



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) and Citizen Presentations (Section 12) are 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 except when addressing the City Council during Section 12 of the agenda.

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
 - B. Business Appreciation Week - Week of October 18th - 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. Reclaimed Water Distribution System Improvements Project
 - B. Accela Automation Systems Implementation Ratification of Expenses
 - C. Parks, Recreation and Libraries Activities Guide Printing and Distribution Services Contract
 - D. Bond and Disclosure Counsel for Lease Purchase Agreement & Refunding COP's (Ice Centre), Series 2010
 - E. Second Reading of Councillor's Bill No. 49 re Water and Wastewater Rate Adjustments
 - F. Second Reading of Councillor's Bill No. 50 re Amend Chapter 7 of W.M.C. Title VIII re Water Regulations
 - G. Second Reading of Councillor's Bill No. 51 re Little Dry Creek Dog Park Supplemental Appropriation
9. Appointments and Resignations
10. Public Hearings and Other New Business
 - A. Councillor's Bill No. 52 re Amend W.M.C. Section 9-8-3 re Infrastructure Fee
 - B. Resolution No. 35 re 2011/2012 City Budget and Mill Levy
 - C. Councillor's Bill No. 53 re 2011/2012 Budget Fund Appropriations
 - D. Resolution No. 36 re 2011 and 2012 Pay Plans
 - E. 2011 City Employee Health Insurance Renewals and Rates
 - F. Councillor's Bill No. 54 re Refunding Certificates of Participation (Ice Centre Building), Series 1998
 - G. Councillor's Bill No. 55 re Debt Refinancing Supplemental Appropriation
 - H. Councillor's Bill No. 56 re Amend W.M.C. Section 4-1-3 re Retailer Collection Fees
 - I. Councillor's Bill No. 57 re Amend W.M.C. Title IV re Collection of Tax on Infrastructure
11. Old Business and Passage of Ordinances on Second Reading
12. Citizen Presentations (longer than 5 minutes), 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

GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS

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

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, SEPTEMBER 27, 2010 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

CONSIDERATION OF MINUTES

Councillor Kaiser moved, seconded by Councillor Major, to approve the minutes of the regular meeting of September 13, 2010, as written. The motion passed unanimously.

CITY MANAGER'S REPORT

Mr. McFall reported a public hearing on a Housing and Urban Development Section 108 loan application was scheduled later in this meeting.

Following tonight's meeting Council would convene in executive session to discuss the City Manager's performance evaluation pursuant to Westminster Municipal Code §1-11-3(C)(1) and Colorado Revised Statutes §24-6-402(4)(f).

COUNCIL REPORTS

Councillor Briggs reported having recently celebrated his 53rd wedding anniversary with his wife in Branson, Missouri.

Mayor McNally reported that the Historic Westminster Orchard Festival had been a great celebration of the arts on September 25. Additionally, the Westminster Historical Society/Barnes and Nobles event had been a success.

EMPLOYEE SERVICE AWARDS

Councillor Kaiser presented a certificate and pin to Keith Alvis for 20 years of tenure with the City; Mayor Pro Tem Dittman presented a certificate and pin to Matt Rippy for 30 years of service to the City; and Mayor McNally presented Rich Dahl with a certificate and pin for 35 years of employment with the City.

PROCLAMATION

Councillor Lindsey read a proclamation declaring October to be Fire Prevention Month and presented it to Sherrie Leeka, Public Information Specialist, and Gary Pedigo, Fire Marshal. Activities to be held throughout the month of October were announced. The best fire prevention tool was education and awareness.

PRESENTATION

Councillor Major and Patti Wright, Open Space Volunteer Coordinator, recognized nine Open Space volunteers for ten years of service each. Collectively, the volunteers had donated over 1,400 hours to improve and enhance the City's open space areas. Each recipient received a etched glass award and Council's sincere appreciation. They were: Christy and Mark Granger; Stephanie Kohler; Bobbie and Jackie Van Dore; Bobbi, Greg, and Rachel Weber; and Mark Zukas.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: accept the August 2010 Financial Report; authorize the City Manager to enter into an agreement with the Colorado Intergovernmental Risk Sharing Agency for the purchase of excess stop loss insurance, claims management and other administrative services in the amount of \$423,417 along with a \$42,000 contingency in the event the final quote was higher; authorize the City Manager to execute a \$49,999.68 contract with the lowest responsible bidder, Left Hand Excavating, for the grading and revegetation on the Doulos Ministries open space parcel and authorize a \$5,000 construction contingency; determine the public interest would be best served by approving Fleet Maintenance cumulative purchases in 2010 with Detroit Transmission Company and Tire Centers Inc. (TCI) for purchases not to exceed \$85,000 for each of the two vendors; authorize Staff to re-allocate Utility Fund Capital Improvement Program funds as outlined in the agenda memo, and authorize Staff to re-allocate Utility Capital Improvement Program funds into the Central Charges budget of the Water and Wastewater Funds to transfer a total of \$ 8,472,132 back into the Utilities Capital Projects Reserve Fund; authorize Staff to submit project applications to the Denver Regional Council of Governments for funding in the 2012-2017 Transportation Improvement Program; authorize the City Manager to award a \$186,356 contract to the low bidder, D&D Roofing, Inc., for the roof replacements at the Colorado Department of Corrections (former Police Department building), Five Star Pup (former animal holding facility), and the Swim and Fitness Recreation Center, and authorize a 10% contingency for replacement of substructure and insulation should replacement be needed; authorize the purchase of the approximately 6.34-acre Hawn-Hewit Property located at the northeast corner of 104th Avenue and Sheridan Boulevard for open space for \$2,170,000 plus closing costs not to exceed \$5,000, and authorize the City Manager to execute all documents required to close on the purchase of the property; final passage of Councillor's Bill No. 46 on second reading appropriating \$72,000 granted by the State Historical Fund for the City's rehabilitation of the Bowles House east porch and repair of a wall crack; final passage of Councillor's Bill No. 47 on second reading authorizing the City Manager to sign an agreement between the City of Westminster, Hyland Hills Park and Recreation District (through its Recreational Facilities enterprise) and Citylife Church d/b/a Redemption City Church for the lease of approximately 1,375 square feet of space in the Ice Centre at the Promenade; and final passage of Councillor's Bill No. 48 on second reading amending Title IV of the Westminster Municipal Code concerning tax administration.

Councillor Major moved, seconded by Mayor Pro Tem Dittman, to approve all items on the consent agenda. The motion carried.

PUBLIC HEARING ON HUD SECTION 108 LOAN APPLICATION

At 7:28 p.m., the Mayor opened a public hearing concerning the City's application for a \$3,025,000 Section 108 loan from the U.S. Department of Housing and Urban Development. Mr. McFall explained that if funding was received, it would be used to create a loan fund to help finance qualified South Westminster redevelopment and revitalization projects. Staff was present to answer any questions of Council or citizens.

Mayor McNally invited public comment. There was none and Councillors had no questions. The hearing was closed at 7:29 p.m.

RESOLUTION NO. 33 AUTHORIZING HUD SECTION 108 LOAN APPLICATION

Upon a motion by Councillor Winter, seconded by Mayor Pro Tem Dittman, the Council voted unanimously on roll call vote to adopt Resolution No. 33 authorizing Staff to apply for a Section 108 loan from the U.S. Department of Housing and Urban Development in the amount of \$3,025,000, which would be used to create a loan fund to help finance qualified South Westminster redevelopment and revitalization projects.

RESOLUTION NO. 34 REVISING THE BUILDING PERMIT FEE SCHEDULE

Mayor Pro Tem Dittman moved, seconded by Councillor Major, to adopt Resolution No. 34 eliminating unused and non-applicable fees from the building permit fee schedule. On roll call vote, the motion passed unanimously.

COUNCILLOR’S BILL NO. 49 TO ADJUST WATER AND WASTEWATER RATES

It was moved by Councillor Briggs and seconded by Councillor Lindsey to pass Councillor’s Bill No. 49 on first reading to implement water and sewer rate adjustments and meter service charges for 2011 and 2012. The motion carried unanimously on roll call vote.

COUNCILLOR’S BILL NO. 50 AMENDING WATER REGULATIONS IN TITLE VIII OF W.M.C.

Councillor Major moved to pass Councillor’s Bill No. 50 on first reading to amend Title VIII of the Westminster Municipal Code to reflect changes to the City’s water regulations. Councillor Winter seconded the motion, and it passed unanimously on roll call vote.

COUNCILLOR’S BILL NO. 51 APPROPRIATING GRANT FUNDS FOR DOG PARK

It was moved by Councillor Kaiser and seconded by Councillor Lindsey to pass Councillor’s Bill No. 51 on first reading authorizing a supplemental appropriation of \$70,000 to reflect the City’s receipt of an Adams County Open Space Grant for Little Dry Creek Dog Park. At roll call, the motion passed unanimously.

CITIZEN PRESENTATION

Mark Smiley, Marketing Director of the Senior Resource Center at 3227 Chase Street in Wheat Ridge, addressed Council to describe program services the non-profit organization provided to Westminster residents.

ADJOURNMENT

There being no further business to come before the Council, it was moved by Dittman and seconded by Major to adjourn. The motion carried and the meeting adjourned at 7:50 p.m.

ATTEST:

City Clerk

Mayor



Agenda Item 6 A

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Proclamation re Red Ribbon Week

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Councillor Briggs to present the proclamation to the Westminster Community Awareness and Action Team for Red Ribbon Week, October 23 to 31, 2010, in the City of Westminster.

Summary Statement

- Red Ribbon Week, in actuality the last nine days in October, is a nationally recognized campaign that serves as a vehicle to promote a drug-free America.
- 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

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, "I Am Drug-free" will headline celebrations in communities across the nation during Red Ribbon Week, October 23 through October 31, 2010; 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 commits its resources to ensure 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, 2010 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 11th day of October, 2010.

Nancy McNally, Mayor



Agenda Item 6 B

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Proclamation re Business Appreciation Week – Week of October 18th

Prepared By: Becky Nelson, Economic Development Specialist

Recommended City Council Action

Mayor McNally to present a proclamation to Business Advisory Group members proclaiming the week of October 18th as “Business Appreciation Week” in the City of Westminster.

Summary Statement

- Each year, the City hosts the Business Appreciation Event for local businesses to recognize their role as essential ingredients to the continued strength, well being, and high quality of life of Westminster. This year the event will be held on Friday, October 22nd at the Westin Westminster Hotel.
- The Mayor, on behalf of City Council, is requested to proclaim the week of October 18th as “Business Appreciation Week” in the City of Westminster.
- Members from the Business Advisory Group will be present at Monday night’s meeting to accept this proclamation on behalf of all Westminster businesses.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

On Friday, October 22nd, 2010 the City of Westminster will host the 19th annual Business Appreciation Event. This event recognizes the vital role that local businesses play in the success of the City. Local businesses provide employment, shopping, entertainment and recreational opportunities for all citizens. Businesses contribute to the City's operating funds through revenue generated from sales and use tax, accommodations and admissions tax, as well as property tax collections. Businesses also enrich the quality of life in Westminster by supporting community organizations with financial and in-kind contributions. The high caliber mix of retail, service, and corporate office establishments found in Westminster is virtually unparalleled in northwest metro Denver.

There are currently roughly 3,000 businesses in the City of Westminster. It is appropriate that they be publicly recognized for their contributions to the community by proclaiming the week of October 18th as "Business Appreciation Week" and encouraging all citizens to support their local businesses. "Business Appreciation Week" meets three of the City's strategic plan goals: Financially Sustainable City Government Providing Exceptional Services, building a Strong Balanced Local Economy, and maintaining Vibrant Neighborhoods and Commercial Areas.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

WHEREAS, The City of Westminster benefits greatly from having a healthy and diverse business community; and

WHEREAS, Westminster businesses provide employment, shopping, entertainment and recreational opportunities to its citizens; and

WHEREAS, The success of local business in Westminster is critical to the City's financial stability; and

WHEREAS, The City of Westminster will be hosting the annual Business Appreciation Event on Friday, October 22, 2010 to honor the 3,000 businesses within the City; and

WHEREAS, It is fitting that official recognition be given to the importance that Westminster businesses play in the continued strength and well being of our city.

NOW, THEREFORE, I, Nancy McNally, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council and Staff, do hereby proclaim the week of October 18, 2010 as

BUSINESS APPRECIATION WEEK

in the City of Westminster, and encourage all citizens to support Westminster businesses.

Signed this 11th day of October, 2010.

Nancy McNally, Mayor



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Reclaimed Water Distribution System Improvements Project

Prepared By: Stephanie Bleiker, PE, Senior Engineer
Steve Grooters, PE, Senior Projects Engineer

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder BT Construction, Inc. in the amount of \$639,028 for construction improvements to the City's reclaimed water distribution system and authorize a fifteen percent (15%) construction contingency in the amount of \$95,854 for a total construction budget of \$734,882.

Summary Statement

- Reclaimed water is a valuable water supply and its development and use is critical to meeting Westminster's water demands. Recently, the City adopted a new Water Supply Plan, which included expanding capacity of the reclaimed water treatment and transmission systems.
- The Reclaimed Water Distribution System Improvements Project was initiated to address specific modifications to the existing reclaimed water distribution system. These improvements address near-term and several long-term operational considerations, and regulations. In addition, these improvements will improve customer flow and pressures. Other modifications will improve service to existing customers and enhance operation and maintenance of the overall distribution system.
- This project also incorporates new reclaimed water service connections to customers currently being serviced exclusively by the City's potable water supply. This reserves existing potable water for existing and future water needs.
- The low bid received from BT Construction, Inc. was reviewed by the Consulting Design Engineer and City staff and determined to be responsive.
- Construction is scheduled through July of 2011 with critical components completed before the spring 2011 demand season.
- Different from a typical project, this project involves construction at several separate sites, each with unique conditions and potential for unforeseen construction issues. For this reason, a 15% contingency is most appropriate for this project.
- Sufficient funds have been budgeted and are available to complete this project.

Expenditure Required: \$734,882

Source of Funds: Utility Fund Capital Improvements – Reclaimed System Improvements

Policy Issue

Should the City award the contract to the low bidder, BT Construction for the construction of the reclaimed water distribution system improvements?

Alternatives

The City could choose from the following alternatives:

1. Award the contract to another construction contracting company. Staff does not recommend this alternative because BT Construction, Inc. is qualified to do the work and also submitted the lowest bid.
2. Elect not to complete the improvements. Staff doesn't recommend this alternative as the improvements are necessary to meet customer needs and to accommodate the expansion of the Reclaimed Water Treatment Facility.

Background Information

The City has operated a reclaimed water program since 2000. Reclaimed water is a valuable source of water supply, the development of which is critical to meeting Westminster's water demands. At build out, it is anticipated that the reclaimed water system will deliver 3,500 acre-feet of water a year and comprise more than 10% of the City's total water supply. The reclaimed water treatment facility is currently under construction for expanded treatment capacity, with completion scheduled for the summer of 2012. In line with the expansion of the reclaimed water treatment facility, modifications of the existing reclaimed water distribution system are needed for the purpose of maintaining quality service to existing customers and expanding operations to new customers.

The current reclaimed water distribution system is in need of more valves to isolate smaller sections of pipeline during periods of routine or emergency maintenance. Specific improvements include: more isolation valves between existing service connections, new blow-off valves, and drain lines routed to the City's sanitary sewer collection system. The collective impact of these improvements will accomplish a number of goals:

- The improvements will result in fewer and shorter interruptions to customers' reclaimed water service.
- Increased delivery flow rates and pressures for a number of existing customers whose water pressures and/or flow rates are currently below targeted levels.
- New reclaimed water customers who are currently using potable water for irrigation will be connected to the system at commercial and residential sites in the City.
- The reclaimed distribution system will be able to be drained directly to the City's sanitary sewer system, a feature necessary to meet new regulations.
- Modifications will allow the City to streamline necessary maintenance activities and upgrade the system to facilitate anticipated future conditions.

The City distributed bid documents to four construction companies having experience consistent with the construction required for the project. On August 24, 2010 three of the four contractors submitted bids on the project including those listed below:

<u>Construction Contractors</u>	<u>Fee</u>
BT Construction, Inc.	\$639,028
Velocity Constructors, Inc.	\$718,009
Reynolds, Inc.	\$755,555

After review of the bids received, BT Construction Inc.'s bid was determined to be valid. Staff recommends executing a contract with BT Construction Inc., as the company is qualified to do the work, having successfully completed a number of projects for the City in the past.

Estimated project costs are summarized below.

<u>Estimated Project Costs</u>	<u>Account Balance</u>
Construction Contract	\$639,028
Construction Contingency (15%)	\$95,854
Total Requested	\$734,882

The fifteen percent (15%) contingency is recommended due to several aspects unique to this project including: 1) The construction work will require the contractor to mobilize to several sites where there are numerous existing utilities and a wide variety of site conditions, 2) The project involves modifying high pressure transmission systems originally designed and constructed without provisions for such modifications, 3) Each site has unique construction constraints and potential for construction conflicts. Based on recent open-cut projects, street repairs implemented on newly paved streets often require construction beyond typical patch-back limits to ensure longevity of the pavement.

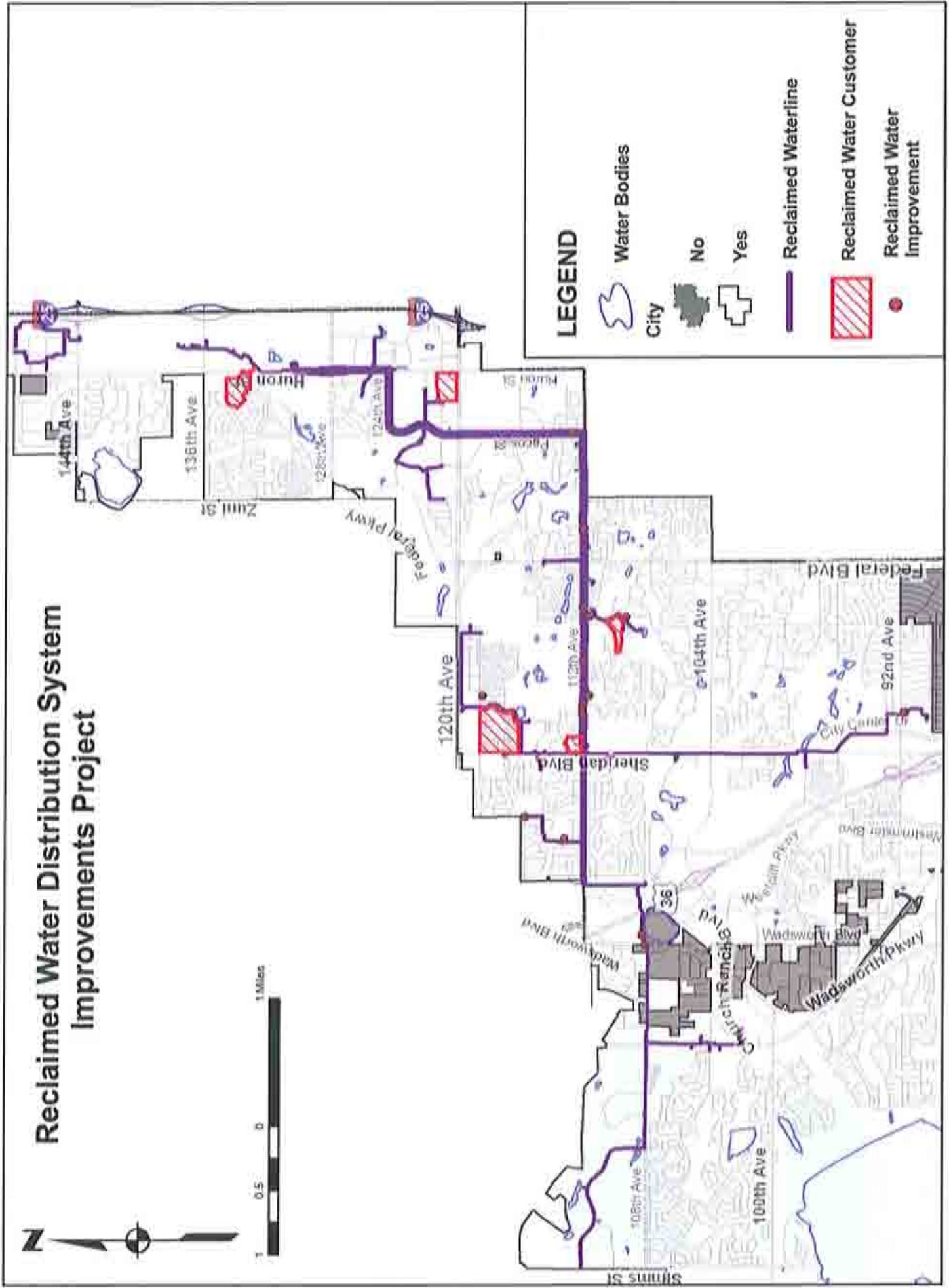
This project helps achieve City Council's Strategic Plan goals of 1) Financially Sustainable City Government by contributing to the objective of a well maintained and operated City infrastructure. This project also helps to achieve 2) Vibrant Neighborhoods and Commercial Areas by conserving the City's potable water supply, consistent with the City's new Water Supply Plan.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Project Site Map

Reclaimed Water Distribution System Improvements Project



LEGEND

- Water Bodies
- City
- No
- Yes
- Reclaimed Waterline
- Reclaimed Water Customer
- Reclaimed Water Improvement



Agenda Item 8 B

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Accela Automation Systems Implementation Ratification of Expenses

Prepared By: Richard Clark, Utilities Operations Manager
Keith Alvis, Maintenance Managements Systems Coordinator

Recommended City Council Action

Ratify the expenditure of \$8,990 to the previously approved contract with Accela, Inc. for the purchase and implementation of the Total Enterprise Asset Management System and Building Division Operating Software application.

Summary Statement

- Accela Automation is the City's asset management and building permits operating software program. This enterprise wide application is utilized by Public Works and Utilities, Community Development, General Services, Parks Recreation and Libraries, Finance, and the Fire Department. The application is responsible for issuing and tracking the progress of building permits and inspections and the maintenance and repair of City owned assets. The application is also responsible for tracking service requests received from both internal and external customers to the City of Westminster.
- On June 28, 2004, City Council authorized a contract in the amount of \$625,000, and a contingency amount not to exceed \$50,000 with Accela, Inc. to purchase and implement the Total Enterprise Asset Management System and Building Division Operating Software Program.
- At the time of final billing it was recognized by Accela and City of Westminster Staff that a travel expenses allowance for Accela consultants for the project in the amount of \$25,000 had not been included in the original authorization sent to City Council.
- Approved change orders plus Accela travel expenses exceeded contingency by \$8,990.
- Staff requests City Council ratify the additional implementation costs of \$8,990 above the originally contracted amount of \$675,000, which is the authorized contract amount of \$625,000 plus \$50,000 contingency

Expenditure Required: \$8,990

Source of Funds: Utilities Fund – Maintenance Management Computer Project

Policy Issue

Should City Council ratify the additional expenditure?

