advertising Injury					
<input type="checkbox"/> Explosion Hazard Coverage					
<input type="checkbox"/> Collapse Hazard Coverage					
<input checked="" type="checkbox"/> BUSINESS PROPERTY \$31,400					
<input checked="" type="checkbox"/> Auto Liab 1,250,000/1,500,000					
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE	
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	(Combined Single Limit)	
	<input type="checkbox"/> Other			Each Occurrence	\$
	Workers' Compensation and Employers Liability			Aggregate	\$
				Part 1 STATUTORY	
				Part 2 BODILY INJURY	
				Each Accident	\$
				Disease Each Employee	\$
				Disease - Policy Limit	\$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY	
		Effective Date	Expiration Date	(at beginning of policy period)	

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

ADDITIONAL INSURED:
City of Westminster

Name and Address of Certificate Holder

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

[Signature]
 Signature of Authorized Representative
 OFFICE REP
[Signature]
 Title
 Date: 9-16-11

Agent's Code Stamp

AFC Code 2250

AGENDA

CITY OF WESTMINSTER GENERAL IMPROVEMENT DISTRICTS MEETING WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE MONDAY, October 10, 2011 7:00 P.M.

1. Roll Call
2. Minutes of Previous Meetings
 - A. 136th Avenue GID (October 11, 2010)
 - B. 144th Avenue GID (October 11, 2010)
 - C. Amherst GID (October 11, 2010)
 - D. Mandalay Town Center GID (October 11, 2010)
 - E. Orchard Park Place North GID (August 22, 2011)
 - F. Promenade Parking Garage GID (December 13, 2010)
 - G. Sheridan Crossing GID (October 11, 2010)
3. New Business
 - A. Public Hearing re City of Westminster GIDs re 2012 Budgets
 - B. 136th Avenue GID 2012 Budget and Mill Levy (Resolution No. 15)
 - C. 144th Avenue GID 2012 Budget and Mill Levy (Resolution No. 8)
 - D. Amherst GID 2012 Budget and Mill Levy (Resolution No. 30)
 - E. Mandalay Town Center GID 2012 Budget and Mill Levy (Resolution No. 14)
 - F. Orchard Park Place North GID 2012 Budget and Mill Levy (Resolution No. 3)
 - G. Orchard Park Place North GID 2011 Budget Supplemental Appropriation
(Resolution No. 4)
 - H. Promenade Parking Garage GID 2012 Budget and Mill Levy (Resolution No. 12)
 - I. Sheridan Crossing GID 2012 Budget and Mill Levy (Resolution No. 27)
4. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 136TH AVENUE GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 11, 2010 AT 7:23 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Lindsey, to approve the minutes of the meeting of May 10, 2010 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2011 BUDGET

At 7:23 p.m. a hearing was opened to receive public comment on the proposed 2011 budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Chairperson closed the public hearing at 7:24 p.m.

RESOLUTION NO. 14 SETTING THE MILL LEVY AND ADOPTING THE 2011 BUDGET

It was moved by the Vice Chairperson and seconded by Winter to adopt Resolution No. 14 setting the mill levy for taxable year 2010 for collection in 2011 at 16 mills for the City of Westminster 136th Avenue General Improvement District, formally adopting the 2011 budget for the District as presented, and appropriating funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:28 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 144TH AVENUE GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 11, 2010 AT 7:23 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Lindsey, to approve the minutes of the meeting of October 12, 2009 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2011 BUDGET

At 7:23 p.m. a hearing was opened to receive public comment on the proposed 2011 budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Chairperson closed the public hearing at 7:24 p.m.

RESOLUTION NO. 7 SETTING THE MILL LEVY AND ADOPTING THE 2011 BUDGET

It was moved by Board Member Winter and seconded by Dittman to adopt Resolution No. 7 setting the mill levy for taxable year 2010 for collection in 2011 at 20 mills for the City of Westminster 144th Avenue General Improvement District, formally adopting the 2011 budget for the District as presented, and appropriating funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:28 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE AMHERST GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 11, 2010 AT 7:23 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Lindsey, to approve the minutes of the meeting of October 12, 2009 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2011 BUDGET

At 7:23 p.m. a hearing was opened to receive public comment on the proposed 2011 budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Chairperson closed the public hearing at 7:24 p.m.

RESOLUTION NO. 29 SETTING THE MILL LEVY AND ADOPTING THE 2011 BUDGET

It was moved by Board Member Major and seconded by Kaiser to adopt Resolution No. 29 setting the mill levy for taxable year 2010 for collection in 2011 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopting the 2011 budget for the District as presented, and appropriating funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:28 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 11, 2010 AT 7:23 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Lindsey, to approve the minutes of the meeting of December 21, 2009 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2011 BUDGET

At 7:23 p.m. a hearing was opened to receive public comment on the proposed 2011 budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Chairperson closed the public hearing at 7:24 p.m.

RESOLUTION NO. 13 SETTING THE MILL LEVY AND ADOPTING THE 2011 BUDGET

It was moved by Board Member Winter and seconded by Major to adopt Resolution No. 13 setting the mill levy for taxable year 2010 for collection in 2011 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopting the 2011 budget for the District as presented, and appropriating funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:28 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT
MONDAY, AUGUST 22, 2011 AT 7:19 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Dittman, to approve the minutes of the meeting of October 11, 2010 with no additions or corrections. The motion passed with all members voting favorably.

INTERGOVERNMENTAL SERVICE AGREEMENT WITH CITY

Board Member Winter moved, seconded by Lindsey, to authorize the Executive Director to execute an Intergovernmental Service Agreement with the City of Westminster, in substantially the same form as that distributed with the agenda, regarding the payment of a service fee to the City. The motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:20 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE PROMENADE PARKING GARAGE GENERAL IMPROVEMENT DISTRICT
MONDAY, DECEMBER 13, 2010 AT 8:25 P.M.