Alternative

Council could choose to not ratify this expense. Staff would advise against this alternative as the Vendor has already incurred the expense and completed the work.

Background Information

City Council approved the purchase and implementation of the Total Enterprise Asset Management System and Building Division Operating Software Program on June 28, 2004. The approved contract amount with Accela Inc., totaled \$625,000 with an additional \$50,000 contingency amount.

During the course of implementation, which began in July 2004, the Vendor and City of Westminster Staff requested a series of change orders to finance expenses not anticipated due to various implementation issues. These expenses were covered by the \$50,000 contingency.

Implementation of the Accela Automation software program included a previously unscheduled upgrade of the application to a newer version that included many additional desired features. The upgrade to the newer version of the software had been planned for and budgeted for the future. Staff successfully negotiated a zero-cost upgrade of the application as part of the initial implementation, saving more than \$50,000. This upgrade was completed as part of the original implementation project.

At the end of the software implementation project, final invoicing was discussed with Accela Staff. During these discussions Staff was made aware that a \$25,000 travel expense line item in the contract with Accela, Inc., had not been included in the Council authorized costs of the project. The travel expenses were partially covered by funds in the contingency, but not completely. This oversight resulted in exceeding the original authorized contract amount by \$8,990.

This project supports the City's Strategic Plan Goal of "Financially sustainable City government providing exceptional services."

Respectfully submitted,

J. Brent McFall
City Manager



**WESTMINSTER
COLORADO**

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Parks, Recreation and Libraries Activities Guide Printing and Distribution Services Contract

Prepared By: Karen Layfield, Management Assistant
Laura Magnetti, Management Assistant
Bill Walenczak, Director of Parks, Recreation and Libraries

Recommended City Council Action

Authorize the City Manager to execute the renewal of a contract with Lehman Communications Corporation in the amount of \$44,913 for printing and distribution services of three issues of the Parks, Recreation and Libraries Activities Guide for the twelve-month period beginning November 1, 2010. The contract includes the option for two additional one-year renewals (2011 and 2012) for a total amount of \$136,036 with a contingency of \$2,784 based on negotiated adjustments not to exceed the annual percent change of the CPIU.

Summary Statement

- Since 2002, the Department of Parks, Recreation and Libraries has used the printing and distribution services of Lehman Communications Corporation, doing business as Longmont Times-Call, for the Parks, Recreation and Libraries Activities Guide that is produced seasonally, three times per year.
- In April 2009, a Request for Proposals was developed and sent to ten local companies for the purposes of printing and distributing the Activities Guide. Five companies including Lehman Communications Corporation, The Publishing House, Publication Printers Corporation, Signature Offset, and the Denver Newspaper Agency submitted bids.
- Based upon their ability to provide a high-quality product and a history of excellent customer service, staff recommended the lowest qualified bidder, Lehman Communication Corporation be awarded the 2009-2010 contract with the option for renewal for three consecutive years.
- Lehman Communications Corporation has supplied a statement agreeing to renew the contract at the commercial printing rates bid in 2009.
- Adequate funds are available within the Park, Recreation and Libraries Administration Budget for this contract. This is a one-year contract that is renewable for up to two additional years.
- The Contract price for renewal periods 2011-2012 and 2012-2013 will be negotiated and agreed to by both parties, and any adjustment will not exceed the annual percent change of the CPIU.

Expenditure Required: \$138,820

Source of Funds: General Fund – Parks, Recreation and Libraries Administration Budget

Policy Issue

Should the City renew a contract for the printing and distribution services to the lowest responsible bidder, Lehman Communications Corporation, for 2010-2011, with the option to renew the contract for two, one-year terms in 2011-2012 and 2012-2013?

Alternative

Do not approve the contract renewal to Lehman Communications Corporation and require a new Request for Proposals for printing and distribution services of the Parks, Recreation and Libraries Activities Guide for 2010-2011. Staff does not recommend this option based upon current provider’s willingness to maintain 2009 pricing levels. Research has indicated the cost of paper has increased 10% in the last year. Staff anticipates that bid pricing would increase to at least 10% above the 2009 bid pricing received.

Background Information

Since 1975, the Activities Guide has been the primary promotion and communication tool for all community events, class programs, facilities, and services provided by the department. It serves as a major revenue producing marketing piece for all department facilities and programs. In addition, all residents benefit from the information provided on free services such as parks, trails, and open space amenities, limb chipping, recycling, library offerings, and volunteer and scholarship opportunities.

Dividing the year’s offerings into three seasonal promotional pieces has proven to be the most effective process for residents and programmers. Research indicates when other parks and recreation agencies distributed only two brochures per-year or provided only on-line brochures, registration and revenue dropped significantly.

Direct mailing the Activities Guide to all Westminster residential addresses has been practiced for the last 20 years. Distributing to all residential households is a common practice of all neighboring parks and recreation agencies.

The winter/spring and the fall guide are 64 pages; the summer guide is 72 pages. Bid options included printing in both two-color and four-color process, web press printing and sheet fed printing, and cost for printing on recycled paper. Pricing was based on a minimum of 50,000 copies printed plus the cost per additional 1,000 copies per issue. Parks, Recreation and Libraries printed 54,000 copies per season during 2009 and 2010. Mailing preparation and delivery services were included in the request to be priced separately.

All bids submitted were based upon web press printing. The Publishing House submitted pricing for only two-color printing; all others submitted pricing for both two-color and four-color printing. Three of the five companies submitted the same price for four-color process as for two-color process.

The proposed cost for printing and distributing 54,000 copies each of three issues (one year) of the Parks, Recreation and Libraries Activities Guide submitted by the five companies ranged from \$44,913 to \$50,889.

The following bids were received in 2009:

Longmont Time-Call (Lehman Communications Corporation)	\$44,913
Denver Newspaper Agency	\$47,090
Publication Printers Corporation	\$49,737
Signature Offset	\$50,889
Publishing House	Did not bid a four-color process

SUBJECT: Parks, Recreation and Libraries Activities Guide Contract

Page 3

Lehman Communications Corporation has provided exceptional printing and distribution services for the Parks, Recreation and Libraries Activities Guide for the past eight years. For 2010-2011, Lehman Communication Corporation has provided a written agreement to maintain the same level of service at the same pricing structure as identified in their April 2009 bid. The cost of printing the Activities Guide is \$0.28 per piece. (See attached document)

This contract meets Council's Strategic Plan Goals of a "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

PO BOX 299 • 350 TERRY STREET
LONGMONT, COLORADO 80502
303-684-5293 • FAX 303-774-8088
Toll free in-state 800-270-9774
Toll free national 800-796-8201
email: jdimambro@times-call.com

John DiMambro
GENERAL MANAGER
ADVERTISING DIRECTOR

TIMES-CALL

LEHMAN COMMUNICATIONS CORPORATION

September 21, 2010

Karen Layfield, Management Assistant
City of Westminster, Parks, Recreation and Libraries
4800 W. 92nd Avenue
Westminster, CO 80031

Dear Ms. Layfield:

Please accept this letter as official authorization and confirmation of Lehman Communications Corporation's agreement to renew the 2010 commercial printing rates for the City of Westminster (i.e., RFP 04-06-09) for the 2011 printing services outlined herein this letter.

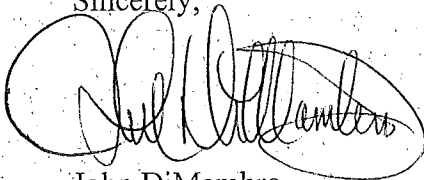
The 2011 agreement would include the printing and delivery services for 50,000 plus additional per 1,000 copies of one 64-page Winter/Spring guide; one 64-page Fall 2011 guide; and one 72-page Summer Guide 2011.

Lehman Communications Corporation is grateful for the business that the City of Westminster continues to transact with our company.

If there is anything that we can do to be of service to you and your associates, please contact us anytime at your convenience.

Thank you once again.

Sincerely,



John DiMambro
General Manager & Advertising Director, Longmont Times-Call

**AGREEMENT TO FURNISH PRINTING AND DISTRIBUTION SERVICES
TO THE CITY OF WESTMINSTER FOR THE PARKS, RECREATION AND LIBRARIES
ACTIVITIES GUIDE**

THIS AGREEMENT, made and entered into this ___ day of October, 2010, between the **CITY OF WESTMINSTER**, hereinafter called the "City," and **LEHMAN COMMUNICATIONS CORPORATION**, a corporation organized pursuant to the laws of the State of Colorado hereinafter called the "Consultant," is as follows:

WHEREAS, the City wishes to produce three (3) issues of a City publication titled "Activities Guide" in November 2010 hereinafter called the "2011 Winter/Spring Guide", in March 2011 hereinafter called the "2011 Summer Guide" and in July 2011 hereinafter called the "2011 Fall Guide"; and

WHEREAS, the City desires to engage the Consultant to render the professional printing and distribution 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.

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

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

I. THE PROJECT

The Project consists of printing 50,000 copies of the 2011 Winter/Spring and 2011 Fall Guides, both of which are 64-page magazines, and 50,000 copies of the 2011 Summer Guide, which is a 72-page magazine, and providing the mailing and distribution services for the 2011 Winter/Spring, 2011 Summer and 2011 Fall Guides including sorting, labeling, bundling, and delivering approximately 45,000 magazines to the designated mailing vendors with the remaining magazines delivered to seven (7) City of Westminister facilities with the option to renew this contract in 2011-2012, under the same terms and conditions as set forth herein.

II. CONSULTANT'S SERVICES AND RESPONSIBILITIES

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 as described in Appendix A, attached hereto and incorporated herein by this reference.

III. ADDITIONAL SERVICES

When authorized by the City, the Consultant agrees to furnish or obtain from others, additional professional services in connection with the Project due to changes in the scope of the Project or its design, subject to mutual agreement as to additional compensation for additional services.

IV. CONSULTANT'S FEE

As compensation for the basic Services described in this Agreement, the Consultant shall be paid a fixed-price fee in the amount of \$11,979/printing plus \$750/ mailing preparation, plus \$224 for each additional 1,000 copies over the amount of copies set forth in Section I of this Agreement for a 64 page issue and \$13,860/printing plus \$750/ mailing preparation, plus \$259 for each additional 1,000 copies over the amount of copies set forth in Section I of this Agreement for a 72 page issue. Payment of Consultant's fee shall be made in three (3) installments, payable within thirty (30) days following delivery of the three brochures contemplated by this Agreement, which shall constitute full and complete payment for said Services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement.

V. COMMENCEMENT & COMPLETION OF SERVICES

The Consultant understands and agrees that time is an essential requirement of this Agreement. The Services shall be completed as soon as good practice and due diligence will permit. In any event, the Services shall be completed within the timeline provided in Appendix A and after the Consultant receives notice to proceed, exclusive of time lost or due to delays beyond the control of the Consultant. The term of this Agreement is for one (1) year following its execution. This Agreement shall renew for two (2) additional one (1) year terms unless the City gives written notice of its intent not to renew this Agreement no less than thirty (30) days prior to its expiration, and subject to annual appropriations by the City.

VI. TERMINATION

This Agreement shall terminate at such time as the work in Section 2 is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination plus any Services the City deems necessary during the notice period. Said compensation shall be paid upon the Consultant's delivering or otherwise making available to the City all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing the Services included in this Agreement, whether completed or in progress.

VII. INSURANCE

During the course of the Services, 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 City shall be named as an additional insured under the Consultant's Automobile and Commercial General Liability coverages, 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 City indicating compliance with this paragraph.

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 City 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 Services, the Consultant shall act as an independent contractor and not as agent of the City except to the extent the Consultant is specifically authorized to act as agent of the City.

B. Books and Records. The Consultant's books and records with respect to the Services and reimbursable costs shall be kept in accordance with recognized accounting principles and practices, consistently applied, and will be made available for the City'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 Services.

C. Ownership of Drawings. All plans, drawings, specifications and the like relating to the Services shall be the joint property of the City and Consultant. Upon completion of the Services, or at such other time as the City may require, the Consultant shall deliver to the City a complete corrected set of drawings and such additional copies thereof as the City 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 Services the standard of care normally exercised by nationally recognized organizations engaged in performing comparable services. The Consultant shall be liable to the City for any loss, damages or costs incurred by the City for the repair, replacement or correction of any part of the Project which 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 City 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 the performance of the Services, 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 City 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 Services, 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 City may, if it so desires, withhold the payments due the Consultant so long as shall be reasonably necessary to indemnify the City on account of such injuries.

In any and all claims against the City 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 respective Project representatives of the City and the Consultant who will be designated by the parties promptly upon commencement of the Services.

All other notices and communications in writing required or permitted hereunder shall be delivered personally to the respective representatives of the City and the Consultant set forth below or shall be mailed by registered mail, postage prepaid, return receipt requested to the parties at their addresses shown herein. Notices hereunder 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 Services for the Project.

J. Subcontracting. Except subcontractors clearly identified and accepted in the Consultant's Proposal, Consultant may employ subcontractors to perform the Services only with 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.

INSURANCE CERTIFICATES REQUIRED BY THIS AGREEMENT SHALL BE SENT TO THE PARKS, RECREATION AND LIBRARIES DEPARTMENT, ATTENTION: KAREN LAYFIELD.

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

LEHMAN COMMUNICATIONS CORPORATION

CITY OF WESTMINSTER

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Address:

Address:

4800 West 92nd Avenue
Westminster, Colorado 80031

ATTEST:

ATTEST:

Title: _____

City Clerk

APPROVED AS TO LEGAL FORM

By: MAM Cullif
City Attorney

Appendix A

Bid Specs for the City of Westminster Activities Guide (sample included)
Provide separate bids for each category on attached Bid Tabulation Sheet

#1 Printing

Option 1 - Web Press

Description: Westminster Parks, Recreation and Libraries Activities Guide

Finished size: 8 ¼" x 10 ½"

Paper Stock Cover: 70# text gloss cover

Paper Stock Inside Pages: 30# newsprint or upgraded newsprint identify and provide sample

Ink Cover: 2-sided, four-color process

Ink Inside Pages: 2 color, black plus 1 PMS color –

Provide additional color options including full process

And/or partial four-color process

Customer Provides: PDF Files on Disk originated from PageMaker

Binding: Saddle stitched

Proofs: Laser proofs for 4-color cover and blue line on inside pages

Packaging: Bundle or Bulk Mail requirements of Post Office

Quantity and pages: 50,000 Copies 64-page magazine plus cover, 2 times/year

Plus cost per additional 1,000's

and

50,000 Copies 72-page magazine plus cover, 1 time/year

Plus cost per additional 1,000's

Option 2 – Sheet Fed Press

Description: Westminster Parks, Recreation and Libraries Activities Guide

Finished size: 8 ½" x 11"

Paper Stock Cover: 70# text gloss cover

Paper Stock Inside Pages: Identify paper# and include sample

Ink Cover: 2-sided, four-color process

Ink Inside Pages: 2 color, black plus 1 PMS color –

Provide additional color options including full process

Customer Provides: PDF Files on Disk originated from PageMaker

Binding: Saddle stitched

Proofs: Laser proofs for 4-color cover and blue line on inside pages

Packaging: Bundle or Bulk Mail requirements of Post Office

Quantity and pages: 50,000 Copies 64-page magazine plus cover, 2 times/year

Plus cost per additional 1,000's

and

50,000 Copies 72-page magazine plus cover, 1 time/year

Plus cost per additional 1,000's

Option 3 – Recycled Paper Only

Description: Westminster Parks, Recreation and Libraries Activities Guide

Finished size: 8 ¼" x 10 ½" or comparable sheet fed size

Paper Stock Cover: 70# text gloss cover

Paper Stock Inside Pages: 30# newsprint inside or sheet fed option

(Include percentage of post-consumer waste)

Ink Cover: 2-sided, four-color process

Ink Inside Pages: 2 color, black plus 1 PMS color –

Provide additional color options including full process
And/or partial four-color process

Customer Provides: PDF Files on Disk originated from PageMaker

Binding: Saddle stitched

Proofs: Laser proofs for 4-color cover and blue line on inside pages

Packaging: Bundle or Bulk Mail requirements of Post Office

Quantity and pages: 50,000 Copies 64-page magazine plus cover, 2 times/year
Plus cost per additional 1,000's
and
50,000 Copies 72-page magazine plus cover, 1 time/year
Plus cost per additional 1,000's

#2 Mailing/Delivery

- Sort/label/bundle, deliver to Post Office approximately 45,000 brochures
- Must inform contact of postage cost to city 48-hours prior to Post Office delivery
- Remaining brochures delivered to 7 City of Westminster facilities.
- Two electronic mailing lists provided or vendor can provide mailing list options

Delivery Dates

Approximate 2009-10 Post Office Delivery Dates

- November 20, 2009
- March 19, 2010
- July 16, 2010

Deadline Requirements

Cover Art on Disk: 3 weeks prior to PO delivery date

Provide design option for additional fee

Guts on Disk or pdf: 2 weeks prior to PO delivery date

Bid Tabulation Sheet

Option 1 Web Press	Option 2 Sheet Fed	Option 3 Recycled Paper Web or Sheet	Mailing Prep And Delivery	Additional 1,000's
2 Color 64 Page 72 Page	2 Color 64 Page 72 Page	2 Color 64 Page 72 Page	2 Color 64 Page 72 Page	2 Color 64 Page 72 Page
4 Color 64 Page 72 Page	4 Color 64 Page 72 Page	4 Color 64 Page 72 Page	4 Color 64 Page 72 Page	4 Color 64 Page 72 Page



**WESTMINSTER
COLORADO**

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Bond and Disclosure Counsel for \$10 Million Lease Purchase Agreement and Refunding Certificates of Participation (Ice Centre), Series 2010

Prepared By: Martin R. McCullough, City Attorney
Tammy Hitchens, Finance Director

Recommended City Council Action

Authorize the City Manager to execute agreements for: bond counsel services with Sherman & Howard for a fee not to exceed \$40,000, plus actual expenses not to exceed \$1,200, and for disclosure counsel services with Kutak Rock for a total fee not to exceed \$25,500, inclusive of expenses, both in connection with the proposed issuance of \$10 million Certificates of Participation, Series 2010, representing an assignment of the right to receive certain revenues pursuant to a Lease Purchase Agreement, dated as of March 1, 1998, as amended, by and between the City of Westminster and the City of Westminster Building Authority, in substantially the same form as attached.

Summary Statement

- All special counsel agreements are subject to approval by the City Council in accordance with City Charter requirements.
- Sherman & Howard has acted as bond and special counsel for the City on several past financings, including the Water and Wastewater Utility Enterprise, Taxable Water and Wastewater Revenue Bond issue, Open Space Sales and Use Tax Revenue Bond issues, the Certificate of Participation (COP) issue for the City's Capital Facilities Financing, and the City's previous Park, Open Space, and Trails (POST) bond issue.
- Kutak Rock has also acted on several past financings as disclosure counsel for the City, including the Water and Wastewater Utility Enterprise, Taxable Water and Wastewater Revenue Bond issue, Sales and Use Tax, POST, and COP refundings, Open Space Sales and Use Tax Revenue Bond issues, the City's Capital Facilities Financing, and the previous POST bond issue.
- The proposed fees are well within the range of fees experienced for similar financings in the past and will be included as part of the issuance cost for these financings.

Expenditure Required: \$65,500, plus expenses not to exceed \$1,200

Source of Funds: COP Refunding Bond Proceeds

Policy Issue

Should the City retain bond and disclosure counsel on behalf of the City for the upcoming issuance of the City's \$10 million Refunding Certificates of Participation (Ice Centre), Series of 2010?

Alternative

Do not retain special legal counsel for these transactions. This is not recommended because the COPs cannot be closed without an opinion of bond counsel and an Official Statement prepared by disclosure counsel.

Background Information

Due to low interest borrowing rates in the capital markets, the City has the opportunity to refund the Certificates of Participation (COP) issued in 1998 to build the Ice Centre without extending the maturity date of the original issue. The estimated savings from this refunding is approximately \$778,000. These savings will be split equally with the Hyland Hills Park and Recreation District, who will own the facility equally with the City at the time the COPs are paid off.

As with all public, tax-exempt financings, these financings will require an opinion from a nationally recognized law firm regarding certain tax-related matters. Mr. Dee Wisor of Sherman & Howard has served as the City's bond counsel on numerous other issues and is thoroughly familiar with the City's Charter, ordinances, and outstanding bond covenants.

In addition, federal securities laws require the City to issue an Official Statement in connection with these financings. Kutak Rock is a recognized expert in disclosure matters under the federal securities laws. This firm has acted in this capacity on numerous other bond issues and financings, and is familiar with the City's financial position, the general economic condition of the City, the City's detailed financial information, and other material facts related to the City's preparation of a satisfactory Official Statement in connection with this refunding.

The fees quoted by the recommended firms are reasonable and in line with past financings, and the familiarity of these firms with the City and its financial and legal documents is very valuable. The efficiencies in retaining these firms are significant and will help assure an expeditious closing of these very important financings.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

Sherman & Howard L.L.C.

ATTORNEYS & COUNSELORS AT LAW
633 SEVENTEENTH STREET, SUITE 3000
DENVER, COLORADO 80202
TELEPHONE: (303) 297-2900
FAX: (303) 298-0940

Dee P. Wisor
Direct Dial Number: (303) 299-8228
E-mail: dwisor@shermanhoward.com
Licensed in Colorado

September 1, 2010

City of Westminster
Office of the City Attorney
4800 West 92nd Avenue
Westminster, CO 80031

Attention: Martin R. McCullough

\$10,000,000 Lease Purchase Agreement and
Refunding Certificates of Participation (Ice Centre)
Series 2010

Dear Marty:

We are pleased to confirm our engagement as special counsel to the City of Westminster (the "City"). We appreciate your confidence in us and will do our best to continue to merit it.

We believe it is good practice to set forth in writing (and in some detail) the elements of our mutual understanding in establishing our attorney-client relationship. While some of the matters covered in this engagement letter will never be relevant or of concern between us, we hope you will understand that as attorneys and counselors it is our natural function to try to make communication clear and complete, and to anticipate and resolve questions before they arise. We also believe that the performance of our services may require your effort and cooperation. Consequently, the better we each understand our respective roles, responsibilities and contributions, the more efficient, effective and economical our work for you can be.

Personnel

This letter sets forth the role we propose to serve and the responsibilities we propose to assume as special counsel to the City in this engagement. We understand that the City Council has authorized the execution of this letter and has delegated to you the authority to sign this letter and to represent the City during this financing. Dee Wisor and Kim Crawford will be principally responsible for the work performed by Sherman & Howard L.L.C. on your behalf, and they will report to and take direction from Mr. McCullough. Where appropriate, certain tasks may be

performed by other attorneys or paralegals. At all times, however, Mr. Wisor will coordinate, review, and approve all work completed for the City.

Scope of Employment

Special counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization of the Lease Purchase Agreement (the "Lease") and the issuance of Certificates of Participation in the Lease rentals (the "Certificates").

As your special counsel, we will: examine applicable law; consult with the parties to the transaction prior to the execution of the Lease; prepare customary authorizing and operative documents, which may include proceedings relating to: the authorization and execution of the Lease and issuance of the Certificates and closing certificates; review a certified transcript of proceedings; and undertake such additional duties as we deem necessary to render the opinion. Subject to the completion of proceedings to our satisfaction, we will render our opinion relating to the validity of the Lease and the Certificates, the enforceability of the security for the Certificates, and the exclusion of the interest paid on the Certificates (subject to certain limitations which may be expressed in the opinion) from gross income for federal income tax purposes and for Colorado income tax purposes.

As special counsel, we will not assume or undertake responsibility for assisting in the preparation of the Official Statement with respect to the Certificates (the "Official Statement"), nor are we responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of the Official Statement. We understand that Kutak Rock LLP is acting as disclosure counsel to the City in connection with the Official Statement and: (i) will prepare the Official Statement, and (ii) will provide a letter with respect to compliance with the state and federal securities laws upon which the Authority may rely. Our responsibility as special counsel will include the preparation or review of any description in the Official Statement of: (i) Colorado and federal law pertinent to the validity of and security for the Certificates, as well as the tax treatment of interest paid thereon, (ii) the terms of the Certificates, and (iii) our opinion. In addition, we would like to review a draft copy of the Official Statement so that we may have an opportunity to comment on it; however, such review is only for the protection of our firm and would not serve to protect the City or purchasers of the Certificates.

In rendering our opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation. Our opinion will be addressed to the City and will be executed and delivered by us in written form on the date the Certificates are exchanged for its purchase price (the "Closing"). The opinion will be based on facts and law existing as of their date.

Our services as special counsel are limited to those contracted for explicitly herein; the City's execution of this letter constitutes an acknowledgment of those limitations. Specifically, but without implied limitation, our responsibilities do not include any representation by Sherman &

Howard L.L.C. in connection with any IRS audit or any litigation involving the City or the Certificates, or any other matter. Neither do we assume responsibility for the preparation of any collateral documents (*e.g.*, environmental impact statements) which are to be filed with any state, federal or other regulatory agency. Nor do our services include financial advice (including advice about the structure of the Lease or the Certificates) or advice on the investment of funds related to the Lease or Certificates.

Representation of the City

In performing our services as special counsel, the City will be our client and an attorney-client relationship will exist between us. We will represent the interests of the City rather than the City Council or its individual members. We will work closely with the City Attorney and will rely on his opinion with regard to specific matters, including pending litigation. We assume that other parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. Our limited representation of the City does not alter our responsibility to render an objective opinion as special counsel.

Conflicts of Interest

Our firm sometimes represents, in other unrelated transactions, certain of the financial institutions that may be involved in this Bond transaction, such as underwriters, credit enhancers, and banks that act as paying agents or trustees. We do not believe that there is a significant risk that any of these representations will materially limit our ability to provide competent and diligent representation of the City in connection with the Certificates, even though such representations may be characterized as adverse under the Colorado Rules of Professional Conduct (the "Rules"). In any event, during the term of our engagement hereunder, we will not accept a representation of any of these parties in any matter in which the City is an adverse party. However, pursuant to the Rules, we do ask that you consent to our representation of such parties in transactions that do not directly or indirectly involve the City. Your execution of this letter will signify the City's prospective consent to such adverse representations in matters unrelated to the Certificates while we are serving as special counsel hereunder.

Fee Arrangement

Based upon: (i) our current understanding of the terms, structure, size and schedule of the financing, (ii) the duties we will undertake pursuant to this letter, (iii) the time we anticipate devoting to the financing, and (iv) the responsibilities we assume, we estimate that our fee for this engagement will be approximately \$40,000. Such fee may vary: (i) if the principal amount of the Certificates actually issued increases significantly, (ii) if material changes in the structure of the financing occur, (iii) if unusual or unforeseen circumstances arise which require a significant increase in our time or our responsibilities or (iv) the Lease is not executed by December 31, 2010.

If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will consult with you.

In addition, this letter authorizes us to make disbursements on your behalf, which we estimate will not exceed \$1,200. The City agrees to reimburse us for such disbursements, including travel costs, photocopying, deliveries, filing fees, computer assisted research, and other necessary office expenses.

Our fees are usually paid at Closing out of Certificate proceeds. We customarily do not submit any statement until the Closing, unless there is a substantial delay in completing the financing. We understand and agree that our fees will be paid at Closing out of proceeds. If the financing is not consummated, we understand and agree that we will not be paid. If you prefer, we can provide you a non-contingent fee arrangement based upon an hourly rate or a fixed transaction fee.

Termination of Engagement

The above fees contemplate compensation for usual and customary services as special counsel as described above. Upon delivery of the opinion, our responsibilities as special counsel will terminate with respect to this financing, and our representation of the City and the attorney-client relationship created by this engagement letter will be concluded. Specifically, but without implied limitation, we do not undertake to provide continuing advice to the City or to any other party to the transaction. Many post-issuance events may affect the Lease, the tax-exempt status of interest on the Lease, or liabilities of the parties to the transaction. Such subsequent events might include a change in the project to be financed with Certificate proceeds, a failure by one of the parties to comply with its contractual obligations (*e.g.*, rebate requirements, continuing disclosure requirements), an IRS audit, or a change in federal or state law. Should the City seek the advice of special counsel on a post-closing matter or seek other, additional legal services, we would be happy to discuss the nature and extent of our separate engagement at that time.

Document Retention

At or within a reasonable period after Closing, we will review the file to determine what materials should be retained as a record of our representation and those which are no longer needed. We will provide you with a copy of the customary transcript of documents after Closing and will return any original documents obtained from you (if a copy is not included in the transcript). We will retain for several years a copy of the transcript and such other materials as correspondence, final substantive work product, documents obtained from you, and documents obtained from third parties. We will not retain such materials as duplicates of the above-described material, or drafts and notes that do not appear needed any longer.

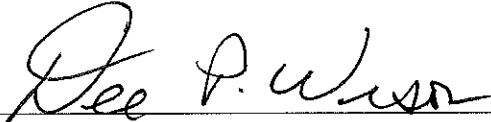
Ordinarily the firm will keep the retained materials until seven years after the final maturity of the Certificates. At the end of that time, unless you advise us in writing to the contrary, we will destroy the bulk of the file. If the file is especially voluminous, we may destroy all or a portion of it earlier, as our storage facilities are limited. If you prefer other arrangements for retention or disposition of our files in this matter, please advise us in writing.

Approval

If the foregoing terms of this engagement are acceptable to you, please so indicate by returning the duplicate original of this letter signed by the officer so authorized, retaining the other original for your files.

We are pleased to have the opportunity to serve as your special counsel and special counsel and look forward to a mutually satisfactory and beneficial relationship. We are deeply committed to the proposition that our clients must be satisfied with the quality of our services as well as the amount of our charges. Our effectiveness and your best interest are enhanced by an atmosphere of candor and confidence between us, not only as to the facts and circumstances of the legal issues on which we are working, but also as to the attorney-client relationship itself. If at any time you have questions concerning our work or our fees, we hope that you will contact us immediately.

SHERMAN & HOWARD L.L.C.

By: 

ACCEPTED AND APPROVED:

CITY OF WESTMINSTER, COLORADO

By: _____

Its: _____

Date: _____

DPW/jw
Enclosures

KUTAK ROCK LLP

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September 14, 2010

THOMAS M. PELTZ
thomas.peltz@kutakrock.com
(303) 292-7807

Martin R. McCullough, Esq.
City Attorney
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80030

Re: Proposed issuance of Certificates of Participation, Series 2010 representing an assignment of the right to receive certain revenues pursuant to a Lease Purchase Agreement, dated as of March 1, 1998, as amended, by and between the City of Westminster and The City of Westminster Building Authority (the "Authority")

Dear Marty:

We are pleased to submit this letter for our engagement as special counsel to the City of Westminster (the "City") with regard to the issuance of the above referenced Certificates of Participation, Series 2010 (the "Certificates"). The Certificates are expected to be issued for the purpose of refunding a portion of the outstanding Certificates of Participation, Series 1998 maturing on and after January 15, 2011, which certificates were issued for the purpose of financing The Ice Centre at the Promenade.

The Certificates are expected to be issued in the approximate principal amount of \$10,000,000 and to close in the fourth quarter of 2010. The Certificates are to be underwritten by Piper Jaffray & Co. and Stifel Nicolaus & Company, Inc. (collectively, the "Underwriter").

Scope of Engagement

Official Statement.

In this engagement, we expect to render legal advice to the City in the preparation of an official statement to be used in the offer and sale of the Certificates (the "Official Statement"). In connection with this service, Kutak Rock LLP ("Kutak Rock") will represent to the City that, while we are not passing upon, and do not assume responsibility for, the accuracy, completeness or fairness of the statements contained in the Official Statement, nothing has come to the attention of the attorneys in our firm who have worked on this engagement which leads us to believe that the final Official Statement (other than the financial, statistical or engineering data and information contained therein, any expressions of opinion or projections contained therein,

Martin R. McCullough, Esq.
September 14, 2010
Page 2

and information provided for inclusion by any bond insurer or other providers of credit enhancement as to which we express no view or belief) as of its date contained, or as of the date hereof contains, any untrue statement of a material fact or as of its date omitted, or as of the date hereof omits, to state any material fact necessary in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.

Certificate Purchase Agreement.

In our engagement, we also are expected to draft a Certificate Purchase Agreement between the Authority and the Underwriter relating to the purchase of the Certificates by the Underwriter and the sale of the Certificates by the Authority.

Limitation of Duties.

Our duties in this engagement are limited to those expressly set forth above. Among other things, our duties do not include preparing blue sky or investment surveys with respect to the Certificates or making an investigation or expressing any view as to the creditworthiness of the City or the Certificates.

Responsible Attorney.

The lead attorney assigned to this engagement will be Tom Peltz. Tom has been acting as counsel to the City for more than 20 years. Assisting Tom will be an associate, Hester Parrot, and a paralegal, Ardie White.

Attorney-Client Relationship

Upon execution of this engagement letter, the City will be our client and an attorney-client relationship will exist between us. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all other parties understand that in this transaction we represent only the City, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services as Special Counsel are limited to those contracted for in this letter; the City's execution of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the City and the attorney-client relationship created by this engagement letter will be concluded upon issuance of the Certificates.

Conflicts

As you are aware, our firm represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the City, one or more of our present or future clients will have transactions with the City. It is also possible that we may

Martin R. McCullough, Esq.
September 14, 2010
Page 3

be asked to represent, in an unrelated matter, one or more of the entities involved in the issuance of the Certificates. We do not believe such representation, if it occurs, will adversely affect our ability to represent you as provided in this letter, either because such matters will be sufficiently different from the issuance of the Certificates so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Certificates. Execution of this letter will signify the City's consent to our representation of others consistent with the circumstances described in this paragraph.

Fees

Based upon: (a) our current understanding of the terms, structure, size and schedule of the financing represented by the Certificates; (b) the duties we will undertake pursuant to this engagement letter; (c) the time we anticipate devoting to the financing; and (d) the responsibilities we will assume in connection therewith, our fee, inclusive of our expenses, will be \$25,500. Our fee may vary: (i) if material changes in the structure or schedule of the financing occur; or (ii) if unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. We understand and agree that our fees will be paid at the Closing. If the financing is not consummated, we understand and agree that we will not be paid for services rendered to the City pursuant to this engagement.

Records

At your request, papers and property furnished by you will be returned. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed by an authorized officer, retaining the original for your files. We look forward to working with you on this financing.

KUTAK ROCK LLP

By 
Thomas M. Peltz, Partner

KUTAK ROCK LLP

Martin R. McCullough, Esq.
September 14, 2010
Page 4

Accepted and Approved

CITY OF WESTMINSTER

By _____

Name _____

Title _____

Date: _____



Agenda Item 8 E

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Second Reading of Councillor's Bill No. 49 re Water and Wastewater Rate Adjustments

Prepared By: Phil Jones, Senior Management Analyst
Christine Anderson Gray, Management Analyst

Recommended City Council Action

Pass Councillor's Bill No. 49 on second reading implementing water and sewer rate adjustments and meter service charges for 2011 and 2012.

Summary Statement

- This Councillor's Bill was passed on first reading on September 27, 2010.
- Water rates are recommended to be increased 4.00% in 2011 and 4.00% in 2012. Sewer rates are recommended to increase 4.00% in 2011 and 4.00% in 2012.
- The water and wastewater increases will also apply to meter service charges.
- The combined 2011 monthly average increase to a single-family home is \$2.09. The combined 2012 monthly average increase from 2011 to a single-family home is \$2.17.
- Staff is also recommending changes to meter testing fees by \$5 or \$10 per test, depending on size, with the addition of a new service call fee of \$25 per service call where a problem is found on the private side of the meter. For all issues or leaks on City's portion of the system, the service call fee is waived.

Expenditure Required: \$0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **49**

SERIES OF 2010

INTRODUCED BY COUNCILLORS
Briggs - Lindsey

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 8-7-7, 8-7-8, AND 8-8-5 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING THE CITY'S WATER RATE SCHEDULE AND SANITARY SEWER SERVICE AND INCREASING USER CHARGES

WHEREAS, the City of Westminster operates a water and wastewater enterprise utility; and
WHEREAS, the City Charter requires that the utility be self-supporting; and
WHEREAS, the last water rate increase and the last rate increase for sewer user charges took effect January, 2010; and
WHEREAS, costs to operate the Water and Wastewater Utility have increased; and
WHEREAS, since the Utility is operated as an enterprise exempt from the TABOR amendment, the City Council may set rates to adequately fund the operation of the enterprise; and
WHEREAS, the City wishes to minimize the need for large increases in the future; and
WHEREAS, water rates have been designed so as to encourage water conservation.

NOW, THEREFORE, THE CITY OF WESTMINSTER ORDAINS:

Section 1: Section 8-7-7, subsections (B), (C) and (D), W.M.C., is hereby AMENDED to read as follows:

8-7-7: WATER RATE SCHEDULE: (1320 1364 1467 1659 1743 1819 1954 1960 2025 2080 2169 2179 2367 2460 2635 2968 3145 3298 3306 3438)

(B) RESIDENTIAL: Three (3) dwelling units or less served by one meter primarily used for residential occupancy shall, in 20~~11~~¹⁰, be charged a six dollar and ~~forty-two~~^{zero} cents (~~\$6.42~~^{\$6.00}) per month meter service charge, and shall, in 20~~12~~¹⁰, be charged a six dollar and ~~sixty-seven~~^{eighteen} cents (~~\$6.67~~^{\$6.18}) per month meter service charge plus:

2011 ²⁰⁰⁹ Block Rate	2012 ²⁰¹⁰ Block Rate	Monthly Consumption Range
\$2.29 ^{\$2.15} per 1,000 gallons	\$2.38 ^{\$2.21} per 1,000 gallons	First 4,000 gallons
\$3.78 ^{\$3.54} per 1,000 gallons	\$3.93 ^{\$3.64} per 1,000 gallons	5,000 to 20,000 gallons
\$5.60 ^{\$5.24} per 1,000 gallons	\$5.82 ^{\$5.39} per 1,000 gallons	Over 20,000 gallons

per unit. Unit consumption shall be determined by dividing the number of units using one meter.

(C) RESIDENTIAL IRRIGATION, TOWNHOME/CONDOMINIUM (CONSISTING OF FOUR UNITS OR MORE), PUBLIC/QUASI-PUBLIC USERS: Shall, in 20~~11~~¹⁰, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: four dollars and ~~seventy-three~~^{nine} cents (~~\$4.70~~^{\$4.39}) per thousand (1,000) gallons, and shall, in 20~~12~~¹⁰, be charged a monthly meter service charge based on the meter size as listed in schedule A plus: four dollars and ~~eighty-eight~~^{fifty-two} cents (~~\$4.88~~^{\$4.52}) per thousand (1,000) gallons.

Non-irrigation accounts for multiple residential units consisting of four (4) units or more that are not individually metered and that are classified as town homes or condominiums and can demonstrate that they are eighty percent (80%) owner occupied on a complex wide basis shall, in 20~~11~~¹⁰, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: three dollars and ~~eighty-seven~~^{sixty-three} cents (~~\$3.87~~^{\$3.63}) per thousand (1,000) gallons, and shall, in 20~~12~~¹⁰, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: ~~four~~^{three} dollars and ~~two~~^{seventy-three} cents (~~\$4.02~~^{\$3.73}) per thousand (1,000) gallons, for all water delivered through the

meter. The Director of Finance is authorized to prescribe and accept such forms of documentation as the Director may deem sufficient to demonstrate an applicant's eligibility for the rate described in this paragraph. For purposes of this Section, a town home or condominium is a residential unit physically attached to another residential unit and separately owned.

(D) COMMERCIAL: Commercial users shall, in 2011~~09~~, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: four dollars and ~~thirty-nine~~~~seventy~~ cents (~~\$4.70~~~~\$4.39~~) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A, and shall, in 2012~~09~~, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: four dollars and ~~eighty-eight~~~~fifty-two~~ cents (~~\$4.88~~~~\$4.52~~) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A. In 2011~~09~~, commercial users shall be charged five dollars and ~~seventy-two~~~~thirty-four~~ cents (~~\$5.72~~~~\$5.34~~) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A, and in 2012~~09~~, five dollars and ~~ninety-four~~~~fifty~~ cents (~~\$5.94~~~~\$5.50~~) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A.

Schedule A					
Meter Size Code	Meter Size	Number of Service Commitments	2011 2009 Monthly Meter Service Charge	2012 2010 Monthly Meter Service Charge	Breakpoint for Second Tier Based on Meter Size (Gallons)
1	5/8" X 3/4"	1	\$6.42 \$6.00	\$6.67 \$6.18	20,000
2	3/4" x 3/4"	1.5	\$10.18 \$9.51	\$10.58 \$9.79	30,000
3	1"	2.5	\$14.01 \$13.09	\$14.57 \$13.48	50,000
5	1-1/2"	5	\$22.11 \$20.65	\$22.99 \$21.26	100,000
6	2"	8	\$30.66 \$28.64	\$31.88 \$29.49	160,000
7	2" x 5/8"	8	\$30.66 \$28.64	\$31.88 \$29.49	160,000
8	3"	17.5	\$62.70 \$58.54	\$65.20 \$60.29	350,000
9	3" x 3/4"	17.5	\$62.70 \$58.54	\$65.20 \$60.29	350,000
10	4"	30	\$73.75 \$68.86	\$76.70 \$70.92	600,000
11	4" x 1"	30	\$73.75 \$68.86	\$76.70 \$70.92	600,000
12	6"	62.5	\$114.32 \$106.73	\$118.89 \$109.93	1,250,000
13	6" x 1-1/2"	62.5	\$114.32 \$106.73	\$118.89 \$109.93	1,250,000
14	6" x 3"	62.5	\$114.32 \$106.73	\$118.89 \$109.93	1,250,000
15	8"	90	\$185.87 \$173.53	\$193.30 \$178.73	1,800,000
18	10"	145	\$258.18 \$241.02	\$268.50 \$248.25	2,900,000
20	10" x 12" x 6"	215	\$320.14 \$298.87	\$332.94 \$307.83	4,300,000

Section 2: Section 8-7-8, subsections (B) and (C), W.M.C. is hereby AMENDED to read as follows:

8-7-8: COMPUTATION OF RATE: (1788 2968)

(B) Water meters are to be read to the nearest one thousand (1,000) gallons. Any meter reading containing a portion of one thousand (1,000) gallons shall be rounded down to the nearest one thousand (1,000) gallons. The City will charge ~~thirty~~~~twenty-five~~ dollars (~~\$30~~~~\$25~~) to test a residential water meter upon customer's request. Test of commercial and industrial meters, by customer request, will be as listed in Schedule B. This fee will be waived if the meter is over-registering. If the meter is over-registering, the customer will receive a credit for excess charges on the prior twelve (12) months

consumption. If City records indicate a meter change or accuracy test during the twelve (12) months, the credit will apply from the date of the meter change or test.

Schedule B		
Meter Model	Meter Size	Test Charge
25	5/8"	\$30.00 \$25.00
35	3/4"	\$40.00 \$35.00
70	1"	\$75.00 \$70.00
120	1-1/2"	\$130.00 \$120.00
160 Turbo	1-1/2"	\$170.00 \$160.00
170	2"	\$180.00 \$170.00
200 Turbo	2"	\$210.00 \$200.00
450 Turbo	3"	\$460.00 \$450.00
Meters Over 3"	>3"	\$460.00 \$450.00

(C) The City will charge ~~twenty-five~~~~fifteen~~ dollars (~~\$25~~~~\$15~~) to reread a water meter at the customer's request. This fee will be waived if the first reading was incorrect. The City will charge ~~twenty-five~~~~fifteen~~ dollars (~~\$25~~~~\$15~~) for all service trips, including a trip to check the water meter for evidence of a leak. This fee will be waived if a leak is found at the meter or on the City's portion of the distribution system.

Section 3: Section 8-8-5, subsection (D), is hereby AMENDED to read as follows:

8-8-5: SERVICE AND USER CHARGES WITHIN THE CITY OF WESTMINSTER AND SHAW HEIGHTS; LIEN ON PROPERTY: (1131 1312 1320 1430 1455 1528 1788 1819 1900 1954 2025 2030 2080 2097 2123 2166 2197 2460 2634 2635 2836 2955 2968 3145 3281 3298 3306 3438 3496)

(D) The rates for user charges hereinafter set forth are based generally upon the quantity and quality of sewage collected and they are subject to change periodically as circumstances require. The minimum monthly amount for use of the City of Westminster sanitary sewerage system by residential, including multiple unit residential, and public users shall, in 2011~~09~~, be a sum equal to ~~four~~~~three~~ dollars and ~~nineteen~~~~eighty-six~~ cents (~~\$4.19~~~~\$3.86~~) per thousand (1,000) gallons, and shall, in 201~~20~~, be a sum equal to four dollars and ~~thirty-five~~~~three~~ cents (~~\$4.35~~~~\$4.03~~) per thousand (1,000) gallons, multiplied by the average monthly water consumption per user billed during the months of January through March. The minimum monthly rate for use of the City of Westminster's Sanitary Sewage System by multiple units and commercial users shall, in 2011~~09~~, be a sum equal to four dollars and ~~sixty-eight~~~~thirty-one~~ cents (~~\$4.68~~~~\$4.34~~) per thousand (1,000) gallons, and shall, in 201~~20~~, be a sum equal to four dollars and ~~eighty-six~~~~fifty~~ cents (~~\$4.86~~~~\$4.50~~) per thousand (1,000) gallons, multiplied by the average monthly water consumption per user billed during the months of January through March. The minimum monthly sewer charge for commercial users may be appealed to the Utility Billing Division for user charges resulting from the average monthly water billed during the period of January through March and may be adjusted if the water billed during the months of July through September is less. Commercial users shall be allowed to install a separate meter to record out of house use which consumption will not be assessed a sewer use charge. The meter readings actually taken prior to and closest to the specified time frame shall be used for purposes of accomplishing the required calculation. However, City Council may by Resolution adjust the period of time to be used to calculate said user charges when, in the opinion of the Council, climate conditions and water consumption patterns warrant such an adjustment. The monthly charge shall apply to an account that is billed for more than fifteen (15) days service. Any new occupant of a residential unit shall, in 2011~~09~~, be charged ~~twenty~~~~nineteen~~ dollars and ~~ninety-eight~~~~thirty-two~~ cents (~~\$20.98~~~~\$19.32~~), and shall, in 201~~20~~, be charged ~~twenty-one~~ dollars and ~~eighty-one~~~~eighteen~~ cents (~~\$21.81~~~~\$20.18~~) minimum monthly sewer charge until an experience rate has been established. Single-family residential customers that, based upon occupancy patterns, register no water use during any month of the annual calculation period shall be charged based on a monthly minimum volume of two thousand (2,000) gallons per each month of zero water use. Individual reviews of indoor water consumption may be made on a case-by-case basis.