ROLL CALL

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

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of October 12, 2009 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON PROPOSED 2011 BUDGET

At 8:26 p.m. a hearing was opened to receive public comment on the proposed 2011 Budget of the Promenade Parking Garage General Improvement District. Staff was present to answer questions. No one wished to comment. The Chairperson closed the public hearing at 8:27 p.m.

RESOLUTION NO. 11 TO ADOPT 2010 BUDGET & MILL LEVY

It was moved by Vice Chairperson Dittman and seconded by Kaiser to adopt Resolution No. 11 setting the mill levy for the taxable year 2010 for collections in 2011 at 5.5 mills for the City of Westminster Promenade Parking Garage General Improvement District, formally adopting the 2011 budget as presented, and appropriating the funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:28 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 11, 2010 AT 7:23 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 Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Lindsey, to approve the minutes of the meeting of October 12, 2009 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2011 BUDGET

At 7:23 p.m. a hearing was opened to receive public comment on the proposed 2011 budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Chairperson closed the public hearing at 7:24 p.m.

RESOLUTION NO. 26 SETTING THE MILL LEVY AND ADOPTING THE 2011 BUDGET

It was moved by Board Member Kaiser and seconded by Major to adopt Resolution No. 26 setting the mill levy for taxable year 2010 for collection in 2011 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopting the 2011 budget for the District as presented, and appropriating funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:28 p.m.

Chairperson

ATTEST:

Secretary

City of Westminster GIDs Agenda Item 3 A

Agenda Memorandum

City of Westminster General Improvement Districts Meeting
October 10, 2011



SUBJECT: Public Hearing re City of Westminster General Improvement Districts' 2012 Budgets and 2011 Budget Amendment

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Hold a Public Hearing on the 2012 Budgets for the following City of Westminster General Improvement Districts (GID): 136th Avenue GID, 144th Avenue GID, Amherst GID, Mandalay Town Center GID, Orchard Park Place North GID, Promenade Parking GID and Sheridan Crossing GID and on the 2011 budget amendment for the Orchard Park Place North GID.

Summary Statement

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

Expenditure Required: \$0

Source of Funds: N/A



Policy Issue

Should a public hearing be held for the GID budgets and budget amendment?

Alternative

The alternative would be to not hold a public hearing. This would not be recommended as Budget Law, C.R.S. 29-1-108, requires a public hearing be held to consider the adoption of the proposed budgets of the GIDs or to consider amending a budget of the Orchard Park Place North GID.

Background Information

Staff has determined that holding one public hearing for all seven of the GIDs is legally permissible and administratively more efficient. Therefore, for the 2012 budgets of the GIDs and the amendment of the 2011 budget of the Orchard Park Place North GID, one consolidated public hearing notice was published in the Westminster Window on September 29, 2011. The Board is requested to open one public hearing, with subsequent consideration of each GID budget action scheduled following the close of the joint public hearing. Additional details about each of the GID budgets and budget amendment are included in the individual GID agenda memorandums.

Respectfully submitted,

J. Brent McFall
Executive Director

136th Avenue GID Agenda Item 3 B

Agenda Memorandum

City of Westminster 136th Avenue General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 15 re City of Westminster 136th Avenue General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 15 that sets the mill levy for the taxable year 2011 for collections in 2012 at 16 mills for the City of Westminster 136th Avenue General Improvement District, formally adopts the 2012 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 Budget for the City of Westminster 136th Avenue General Improvement District (District) that reflects all proposed District operations and services to be provided in 2012.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. 29-1-108.
- The total mill levy of 16 mills for 2012 collections remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the 16 mill levy will generate \$12,062 in property tax revenue on the base assessed valuation. Total revenues that also include ownership tax, interest earnings and intergovernmental revenue are estimated at \$239,750.
- Projected expenditures in 2012 are \$242,181 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$7,193 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: \$242,181

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



Policy Issue

Should the attached proposed 2012 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's ability to operate.

Background Information

The City of Westminster 136th Avenue General Improvement District was organized by City Council on August 14, 2000. The principal purpose of the District is to help finance the construction of the interchange at 136th Avenue and I-25. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District.

On November 7, 2000 the property owners in the District: (1) authorized the District to issue \$11,000,000 of debt, (2) approved a mill levy not to exceed 15 mills for debt repayment, which will end in 2021 or when the aggregate collections of principal equal \$11,000,000, whichever occurs later, (3) approved a mill levy, not to exceed 1 mill as is necessary to generate up to \$10,000 annually for general operating expenditures, and (4) authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$7,193 is still required and has been established.

The District overlaps the North Huron Urban Renewal Area (URA) established in January 2004 under the Westminster Economic Development Authority (WEDA) umbrella. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. Because the District overlaps the URA, incremental property tax revenues attributed to the District's mill levy are captured by the URA. In order for the District to fulfill its principal purpose of financing the construction of an interchange at 136th Avenue and I-25, the District entered into an intergovernmental agreement with WEDA on December 11, 2006 to direct the property tax on the District's mill levy captured by WEDA back to the District. On a periodic basis WEDA returns this incremental property tax revenue to the District. This payment from WEDA is budgeted as intergovernmental revenue and is estimated to be \$212,956 for 2012.

The City financed and constructed an interchange at 136th Avenue and I-25 through the issuance of sales and use tax revenue bonds. In consideration for this, the District agreed to pay to the City up to \$11,000,000 from the District's levy of ad valorem taxes on real and personal taxable property and from the District's tax increment revenues. The District remits these funds to the City annually. This payment to the City is budgeted as contractual services and is estimated to be \$232,000 for 2012.

The actions requested in this agenda memorandum relate to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for the City of Westminster 136th Avenue General Improvement District ("District") includes these important features:

Westminster City Council organized the District on August 14, 2000. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to finance a new interchange at 136th Avenue and I-25. Because the City of Westminster (City) financed and constructed the interchange through the issuance of sales and use tax revenue bonds, the District agreed to repay to the City up to \$11,000,000 principal from the District's levy of ad valorem taxes on real and personal taxable property. The District remits these funds to the City annually as a contractual service expense.