Residential users who appeal the initial sewer charge rate can have the rate adjusted to actual usage of the first four (4) months of occupancy. Any new multi-unit or commercial account shall be charged a rate based on water consumption of similar accounts in the Westminster or the Denver Metro area. Any account not receiving Westminster water will be based on actual consumption, if available, or consumption of similar accounts.

Section 4: This ordinance shall be effective for any water charges billed after January 1, 2011.

Section 5: This ordinance shall take effect upon its passage after second reading. 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 27th day of September, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of October, 2010.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney's Office



Agenda Item 8 F

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Second Reading of Councillor's Bill No. 50 re Amending Chapter 7 of Title VIII of the Westminster Municipal Code Concerning Water Regulations

Prepared By: Stu Feinglas, Water Resources Analyst
Josh Nims, Water Resources Engineering Coordinator

Recommended City Council Action

Pass Councillor's Bill No. 50 on second reading amending Title VIII of the Municipal Code to reflect changes to the City's Water Regulations.

Summary Statement

- This Councillor's Bill was passed on first reading on September 27, 2010.
- The proposed Westminster Municipal Code (Code) revisions clarify or modify existing regulations and in some cases, establish new regulations related to water tap permits and fees, water rate schedule (out-of-city customers) and waste of water.
- These modifications are recommended to resolve inconsistencies, clarify existing language, update fee and rate schedules, and add policy changes where necessary to simplify processes for builders, homeowners and the City.
- These modifications do not increase rates or fees.

Expenditure Required: \$0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **50**

SERIES OF 2010

INTRODUCED BY COUNCILLORS
Major - Winter

A BILL

**FOR AN ORDINANCE AMENDING CHAPTER 7 OF TITLE VIII OF THE WESTMINSTER
MUNICIPAL CODE CONCERNING WATER REGULATIONS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 8-7-1, W.M.C., is hereby amended BY THE ADDITION OF TWO NEW DEFINITIONS to read as follows:

8-7-1: DEFINITIONS: When used in the Chapter, the following words and phrases shall be interpreted as follows, unless the context clearly indicates otherwise: (592 828 959 2080 2257 2634 2836 2956 3306)

SINGLE PASS COOLING SYSTEM: Air conditioning or air handling systems, including evaporative or refrigerated cooling systems, which deliver used water to a drain or other discharge facility without recycling or further use.

SUBMETERS: Two or more non-City owned meters installed to measure the amount of water used by individual premises or uses in a multi-premises building, which are placed on the private side of the City meter in order to facilitate individual premise billing or encourage water conservation.

Section 2. Section 8-7-2, subsection (C), W.M.C., is hereby AMENDED to read as follows:

8-7-2: TAP PERMIT REQUIRED: (1311 2197 2257 2397 2634 2956 3306)

(C) Payment of the Water Tap Fee shall be made ~~upon no earlier than~~ the date ~~that upon which~~ a building permit is issued and ~~no later than the date of the water meter installation. In any event,~~ payment of such fee shall be a prerequisite to the issuance of a certificate of occupancy, or the establishment of a permanent water account. The amount of such fee shall be calculated according to the fee schedule in effect at the time payment is made. Payment of the Water Tap Fee for an irrigation system, or for any other installation or construction not requiring issuance of a building permit, shall be made at the time of the water tap utility permit application. When the calculated Water Tap Fee, based on the tap fee schedule in effect at the time of the water meter installation, is different than the Water Tap Fee paid at the time of the issuance of the utility permit, the difference in such fees must be paid prior to the installation of the water meter. Water taps may not be made without a utility tap permit.

Section 3. Section 8-7-3, subsection (D), is hereby AMENDED to read as follows:

8-7-3: WATER TAP FEES AND CREDITS: (1129 1217 1311 1365 1456 1527 1664 1788 2097 2123 2257 2298 2440 2634 2956 3281 3306)

(D) IRRIGATION WATER TAPS: The following regulations apply to taps for irrigation:

- (1) Separate irrigation taps and meters shall be required for:
 - (a) all residential developments other than a development whose land area consists entirely of single-family detached lots; and
 - (b) all. A separate irrigation tap and meter is not required for non-residential developments having any less than 40,000 square feet of irrigated landscaped areas.

(2) Irrigation tap fees are required based on the area and type of landscaping. Landscape types are defined as either ~~standard~~ high water, moderate water or low-water as determined by the Community Development Department.

(3) An irrigation water tap shall be used only for irrigation purposes. Each irrigation water tap shall be assigned a service address and billing account in the name of the property owner or manager.

(4) The irrigation tap fee consists of the meter connection fee plus the following square footage fees based upon landscape type:

(a) \$1.~~5643~~ per square foot for ~~high water~~standard landscaping requiring an annual application of more than ten (10) gallons of water per square foot;

(b) \$0.7~~82~~ per square foot for ~~moderate~~low water landscaping requiring an annual application of ~~three (3) up to and including~~ ten (10) gallons of water per square foot;

(c) \$0.39 per square foot for low water landscaping requiring an annual application of less than three (3) gallons per square foot.

Section 4. Section 8-7-4, subsections (D) and (E), W.M.C., are hereby AMENDED to read as follows:

8-7-4: SPECIFICATIONS: (A2634 2956 3306)

(D) A separate tap ~~and meter~~ must be installed for each premises, unit or structure served;

~~(1) Except where two (2) or more premises, units or structures are located on a single subdivided lot/parcel of land under single or condominium ownership, in which case one tap may be permitted/required. In this instance, a~~ All units must be individually metered or submetered.

~~(2) Water and sewer taps shall serve the same premises, units or structures.~~

~~(3) An exception may be granted if an additional structure is an accessory use of the principal structure and the accessory use by itself does not exceed one (1.0) Service Commitment.~~

(E) The provisions of this paragraph and Section 8-7-3 notwithstanding, new developments other than single-family detached or single-family attached shall provide ~~private individual~~ water meters for each individual unit, commonly referred to as submeters, to encourage water conservation, equitable distribution of utility expenses, and timely correction of plumbing problems. Submeters shall be the property of the owner who shall be responsible for maintenance, repair and use of submeters.

Section 5. Section 8-7-7, W.M.C., is hereby AMENDED BY THE ADDITION OF A NEW SUBSECTION (G) to read as follows:

8-7-7: WATER RATE SCHEDULE: (1320 1364 1467 1659 1743 1819 1954 1960 2025 2080 2169 2179 2367 2460 2635 2968 3145 3298 3306 3438)

(G) OUT OF CITY CUSTOMERS: A surcharge of twenty-five percent (25%) will be added to all charges and fees related to the provision of water service to customers located outside the City limits, unless provided otherwise by contract or agreement with the City.

Section 6. Section 8-7-24, subsection (B), W.M.C., is hereby AMENDED to read as follows:
8-7-24: WATER SHORTAGE OR DROUGHT: (1223 1311 2956 2971)

(B) In the event of a prolonged drought or other water shortage emergency that may require water restrictions or limitations for more than fifteen (15) days, the City Council may adopt by resolution, a long term water conservation plan that may include, but not be limited to, the following:

(1) Limiting lawn watering to certain days of the week or times during the month.

(2) Prohibiting wasteful water use as determined by City Council and further described in Subsection 8-7-25(A), W.M.C.

(3) Prohibiting noncommercial car washing and/or sidewalk and driveway washing.

(4) Prohibiting new lawns from being planted or installed.

- (5) Rationing the amount of water that can be used by each customer, household and/or business.
- (6) Prohibiting any outside irrigation use of water.
- (7) Implementing a major public information program on the need to conserve water.
- (8) Any other similar restrictions the Council deems necessary.

Section 7. Section 8-7-25, subsection (A), W.M.C., is hereby AMENDED to read as follows:

8-7-25: WASTE OF WATER (2956)

(A) WASTE OF WATER IS PROHIBITED. Waste of water is defined as the intentional or non-intentional use of water for a non-beneficial purpose, and includes:

- (1) continuous application of water to any lawn, turf, sodded, or landscaped area resulting in the pooling or flowing of water into drainage or storm drainage facilities;
- (2) failure to repair any irrigation system that is leaking; ~~and~~
- (3) the use of hoses for washing of vehicles and other outdoor uses, other than irrigation, that are not equipped with a shutoff valve that is normally closed and necessitates hand pressure on the valve to permit the flow of water;
- (4) single pass cooling systems.

Notwithstanding the enforcement provisions set forth in this Section, the City Manager, or his designee, may order a shut off of water service to a property if the City Manager, or his designee, reasonably finds that an extreme waste of water is occurring on the premises.

Section 8. This ordinance shall take effect upon its passage after second reading.

Section 9. 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 27th day of September, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of October, 2010.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office



**WESTMINSTER
COLORADO**

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Second Reading of Councillor's Bill No. 51 re Little Dry Creek Dog Park Supplemental Appropriation and Award of Grant Funds

Prepared By: Kathy Piper, Landscape Architect II

Recommended City Council Action

Pass Councillor's Bill No. 51 on second reading authorizing a supplemental appropriation in the amount of \$70,000 reflecting the City's receipt of an Adams County Open Space Grant for Little Dry Creek Dog Park.

Summary Statement

- In January of 2010, Staff received City Council's approval to submit a request to Adams County Open Space to help fund the development of the Little Dry Creek Dog Park. Staff presented the grant request in February 2010, and the City was awarded the full request of \$70,000 on May 27, 2010. Contracts for the Adams County grant were received August 27, 2010.
- The Department of Parks, Recreation and Libraries has the appropriate matching funds available in the 2010 Park Renovation CIP budget.
- Solicitation for a construction contractor will begin in late September. Staff will bring the recommended bid for City Council approval in November 2010.
- The project is expected to be completed in the spring of 2011.
- This Councillor's Bill was passed on first reading September 27, 2010.

Expenditure Required: \$70,000

Source of Funds: Adams County Open Space Grant

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **51**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

Kaiser - Lindsey

A BILL

FOR AN ORDINANCE INCREASING THE 2010 BUDGET OF THE GENERAL CAPITAL IMPROVEMENT FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2010 ESTIMATED REVENUES IN THIS FUND

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2010 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 3432 is hereby increased by \$70,000. This appropriation is due to the receipt of an Adams County Open Space Grant.

Section 2. The \$70,000 increase in the General Capital Improvement Fund shall be allocated to City revenue and expense accounts as described in the City Council Agenda Item 10F dated September 27, 2010 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

General Capital Improvement Fund	<u>\$70,000</u>
Total	<u>\$70,000</u>

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

Section 4. 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 27th day of September 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 11th day of October 2010.

ATTEST:

Mayor

City Clerk



Agenda Item 10 A-C

WESTMINSTER COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Councillor's Bill No. 52 re Infrastructure Fee, Resolution No. 35 re Adoption of the 2011/2012 City Budget, and Councillor's Bill No. 53 re 2011/2012 Appropriations

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. Pass Councillor's Bill No. 52 on first reading amending Section 9-8-3 of the Westminster Municipal Code Concerning the Infrastructure Fee.
2. Adopt Resolution No. 35 that sets the City mill levy at 3.65 mills for both fiscal years 2011 and 2012 and formally adopts the total 2011/2012 City budget, including staffing levels and the Five-Year Capital Improvement Program.
3. Pass Councillor's Bill No. 53 on first reading appropriating funds for the 2011/2012 budgets.

Summary Statement

Under City Charter provisions, City Council is to hold a public hearing on the proposed City Budget for the ensuing year and adopt it no later than the fourth Monday in October. Two public meetings were held on June 14 and July 26 and the required public hearing was held on the proposed 2011/2012 Budget on September 13. A copy of the proposed 2011/2012 Budget has been on file in the City Clerk's Office, at College Hill and Irving Street Libraries, and on-line for citizen review since September 2, and the appropriate legal notices have been published in the official City newspaper.

The Proposed 2011/2012 Budget marks the City of Westminster's fifth two-year, or biennial, adopted budget. In November 2000, Westminster voters approved a ballot measure that amended the City Charter to enable the City to adopt a two-year budget. One of the foremost benefits of biennial budgeting is the shift in focus towards the long-term and strategic aspects of budgeting. A biennial budget is also a better complement to longer term financial and policy planning such as the City's Five-Year Capital Improvement Program and Strategic Plan. The two-year budgeting approach emphasizes longer planning time frames and more consistent priorities from year to year. Staff is pleased to present the City's two-year budget at this time.

The 2011/2012 Budget reflects all City operations and services to be provided to Westminster citizens and businesses in 2011/2012. This budget is balanced based on no tax increases or new taxes. 2011 will be the nineteenth and 2012 will be the twentieth consecutive years maintaining the City's property tax mill levy at 3.65 mills. The 2011/2012 Budget reflects the City's ongoing work towards sustainability.

The total Proposed 2011 Budget is \$160,037,061, excluding \$41,919,117 in reserves and \$1,000,000 in contingency. The total Proposed 2012 Budget is \$168,178,036, excluding \$38,470,877 in reserves and \$1,000,000 in contingency.

A brief summary of the proposed 2011/2012 City Budget is as follows:

- The 2011 General Fund operating expenditures are budgeted at \$93,608,948 (including contingencies), which is a 5.4% decrease from the 2010 estimated expenditure level of \$98,975,933. In 2012, General Fund operating expenditures are budgeted at \$94,892,666 (including contingencies) which is an increase of 1.4% over the proposed 2011 budget for operating expenditures.

- The 2011 General Fund is predicated on receiving a transfer payment from the Sales and Use Tax Fund totaling \$58,762,088, which is a 2.4% increase over the 2010 estimated transfer of \$57,364,101. The 2012 General Fund is predicated on receiving a transfer payment from the Sales and Use Tax Fund totaling \$59,122,072, an increase of 0.6% over the proposed 2011 transfer payment.
- In 2011, the Contingency account is recommended at \$1,000,000 in the General Fund. The 2011 General Reserve Fund is recommended at \$9,653,516, the General Fund Stabilization Reserve at \$2,961,849, the Utility Fund Rate Stabilization Reserve at \$11,652,527 and the Utility Fund Capital Projects Reserve at \$17,572,307. In 2012, the Contingency account is again recommended at \$1,000,000 in the General Fund. The 2012 General Reserve Fund is recommended at \$9,877,902, the General Fund Stabilization Reserve at \$3,030,694, the Utility Fund Rate Stabilization Reserve at \$11,923,378 and the Utility Fund Capital Projects Reserve at \$13,510,944.
- The total number of full-time equivalent (FTE) staffing in 2011 is 909.841 FTE, a net decrease of 72.833 FTE. For 2011, a permanent reduction in force of 72.833 FTE has been implemented to balance the 2011/2012 Budget in order to position the City to be financially sustainable for the long term. A listing of all positions eliminated is included in Exhibit M "2011 Proposed Eliminated Positions." Again in 2012, the total number of FTE staffing is 909.841 FTE, which represents no change from 2011.
- In order to ensure reliable infrastructure throughout the City that accommodates continued growth, a proactive Capital Improvement Program (CIP) is recommended as a key component of the 2011 and 2012 Budget. The total capital improvements proposed for 2011 is \$22,299,000, 100% of the recommended 2011 CIP will be funded on a "pay-as-you-go" basis. City streets and traffic improvements are recommended for 2011 at \$1,535,000; facilities and infrastructure improvements at \$2,810,000; public safety capital improvements at \$576,000; park improvements at \$4,274,000; wastewater capital improvements at \$3,888,000; water capital improvements at \$7,864,000; and stormwater improvements at \$1,352,000. The total capital improvements proposed for 2012 is \$27,448,000, 100% of the recommended 2012 CIP will be funded on a "pay-as-you-go" cash basis. City streets and traffic improvements are recommended for 2012 at \$1,336,000; facilities and infrastructure improvements at \$2,131,000; public safety capital improvements at \$540,000; park improvements at \$4,374,000; wastewater capital improvements at \$4,812,000; water capital improvements at \$12,901,000; and stormwater capital improvements at \$1,354,000.
- Three minor modifications are recommended since the September 20 City Council Budget Retreat; they are highlighted in the background section of this memorandum.
- The various citizen requests received by the City and Council direction on these requests are reflected in the background section of this memorandum.

Pursuant to City Council direction through the budget development and review process over the summer, City Council is requested to pass on first reading the amendment to the Infrastructure Fee, increasing the fee by \$1/month each year in 2011, 2012 and 2013 respectively. In addition, City Council is requested to approve the resolution and its attachments adopting the 2011/2012 City Budget, which officially sets the City's mill levy at 3.65 mills for 2011 and 2012. Finally, City Council is requested to pass on first reading the Appropriations Ordinance for 2011/2012, which sets forth the amounts of estimated revenue and expenditures by each separate fund of the City for calendar years/fiscal years 2011 and 2012. These actions are in compliance with City Charter budget provisions.

Expenditure Required

2011 = \$160,037,061, plus \$41,919,117 in reserves and \$1,000,000 in contingency; and
2012 = \$168,178,036, plus \$38,470,877 in reserves and \$1,000,000 in contingency.

Source of Funds

General; Utility; General Reserve; General Fund Stabilization Reserve; Utility Fund Rate Stabilization Reserve; Utility Fund Capital Projects Reserve; Golf Course; Fleet Maintenance; General Capital Outlay Replacement; Sales & Use Tax; Parks, Open Space and Trails (POST); Conservation Trust; General Capital Improvement; and Debt Service Funds

Policy Issue

Does City Council support the Proposed 2011/2012 Budget as presented by Staff and reviewed at the July 21 Study Session (2011 Operating Priorities review, including the proposed Infrastructure Fee increase and creation of the Rental Housing Inspection Licensing Fee), August 9 Post City Council meeting (Human Services Board funding recommendations and City Council's 2011/2012 Proposed Budget), August 16 Study Session (2012 Operating Priorities and 2011/2012 Proposed Capital Improvement Program reviews), and September 20 City Council Budget Study Session (entire Proposed 2011/2012 City Budget review)?

Alternative

City Council could direct Staff to reconstruct the Proposed 2011/2012 Budget, including not implementing the proposed Infrastructure Fee increase and/or new Rental Housing Inspection Licensing Fee. City Council is required by City Charter to adopt a Budget for the following fiscal year no later than the fourth Monday in October. Therefore, Staff does not recommend reconstructing the 2011/2012 Budget in light of the quickly approaching Charter deadline. Staff believes that the proposed budget accurately reflects the policy direction of Council.

Background Information

City Council Focus Areas: In June, City Council revisited their focus areas for 2011-2015. The focus areas are as follows:



Fiscally Sustainable City Government Providing Exceptional Services



Safe and Secure Community



Strong, Balanced Local Economy



Vibrant Neighborhoods In One Livable Community



Beautiful and Environmentally Sensitive City

The Proposed 2011/2012 Budget was developed in support of City Council's goals. The full Budget Message document is attached and provides an overview of the Proposed Budget funding priorities including services, staffing levels, and capital improvement projects for the coming two years.

Modifications: Since the City Council Budget Study Session on September 20, a few minor modifications to the Proposed 2011 and 2012 Budgets were necessary. The following adjustments have been made to the budget and are recommended for approval with the attached resolutions and ordinance:

1. Utility Fund Capital Projects Reserve modification – At the September 27, 2010, City Council meeting Council authorized a re-allocation of Utility Fund Capital Improvement Program funds, including the transfer of a total of \$8,472,132 back into the Utility Capital Projects Reserve (CPR) Fund. This action increased the beginning balance of the Utility Capital Projects Reserve from \$8,127,729 to \$16,613,982 (included are a few months of 2010 interest earnings on the revised fund CPR balance). This increase in reserve balance carries forward into 2012 and the Budget Summary by Fund and other impacted pages within the Proposed 2011/2012 Budget document will be updated to reflect this change. The revised estimated ending balance for 2011 for the Utility Fund CPR totals \$17,572,307 and the revised estimated ending balance for 2012 totals \$13,510,944. [This change, pending Council action, was noted at the September 20 City Council Budget Study Session.]

2. City Council budget modification – Upon further review, Staff believes that the reductions originally recommended to City Council's 2011 and 2012 budgets, particularly in the area of meeting expense and career development, were too great and should be modified. Staff recommends increasing these two object accounts by \$5,000 each, increasing City Council's budget by \$10,000 from the originally proposed total of \$230,119 to \$240,119 for each budget year. This is recommended in efforts to avoid unintentionally limiting City Council's activities related to the performance of their respective duties. Staff recommends reallocating \$10,000 from the Central Charges budget's professional services object account. Staff will continue to work with City Council to ensure their expenses are covered as appropriate so they can function well in their responsibilities as elected officials, attending meetings and trainings as appropriate.
3. Modification to Parks, Recreation & Libraries Department Staffing in the Library Division – Staff recommends the elimination of 0.1 FTE Library Clerk to offset the cost associated with the reallocation and upgrade of another 0.1 FTE Library Clerk to a Library Associate II, increasing the Library Associate II from a 0.6 FTE to a 0.7 FTE. As Staff commenced the process to fill a vacant 0.9 FTE Library Clerk the week of September 20 (after the City Council Budget Retreat), the remaining vacant 0.9 FTE Library Clerk was evaluated against the Library Division's staffing needs. It was determined that 0.1 FTE would be better utilized as a Library Associate II. In efforts to be cost neutral for 2011 and 2012, Staff recommends eliminating 0.1 FTE Library Clerk. This is a vacant position. The result of this additional reduction, however, is that the total FTE reduction for 2011 increases from 72.733 FTE to 72.833 FTE. This change is reflected in the attached Budget Message and will be updated throughout the final Adopted 2011/2012 Budget document when it is produced.

Rental Housing Inspection Fee: As reviewed with City Council during the core services review in June and again in August, in order to retain the Rental Housing Inspection Program, a new inspection fee and licensing program is recommended. Per City Council direction, Community Development is currently refining the proposed modifications to the Rental Property Maintenance Code in the Westminster Municipal Code (W.M.C.) to implement an inspection fee and licensing requirement. Staff had hoped to have the proposed amendments to the ready for review and adoption with the budget in October but due to various higher priority Staff assignments, the proposed amendments are still being refined. As directed by City Council, the Proposed 2011/2012 Budget includes projected revenues of \$170,000 with the implementation of a new Rental Housing Inspection Fee. Staff anticipates bringing the proposed amendments to the W.M.C. to City Council for consideration in November to allow implementation of the new requirements effective January 1, 2011. Should City Council choose not to implement the proposed new fee in 2011, an additional 2.5 FTE and associated program expenses for the Rental Housing Inspection Program (totaling \$170,000) would need to be eliminated from the Community Development Department's budget. If the proposed amendment to the W.M.C. is rejected, Staff would return with a budget amendment for City Council to un-appropriate the revenues and associated expenditures.

Citizen Requests: At the various meetings and hearing on the Proposed 2011/2012 10 Budget, several residents either requested that City Council consider providing funds for specific City projects or programs. In addition, several requests were received via e-mail and regular mail. City Council had the opportunity to review these requests in more detail at the Budget Review on September 20th and, where appropriate, funds have been included in the 2011/2012 Budget to address these projects. A summary of the requests and City Council's response at the September 20th Budget Review follows:

1. *Maintain and fund the City's Fast-Track Domestic Violence Program (FTP).* Based on core services analysis, Staff proposed the discontinuation of the City's FTP in the June 21, 2010 Staff Report on proposed 2011 operating budget priorities and core services adjustments. City Council discussed this item at the June 21st Study Session. Under Staff's original proposal, all domestic violence cases would be filed in the county courts since both Adams and Jefferson counties provide this service. The total cost of staffing this program is \$250,362. The financial savings that would result from

elimination of the program would be offset by an estimated \$137,500 in fines and court fees from these cases (net savings = \$112,862). Staff also presented City Council with an alternative to maintain the program through partial subsidization of the program through potential grant funds and increased municipal court fines.

The City received 15 formal comments from citizens, domestic violence program volunteers and professional counselors that work with domestic violence victims and perpetrators. While specific comments varied by individual, the overall request from each of these 15 citizens was that the City maintain and fund the continued operation of the City's FTP. Citizens making this request included (addresses listed if they were provided):

Dave Garrison, 4167 W. 107th Place
Carolyn Corbett, 2510 W. 108th Avenue
Carl Eberhart, 1143 W. 124th Court
Sheri Wand, 8471 Turnpike Drive
Susan Giragosian, 8501 Turnpike Drive
John Cardon, 8120 Sheridan, Suite C25
Candi Epperson, 6212 W. 113th Avenue
WJ and Cherilyn Peniston, 10344 Meade Loop

Beverly Bishop, 4054 W. 74th Avenue
Georgina Lee, 8451 Circle Drive
Deb Oster (no address provided)
Mary Ann Hawkins, 8897 W. 86th Drive
Don Quick, 1000 Judicial Center Drive
Andrea Nuanes (no address provided)
Christy Patrick (no address provided)

Based on City Council's direction at the June 21 Study Session, Staff has maintained funding for the FTP in the Proposed 2011 and 2012 Budgets, funded by increases to the Municipal Court fees and fines structure. Staff has submitted a Victim Assistance and Law Enforcement (VALE) grant application with the State of Colorado. Staff is also proposing an additional 0.25 FTE Assistant Prosecuting Attorney (bringing this position to 1.0 FTE) in 2011 to stay on top of prosecutions. To offset this increase in prosecution staffing, Staff is proposing a voluntary, permanent 0.3 FTE reduction in staffing on the civil side of the City Attorney's Office (0.2 FTE Legal Secretary and 0.1 FTE Assistant City Attorney).

2. *Install a sidewalk along the westside of Lowell Boulevard from 84th Avenue to 81st Avenue.* Larry Dean Valente submitted this request to City Council via email on June 19. Mr. Valente expressed concern about the lack of a sidewalk on this section of Lowell Boulevard. Mr. Valente referenced that an old, unmaintained asphalt path currently exists on this stretch of Lowell Boulevard and also expressed concerns about a missing piece of asphalt on this worn path near 82nd Avenue.

The requested "missing link" of sidewalk would cost approximately \$30,000 to install in concrete. Generally, the City installs sidewalks in conjunction with roadway improvements instead of prior to roadway improvements. Sidewalks are installed in this manner to ensure that all sidewalks are properly situated both vertically and horizontally. Unfortunately, while the City hopes to continue the recent roadway improvements to Lowell Boulevard to the north, Staff does not anticipate that the widening of this portion of Lowell Boulevard will occur within the next five years.

In lieu of a dedicated roadway improvement project, another option available to fund this project is the City's Sidewalk Connection capital improvement project. This project account is used to fund and install relatively short segments of sidewalks throughout the City where great need exists and development is not anticipated to occur in the near future. Targeted sub-projects include routes to schools, areas of concern for pedestrian safety, and pedestrian paths with a high level of usage.

Typically, there are many demands and requests for sidewalk projects to be funded from the City's Sidewalk Connection project account. Staff is proposing \$50,000 in funding in 2011 and \$25,000 in funding in 2012 for this Sidewalk Connection CIP account. Staff has not made any decisions on recommendations for specific projects to be funded from this account in 2011 and 2012. In the coming months, Staff will take a closer look at this sidewalk request for Lowell Boulevard, along with all other sidewalk requests, as part of the "competition" for 2011-2012 Sidewalk Connection

project funding. Staff will be compiling a list of potential sidewalk projects over the next four to six months in preparation for next summer's Concrete Replacement Program, which is the City's usual means for the installation of Sidewalk Connection projects. The \$30,000 necessary for this requested project would utilize a large portion of the proposed annual funding for the Sidewalk Connection CIP account in 2011. Staff is recommending that the full list of potential sidewalk projects be identified and prioritized, including Mr. Valente's request, rather than creating a new capital project solely for this segment given sidewalk priorities citywide. City Council concurred with Staff's recommendation to evaluate this request against all other sidewalk requests for 2011/2012 and not specifically fund this sidewalk segment at this time.

3. *Install a sidewalk along Oakwood Drive from Auburn Lane to 80th Avenue.* Larry Dean Valente submitted this request to City Council via email on June 19. Mr. Valente referenced the rebuilding of the 80th Avenue Bridge that is underway by the Colorado Department of Transportation (CDOT) and stated that the completion of the sidewalk would make a nice addition to that project. Presently, there is a sidewalk that runs along the west side of Oakwood Drive and ends near Auburn Lane. From Auburn Lane to 80th Avenue, there is a dirt path and gravel area utilized by pedestrians.

The requested sidewalk is estimated to cost approximately \$78,000. Staff believes that the request has merit, but several factors warrant waiting to install this sidewalk for three to four years. This area is located within CDOT right-of-way and is currently being used as a staging site for equipment for the 80th Avenue bridge replacement project. This project is anticipated to last until the spring of 2011. At the same time, CDOT is poised to commence design work on the first phase of improvements to U.S. 36, which would include a widening of the highway between approximately Federal Boulevard and Wadsworth Boulevard. There is a very real possibility that the construction of this first phase could commence as early as 2012 and that CDOT would utilize the excess right-of-way located in the vicinity of Oakwood Drive once again as an equipment staging site. This will likely bring construction traffic to the area and if a new sidewalk was present on this site, the heavy machinery would have a detrimental effect on the sidewalk.

Staff will incorporate this request into the sidewalk connection list and consider the use of Sidewalk Connection CIP project funds to construct this sidewalk as soon as highway construction activity in this area subsides. Staff feels that pursuing the construction of the \$78,000 sidewalk now would not be advised, as a new sidewalk could be significantly damaged by CDOT construction traffic within the next few years. City Council concurred with Staff's recommendation to consider this project in future years once the significant CDOT construction in the area is complete.

4. *Maintain operations at King's Mill Outdoor Pool and Facility.* The City received seven formal requests to keep King's Mill pool open in 2011 and future years. This request was made by Shawn Goans (8740 W. 89th Place) and Jamille Bickford (8865 Dudley Court) at the July 26 public meeting on the Proposed 2011 and 2012 Budgets. This request was also made by Roman Kohler (August 24) and by Terry and Virginia Dally of 9160 Garrison Street (July 28) through email messages to the City Manager's Office. In addition, the City Manager's Office received a letter from Gary Finiol of 11714 W. 85th Avenue (Arvada) with this same request to keep the pool open. Finally, this request was made at the September 13 public hearing on the Proposed 2011 and 2012 Budgets by Andrew Clark (8510 W. 89th Drive) and Charles McMillan (8862 Dudley Street). Mr. and Mrs. Dally also expressed interest in the City keeping the King's Mill building functional so a non-profit could utilize the space for one-year. Mr. and Mrs. Dally expressed interest in trying to find a non-profit that could utilize the space. Mr. Kohler requested that the City consider the pool closing as temporary until a future funding source can be identified to re-open the pool.

Per the June 21 and August 16 Staff Reports on operating budget priorities for 2011 and 2012, Staff proposed ceasing operations of Kings Mill pool in 2011 and terminating the lease for the building at King's Mill with Jefferson County Head Start. Both the pool and the facility at King's Mill have major capital needs (totaling approximately \$508,400). The pool site needs drainage and storm sewer

improvements (\$182,000), boiler replacement (\$50,000), sand filter replacement (\$21,000) and structural repairs to the boiler room (\$15,000). The building is in need of roof replacement (\$100,000), structural repairs (\$70,000), a sump pump installation due to water under the building (\$20,000) and siding/paint replacement (\$50,400). From a core services standpoint, Staff feels that these capital costs are cost prohibitive to continue operation of the pool and facility.

In 2010 and in previous years, King's Mill pool was open from Memorial Day through the end of August, or approximately 12 weeks. The table below shows data on visits to King's Mill for the past three years, along with revenue figures. Both visits and revenue have declined since 2008. As a comparison, the average visits per day at Countryside outdoor pool in 2010 was 114.

	2010	2009	2008
Total Visits	2,048	2,407	2,736
Average Visits per Day	24	29	33
Total Pool Revenue	\$5,168	\$6,433	\$7,028

Staff has discussed the pool and facility's capital and structural needs with several of the citizens listed above. Based on this information, Mr. and Mrs. Dally stated that they now have a better understanding of why the City is proposing the closures and that "they can offer no better solution." The other citizens are still requesting that the City maintain operations at King's Mill pool.

At the August 16 Study Session, City Council gave Staff unanimous direction to close King's Mill pool and facility. Staff will follow Council's direction and will cease pool and facility operations at King's Mill. City Council approved on second reading \$250,000 on September 13 from 2009 carryover funds towards demolition of the pool structure and building, along with the installation of park features on the site. Staff will hold a neighborhood meeting to notify the neighborhood about the closure and to gain public input on what park features the neighborhood would desire within the allocated budget later this fall.

5. *Provide \$5,000 in Human Services Board (HSB) funding to the Adams County Housing Authority.* At the July 26 public meeting on the Proposed 2011/2012 Budget, Zachary Urban of the Adams County Housing Authority (ACHA) requested \$5,000 in funding for 2011. ACHA offers programs for families in Adams County by providing housing, personal development opportunities, counseling, financial assistance and educational services. City Council has awarded ACHA with HSB funding in previous years, most recently in 2010 with an award of \$11,400. ACHA originally requested \$20,000 in HSB funding in their 2011 HSB application.

Agency interviews are a required component of the HSB funding process. In early June, ACHA did not appear for their scheduled interview with the HSB. City Staff contacted ACHA regarding their absence and ACHA did not provide a reason to explain their absence. Due to missing their interview and not contacting the City, the HSB did not recommend any funding for ACHA in 2011.

Staff concurs with the HSB's recommendation to not provide funding to ACHA in 2011. With a reduction in funding of nearly 50 percent in 2011, the HSB was faced with the challenge of serving an increase in community need with a reduced budget. In reviewing the HSB application and interview schedule process, it was concluded that all agencies were properly informed. After the 2011 HSB funding submittal deadline of April 30, Staff mailed a letter containing an interview date and time to each agency that submitted an application. ACHA did not initiate any communication with the City before or after the missed interview with the HSB. Staff would encourage ACHA to apply for HSB funds in future years. City Council concurred with the HSB and Staff's recommendations.

6. *Provide \$15,000 in Human Services Board (HSB) funding to The Community Reach Center.* At the July 26 public meeting on the Proposed 2011/2012 Budget, Dr. Mike McCormick with The Community Reach Center requested \$15,000 in funding for 2011. The Community Reach Center 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. City Council has awarded The Community Reach Center with HSB funding in previous years, most recently in 2010 with an award of \$12,000. The Community Reach Center requested \$15,000 in HSB funding in their 2011 HSB application.

Agency interviews are a required component of the HSB funding process. In early June, The Community Reach Center did not appear for their scheduled interview with the HSB. City Staff contacted The Community Reach Center regarding their absence and The Community Reach Center did not provide a reason to explain their absence. Due to missing their interview and not contacting the City, the HSB is not recommending any funding for The Community Reach Center in 2011.

Staff concurs with the HSB's recommendation to not provide funding to The Community Reach Center in 2011. With a reduction in funding of nearly 50 percent in 2011, the HSB was faced with the challenge of serving an increase in community need with a reduced budget. In reviewing the HSB application and interview schedule process, it was concluded that all agencies were properly informed. After the 2011 HSB funding submittal deadline of April 30, Staff mailed a letter containing an interview date and time to each agency that submitted an application. The Community Reach Center did not initiate any communication with the City before or after the missed interview with the HSB. Staff would encourage The Community Reach Center to apply for HSB funds in future years. City Council concurred with the HSB and Staff's recommendations.

7. *Continue to show support for revitalization efforts in the southern part of Westminster and for artists and art-based businesses.* Mary Lane of 7319 Orchard Court was present at the July 26 public meeting on the Proposed 2011 and 2012 Budgets and made this request. Ms. Lane referenced the recent addition of arts-based businesses in the southern portion of Westminster, along with the effort of the South Westminster Arts Group (SWAG) in her comments. Ms. Lane expressed her desire that this growth in the arts community in Westminster continue and that the City continue to show support for revitalization and art-related businesses in the southern portion of Westminster.

Ms. Lane's overall request is supported by City Council's Strategic Plan Goal of "Vibrant Neighborhoods in one Livable Community." For many years, the City has had a dedicated South Westminster Revitalization Program and has spent millions of dollars on revitalizing this part of the City. Projects have improved commercial areas, such as at 72nd Avenue and Federal Boulevard, and have also improved residential areas, such as the new townhome construction along Lowell Boulevard. The City has made other infrastructure enhancements to the area, including streetscape improvements along Lowell Boulevard.

Regarding the support of the arts, City Council has a Strategic Plan objective of "Develop Westminster as a cultural arts community." The City has engaged in numerous activities over the past several years to support the establishment of a cultural arts community in South Westminster. The City completed significant rehabilitation to the Rodeo Market and Grange Hall on 73rd Avenue. The South Westminster Arts Group (SWAG) is currently utilizing the Rodeo Market for art shows, art classes, artist space and other art-related endeavors. The City has also provided direct, start-up financial support to SWAG in 2008 (\$5,000), 2009 (\$10,000) and 2010 (\$20,000). The City also allotted \$5,000 to SWAG to help the organization pay costs for utilities. The City also supported efforts to convert a former gas station on 73rd Avenue into a functional theatre.

The Proposed 2011/2012 Budget includes support for ongoing revitalization efforts in South Westminster. Staff is proposing \$75,000 in 2011 and \$71,000 in 2012 for the South Westminster Revitalization Program. In addition, Staff is proposing \$500,000 in 2011 and \$900,000 in 2012 to support transit-oriented development (TOD) efforts in South Westminster. These monies could help fund new streets, sidewalks, right-of-way acquisitions, street lights, street furniture and costs associated with a parking structure. These TOD efforts are important to ongoing revitalization efforts in South Westminster.

For 2011 and 2012, Staff will continue to partner with SWAG and other organizations to support arts-related efforts where appropriate. Per the City's original agreement with SWAG, Staff is not proposing any direct financial support to SWAG in 2011 and 2012. Per this agreement, funding provided by the City from 2008 to 2010 was to assist SWAG with start-up costs and activities until the organization could achieve 501(c)3 non-profit status and secure grant monies to fund operations. SWAG commenced the 501(c)3 application process in July 2009 and should have approval soon. This status will allow SWAG to compete for grant funds through the Scientific and Cultural Facilities District (SCFD) and through other agencies. City Council concurred with Staff's recommendation and funding as outlined.

8. *Eliminate 4th of July Fireworks Display and Event at City Park.* This request was made by Cheryl Ruby via phone message to the City Manager's Office on August 5. This request was also made by Tammy Wynns, who discussed this issue in person with Staff in the City Manager's Office on June 23. Both Ms. Ruby and Ms. Wynns expressed their empathy with the tough reductions and budget decisions the City is facing in 2011. In light of other proposed budget reductions in 2011, both Ms. Ruby and Ms. Wynns asked the City to consider elimination of the 4th of July event to help address budget challenges.

The City of Westminster, Hyland Hills Park and Recreation District, Adams School District 50 and North Metro Arts Alliance are all partners that work together to put on the 4th of July event. In addition, one of the concession stands is operated by the City of Westminster Youth Advisory Panel and the proceeds go to the City's youth scholarship fund for recreation programs. The City's direct costs for the most recent 4th of July event amount to approximately \$18,800. This includes \$11,500 for the fireworks contract (the other \$11,500 is funded by Hyland Hills Park and Recreation District) and \$7,300 for contractual and supply costs including sanolets, barricades, staffing, etc. This \$18,800 does not include the substantial costs associated with police or fire staffing. Busses and bus drivers for the event's off-site parking are provided by Adams School District 50 at no cost to the City. The North Metro Arts Alliance funds the band and sound system and there are no costs to the City for these items.

Based on City Council's direction during the City's core services analysis, Staff recommended continuing the 4th of July event. In April of 2010, City Council reviewed and provided Staff with feedback and direction related to the City's service businesses and overall prioritization of those service businesses. One of the service businesses was "Community Events," and this service business contained a list of all community events that the City sponsors. City Council concurred that the 4th of July event was the top priority out of all of the City-sponsored community events. City Council concurred with Staff's recommendation to retain the 4th of July event.

9. *Redevelop and revitalize the northeast corner of 72nd Avenue and Sheridan Boulevard and the Westminster Mall Area. Try to get some restaurants to invest in these areas. Continue efforts to get FasTracks rail service to Westminster.* This request was made via email by William Angermann of 6290 W. 74th Avenue to the City Manager's Office on May 31. Mr. Angermann expressed his concerns about blight in the two areas mentioned above and also stated the southern portion of Westminster lacks good restaurant choices. Mr. Angermann also expressed his support for rail

service to Westminster. Finally, Mr. Angermann requested that the City be careful when working with developers to not expend "too much" public dollars on redevelopment projects.

Staff has been working with the owners of the northeast corner of 72nd Avenue and Sheridan Boulevard to refill that vacant space. A variety of options has been considered for the old Albertson's space including thrift stores, a bowling alley and an in-bound call center. At this point, the space is not filled, but Staff continues to pursue filling this significant vacancy. A new urgent care medical office is going into the former Blockbuster Video space in that center.

Revitalization of the Westminster Mall area is City Council's number one priority. Known as the Westminster Center Urban Reinvestment Project (WURP), Staff is currently negotiating with Steiner + Associates of Columbus, Ohio, to work with the City on redevelopment of the entire 108 acre parcel on and around the mall. Much work is to be accomplished and Staff will be very prudent in the use of the City's tax dollars for this project.

Regarding the request for more restaurants, Staff expects that as the economy improves and shopping centers redevelop that the empty restaurants will begin to fill. Staff is also working to specifically recruit a sit-down restaurant to the corner of 72nd Avenue and Sheridan Boulevard. Staff is seeing activity, though very slow, in the restaurant area for the first time in several years. However, Staff does not anticipate any new openings in this area until sometime in 2012.

RTD has committed to building the rail station near 71st Avenue and Irving Street. That station is expected to be open and functional in 2016. City Council and Staff are working diligently to assure that the stations near 88th Avenue and Sheridan Boulevard and at the Shops at Walnut Creek are built should additional funding for the completion of FasTracks be obtained.

As described above, City Council and Staff are already working on the requests that Mr. Angermann raised and will continue efforts in these areas. City Council concurred with Staff's recommendation and no additional funds other than what is included in the Proposed 2011/2012 Budget are provided for these items.

10. *Adopt employee benefit reductions/modifications: (A) raise employee deductibles and co-pays for health insurance, (B) eliminate employer-sponsored health insurance for family coverage and provide employee-only health coverage, (C) raise employee premiums for health insurance, (D) eliminate the employee pension, lower pension benefits or increase the retirement age, (E) eliminate employer contribution to employee pension, and (F) reduce the amount of time off provided to employees (vacation and sick time).* Staff received this request via email from Glenda Barlow on August 6. Ms. Barlow had several requests and recommendations to reduce employee benefits to help address budget challenges. Information for each of these items is presented below.

The City has medical benefit plans that are offered to employees through Cigna (Open Access Plus) and Kaiser Permanente health management organization (HMO). Over the last several years, both of these plans have seen numerous modifications to help control costs, including dropping a more expensive preferred provider option (PPO) plan, along with making adjustments to out of pocket maximums, employee deductibles and co-pays. For instance, employees in the Cigna plan saw deductibles increase from \$200/\$400 in 2009 to \$300/\$600 in 2010 (in-network/out-of-network) care and co-pays changed from \$25 in 2009 to a tiered system in 2010 (\$15 preventive, \$25 primary care physician, \$40 specialist). Co-pays for prescription drugs increased in this plan from a \$10/\$25/\$40 level in 2009 to a \$20/\$50/\$80 level in 2010.

The City offers four types of medical benefit coverage, which include "employee-only," "employee and child(ren)," "employee and spouse," and "employee, spouse and children." As an example, the total monthly cost for each for these types of coverage for non-exempt employees in 2010 is listed below:

Employee Only:	\$ 492.16 (Employee = \$48.82 or 10%)
Employee and Child(ren):	\$1,039.62 (Employee = \$190.20 or 22%)
Employee and Spouse:	\$1,067.98 (Employee = \$195.44 or 18%)
Employee, Spouse and Children:	\$1,540.88 (Employee = \$392.26 or 25%)

Competitive compensation packages to attract and retain a quality workforce require options for family coverage. The City conducts biennial benefit surveys to assess competitor benefit packages. All of the survey cities provide similar levels of coverage to employees and their families. As to be expected, family coverage is more costly for both the employee and the City when compared to employee-only coverage.