Because the District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area, it entered into an intergovernmental agreement with WEDA to direct the property tax on the District's mill levy captured by WEDA back to the District. WEDA returns this incremental property tax revenue to the District on a periodic basis. This payment from WEDA is budgeted as intergovernmental revenue.

The District's 2011 preliminary assessed valuation is \$14,063,560 with an incremental valuation of \$13,309,700, leaving the net assessed valuation on the base of \$753,860. This is a decrease in the base assessed valuation of \$15,840 from the 2010 base assessed valuation. The District will certify a 16 mill levy, which will generate property tax revenues of \$12,062 on the net assessed valuation. Total revenues which also include ownership taxes, interest and intergovernmental revenue are estimated at \$239,750.

Projected expenditures in 2012 are \$10,181 for administrative and property tax collection fees and a contractual payment of \$232,000. Total expenditures are estimated to be \$242,181 for 2012.

An emergency reserve of \$7,193, as required under Article X, Section 20 of the Colorado Constitution, is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

CITY OF WESTMINSTER 136th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **15**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$242,181 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 16 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
136th Avenue General Improvement District - LGID# 01084/1
2012 Proposed Budget

	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 <u>Estimated</u>	2012 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes - operating	\$ 680	\$ 770	\$ 770	\$ 754
Property taxes - debt	9,526	11,555	11,555	11,308
<i>Subtotal property taxes</i>	<u>10,206</u>	<u>12,325</u>	<u>12,325</u>	<u>12,062</u>
Ownership taxes	15,404	14,588	14,558	14,500
Intergovernmental	224,316	217,422	217,422	212,956
Interest	93	300	180	232
Total Revenues	<u><u>250,019</u></u>	<u><u>244,635</u></u>	<u><u>244,485</u></u>	<u><u>239,750</u></u>
Operating expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual services	237,392	234,450	234,450	232,000
Treasurer's fees	153	185	185	181
<i>Total operating</i>	<u>247,545</u>	<u>244,635</u>	<u>244,635</u>	<u>242,181</u>
<i>Excess of revenue over (under)</i> <i>expenditures</i>	2,474	0	(150)	(2,431)
Beginning balance	<u>8,741</u>	<u>8,786</u>	<u>11,215</u>	<u>11,065</u>
Ending balance	<u><u>\$ 11,215</u></u>	<u><u>\$ 8,786</u></u>	<u><u>\$ 11,065</u></u>	<u><u>\$ 8,634</u></u> *

* Ending balance includes \$7,193 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Net Assessed Valuation	
Budget Year	Operating	Debt Svc	Total	Year	Amount
2012	1.000	15.00	16.000	2011	753,860
2011	1.000	15.00	16.000	2010	769,700
2010	1.000	15.00	16.000	2009	637,390
<i>Maximum levy is 16 mills</i>					

144th Avenue GID Agenda Item 3 C

Agenda Memorandum

City of Westminster 144th Avenue General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 8 re City of Westminster 144th Avenue General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 8 that sets the mill levy for the taxable year 2011 for collections in 2012 at 20 mills for the City of Westminster 144th Avenue General Improvement District, formally adopts the 2012 budget for the District, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 budget for the City of Westminster 144th Avenue General Improvement District (District) that reflects all proposed District operations and services to be provided in 2012.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. 29-1-108.
- The mill levy of 20 mills for 2012 collections remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the total mill levy of 20 mills will generate \$28,502 in property tax revenue. Total revenues that also include ownership taxes and interest earnings are estimated at \$65,102.
- Projected costs in 2012 are \$67,928 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$1,953 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: \$67,928

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



Policy Issue

Should the attached 2012 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's ability to operate.

Background Information

The City of Westminster 144th Avenue General Improvement District was organized by Council on August 30, 2004. The Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to pay the debt associated with improvements within or without the District that benefit the District.

On November 2, 2004 the property owners in the District: (1) approved a mill levy, not to exceed 20 mills, to pay for annual operating expenditures of the District, (2) approved an unlimited mill levy to repay up to \$20,000,000 of debt incurred to finance improvements in the District, and (3) authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$1,953 is still required and has been established.

The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area established in January 2004 under the WEDA umbrella. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. As such, the District mill levy on any valuation above the base is allocated to WEDA. Property taxes attributed to the base valuation of the District are received by the District to pay annual expenses and to repay debt.

The City's financing arm, the Westminster Building Authority (WBA), issued Certificates of Participation (COPs) in 2005 for the construction of the east side of the interchange at I-25 and 144th Avenue, which benefits the District. Because the principal purpose of the District is to pay the debt associated with improvements within or without the District, the District entered into an intergovernmental agreement (IGA) with the City on October 20, 2005. This IGA provides for the District to make annual payments to the City to augment the City's lease payment to the WBA on the 2005 COPs. This payment, funded by the debt portion of the mill levy, is budgeted in contractual services and is estimated to be \$57,500 for 2012.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy". These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for the City of Westminster 144th Avenue General Improvement District (District) includes these important features:

Westminster City Council organized the District on August 30, 2004. The Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to pay the debt associated with improvements within or without the District that benefit the District. The City of Westminster (City) financed the construction of an interchange that benefits the District through the City's financing arm, the Westminster Building Authority in the form of certificates of participation. The District agreed to repay the City for these improvements from the District's levy of ad valorem taxes on real and personal taxable property. The District remits these funds to the City annually as a contractual service expense.

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

The District's 2011 total preliminary assessed valuation is \$28,169,980 with an incremental valuation of \$26,744,850, leaving the net assessed valuation on the base of \$1,425,130. This is a decrease in the base assessed valuation of \$114,830 from the 2010 base assessed valuation. The District will certify a mill levy of 20 mills that will generate property tax revenues of \$28,502. Total revenues that also include ownership taxes and interest earnings are estimated at \$65,102.

Projected expenditures for 2012 are \$10,428 for administrative and property tax collection fees and contractual services of \$57,500. Total expenditures are estimated to be \$67,928 for 2012.

An emergency reserve of \$1,953 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

**CITY OF WESTMINSTER
144th AVENUE GENERAL IMPROVEMENT DISTRICT**

RESOLUTION NO. **8**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$67,928 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 20 mills is fixed for the taxable year 2011 and for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, CO 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
144th Avenue General Improvement District - LGID# 65462/1
2012 Proposed Budget

	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 <u>Estimated</u>	2012 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes - Operating	\$ 10,032	\$ 10,460	\$ 10,466	\$ 10,465
Property taxes - Debt	18,196	20,334	20,344	18,037
<i>Subtotal property taxes</i>	<u>28,228</u>	<u>30,794</u>	<u>30,810</u>	<u>28,502</u>
Ownership taxes	37,284	37,181	36,408	36,400
Interest	110	450	250	200
Total Revenues	<u><u>65,622</u></u>	<u><u>68,425</u></u>	<u><u>67,468</u></u>	<u><u>65,102</u></u>
General Operating Expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual services	52,000	58,000	58,000	57,500
Treasurer's fees	424	462	462	428
<i>Total general operating</i>	<u>62,424</u>	<u>68,462</u>	<u>68,462</u>	<u>67,928</u>
 <i>Excess of revenue over (under) expenditures and other uses</i>	 3,198	 (37)	 (994)	 (2,826)
Beginning Balance	<u>3,982</u>	<u>2,839</u>	<u>7,180</u>	<u>6,186</u>
Ending Balance	<u><u>\$7,180</u></u>	<u><u>\$2,802</u></u>	<u><u>\$6,186</u></u>	<u><u>\$3,360</u></u> *

* Ending balance includes \$1,953 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Net Assessed Valuation	
Budget Year	Operating	Debt Svc	Total	Year	Amount
2012	7.343	12.66	20.000	2011	1,425,130
2011	6.794	13.21	20.000	2010	1,539,960
2010	7.108	12.89	20.000	2009	1,428,110
<i>Maximum operating levy is 20 mills</i>					
<i>Maximum debt levy is unlimited</i>					

Amherst GID Agenda Item 3 D

Agenda Memorandum

City of Westminster Amherst General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 30 re City of Westminster Amherst General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 30 that sets the mill levy for the taxable year 2011 for collections in 2012 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopts the 2012 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 budget for the City of Westminster Amherst General Improvement District (District) that reflects all proposed District operations and services to be provided in 2012.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. 29-1-108.
- The mill levy of 5 mills for 2012 collections remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 5 mill levy will generate \$62,839 in property tax revenue. Total revenues that also include ownership tax and interest earnings are estimated at \$71,650.
- Projected costs in 2012 are \$63,943 that includes administrative and property tax collection fees, landscape maintenance, improvement repair expenditures and a contingency for unanticipated expenditures.
- Revenues in excess of expenditures will accumulate in fund balance in order to pay for capital expenditures in future years.
- An emergency reserve of \$2,149 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: \$63,943

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



Policy Issue

Should the attached 2012 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's ability to operate.

Background Information

The City of Westminster Amherst General Improvement District was organized by City Council on September 26, 1988. The principal purpose of the District is to operate and maintain the landscaped rights-of-way, open space, drainage areas and certain capital improvements within the Amherst Subdivision. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. In creating the District, a Development Agreement was executed between the City, the District and Melody Homes establishing the District's principal revenue source to be income from an ad-valorem property tax levy of no greater than 5 mills.

Previously, Staff determined that the District was not subject to the revenue limitations imposed by the TABOR Amendment. The determination was based on the District entering into a contractual agreement prior to the passing of the TABOR Amendment. However, an emergency reserve of \$2,149 is still required and has been established.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy". These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for the City of Westminster Amherst General Improvement District ("District") includes these important features:

Westminster City Council organized the District on September 26, 1988. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to provide operation and maintenance of the landscaped right-of-way, open space and drainage areas within the Amherst Subdivision.

The District's 2011 preliminary total assessed valuation is \$12,567,760. This is an increase of \$208,620 from 2010. The assessed valuation certified by Adams County for 2011 is used to calculate property taxes due in 2012. The District will certify a 5 mill levy, which will generate property tax revenues of \$62,839, based on the preliminary assessed valuation. Total revenues that also include ownership taxes and interest earnings are estimated at \$71,650.

Projected expenditures for 2012 are \$10,943 for administrative and property tax collection fees, \$48,000 for landscape maintenance expenditures and a contingency of \$5,000 for unanticipated expenditures. Total expenditures are estimated to be \$63,943 for 2012. Revenues over expenditures at the end of 2012 will be accumulated for future major maintenance and/or certain capital improvements.

SUBJECT: Resolution re Amherst GID 2012 Budget and Mill Levy

Page 3

An emergency reserve of \$2,149 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

CITY OF WESTMISTER AMHERST GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **30**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$63,943 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 5 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
Amherst General Improvement District - LGID# 01053/1
2012 Proposed Budget

	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 <u>Estimated</u>	2012 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes	\$ 61,318	\$ 61,660	\$ 61,660	\$ 62,839
Ownership taxes	4,032	4,000	3,915	4,000
Total taxes	<u>65,350</u>	<u>65,660</u>	<u>65,575</u>	<u>66,839</u>
Interest	3,370	4,546	3,500	4,811
<i>Total Revenues</i>	<u>68,720</u>	<u>70,206</u>	<u>69,075</u>	<u>71,650</u>
Expenditures				
General operating:				
Professional services	31,180	40,000	40,000	40,000
Administration	10,000	10,000	10,000	10,000
Water-sewer	4,780	8,000	4,780	8,000
Contingency	0	5,000	0	5,000
Treasurer's fees	920	925	925	943
<i>Total Expenditures</i>	<u>46,880</u>	<u>63,925</u>	<u>55,705</u>	<u>63,943</u>
<i>Excess Revenue over (under) Expenditures</i>	21,840	6,281	13,370	7,707
Beginning balance	<u>193,876</u>	<u>216,467</u>	<u>215,716</u>	<u>229,086</u>
Ending balance	<u>\$ 215,716</u>	<u>\$ 222,748</u>	<u>\$ 229,086</u>	<u>\$ 236,793</u> *

* Ending balance includes \$2,149 budgeted for emergency reserves to comply with TABOR amendment.