For the past five years, employee medical insurance premiums have increased (2006 = 3%, 2007 = 4%, 2008 = 3%, 2009 = 9%, 2010 = 8%). An example of monthly medical insurance premiums for employees was provided in response B. It is very likely that employee and City insurance premiums will increase in the future. 2011 renewal and premium rates recommended in the 2011 budget proposal reflect a 6.03% increase to premiums for employees and the City.

All benefited employees, except firefighters, participate in the 401(a) City of Westminster Pension Plan in lieu of Social Security. This means that both the City and employees do not pay into Social Security and employees will not receive Social Security benefits related to their time of employment with the City. The mandatory employee contribution is 10% of base pay. After a benefited employee has completed a continuous 22 months of service with the City, the City will make an employer contribution at 10.25% of base pay. The City's pension is a "defined contribution" plan where employees and the City contribute to the pension during employment and employees choose where to invest those funds. This is different than a "defined benefit" plan where certain employee benefits are "guaranteed" after retirement based on years of service, salary, etc. A defined contribution plan establishes the employer contribution rate and the risk of balances being sufficient at retirement are on the employee only. Ms. Barlow's suggestions seem to be more directed towards a "defined benefit" type of pension. The suggestion to discontinue the pension program would be detrimental to the City's efforts to retain and recruit high-quality employees in the future.

After a benefited employee has completed a continuous 22 months of service with the City, the City will make an employer contribution at 10.25% of base pay. This contribution is competitive with other public sector pension packages. In fact, most other cities contribute at the first month of employment versus the City of Westminster's 22 month date.

City employees accrue time off through a general leave bank and a holiday bank that allows employees to be paid while taking time away from work as approved. General Leave may be used for vacation, illness, off-the-job injury, medical appointments, important personal business, child care and family emergencies, or for any other valid absence. New employees accrue 142 hours of general leave and 90 hours of holiday leave per year.

Staff does not recommend pursuing any of Ms. Barlow's proposed benefit reductions. On a biennial basis, Staff conducts a comprehensive benefit survey to ensure that the City's benefit package is competitive and responsible. Staff believes the City's current benefit level is appropriate in order to attract and retain high-performing employees. City employees have "done more with less" over the last several years due to hiring freezes and budget reductions. In 2011, wages are proposed to be frozen for all employees and over 72 FTE are proposed to be eliminated. As discussed above, City employees have absorbed premium, deductible and co-pay increases over the last several years.

Regarding medical insurance, the City recently conducted a bid process and received proposals from Aetna, United, Blue Cross/Anthem, Kaiser Permanente and Cigna. As a result, one of the City's current providers (Cigna) lowered some of their fixed costs and allowed Staff to recommend no plan design changes for 2011. The City also hired a consulting firm to conduct an independent analysis/audit of the City's 2009 utilization of benefits. A tool called HPI (Health Plan Intelligence) was used to perform "data mining" and this information will be used to help plan for the future. Potential future cost containment measures may include increased usage of chronic health care case management, unbundling of plans, plan design changes, different claims processing/administration, or possibly starting a City health clinic for routine care. City Council concurred with Staff's recommendation.

11. *Do not include sworn police officers and firefighters in the proposed all-employee pay freeze for 2011.* Donald Cook of 9150 Pierce Street made this request via email to the City Manager's Office on June 22. Mr. Cook stated that he did not think that sworn police officers should have their wages frozen in 2011 due to the nature of their jobs and because they "put their lives on the line" for the City. Mr. Cook stated that he would be willing to pay more in sales tax to keep the sworn police officers and firefighters from not having a pay freeze.

As stated in the Proposed 2011 Operating Budget Priorities/Core Services Adjustments Staff Report that was discussed with City Council on June 21, Staff is proposing to freeze pay at 2010 levels for all employees in 2011. This means that no step, merit nor across-the-board salary increases would occur in 2011. Based on research, these moves are consistent with what other cities in the region are doing and should not impact the City from a competitive salary perspective.

Staff maintains its recommendation to freeze pay at 2010 levels for all employees in 2011. It is Staff's intent that this freeze in 2011 and other proposed cost-cutting moves will allow the City to adjust salaries in the future. In 2012, Staff is proposing to re-institute step and merit increases. Staff has balanced the Proposed 2011 Budget based on a salary freeze for all employees. If sworn police officers and firefighters were exempt from the salary freeze and were able to receive salary increases in 2011, other budget reductions would need to be made in the Police and Fire departments or in other departments. Some of these reductions could include additional layoffs. City Council concurred with Staff's recommendation.

12. *Eliminate probation services at Municipal Court.* Burt Galaway of 11180 Irving Drive, Apartment 312, made this request to the City Manager's Office on August 3. Mr. Galaway expressed his belief that the court services relatively minor, misdemeanor offenders and questioned using limited funds to provide probation services for low level offenders. Mr. Galaway suggested replacing probation with fines to save money and generate revenue. If a prosecutor believes that a specific offender requires supervision, Mr. Galaway would recommend charging him or her in District Court. Mr. Galaway believes that funds currently associated with probation services should be re-directed to services such as libraries, parks and streets.

The Probation Section at the Municipal Court provides supervision and guidance to approximately 1,400 citizens annually, including approximately 500 domestic violence cases, 500 adult non-domestic violence cases and 400 juvenile cases. While these citizens are in court for misdemeanor cases, many have greater issues (mental health, alcohol, and/or substance abuse issues) that relate to their offense and many also have a criminal history that includes felony offenses. The Probation Section has the opportunity to refer these citizens to appropriate treatment providers so that they may better themselves and become more productive citizens of the Westminster community.

The Probation Section is also a key component of the Court's ability to hold citizens accountable for their actions beyond a day in court and a fine. The majority of the time a citizen is placed on probation, they are also given a fine, court costs, probation fees, and additional counseling and/or community service to complete during their term of probation. This ongoing counseling (i.e., 36 weeks of domestic violence counseling, 24 to 33 weeks of drug counseling) requires regular monitoring in order to ensure that the citizen is compliant and attending. Without a probation option for the Court, the daily court docket would expand dramatically and the burden of monitoring these offenders would fall on the judge rather than probation. In addition to the ongoing monitoring, the probation option allows for up to a one year monitoring of citizens to ensure that they are living a crime free life in the Westminster community. Through regular supervision, citizens are afforded the opportunity to make changes to behaviors that have been going on for years that often begin to change out of necessity (i.e., being on probation and ordered by the court to remain sober).

Filing these cases in County/District Court would be a tremendous burden to the Prosecutors and the Police Department. If a citizen is cited into the Municipal Court when initially contact by the police and it was later determined by the prosecutor that they needed probation supervision, the case would initially be entered into the Court system. The citizen would likely appear for an initial court date, a second court date would have to be scheduled, and the Prosecutor would have to coordinate with the Police Department to have the citation reissued to the citizen and filed in County Court. This process would require much more time, energy, and expense than keeping the case in the Municipal Court and utilizing the existing Probation Section.

Based on the information and analysis above, along with City Council's Strategic Plan Goal of "Safe and Secure Community," Staff recommends maintaining the City's probation services at Municipal Court. Also, based on City Council's unanimous direction to maintain the City's Fast-Track Domestic Violence Program, probation services related to this program will be necessary. City Council concurred with Staff's recommendation.

13. *Underground the overhead electric utility lines on the east side of Wadsworth Boulevard from 93rd Place to 98th Avenue.* Mr. Thomas Garcia made this request to the City Manager's Office via email on September 8. Mr. Garcia stated that he built his home in 1995 and that he had the understanding that Asbury Development, Mr. Garcia's builder, had the option to bury the lines at that time or pay the City approximately \$100,000 towards this cost. Mr. Garcia stated that Asbury Development paid the City these "cash in lieu" funds at that time. Mr. Garcia stated his understanding that projects such as this need to be budgeted in advance, but that he anticipated that these lines would have been placed underground by this time.

Staff believes that there are two potential approaches to relocate these overhead lines underground. The first is through use of the Xcel Energy's 1% Undergrounding Fund, which holds funds equal to 1% of the company's gross electric revenues in the City that must be used to relocate overhead electric utility lines underground (per franchise requirements). The City has worked to prioritize potential projects for these funds and currently all monies in the 1% Fund are programmed for the next several years. Staff has identified and is proceeding with several projects, including the east side of Federal Boulevard from 82nd Avenue to 88th Avenue and the south side of 112th Avenue from Sheridan Boulevard to Westminster Boulevard.

The second approach to relocating these utility lines would be in coordination with a Wadsworth Boulevard roadway improvement project. Staff completed preliminary design on this project several years ago, but the project is currently not included in the City's proposed 5-year Capital Improvement Program due to other priorities and financial limitations.

Total estimated cost for the relocation requested by Mr. Garcia is \$495,000. The "cash-in-lieu of undergrounding" monies paid by Asbury Development referenced by Mr. Garcia was for the immediate area adjacent to the Cambridge Farms development. This area is less than 750 feet in length and Xcel has an agreement with the City where the company will not be forced to underground an overhead utility line of less than 750 linear feet. This agreement is to make sure that any undergrounding project is economically efficient, as "short" projects are very expensive per linear foot. The funds paid by Asbury are intended to be contributed to other funds for a larger undergrounding project that is over 750 linear feet. To date, no opportunities have arisen along this stretch of Wadsworth Boulevard.

Staff recommends that this project be completed in the future as a component of a potential Wadsworth Boulevard improvement project or consider with other priorities for funding from Xcel's 1% Undergrounding Fund. A Wadsworth Boulevard widening project is not currently on the City's 5-year CIP and the City is proceeding with several undergrounding projects that will deplete the 1% Fund for the next several years. City Council concurred with Staff's recommendation.

14. *Install sidewalks along Wadsworth Boulevard north of 92nd Avenue.* This request was made by Teresa Penbrooke of 7420 W. 93rd Place in an email to Mayor McNally on September 10. Ms. Penbrooke stated that this sidewalk installation would enhance alternative transportation options in the area and provide additional safety for residents. Ms. Penbrooke wrote that Wadsworth Boulevard experiences a high degree of traffic and does not have much of a shoulder. Ms. Penbrooke also expressed concerns for a neighbor who uses an electric wheelchair to go shopping in the areas around 92nd Avenue and for children who walk along Wadsworth Boulevard to school. Ms. Penbrooke also expressed that sidewalks along Wadsworth Boulevard would be beneficial, as they could connect to trail systems, including the Big Dry Creek trail.

A project to install a concrete sidewalk along one side of Wadsworth Boulevard from approximately 93rd Avenue to 98th Avenue would cost over \$175,000. A more temporary, asphalt path alternative could be examined, but this option would still be expensive due to the lack of adequate rights-of-way to allow the walk to be safely separated from the traveled roadway. Purchases of necessary rights-of-way would add substantial cost to the project. Substantial portions of sidewalks along both sides of Wadsworth Boulevard were installed as requirements of private developments located near 92nd Avenue and along the west side of the road to the north of the Burlington Northern Santa Fe railroad track. Other portions of sidewalk were installed with a recent City trail and bridge project at Wadsworth Boulevard and the Big Dry Creek Trail. Much of the area adjacent to the westside of Wadsworth Boulevard is in unincorporated Jefferson County.

Sidewalks are generally installed in conjunction with street construction to ensure that the walks are properly aligned (vertically and horizontally) so that they do not have to be rebuilt in the future if the streets are widened. Gaps in sidewalk segments on Wadsworth Boulevard could be joined in conjunction with a future capital improvement project to improve Wadsworth Boulevard, if such a project is warranted in the future. Due to revenue constraints and other capital project priorities, a Wadsworth Boulevard project does not currently appear on the City's Proposed 5-Year Capital Improvement Program (CIP).

Staff recommends examining sidewalk installation along Wadsworth Boulevard as part of a future, potential capital improvement project to improve Wadsworth Boulevard. A Wadsworth Boulevard improvement project is not currently on the City's 5-year CIP. City Council concurred with Staff's recommendation.

15. *Support and work to install a multi-use trail along the proposed FasTracks Northwest Commuter Rail Corridor.* This request was made by Teresa Penbrooke of 7420 W. 93rd Place in an email to Mayor McNally on September 10. Ms. Penbrooke stated her support and interest in a trail that would follow the rail tracks of the whole length of the proposed Northwest Commuter Rail Corridor. Ms. Penbrooke stated that this would allow residents to use alternative transportation to get to the proposed rail stations and to Broomfield.

The environmental evaluation and preliminary plans for the Northwest Rail Corridor of the FasTracks program does not include the construction of a multi-use trail running parallel to the rail tracks. However, plans for improvements to the U.S. 36 Corridor do include the installation of a path that would run roughly parallel to the highway. The City and its jurisdictional partners along the U.S. 36 Corridor are firmly committed to this multi-modal facet of the proposed transportation improvements to the highway. During 2009, the City used American Recovery and Reinvestment Act funds to install a connection between the existing Little Dry Creek Trail and the proposed U.S. 36 trail (73rd Avenue to Turnpike Drive). The Colorado Department of Transportation and the U.S. 36 Mayors and Commissioners Coalition are currently in the midst of compiling funding for the design and construction of a first phase of improvements to the highway. The requested trail would be included in that scope of work. The City is also working to complete design work for a component of this trail that will run parallel to U.S. 36 and extend from the Big Dry Creek trail to an area between Turnpike Drive and Westminster Boulevard.

Staff recommends the continuation of planning and design efforts for U.S. 36 improvements that would include the installation of the requested trail. City Council concurred with Staff's recommendation.

16. *Install a trail along the railroad right-of-way between Pierce Street and Wadsworth Boulevard.* This request was made by Teresa Penbrooke of 7420 W. 93rd Place in an email to Mayor McNally on September 10. Ms. Penbrooke stated that this trail section would enhance alternative transportation options in the area and provide additional safety for residents. Ms. Penbrooke stated that the City's Trails Master Plan includes this trail along the railroad right of way between Pierce Street and Wadsworth Boulevard. Ms. Penbrooke stated that currently the only way to get between Pierce Street and Wadsworth Boulevard is to travel on 92nd Avenue to Wadsworth Boulevard.

While this trail segment is listed in the City's Trails Master Plan, Staff does not currently see this trail segment as a high priority compared to other competing needs identified in the Trails Master Plan due to several complications that place a substantial cost on this potential project. Property would need to be acquired from the Burlington Northern Santa Fe railroad, which would be challenging and costly. Additional property would need to be acquired from private owners, which would present an additional cost. Regarding the railroad, there is no safe track/trail crossing in that corridor, which would likely require the construction of an underpass for the trail. Staff is also aware that some grade issues could exist in that corridor. Staff estimates that design and construction of this trail could cost \$1 million. Staff does not feel that pursuit of this trail segment is warranted considering revenue constraints and other, more cost effective trail segments identified as priorities for the City's Trail Development capital improvement project account (recommended at \$80,000 in 2011 and \$100,000 in 2012).

Staff also wants to highlight that there is another alternative route to get between 92nd Avenue and Wadsworth Boulevard. Teller Street and 92nd Lane provide an alternative connection and Teller Street is a designated bike route in the City.

Due to project complications, costs and other priorities for Trail Development funds, Staff does not recommend pursuing this trail project at this time. City Council concurred with Staff's recommendation.

17. *Provide \$13,000 in Community Development Block Grant (CDBG) funds for housing services in the community and earmark City funds to assist with the Adams County Housing Authority's (ACHA) rehabilitation of the Terrace Gardens apartment complex at 71st Avenue and Hooker Street and the development of ACHA offices and other commercial space at 71st Avenue and Federal. This request was made by Chris Shaffner of ACHA at the public hearing on the Proposed 2011 and 2012 Budgets on September 13. On behalf of ACHA, Mr. Shaffner requested \$13,000 in the City's allocation of CDBG funds to assist with housing services in the community and also requested City funds to assist with the rehabilitation of the Terrace Gardens apartment complex and the development of ACHA offices and commercial space in Westminster.*

On May 24, 2010, City Council appropriated the City's 2010 CDBG allocation of \$604,991. Per City Council's direction for project priorities, \$433,993 was appropriated for design and property acquisition for the Bradburn Boulevard realignment project. This roadway project will connect Bradburn Boulevard with Raleigh Street at 72nd Avenue, creating a safer intersection and better access to Westminster High School. The remainder of 2010 CDBG funds were appropriated for emergency home repairs (\$50,000) and for administrative costs associated with the CDBG program (\$120,998). City Council will consider appropriating 2011 CDBG funds in May 2011.

Funds for ACHA are not currently identified in the City's 2010-2014 Consolidated Plan, which is a planning document required by the U.S. Department of Housing and Urban Development in order for the City to receive CDBG funds. Up until several years ago, the City did historically appropriate a portion of its CDBG allocation to non-profit human services agencies in the community. However, the City has not done that for several years due to the amount of City Staff time required to monitor and audit non-profit agencies to ensure their compliance with all federal regulations associated with CDBG funds. In the past, this monitoring and auditing comprised between 25% to 50% of work activities of a 1.0 FTE. The City has chosen instead to provide funding for non-profit human services agencies in the community through the Human Services Board (HSB). As stated under request #5 in this Staff Report, ACHA did not appear for their scheduled interview with the HSB in early June. City Staff contacted ACHA regarding their absence and ACHA did not provide a reason to explain their absence. Due to missing their interview and not contacting the City, the HSB is not recommending any funding for ACHA in 2011.

The second component of this request is for assistance with rehabilitation of the ACHA-owned Terrace Gardens apartment complex at 71st Avenue and Hooker Street and the development of an ACHA office and commercial property at 71st Avenue and Federal Boulevard. The Adams County Housing Authority acquired the Arrow Motel and adjoining property in July 2008 and intends to proceed with plans to build a new multi-story building on the site. The building would house the Authority's administrative offices on an upper floor and provide additional office space for lease. The ground floor would be rented to commercial and retail businesses.

Per City Council's direction on CDBG priorities for the coming years and per the City's practice of utilizing HSB funding versus CDBG funding for non-profit human services agencies, Staff does not recommend CDBG funding for ACHA or for other housing services in the community. Staff recommends continuing to work with and assist ACHA where appropriate on rehabilitation of Terrace Gardens and with development of the ACHA offices and commercial building planned for 71st Avenue and Federal Boulevard. City Council concurred with Staff's recommendations.

SUBJECT: Councillor's Bill re Infrastructure Fee Increase, Resolution re
Adoption of the 2011/2012 Budget, and Councillor's Bill re
2011/2012 Appropriations

Page 17

Per the City Charter, the proposed budget resolution must be submitted to City Council for consideration by the second Monday in October and it must be adopted by the fourth Monday in October. Staff recommends approval on first reading of the ordinance amending the Infrastructure Fee pursuant to discussions held with City Council throughout the summer. In addition, Staff recommends adoption of the budget resolution and its attachments. Finally, an ordinance that officially appropriates the funds per accounting procedures is attached; Staff also recommends the approval of this ordinance on first reading.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **52**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING SECTION 9-8-3 OF THE WESTMINSTER MUNICIPAL
CODE CONCERNING INFRASTRUCTURE FEE**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 9-8-3, W.M.C., is hereby AMENDED to read as follows:

9-8-3: INFRASTRUCTURE FEE ESTABLISHED:

There is hereby established an Infrastructure Fee in the amount of three dollars (\$3.00) per month on each utility bill sent to an in-City consumer of City utility services. ~~This fee represents a one dollar (\$1.00) amount for concrete replacement cost and a two dollar (\$2.00) amount for streetlight cost. Effective January 1, 2011, the Infrastructure Fee shall increase to four dollars (\$4.00) per month on each utility bill sent to an in-City consumer of City utility services. Effective January 1, 2012, the Infrastructure Fee shall increase to five dollars (\$5.00) per month on each utility bill sent to an in-City consumer of City utility services, and effective January 1, 2013, the Infrastructure Fee shall increase to six dollars (\$6.00) per month on each utility bill sent to an in-City consumer of City utility services.~~ All proceeds of the Infrastructure Fee will be used to offset the City's costs, ~~respectively~~, in providing concrete replacement and streetlighting services.

Section 2. This ordinance shall take effect upon its passage after second reading.

Section 3. 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 11th day of October, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 25th day of October, 2010.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office

RESOLUTION

RESOLUTION NO. **35**

INTRODUCED BY COUNCILLORS

SERIES OF 2010

A RESOLUTION OF THE CITY OF WESTMINSTER, COLORADO, SETTING THE 2010 MILL LEVY COLLECTIBLE IN 2011 AND THE 2011 MILL LEVY COLLECTIBLE IN 2012, ADOPTING THE BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2011 AND 2012.

WHEREAS, In accordance with Section 9.2 of the City Charter, the City Manager has prepared and submitted to the City Council a proposed budget for the fiscal years 2011 and 2012; and

WHEREAS, On September 13, 2010, a public hearing on the proposed 2011/2012 Budget was held by the City Council pursuant to Section 9.4 of the City Charter.