Mill Levy	
Budget Year	Operating
2012	5.00
2011	5.00
2010	5.00
<i>Maximum levy is 5 mills</i>	

Assessed Valuation	
Year	Value
2011	12,567,760
2010	12,359,140
2009	12,258,790

Mandalay Town Center GID Agenda Item 3 E

Agenda Memorandum

City of Westminster Mandalay Town Center General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 14 re City of Westminster Mandalay Town Center General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 14 that sets the mill levy for the taxable year 2011 for collections in 2012 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopts the 2012 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 budget for the City of Westminster Mandalay Town Center General Improvement District (District), which reflects all proposed District operations and services to be provided in 2012.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. 29-1-108.
- The mill levy of 35 mills for 2012 collections remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 35 mill levy will generate \$25,322 in property tax revenue. Total revenues for 2012 that also include ownership tax and interest earnings are estimated at \$67,380.
- Projected costs in 2012 are \$67,380 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$2,021 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: \$67,380

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



Policy Issue

Should the attached 2012 budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses. This would negatively impact the District's ability to operate.

Background Information

The City of Westminster Mandalay Town Center General Improvement District was organized by City Council on September 8, 2003. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District.

On November 4, 2003, the property owners in the District: 1) approved a mill levy not to exceed 35 mills to pay the annual expenses of the District and 2) authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$2,021 is still required and has been established.

The District overlaps the Mandalay Gardens Urban Renewal Area established in March 2003 under the Westminster Economic Development Authority (WEDA) umbrella. WEDA is a tax increment financing district that receives incremental tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These tax revenues are pledged for debt service purposes. WEDA issued taxable tax increment bonds in 2003 that were refunded as tax-exempt tax increment bonds in 2006. In 2008 the bonds were converted to bank bonds when the Letter of Credit bank's credit rating was downgraded. The bonds were refunded in September 2009. The initial bond proceeds were used to fund the re-development of the US 36 and Westminster Boulevard area located within the District. Incremental property tax revenues are considered pledged revenues for this bond issue. As such, the District mill levy on any valuation above the base is allocated to WEDA for the debt service of its tax increment bonds. Property taxes attributed to the base valuation of the District are being utilized to augment debt service on these bonds. On an annual basis, net revenues received by the District are paid to WEDA. This payment is budgeted as contractual services and is estimated to be \$57,000 for 2012.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy". These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for City of Westminster Mandalay Town Center General Improvement District ("District") includes these important features:

The Westminster City Council organized the District on September 8, 2003. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to finance a portion of the cost of street improvements and other necessary and related appurtenant facilities within the District. The District overlaps the Westminster

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

The District's 2011 preliminary total assessed valuation is \$16,813,333 with an incremental valuation of \$16,089,855 leaving a net assessed valuation on the base of \$723,478. This is a decrease in the base valuation of \$84,092 from the 2010 base assessed valuation. The District will certify a 35 mill levy, which will generate property tax revenues of \$25,322 on the net assessed valuation. Total revenues that also include ownership taxes and interest earnings are estimated to be \$67,380.

Projected expenses for 2012 are \$10,380 for administrative and property tax collection fees and a contractual payment of \$57,000. Total expenditures are estimated to be \$67,380 for 2012.

An emergency reserve of \$2,021 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

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

RESOLUTION NO. **14**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$67,380 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 35 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10^h day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
Mandalay Town Center General Improvement District - LGID# 65368/1
2012 Proposed Budget

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Revenues				
Taxes:				
Property Taxes	\$ 26,995	\$ 28,271	\$ 27,251	\$ 25,322
Ownership taxes	44,176	42,000	42,000	42,000
Interest	115	186	357	58
Total Revenues	71,286	70,457	69,608	67,380
General Operating Expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual services	59,000	65,000	65,000	57,000
Treasurer's fees	405	424	409	380
Total general operating	69,405	75,424	75,409	67,380
<i>Excess of revenue over (under) expenditures and other uses</i>	1,881	(4,967)	(5,801)	(0)
Beginning Balance	6,522	8,870	8,403	2,602
Ending Balance	\$ 8,403	\$ 3,903	\$ 2,602	\$ 2,602

* Ending balance includes \$2,021 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy	
Budget Year	Mills
2012	35.00
2011	35.00
2010	35.00

Net Assessed Valuation	
Year	Amount
2011	723,478
2010	807,570
2009	797,490

Orchard Park Place North GID Agenda Item 3 F&G

Agenda Memorandum

City of Westminster Orchard Park Place North General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 3 re City of Westminster Orchard Park Place North General Improvement District 2012 Budget and Resolution No. 4 re 2011 Budget Amendment

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

1. Adopt Resolution No. 3 that sets the mill levy for the taxable year 2011 for collections in 2012 at 13 mills for the City of Westminster Orchard Park Place North General Improvement District, formally adopts the 2012 Budget for the District as presented, and appropriates the funds as budgeted.
2. Adopt Resolution No. 4 authorizing a supplemental appropriation to the 2011 Orchard Park Place North General Improvement District Budget.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 Budget for the City of Westminster Orchard Park Place North General Improvement District (District), which reflects all proposed District operations and services to be provided in 2012.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. 29-1-108.
- The mill levy of 13 mills for 2012 collections remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 13 mill levy will generate \$156 in property tax revenue. Total revenues for 2012 that also include ownership tax are estimated at \$446.
- Projected costs in 2012 are \$753 for administrative and property tax collection fees.
- An emergency reserve of \$13 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance for 2012.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.
- When necessary, Staff prepares a resolution to appropriate unanticipated revenues received during the year and/or adjust the budget side of transactions on a quarterly basis. Preparing supplemental appropriations on a quarterly basis for the City's special districts simplifies administrative procedures and reduces paper work. There is a need to amend the District's 2011 budget to be in compliance with Budget Law.

Expenditure Required: \$753 – 2012 Budget
\$ 15 – 2011 Budget Amendment

Source of Funds: Estimated revenues for the District including property and ownership taxes for the District



Policy Issues

Should the attached 2012 Budget be adopted by the Board?

Should the 2011 Budget amendment be adopted by the Board?

Alternatives

1. The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses.
2. The alternative would be to not amend the budget for 2011. However, according to Budget Law, C.R.S. 29-1-110 expenditures are not to exceed appropriations. If the 2011 budget is not amended, the District would be in violation of Budget Law.

Background Information

2012 Budget

The City of Westminster Orchard Park Place North General Improvement District was organized by City Council on September 14, 2009. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District.

On April 14, 2008, City Council passed Councillor's Bill No. 16 on second reading that approved an Economic Development Agreement (EDA) for the Orchard View development between the City, Westminster Economic Development Authority (WEDA), Centura Health Corporation (Centura) and AZG Westminster, LLC (AZG). The primary purpose of the EDA was to secure the Centura Health Corporation's planned 40 acre medical complex at the southwest corner of I-25 and 144th Avenue. The Orchard View development is roughly 56 acres. Over the entire 56 acres, there are over \$8.4 million of cost recoveries and assessments due. As part of the negotiations, it was agreed that \$3,854,549 of the recoveries could be financed by setting up a General Improvement District (GID) and assessing the property 10 mills until the principal amount plus 6% interest was paid back to the City. Three additional mills were put in place and will continue indefinitely to compensate the City for maintenance of the new public infrastructure and administrative services.

The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area established in January 2004 under the WEDA umbrella. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These incremental revenues received by WEDA are pledged for debt services purposes. As such, the District mill levy on any valuation above the base is allocated to WEDA. Property taxes attributed to the base valuation of the District are received by the District to pay its annual expenses. When the establishment the District was contemplated, parties to the EDA anticipated that property tax revenue received from the total assessed valuation for the District would be available for the District to pay its obligations. In order for WEDA to return the District's incremental revenue to the District, WEDA would need approval from their lender to exclude the District's property tax revenue from WEDA's debt obligations. This request is in process; however, Staff does not feel that the request will be completed before the due date of the District's 2012 budget. Therefore, no payment to the City for recoveries is included in the 2012 budget.

Additionally, on November 3, 2009, the property owners in the District approved: 1) a mill levy not to exceed 3 mills to pay the annual expenses to operate and maintain capital improvements and to administer the District, 2) a mill levy not to exceed 10 mills to pay the District debt for the recoveries and 3) authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$13 is still required.

The actions requested in this agenda memorandum relate to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for City of Westminster Orchard Park Place North General Improvement District ("District") includes these important features:

The City of Westminster Orchard Park Place North General Improvement District was organized by City Council on September 14, 2009. Pursuant to the creation ordinance, the Westminster City Council (Council) is the ex-officio Board of Directors of the District.

The District was created pursuant to an economic development agreement (EDA) approved by Council on April 14, 2008 for the Orchard View development between the City, Westminster Economic Development Authority, Centura Health Corporation and AZG Westminster, LLC. The primary purpose of the District is to finance the repayment of cost recoveries associated with the Orchard View Development. The District is authorized to collect a three mill levy for annual operating expenses and a 10 mill levy for debt of the District which includes the cost recoveries.

The District's 2011 preliminary total assessed valuation is \$223,480 with an incremental valuation of \$211,500 leaving a net assessed valuation on the base of \$11,980. This is a decrease in the base valuation of \$41,350 from the 2010 base assessed valuation. The District will certify a 13 mill levy, which will generate property tax revenues of \$156 based on the preliminary assessed valuation. Total revenues that also include ownership taxes are estimated to be \$446.

Total projected expenses for 2012 are \$753 for administrative and property tax collection fees.

An emergency reserve of \$13 as required under Article X, Section 20 of the Colorado Constitution included in the ending fund balance.

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

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

2011 Budget amendment

As part of the budget process, Staff reviews the financial activity in the District. A review of the revenue and expenses of the District shows that the budget for treasurer fees is overspent. The reason for the overage is that the property tax received by the District was greater than originally anticipated thereby increasing the fee paid to Adams County for collection of the property tax.

Due to confusion at the Adams County Assessors Office, the District did not receive a certification of values in August 2010 for 2011 collections. The confusion was caused by the District having a similar name to another newly formed district, Orchard Park Place North Metropolitan District. When contacted, Adams County Assessor mapped the District and issued a certification of values that was greater than the amount estimated for the original budget preparation. This occurred after the deadline to present the budget to the District Board. Because the expenditure for treasurer fees is over budget, ownership taxes received over the budgeted amount are requested to be appropriated to cover the overage. This supplemental appropriation, albeit minimal, will bring the District's budget into compliance with Budget Law.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolutions and 2012 Proposed Budget

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

RESOLUTION NO. **3**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$753 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 13 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

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

RESOLUTION NO. 4

INTRODUCED BY BOARD MEMBERS

SERIES OF 2011

**A RESOLUTION
AMENDING THE 2011 BUDGET FOR
THE ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT**

WHEREAS, the City of Westminster Orchard Park Place North General Improvement District (District) established the 2011 budget on October 11, 2010 and

WHEREAS, proper notice for this budget amendment was published on September 29, 2011 pursuant to the requirements of Section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing for this budget amendment was held on October 10, 2011 pursuant to the requirements of Section 29-1-108 Colorado Revised Statutes; and

WHEREAS, as necessary Staff prepares a resolution to make necessary adjustments to the budget; and

WHEREAS, there are adjustments to be made to the 2011 budget; and

WHEREAS, the revenue adjustments consist of an increase in ownership taxes in the amount of \$15; and

WHEREAS, the expense adjustments consist of an increase in treasurer fees in the amount of \$15; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the City of Westminster Orchard Park Place North General Improvement District:

Section 1. The \$15 increase shall be allocated to District Revenue and Expenditure accounts as described below:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Auto ownership	6350.40035.0010	\$0	\$15	\$15
Total Change to Revenues			\$15	

EXPENDITURES

Description	Account Number	Current Budget	Amendment	Revised Budget
Other Fin Uses	63510050.78800.0000	\$1	\$15	\$16
Total Change to Expenses			\$15	

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

PASSED AND ADOPTED 10th Day of October, 2011.