NOW THEREFORE, be it resolved, by the City Council of the City of Westminster, Colorado that there is hereby levied for the 2010 year and the 2011 year upon all taxable property within the City of Westminister, taxes in the amount of three and sixty-five hundredths (3.65) mills per dollar of assessed valuation in Adams and Jefferson Counties, which shall be paid into the General Fund of the City; and

NOW, THEREFORE, be it resolved by the City Council of the City of Westminister, Colorado that the annual budgets of the City of Westminister for the fiscal year beginning January 1, 2011, and fiscal year beginning January 1, 2012, which have been submitted by the City Manager are hereby adopted according to the attached exhibits:

FUND	EXHIBITS
General	A
Utility Enterprise	B
General Capital Improvement	C
Sales & Use Tax	D
Parks Open Space & Trails Sales and Use Tax	E
Fleet Maintenance	F
Golf Course Enterprise	G
Human Service Agency Funding	H
Five-Year Capital Improvement Program	I
Staffing Summary	J
General Reserves	K
General Fund Stabilization Reserve	K
Utility Fund Rate Stabilization Reserve	K
Utility Fund Capital Project Reserve	K
Debt Service	L
2011 Proposed Position Eliminations	M
General Capital Outlay Replacement Fund	N

Be it further resolved, that the annual budget of the City of Westminister for fiscal year 2011 beginning January 1, 2011 and annual budget for the fiscal year 2012 beginning January 1, 2012, shall be established with the following totals:

BEGINNING BALANCE OF FUNDS:	2011 PROPOSED (1/1/11)	2012 PROPOSED (1/1/12)
General Reserve Fund	\$9,453,079	\$9,653,516
General Fund Stabilization Reserve Fund	2,900,352	2,961,849
Utility Fund Rate Stabilization Reserve Fund	11,410,585	11,652,527
Utility Fund Capital Projects Reserve Fund	16,613,981	17,572,307
General Capital Improvement Fund	<u>500,000</u>	<u>0</u>
TOTAL Fund Balance	\$40,877,997	\$41,840,199

REVENUES:	2011 PROJECTED	2012 PROJECTED
General Fund	\$93,608,948	\$94,892,666
Utility Enterprise Fund	50,936,344	57,327,277
Fleet Maintenance Fund	2,160,263	2,166,698
General Capital Outlay Replacement Fund	1,209,838	1,169,468
Sales & Use Tax Fund	63,826,088	64,489,072
General Capital Improvement Fund	8,070,000	7,756,000
General Reserve Fund	200,437	224,386
General Fund Stabilization Reserve Fund	61,497	68,845
Utility Fund Rate Stabilization Reserve Fund	241,942	270,851
Utility Fund Capital Projects Reserve Fund	958,326	315,287
Conservation Trust Fund	625,000	625,000
Parks Open Space & Trails Fund	5,296,484	5,175,413
General Debt Service Fund	7,658,153	7,655,487
Golf Course Fund	<u>3,435,419</u>	<u>3,553,027</u>
TOTAL Revenues	\$238,288,739	\$245,689,477
Less Transfers	<u>(76,210,558)</u>	<u>(79,880,763)</u>
Grand Total Funds Available	\$162,078,181	\$165,808,714
EXPENDITURES	2011 PROPOSED	2012 PROPOSED
General Fund	\$92,608,948	\$93,892,666
Utility Fund	50,936,344	57,327,277
Fleet Maintenance Fund	2,160,263	2,166,698
General Capital Outlay Replacement Fund	1,209,838	1,169,468
Sales & Use Tax Fund	63,826,088	64,489,072
General Capital Improvement Fund	8,570,000	7,756,000
General Reserve Fund	0	0
General Fund Stabilization Reserve	0	0
Utility Fund Rate Stabilization Reserve Fund	0	0
Utility Fund Capital Projects Reserve Fund	0	4,376,650
Conservation Trust Fund	625,000	625,000
Parks Open Space & Trails Fund	5,296,484	5,175,413
General Debt Service Fund	7,579,235	7,527,528
Golf Course Fund	<u>3,435,419</u>	<u>3,553,027</u>
TOTAL	\$236,247,619	\$248,058,799
Less Transfers	<u>(76,210,558)</u>	<u>(79,880,763)</u>
TOTAL Expenditures	\$160,037,061	\$168,178,036
Total Contingencies	<u>1,000,000</u>	<u>1,000,000</u>
GRAND TOTAL	\$161,037,061	\$169,178,036
ENDING BALANCE OF FUNDS:	2011 PROPOSED (12/31/11)	2012 PROPOSED (12/31/12)
General Reserve Fund	\$9,653,516	\$9,877,902
General Fund Stabilization Reserve Fund	2,961,849	3,030,694
Utility Fund Rate Stabilization Reserve Fund	11,652,527	11,923,378
Utility Fund Capital Projects Reserve Fund	17,572,307	13,510,944
General Debt Service Fund	<u>78,918</u>	<u>127,959</u>
TOTAL Fund Balance	\$41,919,117	\$38,470,877

PASSED AND ADOPTED this 11th day of October, 2010.

ATTEST:

Mayor

City Clerk

General Fund Revenues

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Property Tax								
Property Tax Adams	\$2,401,693	\$2,250,000	\$2,295,472	\$2,268,004	\$2,270,000	0.1%	\$2,270,000	0.0%
Property Tax Jeffco	\$2,006,108	\$1,850,000	\$1,940,852	\$1,916,921	\$1,920,000	0.2%	\$1,920,000	0.0%
<i>Total</i>	<i>\$4,407,801</i>	<i>\$4,100,000</i>	<i>\$4,236,324</i>	<i>\$4,184,925</i>	<i>\$4,190,000</i>	<i>0.1%</i>	<i>\$4,190,000</i>	<i>0.0%</i>
Business Fees & Taxes								
Public Service Co	\$2,868,732	\$3,250,000	\$1,653,030	\$2,950,000	\$2,979,500	1.0%	\$3,039,090	2.0%
Qwest/US West Comm	\$156,776	\$170,000	\$70,233	\$159,912	\$161,511	1.0%	\$164,741	2.0%
New Franchise Fees	\$4,561	\$2,500	\$2,801	\$2,500	\$2,500	0.0%	\$2,500	0.0%
Comcast/AT&T Cable	\$1,073,930	\$1,058,000	\$576,618	\$1,080,000	\$1,085,400	0.5%	\$1,090,827	0.5%
<i>Total</i>	<i>\$4,103,999</i>	<i>\$4,480,500</i>	<i>\$2,302,682</i>	<i>\$4,192,412</i>	<i>\$4,228,911</i>	<i>0.9%</i>	<i>\$4,297,158</i>	<i>1.6%</i>
Admissions Tax								
Movie Theaters	\$416,136	\$453,900	\$384,337	\$450,000	\$454,500	1.0%	\$463,590	2.0%
Bowling Alleys	\$58,726	\$76,000	\$53,955	\$65,000	\$60,000	-7.7%	\$63,000	5.0%
Butterfly Pavillion	\$31,249	\$32,500	\$26,227	\$32,500	\$33,000	1.5%	\$34,000	3.0%
Cover Charges	\$17,474	\$16,000	\$12,627	\$17,500	\$17,750	1.4%	\$18,000	1.4%
<i>Total</i>	<i>\$523,585</i>	<i>\$578,400</i>	<i>\$477,146</i>	<i>\$565,000</i>	<i>\$565,250</i>	<i>0.0%</i>	<i>\$578,590</i>	<i>2.4%</i>
License Revenue								
Contractors	\$78,734	\$81,000	\$57,040	\$80,000	\$81,500	1.9%	\$82,500	1.2%
Beer & Liquor	\$87,593	\$78,500	\$52,141	\$87,000	\$88,500	1.7%	\$90,000	1.7%
Other Licenses	\$36,785	\$58,000	\$32,015	\$40,000	\$41,000	2.5%	\$42,500	3.7%
<i>Total</i>	<i>\$203,112</i>	<i>\$217,500</i>	<i>\$141,196</i>	<i>\$207,000</i>	<i>\$211,000</i>	<i>1.9%</i>	<i>\$215,000</i>	<i>1.9%</i>
Building Permit Revenue								
Adams County Commercial	\$345,047	\$400,000	\$219,493	\$340,000	\$300,000	-11.8%	\$350,000	16.7%
Jefferson County Commercial	\$179,882	\$243,426	\$108,557	\$185,000	\$225,000	21.6%	\$250,000	11.1%
Adams County Residential	\$264,320	\$375,000	\$247,573	\$275,000	\$400,000	45.5%	\$400,000	0.0%
Jefferson County Residential	\$135,538	\$135,252	\$82,247	\$125,000	\$200,000	60.0%	\$200,000	0.0%
<i>Total</i>	<i>\$924,787</i>	<i>\$1,153,678</i>	<i>\$657,870</i>	<i>\$925,000</i>	<i>\$1,125,000</i>	<i>21.6%</i>	<i>\$1,200,000</i>	<i>6.7%</i>
Intergovernmental Revenue								
Cigarette Tax	\$269,327	\$216,000	\$129,867	\$270,000	\$271,000	0.4%	\$272,000	0.4%
Miscellaneous	\$218,585	\$0	\$7,461	\$0	\$0	N/A	\$0	N/A
Vehicle/Highway Taxes:								
HUTF	\$2,853,401	\$3,143,602	\$1,546,453	\$3,000,000	\$3,050,000	1.7%	\$3,100,000	1.6%
Ownership Adams	\$184,466	\$215,000	\$99,118	\$191,000	\$193,865	1.5%	\$197,742	2.0%
Ownership Jeffco	\$140,210	\$172,000	\$82,030	\$145,000	\$147,175	1.5%	\$150,119	2.0%
Vehicle Reg Adams	\$199,116	\$199,000	\$110,389	\$205,000	\$208,075	1.5%	\$212,237	2.0%
Vehicle Reg Jeffco	\$136,370	\$150,000	\$84,591	\$140,461	\$142,568	1.5%	\$145,419	2.0%

Exhibit A

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Road/Bridge Adams	\$431,217	\$430,000	\$408,000	\$439,841	\$446,439	1.5%	\$455,368	2.0%
Road/Bridge Jeffco	\$656,736	\$664,000	\$448,651	\$664,000	\$405,307	-39.0%	\$413,413	2.0%
<i>Subtotal</i>	<i>\$4,601,516</i>	<i>\$4,973,602</i>	<i>\$2,779,232</i>	<i>\$4,785,302</i>	<i>\$4,593,429</i>	<i>-4.0%</i>	<i>\$4,674,298</i>	<i>1.8%</i>
State/Federal Grants:								
Federal Grants	\$255,135	\$50,000	\$101,413	\$70,000	\$35,000	-50.0%	\$35,000	0.0%
State of Colorado	\$51,384	\$0	\$7,199	\$3,098	\$0	N/A	\$0	N/A
County Grants	\$2,700	\$0	\$7,483	\$7,483	\$0	N/A	\$0	N/A
Other Grants	\$8,700	\$0	\$5,700	\$5,700	\$0	N/A	\$0	N/A
CDOT Signal Reimb	\$58,740	\$30,000	\$21,780	\$59,000	\$59,500	0.8%	\$60,000	0.8%
<i>Subtotal</i>	<i>\$376,659</i>	<i>\$80,000</i>	<i>\$143,575</i>	<i>\$145,281</i>	<i>\$94,500</i>	<i>-35.0%</i>	<i>\$95,000</i>	<i>0.5%</i>
<i>Total</i>	<i>\$5,466,087</i>	<i>\$5,269,602</i>	<i>\$3,060,135</i>	<i>\$5,200,583</i>	<i>\$4,958,929</i>	<i>-4.6%</i>	<i>\$5,041,298</i>	<i>1.7%</i>
Recreation Charges								
Swim Fitness Center	\$618,845	\$415,000	\$405,879	\$535,000	\$420,000	-21.5%	\$535,000	27.4%
Ice Center Joint Venture	\$1,125,178	\$1,100,000	\$436,769	\$1,035,148	\$1,033,383	-0.2%	\$1,035,078	0.2%
Countryside Pool	\$69,571	\$69,000	\$59,428	\$70,000	\$71,000	1.4%	\$72,000	1.4%
Kings Mill Pool/Cell Tower Lease	\$20,315	\$21,500	\$14,256	\$19,000	\$13,800	-27.4%	\$13,800	0.0%
Standley Lake	\$547,407	\$545,000	\$526,508	\$550,000	\$555,000	0.9%	\$560,000	0.9%
General Recreation/Programs	\$1,133,382	\$1,198,000	\$919,900	\$1,155,000	\$1,160,000	0.4%	\$1,175,000	1.3%
Athletic Fields	\$59,892	\$0	\$63,712	\$63,000	\$55,000	-12.7%	\$57,000	3.6%
Westminster Sports Center	\$232,939	\$275,706	\$157,122	\$260,000	\$263,000	1.2%	\$268,000	1.9%
City Park Rec Center	\$520,260	\$1,060,000	\$743,698	\$1,201,500	\$1,134,800	-5.6%	\$1,155,000	1.8%
City Park Fitness Center	\$672,678	\$750,000	\$461,154	\$730,000	\$750,000	2.7%	\$755,000	0.7%
West View Recreation Center	\$450,729	\$495,000	\$315,709	\$450,000	\$465,000	3.3%	\$470,000	1.1%
Park Rentals	\$36,263	\$30,000	\$40,436	\$37,000	\$38,000	2.7%	\$39,000	2.6%
The MAC	\$278,984	\$260,000	\$194,479	\$265,000	\$274,000	3.4%	\$278,000	1.5%
<i>Total</i>	<i>\$5,766,443</i>	<i>\$6,219,206</i>	<i>\$4,339,050</i>	<i>\$6,370,648</i>	<i>\$6,232,983</i>	<i>-2.2%</i>	<i>\$6,412,878</i>	<i>2.9%</i>
Fines & Forfeitures								
Court Fines	\$1,855,686	\$2,050,000	\$1,203,201	\$1,950,000	\$2,120,000	8.7%	\$2,141,200	1.0%
Library Fines	\$207,279	\$212,105	\$131,131	\$212,105	\$214,000	0.9%	\$215,000	0.5%
<i>Total</i>	<i>\$2,062,965</i>	<i>\$2,262,105</i>	<i>\$1,334,332</i>	<i>\$2,162,105</i>	<i>\$2,334,000</i>	<i>8.0%</i>	<i>\$2,356,200</i>	<i>1.0%</i>
Interest Income	\$282,211	\$425,000	\$174,645	\$290,000	\$292,900	1.0%	\$298,758	2.0%
Total Reimbursement	\$133,523	\$55,000	\$2,301	\$55,000	\$55,000	0.0%	\$55,000	0.0%
General Miscellaneous								
EMS Billings	\$1,858,670	\$2,010,000	\$1,371,594	\$1,940,000	\$2,000,000	3.1%	\$2,050,000	2.5%
Infrastructure Fee	\$1,068,332	\$1,069,000	\$713,244	\$1,071,200	\$1,423,750	32.9%	\$1,776,300	24.8%
Rental Housing Inspection Fee	\$0	\$0	\$0	\$0	\$170,000	N/A	\$170,000	0.0%
Promenade CAM Billings	\$464,108	\$466,240	\$295,225	\$466,240	\$270,864	-41.9%	\$270,864	0.0%

Exhibit A

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Pension Fund Admin Fee	\$97,900	\$105,000	\$67,783	\$105,000	\$105,000	0.0%	\$107,000	1.9%
Recording & Filing	\$56,984	\$102,000	\$55,288	\$65,000	\$68,000	4.6%	\$70,000	2.9%
Sale of Assets	\$26,151	\$30,000	\$62,131	\$63,000	\$30,000	-52.4%	\$30,000	0.0%
Weed Cutting	\$2,550	\$5,000	\$3,001	\$1,500	\$1,500	0.0%	\$1,800	20.0%
Miscellaneous	\$734,019	\$242,354	\$367,762	\$350,000	\$342,348	-2.2%	\$361,193	5.5%
Passport Fees	\$35,840	\$75,000	\$20,525	\$36,000	\$40,000	11.1%	\$40,000	0.0%
Off Duty Police Reimbursements	\$173,599	\$150,000	\$101,000	\$150,000	\$150,000	0.0%	\$150,000	0.0%
Westminster Faire	\$12,235	\$24,932	\$16,040	\$17,000	\$16,000	-5.9%	\$16,000	0.0%
Street Cut Impact Fee	\$650,246	\$125,000	\$178,804	\$780,300	\$790,000	1.2%	\$800,000	1.3%
Thornton Reimbursement	\$1,833,487	\$1,267,875	\$318,938	\$1,267,875	\$1,269,525	0.1%	\$1,267,250	-0.2%
GID Admin Fee	\$71,793	\$50,155	\$50,155	\$50,146	\$50,146	0.0%	\$50,146	0.0%
SRO Reimbursement	\$65,784	\$64,176	\$40,119	\$64,176	\$64,176	0.0%	\$64,176	0.0%
Rentals/Leases	\$317,983	\$328,023	\$201,524	\$340,007	\$369,181	8.6%	\$386,208	4.6%
PD Training Reimb	\$13,624	\$18,000	\$15,267	\$18,000	\$18,000	0.0%	\$18,000	0.0%
Westin Accommodations Tax	\$676,157	\$830,000	\$457,380	\$700,000	\$715,000	2.1%	\$725,000	1.4%
Conference Center Fee	\$104,054	\$95,000	\$75,897	\$95,000	\$98,000	3.2%	\$98,000	0.0%
WEDA Reimbursement	\$55,259	\$82,491	\$0	\$82,491	\$82,491	0.0%	\$82,000	-0.6%
<i>Total</i>	<i>\$8,318,775</i>	<i>\$7,140,246</i>	<i>\$4,411,677</i>	<i>\$7,662,935</i>	<i>\$8,073,981</i>	<i>5.4%</i>	<i>\$8,533,937</i>	<i>5.7%</i>
Contributions	\$9,491	\$5,000	\$7,378	\$5,000	\$5,000	0.0%	\$5,000	0.0%
Transfer Payments								
From Gen Fd Stabilization Rsv	\$0	\$3,500,000	\$2,333,333	\$3,500,000	\$0	-100.0%	\$0	N/A
From GCIF	\$25,149	\$1,000,000	\$666,667	\$1,000,000	\$0	-100.0%	\$0	N/A
From Utility Fund	\$2,596,391	\$2,653,511	\$1,769,008	\$2,653,511	\$2,573,906	-3.0%	\$2,586,775	0.5%
From Sales & Use	\$56,979,880	\$57,364,101	\$38,242,734	\$57,364,101	\$58,762,088	2.4%	\$59,122,072	0.6%
<i>Total</i>	<i>\$59,601,420</i>	<i>\$64,517,612</i>	<i>\$43,011,742</i>	<i>\$64,517,612</i>	<i>\$61,335,994</i>	<i>-4.9%</i>	<i>\$61,708,847</i>	<i>0.6%</i>
Total General Fund	\$91,804,199	\$96,423,849	\$64,156,478	\$96,338,220	\$93,608,948	-2.8%	\$94,892,666	1.4%
Carryover	\$6,951,071	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Total Funds Available	\$98,755,270	\$96,423,849	\$64,156,478	\$96,338,220	\$93,608,948	-2.8%	\$94,892,666	1.4%

GENERAL FUND EXPENDITURES

Activity	2009 Actuals	2010 Adjusted	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	11 Prop/ 10 Est	2012 Proposed	12 Prop/ 11 Prop
City Council	\$173,001	\$222,312	\$135,983	\$221,862	\$240,119	8.2%	\$240,119	0.0%
City Attorney's Office	\$1,151,152	\$1,156,960	\$694,946	\$1,146,453	\$1,166,119	1.7%	\$1,166,119	0.0%
City Manager's Office								
Administration	\$1,118,533	\$1,205,958	\$709,978	\$1,150,968	\$1,063,279	-7.6%	\$1,075,429	1.1%
Economic Development	\$376,866	\$405,376	\$211,611	\$399,370	\$378,426	-5.2%	\$378,426	0.0%
<i>Subtotal</i>	\$1,495,399	\$1,611,334	\$921,589	\$1,550,338	\$1,441,705	-7.0%	\$1,453,855	0.8%
Central Charges	\$20,441,443	\$22,770,225	\$11,605,516	\$22,353,002	\$22,693,991	1.5%	\$24,410,685	7.6%
General Services								
Administration	\$521,878	\$531,870	\$327,305	\$516,815	\$494,855	-4.2%	\$495,515	0.1%
Human Resources	\$1,390,144	\$1,427,166	\$891,076	\$1,404,974	\$1,355,555	-3.5%	\$1,354,655	-0.1%
City Clerk's Office	\$476,708	\$469,728	\$277,407	\$417,442	\$442,594	6.0%	\$442,838	0.1%
Municipal Court	\$1,426,900	\$1,503,280	\$909,751	\$1,502,981	\$1,480,381	-1.5%	\$1,481,089	0.0%
Building Operations & Maintenance	\$1,719,761	\$2,005,772	\$1,054,930	\$1,882,295	\$1,912,250	1.6%	\$1,922,928	0.6%
<i>Subtotal</i>	\$5,535,391	\$5,937,816	\$3,460,469	\$5,724,507	\$5,685,635	-0.7%	\$5,697,025	0.2%
Finance								
Administration	\$367,593	\$404,976	\$238,840	\$379,098	\$374,435	-1.2%	\$374,435	0.0%
Accounting	\$743,615	\$762,564	\$461,915	\$760,499	\$754,434	-0.8%	\$754,434	0.0%
Treasury/Utility Billing	\$280,212	\$311,056	\$172,401	\$311,056	\$272,388	-12.4%	\$272,388	0.0%
Sales Tax	\$557,236	\$559,280	\$349,447	\$550,030	\$542,225	-1.4%	\$539,725	-0.5%
<i>Subtotal</i>	\$1,948,656	\$2,037,876	\$1,222,603	\$2,000,683	\$1,943,482	-2.9%	\$1,940,982	-0.1%
Police								
Administration	\$701,654	\$809,192	\$453,273	\$721,798	\$657,040	-9.0%	\$659,907	0.4%
Specialized Services	\$8,076,698	\$8,667,383	\$4,993,527	\$7,910,774	\$8,218,865	3.9%	\$8,248,725	0.4%
Patrol Services	\$11,072,028	\$11,375,196	\$6,931,454	\$10,230,362	\$11,034,012	7.9%	\$11,033,272	0.0%
<i>Subtotal</i>	\$19,850,380	\$20,851,771	\$12,378,254	\$18,862,934	\$19,909,917	5.6%	\$19,941,904	0.2%
Fire								
Emergency Services	\$11,562,217	\$11,847,237	\$7,144,963	\$11,847,237	\$11,528,773	-2.7%	\$11,574,941	0.4%
<i>Subtotal</i>	\$11,562,217	\$11,847,237	\$7,144,963	\$11,847,237	\$11,528,773	-2.7%	\$11,574,941	0.4%
<i>Subtotal Public Safety</i>	\$31,412,597	\$32,699,008	\$19,523,217	\$30,710,171	\$31,438,690	2.4%	\$31,516,845	0.2%
Community Development								
Administration	\$550,412	\$615,780	\$307,599	\$602,213	\$472,873	-21.5%	\$464,942	-1.7%
Planning	\$879,354	\$1,088,705	\$566,539	\$941,619	\$962,967	2.3%	\$962,977	0.0%
Building	\$1,194,580	\$1,172,992	\$703,035	\$1,139,323	\$1,153,098	1.2%	\$1,154,317	0.1%
Engineering	\$1,407,906	\$1,422,443	\$902,188	\$1,421,462	\$1,414,724	-0.5%	\$1,413,198	-0.1%
<i>Subtotal</i>	\$4,032,252	\$4,299,920	\$2,479,361	\$4,104,617	\$4,003,662	-2.5%	\$3,995,434	-0.2%
Public Works & Utilities								
Street Maintenance	\$7,272,518	\$7,798,534	\$4,303,217	\$8,193,533	\$7,560,378	-7.7%	\$7,781,536	2.9%
<i>Subtotal</i>	\$7,272,518	\$7,798,534	\$4,303,217	\$8,193,533	\$7,560,378	-7.7%	\$7,781,536	2.9%
Parks, Recreation and Libraries								
Administration	\$791,005	\$841,816	\$477,791	\$823,845	\$781,463	-5.1%	\$781,465	0.0%
Park Services	\$4,391,847	\$4,419,241	\$2,420,344	\$4,384,648	\$3,540,687	-19.2%	\$3,506,312	-1.0%
Library Services	\$2,766,347	\$2,830,151	\$1,665,303	\$2,773,287	\$2,734,059	-1.4%	\$2,721,378	-0.5%
Standley Lake	\$363,117	\$448,000	\$244,384	\$414,382	\$444,000	7.1%	\$443,000	-0.2%
Design Development	\$493,278	\$433,070	\$270,192	\$430,627	\$352,857	-18.1%	\$351,728	-0.3%
Recreation Facilities	\$3,540,501	\$4,336,345	\$2,481,725	\$4,205,274	\$4,131,593	-1.8%	\$4,155,762	0.6%
Recreation Programs	\$2,117,723	\$2,234,129	\$1,418,151	\$2,209,486	\$2,194,042	-0.7%	\$2,206,930	0.6%
<i>Subtotal</i>	\$14,463,818	\$15,542,752	\$8,977,890	\$15,241,549	\$14,178,701	-7.0%	\$14,166,575	-0.1%
Subtotal Operating	\$87,926,227	\$94,076,737	\$53,324,791	\$91,246,715	\$90,352,482	-1.0%	\$92,369,175	2.2%