ATTEST:

Chairperson

Secretary

City of Westminster
Orchard Park Place North General Improvement District - LGID# 66176
2012 Proposed Budget

	2010 Actual	2011 Budget	2011 Estimated	2012 Proposed
Revenues				
Taxes:				
Property taxes - operating	\$ -	\$ 1	\$ 160	\$ 36
Property taxes - debt service	0	2	533	120
Ownership taxes	0	0	289	290
Total taxes	<u>0</u>	<u>3</u>	<u>982</u>	<u>446</u>
Interest	0	0	0	0
Total Revenues	<u><u>0</u></u>	<u><u>3</u></u>	<u><u>982</u></u>	<u><u>446</u></u>
Expenditures				
General Operating:				
Administration	0	2	2	750
Contractual Services	0	0	0	0
Contingency	0	0	0	0
Treasurer's fees	0	1	10	3
Total Expenditures	<u><u>0</u></u>	<u><u>3</u></u>	<u><u>12</u></u>	<u><u>753</u></u>
<i>Excess Revenue over (under) Expenditures</i>	0	0	970	(307)
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>970</u>
Ending Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 970</u></u>	<u><u>\$ 663</u></u> *

* Ending balance includes \$13 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Assessed Valuation	
Budget Year	Operating	Debt Svc	Total		
2012	3.00	10.00	13.00	2011	\$11,980
2011	3.00	10.00	13.00	2010	\$53,330

Promenade Parking Garage GID Agenda Item 3 H

Agenda Memorandum

City of Westminster Promenade Parking Garage General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 12 re City of Westminster Promenade Parking Garage General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 12 that sets the mill levy for the taxable year 2011 for collections in 2012 at 5.5 mills for the City of Westminster Promenade Parking General Improvement District, formally adopts the 2012 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 budget for the City of Westminster Promenade Parking General Improvement District (District) that reflects all proposed District operations and services to be provided in 2012.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. 29-1-108.
- The operating mill levy of 5.5 mills for 2012 collections remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the operating mill levy of 5.5 mills will generate \$146 in property tax revenue. This is the only revenue estimated for the District.
- Projected costs in 2012 are \$146 for administrative fees and property tax collection fees.
- An emergency reserve of \$4 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

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

Expenditure Required: \$146

Source of Funds: Estimated property tax revenues for the District



Policy Issue

Should the attached 2012 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures.

Background Information

The City of Westminster Promenade Parking General Improvement District was organized by City Council on August 14, 2000. The principal purpose of the District is to facilitate the construction of a parking garage at the Westminster Promenade and to operate and maintain it once constructed. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District.

On November 7, 2000, the property owners in the District took the following actions: 1) Approved \$100,000 annually for expenditures of the District, provided by a mill levy not to exceed 5.5 mills; 2) Authorized debt of \$9,885,000 to finance the costs of constructing a parking facility and related costs; 3) Authorized refunding of the District's debt in the amount of \$10,500,000; and 4) Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure, revenue raising or other limitation contained within the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of \$4 is still required and has been established.

The District entered into an agreement on May 15, 2001 with the City of Westminster (City), Inland Pacific Colorado, LLC (IPC) and Westminster Promenade Development Company, LLC (WPDC). The agreement sets the District's total mill levy not to exceed 32 mills unless approved by WPDC, facilitates the completion of the Promenade Parking Facility and each party's obligations thereto, and outlines the repayment of the construction costs to the City and WPDC through the District's mill levy.

Development of the parking garage has stalled due to the down turn in the economy. Staff believes that it is important to keep the District in place to be able to address the parking demand that might be created by the alternative uses being considered.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy". These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 Budget for the City of Westminster Promenade Parking General Improvement District (District) includes these important features:

Westminster City Council organized the District on August 14, 2000. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. The principal purpose of the District is to facilitate the construction of a parking garage at the Westminster Promenade and to operate and maintain the parking garage once constructed.

The District's 2011 preliminary assessed valuation is \$26,535 a decrease of \$1,975 from 2010. The District will certify a 5.5 operating mill levy that will generate property tax revenues of \$146 based on the preliminary assessed valuation. Property taxes are the only estimated revenues for 2012.

Projected expenditures for 2012 are \$146 for administrative and property tax collection fees.

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

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

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

RESOLUTION NO. **12**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$146 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 5.5 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
Promenade Parking General Improvement District - LGID# 30150/1
2012 Proposed Budget

	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 <u>Estimated</u>	2012 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes-operating	\$ 157	\$ 157	\$ 160	\$ 146
Ownership taxes	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total taxes	157	157	160	146
Interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues	<u>157</u>	<u>157</u>	<u>160</u>	<u>146</u>
Expenditures				
General Operating:				
Administration	155	155	155	144
Treasurer's fees	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Expenditures	<u>157</u>	<u>157</u>	<u>157</u>	<u>146</u>
<i>Excess Revenue over (under) Expenditures</i>	0	0	3	0
Beginning Balance	<u>436</u>	<u>436</u>	<u>436</u>	<u>439</u>
Ending Balance	<u>\$ 436</u>	<u>\$ 436</u>	<u>\$ 439</u>	<u>\$ 439</u> *

* Ending balance includes \$4 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Assessed Valuation	
Budget Year	Operating	Debt	Total		
2011	5.50	0.00	5.50	2011	\$26,535
2010	5.50	0.00	5.50	2010	\$28,510
2009	5.50	0.00	5.50	2009	\$28,510
<i>Maximum levy is 32 mills by contract, inclusive of max 5.5 mills general operating</i>					

Sheridan Crossing GID Agenda Item 3 I

Agenda Memorandum

City of Westminster Sheridan Crossing General Improvement District Meeting
October 10, 2011



SUBJECT: Resolution No. 27 re City of Westminster Sheridan Crossing General Improvement District 2012 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 27 that sets the mill levy for the taxable year 2011 for collections in 2012 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopts the 2012 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2012 budget for the City of Westminster Sheridan Crossing General Improvement District (District) that reflects all proposed District operations and services to be provided in 2012.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) 29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. 29-1-108.
- The mill levy of 12 mills for 2012 collections remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 12 mill levy will generate \$100,675 in property tax revenue. Total revenues which also include ownership tax and interest earnings are estimated at \$128,767.
- Projected costs in 2012 are \$62,910 for administrative and property tax collection fees, landscape maintenance, improvement repair expenditures and a contingency for unanticipated expenditures.
- Revenues in excess of expenditures will accumulate in fund balance to fund capital expenditures in future years.
- An emergency reserve of \$3,863 as required under Article X, Section 20, of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. 29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: \$62,910

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



Policy Issue

Should the attached 2012 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2012. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's ability to operate.

Background Information

The City of Westminster Sheridan Crossing General Improvement District was organized by City Council on September 9, 1996. The sole purpose of the District is to maintain the right-of-way landscaping and drainage channel within the 120th Avenue right-of-way abutting the Sheridan Crossing Shopping Center, as well as incidental and appurtenant properties to the District. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District.

Ross Investments developed the Sheridan Crossing Shopping Center at the southeast corner of 120th Avenue and Sheridan Boulevard. Ross made significant modifications to the existing drainage area on the south side of 120th Avenue within the public right-of-way. Ross met resistance from prospective tenants to passing on the long term maintenance costs of the area as part of "common area" maintenance expenditures. However, these same tenants were not adverse to a property tax increase to pay for the expenditures for maintenance of the area.

On November 5, 1996, the property owners in the District 1) unanimously approved the creation of the District; 2) approved a mill levy not to exceed 12 mills, and 3) authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure revenue raising or other limitation contained under the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of \$3,863 is required and has been established.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Financially Sustainable City Government Providing Exceptional Services" and "Balanced, Sustainable Local Economy." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

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

BUDGET MESSAGE

The attached 2012 budget for the City of Westminster Sheridan Crossing General Improvement District ("District") includes these important features:

Westminster City Council organized the District on September 9, 1996. Pursuant to the creation ordinance, the Westminster City Council is the ex-officio Board of Directors of the District. The District was created to provide operation and maintenance of storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District.

The District's preliminary total assessed valuation is \$8,389,550 for 2011. This is a decrease of \$38,870 from 2010. The assessed valuation certified by Adams County for 2011 is used to calculate property taxes due in 2012. The District will certify a 12 mill levy, which will generate property tax revenues of \$100,675 based on the preliminary assessed valuation. Total revenues that also include ownership taxes and interest are estimated at \$128,767.

Projected costs in 2012 are \$11,510 for administrative and property tax collection fees, \$46,400 for landscape maintenance expenditures and a \$5,000 contingency for unanticipated expenditures. Total expenditures are estimated at \$62,910. Revenues over expenditures at the end of 2012 will accumulate for future capital repair and improvement of infrastructure, including three bridges appurtenant to the easement.

An emergency reserve of \$3,863 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2012 Proposed Budget

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

RESOLUTION NO. **27**

INTRODUCED BY BOARD MEMBERS

SERIES 2011

2012 BUDGET AND MILL LEVY

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

WHEREAS, a proposed budget for 2012 was prepared and submitted to the Board of Directors on October 10, 2011 for its review; and

WHEREAS, proper notice was published on September 29, 2011 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 10, 2011 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$62,910 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2012.
2. That the tax levy of 12 mills is fixed for the taxable year 2011 for collections in 2012.
3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 10th day of October 2011.

Chairperson

ATTEST:

Secretary

City of Westminster
Sheridan Crossing General Improvement District - LGID# 01061/1
2012 Proposed Budget

	2010 <u>Actual</u>	2011 <u>Budget</u>	2011 <u>Estimated</u>	2012 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes	\$ 103,657	\$ 101,000	\$ 101,000	\$ 100,675
Ownership taxes	6,814	6,810	6,409	6,400
Total taxes	110,471	107,810	107,409	107,075
Interest	12,899	20,550	14,500	21,692
Total Revenues	123,370	128,360	121,909	128,767
Expenditures				
General Operating:				
Professional services	10,116	32,400	32,400	32,400
Administration	10,000	10,000	10,000	10,000
Maint/Repair infrastructure	12,442	4,500	4,500	4,500
Water-sewer	0	10,073	8,660	9,500
Contingency	0	5,000	0	5,000
Treasurer's fees	1,555	1,515	1,515	1,510
Total Expenditures	34,113	63,488	57,075	62,910
<i>Excess Revenue over (under) Expenditures</i>	89,257	64,872	64,834	65,857
Beginning Balance	771,808	870,776	861,065	925,899
Ending Balance	\$ 861,065	\$ 935,648	\$ 925,899	\$ 991,756

*Ending balance includes \$3,863 budgeted for emergency reserves to comply with the TABOR Amendment.

Operating Mill Levy	
Budget Year	Mills
2012	12.00
2011	12.00
2010	12.00
<i>Maximum levy is 12 mills</i>	

Assessed Valuation	
Year	Value
2011	8,389,550
2010	8,428,420
2009	8,632,440