Exhibit A

Activity	2009 Actuals	2010 Adjusted	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	11 Prop/ 10 Est	2012 Proposed	12 Prop/ 11 Prop
Transfer Payments								
To Reserve Fund	\$5,149,887	\$0	\$0	\$0	\$0	N/A	\$0	N/A
To WEDA	\$200,000	\$3,114,945	\$0	\$3,114,945	\$0	N/A	\$0	N/A
To Golf Course Fund	\$368,000	\$0	\$0	\$0	\$0	N/A	\$0	N/A
To Property/Liability	\$744,302	\$744,302	\$496,201	\$744,302	\$732,428	-1.6%	\$734,453	0.3%
To Workers Compensation	\$715,089	\$715,089	\$476,726	\$715,089	\$672,038	-6.0%	\$672,038	0.0%
To Capital Projects	\$80,000	\$3,154,882	\$2,569,761	\$3,154,882	\$852,000	-73.0%	\$117,000	-86.3%
<i>Subtotal</i>	\$7,257,278	\$7,729,218	\$3,542,688	\$7,729,218	\$2,256,466	-70.8%	\$1,523,491	-32.5%
<i>Subtotal General Fund (including transfers)</i>								
	\$95,183,505	\$101,805,955	\$56,867,479	\$98,975,933	\$92,608,948	-6.4%	\$93,892,666	1.4%
Contingency	\$0	\$1,000,000	\$0	\$0	\$1,000,000	N/A	\$1,000,000	0.0%
TOTAL GENERAL FD EXP	\$95,183,505	\$102,805,955	\$56,867,479	\$98,975,933	\$93,608,948	-5.4%	\$94,892,666	1.4%
Less: CIP Transfers	\$80,000	\$3,154,882	\$2,569,761	\$3,154,882	\$852,000	-73.0%	\$117,000	-86.3%
TOTAL GF OPERATING EXP	\$95,103,505	\$99,651,073	\$54,297,718	\$95,821,051	\$92,756,948	-3.2%	\$94,775,666	2.2%

UTILITY FUND REVENUES

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
WATER REVENUES								
Contractor's License	\$95,040	\$75,000	\$68,470	\$75,000	\$75,000	0.0%	\$75,000	0.0%
Interest Income	\$692,779	\$800,000	\$427,870	\$730,000	\$870,000	19.2%	\$985,300	13.3%
Miscellaneous Income	\$1,736,961	\$300,000	\$1,127,467	\$1,080,000	\$300,000	-72.2%	\$300,000	0.0%
Water Sales								
Residential	\$13,301,291	\$15,438,500	\$8,847,109	\$15,438,500	\$16,056,040	4.0%	\$16,698,282	4.0%
Commercial	\$4,985,920	\$6,638,000	\$3,163,982	\$6,569,911	\$6,832,707	4.0%	\$7,106,016	4.0%
Wholesale-Federal Heights	\$1,278,086	\$1,597,000	\$865,891	\$1,501,424	\$1,561,481	4.0%	\$1,623,940	4.0%
Wholesale-Brighton	\$0	\$1,373,561	\$537,264	\$1,373,561	\$2,220,660	61.7%	\$2,220,660	0.0%
Water Reclamation	\$1,176,809	\$1,526,900	\$760,751	\$1,373,874	\$1,428,829	4.0%	\$1,485,982	4.0%
Meter Service Fee	\$2,785,464	\$2,786,500	\$1,877,481	\$2,823,659	\$2,945,011	4.3%	\$3,081,013	4.6%
Total	\$23,527,570	\$29,360,461	\$16,052,478	\$29,080,929	\$31,044,728	6.8%	\$32,215,893	3.8%
Biosolids Farm	\$87,242	\$125,000	\$30,770	\$100,000	\$115,000	15.0%	\$125,000	8.7%
Water Tap Fees								
Residential	\$682,053	\$1,000,000	\$471,565	\$1,332,329	\$1,300,000	-2.4%	\$1,300,000	0.0%
Commercial	\$1,059,493	\$1,600,000	\$1,302,576	\$1,256,553	\$1,700,000	35.3%	\$1,700,000	0.0%
Total	\$1,741,546	\$2,600,000	\$1,774,141	\$2,588,882	\$3,000,000	15.9%	\$3,000,000	0.0%
Other Financing Sources/Bond	\$0	\$28,300,000	\$29,505,000	\$29,505,000	\$0	-100.0%	\$0	N/A
Total Water Revenue	\$27,881,138	\$61,560,461	\$48,986,196	\$63,159,811	\$35,404,728	-43.9%	\$36,701,193	3.7%
WASTEWATER REVENUES								
Interest Income	\$164,412	\$650,000	\$116,374	\$140,000	\$145,000	3.6%	\$155,000	6.9%
Miscellaneous	-\$125,679	\$10,000	\$10,888	\$10,000	\$10,000	0.0%	\$10,000	0.0%
Wastewater Sales								
Residential	\$9,282,184	\$10,006,777	\$6,417,734	\$9,760,878	\$10,185,607	4.4%	\$10,766,549	5.7%
Commercial	\$2,148,427	\$2,233,200	\$1,455,879	\$2,258,355	\$2,363,009	4.6%	\$2,485,885	5.2%
Total	\$11,430,611	\$12,239,977	\$7,873,613	\$12,019,233	\$12,548,616	4.4%	\$13,252,434	5.6%
Wastewater Tap Fees								
Residential	\$133,915	\$168,061	\$123,268	\$313,863	\$200,000	-36.3%	\$200,000	0.0%
Commercial	\$276,520	\$425,000	\$411,784	\$356,034	\$500,000	40.4%	\$500,000	0.0%
Total	\$410,435	\$593,061	\$535,052	\$669,897	\$700,000	4.5%	\$700,000	0.0%
Total Wastewater Revenue	\$11,879,779	\$13,493,038	\$8,535,927	\$12,839,130	\$13,403,616	4.4%	\$14,117,434	5.3%
Total W/WW Revenue, excluding tap fees	\$37,608,936	\$71,860,438	\$55,212,930	\$72,740,162	\$45,108,344	-38.0%	\$47,118,627	4.5%
Water Tap Fee Income	\$1,741,546	\$2,600,000	\$1,774,141	\$2,588,882	\$3,000,000	15.9%	\$3,000,000	0.0%
Wastewater Tap Fee Income	\$410,435	\$593,061	\$535,052	\$669,897	\$700,000	4.5%	\$700,000	0.0%
Tap Fees Total	\$2,151,981	\$3,193,061	\$2,309,193	\$3,258,779	\$3,700,000	13.5%	\$3,700,000	0.0%

Exhibit B

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Carryover Water	\$1,408,004	\$2,857,168	\$0	\$2,857,168	\$0	-100.0%	\$0	N/A
Carryover Wastewater	\$692,594	\$10,083	\$0	\$10,083	\$0	-100.0%	\$0	N/A
<i>Carryover Total</i>	<i>\$2,100,598</i>	<i>\$2,867,251</i>	<i>\$0</i>	<i>\$2,867,251</i>	<i>\$0</i>	<i>-100.0%</i>	<i>\$0</i>	<i>N/A</i>
Trsfr-Rate Stabilization Rsv to WFd	\$1,493,646	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Trsfr-Rate Stabilization Rsv to WW Fd	\$12,888	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Trsfr-Cap Proj Reserve to WFd	\$19,506,355	\$0	\$0	\$0	\$0	N/A	\$4,041,333	N/A
Trsfr-Cap Proj Reserve to WW Fd	\$3,567,303	\$0	\$0	\$0	\$0	N/A	\$335,317	N/A
<i>Capital Project Reserve Total</i>	<i>\$24,580,192</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>N/A</i>	<i>\$4,376,650</i>	<i>N/A</i>
Total Water/Wastewater Revenue	\$66,441,707	\$77,920,750	\$57,522,123	\$78,866,192	\$48,808,344	-38.1%	\$55,195,277	13.1%
STORMWATER DRAINAGE REVENUES								
Interest Income	\$76,521	\$80,000	\$49,172	\$80,000	\$81,000	1.3%	\$82,000	1.2%
Miscellaneous	\$4,508	\$0	\$519,806	\$0	\$0	N/A	\$0	N/A
Residential	\$999,418	\$980,000	\$651,592	\$1,001,000	\$1,001,000	0.0%	\$1,002,000	0.1%
Commercial	\$1,040,949	\$1,020,000	\$645,242	\$1,045,000	\$1,046,000	0.1%	\$1,048,000	0.2%
<i>Total</i>	<i>\$2,040,367</i>	<i>\$2,000,000</i>	<i>\$1,296,834</i>	<i>\$2,046,000</i>	<i>\$2,047,000</i>	<i>0.0%</i>	<i>\$2,050,000</i>	<i>0.1%</i>
Carryover Stormwater	\$298,413	\$0	\$0	\$323,434	\$0	-100.0%	\$0	N/A
Total Stormwater Revenue	\$2,419,809	\$2,080,000	\$1,865,812	\$2,449,434	\$2,128,000	-13.1%	\$2,132,000	0.2%
TOTAL Utility Funds Available	\$68,861,516	\$80,000,750	\$59,387,935	\$81,315,626	\$50,936,344	-37.4%	\$57,327,277	12.5%

UTILITY FUND EXPENDITURES

Activity	2009 Actuals	2010 Adjusted	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	11 Prop/ 10 Est	2012 Proposed	12 Prop/ 11 Prop
Water Department Expenses								
Finance								
Utility Billing	\$647,293	\$705,372	\$421,399	\$705,372	\$654,410	-7.2%	\$666,073	1.8%
<i>Subtotal</i>	\$647,293	\$705,372	\$421,399	\$705,372	\$654,410		\$666,073	1.8%
Parks, Recreation & Libraries								
Standley Lake	\$88,553	\$147,979	\$68,049	\$125,229	\$132,272	5.6%	\$132,272	0.0%
<i>Subtotal</i>	\$88,553	\$147,979	\$68,049	\$125,229	\$132,272		\$132,272	0.0%
Information Technology	\$2,555,160	\$2,844,464	\$1,637,638	\$2,844,464	\$2,704,158	-4.9%	\$2,708,185	0.1%
Public Works & Utilities								
Administration	\$247,381	\$344,279	\$181,479	\$326,405	\$326,439	0.0%	\$327,175	0.2%
Capital Projects and Budget	\$719,634	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Water Resources and Treatment	\$7,517,412	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Utilities Planning & Engineering	\$0	\$3,487,214	\$1,890,824	\$3,427,093	\$5,791,086	69.0%	\$5,769,929	-0.4%
Utilities Operations	\$3,973,107	\$9,975,048	\$5,450,281	\$9,606,148	\$7,791,524	-18.9%	\$8,039,481	3.2%
<i>Subtotal</i>	\$12,457,534	\$13,806,541	\$7,522,584	\$13,359,646	\$13,909,049	4.1%	\$14,136,585	1.6%
Central Charges	\$3,217,981	\$7,368,526	\$3,204,591	\$7,160,630	\$7,842,482	9.5%	\$8,110,281	3.4%
Subtotal Water Operating	\$18,966,521	\$24,872,882	\$12,854,261	\$24,195,341	\$25,242,371	4.3%	\$25,753,396	2.0%
Transfer Payments								
To General Fund	\$1,661,690	\$1,698,247	\$1,132,165	\$1,698,247	\$1,647,300	-3.0%	\$1,655,536	0.5%
To Utility Rate Stabilization Reserve Fund	\$3,777,996	\$572,576	\$0	\$572,576	\$0	N/A	\$0	N/A
To Utility Capital Reserve Fund	\$0	\$2,261,723	\$0	\$2,261,723	\$218,463	N/A	\$0	N/A
To Property/Liability Fund	\$322,532	\$322,532	\$215,021	\$322,532	\$317,387	-1.6%	\$317,387	0.0%
To Workers Compensation Fund	\$122,586	\$122,586	\$81,724	\$122,586	\$115,207	-6.0%	\$115,207	0.0%
To General Capital Improvement Fund	\$126,083	\$0	\$0	\$0	\$0	N/A	\$0	N/A
<i>Subtotal</i>	\$6,010,887	\$4,977,664	\$1,428,910	\$4,977,664	\$2,298,357	-53.8%	\$2,088,130	-9.1%
WATER TOTAL EXPENSES	\$24,977,408	\$29,850,546	\$14,283,171	\$29,173,005	\$27,540,728	-5.6%	\$27,841,526	1.1%
Wastewater Department Expenses								
Public Works & Utilities								
Water Resources and Treatment	\$6,595,998	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Utilities Planning & Engineering	\$0	\$359,226	\$215,316	\$352,576	\$353,752	0.3%	\$425,165	20.2%
Utilities Operations	\$1,092,952	\$5,971,083	\$5,203,717	\$5,868,224	\$5,527,841	-5.8%	\$5,904,446	6.8%
<i>Subtotal</i>	\$7,688,950	\$6,330,309	\$5,419,033	\$6,220,800	\$5,881,593	-5.5%	\$6,329,611	7.6%
Central Charges	\$943,276	\$1,983,914	\$854,539	\$1,968,764	\$1,977,175	0.4%	\$2,036,191	3.0%
Subtotal Wastewater Operating	\$8,632,226	\$8,314,223	\$6,273,572	\$8,189,564	\$7,858,768	-4.0%	\$8,365,802	6.5%
Transfer Payments								
To General Fund	\$934,701	\$955,264	\$636,843	\$955,264	\$926,606	-3.0%	\$931,239	0.5%
To Utility Rate Stabilization Reserve Fund	\$730,139	\$0	\$0	\$0	\$0	N/A	\$0	N/A
To Utility Capital Reserve Fund	\$0	\$10,083	\$0	\$10,083	\$386,532	N/A	\$0	N/A
To Property/Liability Fund	\$173,671	\$173,671	\$115,781	\$173,671	\$170,900	-1.6%	\$170,900	0.0%
To Workers Compensation Fund	\$183,880	\$183,880	\$122,587	\$183,880	\$172,810	-6.0%	\$172,810	0.0%
To General Capital Improvement Fund	\$6,898	\$0	\$0	\$0	\$0	N/A	\$0	N/A
<i>Subtotal</i>	\$2,029,289	\$1,322,898	\$875,211	\$1,322,898	\$1,656,848	25.2%	\$1,274,949	-23.0%
WASTEWATER TOTAL EXPENSES	\$10,661,515	\$9,637,121	\$7,148,783	\$9,512,462	\$9,515,616	0.0%	\$9,640,751	1.3%

Exhibit B

Activity	2009 Actuals	2010 Adjusted	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	11 Prop/ 10 Est	2012 Proposed	12 Prop/ 11 Prop
Stormwater Department Expenses								
General Services								
Environmental Services	\$85,864	\$92,000	\$55,891	\$90,900	\$92,000	1.2%	\$92,000	0.0%
<i>Subtotal</i>	\$85,864	\$92,000	\$55,891	\$90,900	\$92,000	1.2%	\$92,000	0.0%
Community Development								
Engineering	\$109,558	\$147,000	\$81,956	\$110,410	\$161,000	45.8%	\$163,290	1.4%
<i>Subtotal</i>	\$109,558	\$147,000	\$81,956	\$110,410	\$161,000	45.8%	\$163,290	1.4%
Public Works & Utilities								
Street	\$347,217	\$291,000	\$163,047	\$291,000	\$323,000	11.0%	\$322,710	-0.1%
<i>Subtotal</i>	\$347,217	\$291,000	\$163,047	\$291,000	\$323,000	11.0%	\$322,710	-0.1%
Parks, Recreation & Libraries								
Park Services	\$154,539	\$200,000	\$40,510	\$200,000	\$200,000	0.0%	\$200,000	0.0%
<i>Subtotal</i>	\$154,539	\$200,000	\$40,510	\$200,000	\$200,000	0.0%	\$200,000	0.0%
<i>Subtotal Stormwater Operating</i>	\$697,178	\$730,000	\$341,404	\$692,310	\$776,000	12.1%	\$778,000	0.3%
Capital Improvements								
Water Capital Improvements	\$13,587,314	\$34,572,000	\$21,531,407	\$34,572,000	\$7,864,000	-77.3%	\$12,901,000	64.1%
Wastewater Capital Improvements	\$5,277,591	\$3,866,000	\$2,284,231	\$3,866,000	\$3,888,000	0.6%	\$4,812,000	23.8%
Stormwater Capital Improvements	\$693,440	\$1,350,000	\$1,160,122	\$1,350,000	\$1,352,000	0.1%	\$1,354,000	0.1%
<i>Total Capital Improvements</i>	\$19,558,345	\$39,788,000	\$24,975,760	\$39,788,000	\$13,104,000	-67.1%	\$19,067,000	45.5%
TOTAL UTILITY ENT. FUND EXP.	\$55,894,446	\$80,005,667	\$46,749,118	\$79,165,777	\$50,936,344	-35.7%	\$57,327,277	12.5%

NOTE: The reduction in the 2011 Water/Wastewater Capital Improvements compared to 2010 is a result of issuing approximately \$29.5 million in bonds during 2010 for capital projects.

GENERAL CAPITAL IMPROVEMENT FUND REVENUES

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
General Capital Improvements								
CIP Interest Income	\$993,614	\$850,000	\$493,918	\$800,000	\$800,000	0.0%	\$800,000	0.0%
ADCO Road Tax	\$1,148,668	\$1,171,000	\$430,199	\$1,160,155	\$1,171,756	1.0%	\$1,189,333	1.5%
Cash-in Lieu Future Capital	\$22,000	\$40,000	\$168,199	\$175,000	\$35,000	-80.0%	\$40,000	14.3%
SID/Development Assessment Pmnts	\$42,470	\$60,000	\$40,555	\$45,000	\$55,000	22.2%	\$60,000	9.1%
Miscellaneous Income	\$650,727	\$1,468,700	\$1,258,910	\$1,227,700	\$345,244	-71.9%	\$350,667	1.6%
Grants	\$2,313,975	\$15,521	\$186,674	\$167,666	\$0	N/A	\$0	N/A
Transfer From Utility Fund	\$132,981	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Transfer From General Fund	\$0	\$2,517,094	\$2,517,094	\$0	\$750,000	N/A	\$0	N/A
Transfer From Sales & Use Tax	\$0	\$0	\$0	\$0	\$1,264,000	N/A	\$1,567,000	24.0%
Carryover	\$2,383,528	\$2,771,000	\$0	\$2,771,000	\$500,000	-82.0%	\$0	-100.0%
<i>Total General Capital Imp (non-park)</i>	<i>\$7,687,963</i>	<i>\$8,893,315</i>	<i>\$5,095,549</i>	<i>\$6,346,521</i>	<i>\$4,921,000</i>	<i>-22.5%</i>	<i>\$4,007,000</i>	<i>-18.6%</i>
Park Capital Improvements								
Park Development Fees	\$59,109	\$75,000	\$59,115	\$68,000	\$73,500	8.1%	\$75,000	2.0%
Accommodations Tax	\$1,369,717	\$1,224,000	\$823,307	\$1,250,000	\$1,262,000	1.0%	\$1,280,000	1.4%
Cash-in Lieu Parks	\$0	\$50,000	\$0	\$25,000	\$50,000	100.0%	\$50,000	0.0%
Transfer From POST Fund	\$485,996	\$172,000	\$114,667	\$172,000	\$526,941	206.4%	\$567,890	7.8%
Transfer From General Fd	\$80,000	\$79,000	\$52,667	\$79,000	\$102,000	29.1%	\$117,000	14.7%
Adco Open Space - Grants	\$0	\$0	\$0	\$0	\$0	N/A	\$0	N/A
Jeffco Open Space - Grants	\$174,313	\$150,000	\$300,000	\$300,000	\$0	-100.0%	\$0	N/A
Adco Open Space - City Share	\$424,688	\$403,000	\$0	\$425,000	\$429,264	1.0%	\$435,727	1.5%
Jeffco Open Space - City Share	\$1,181,522	\$1,230,000	\$932,269	\$1,193,337	\$1,205,295	1.0%	\$1,223,383	1.5%
Miscellaneous	\$70,630	\$0	\$32,781	\$0	\$0	N/A	\$0	N/A
Carryover	\$762,332	\$0	\$0	\$0	\$0	N/A	\$0	N/A
<i>Subtotal Park GCIF Revenues</i>	<i>\$4,608,307</i>	<i>\$3,383,000</i>	<i>\$2,314,806</i>	<i>\$3,512,337</i>	<i>\$3,649,000</i>	<i>3.9%</i>	<i>\$3,749,000</i>	<i>2.7%</i>
Conservation Trust Fund	\$625,000	\$625,000	\$359,445	\$625,000	\$625,000	0.0%	\$625,000	0.0%
<i>Total Park Capital Imp</i>	<i>\$5,233,307</i>	<i>\$4,008,000</i>	<i>\$2,674,251</i>	<i>\$4,137,337</i>	<i>\$4,274,000</i>	<i>3.3%</i>	<i>\$4,374,000</i>	<i>2.3%</i>
TOTAL GCIF REVENUES	\$12,921,270	\$12,901,315	\$7,769,800	\$10,483,858	\$9,195,000	-12.3%	\$8,381,000	-8.9%

PROPOSED 2011 CAPITAL IMPROVEMENT PROGRAM

Proposed 2011 General Fund Capital Improvement Projects

General Capital Improvements

New Traffic Signals/Speed Control Devices	\$125,000
New Development Participation	\$30,000
Sidewalk Connection	\$50,000
New Street Light Program	\$25,000
Geographic Information System (GIS) Upgrades	\$75,000
Arterial Roadway Grinding/Resurfacing	\$650,000
120 th Avenue Corridor Turn Lanes and Restriping	\$580,000
City Facilities Parking Lot Maintenance Program	\$115,000
South Westminster Revitalization Project	\$75,000
Building Operations and Maintenance (BO&M) Major Maintenance	\$400,000
Small Business Capital Project Grant Program	\$25,000
Open Space Land Purchase Reimbursement	\$215,000
Major Software Upgrades	\$125,000
IP PBX Phone System Upgrades	\$76,000
South Westminster Transit Oriented Development	\$500,000
Railroad Crossing Surface Replacement Program	\$62,000
Bridge/Pedestrian Railing Repainting and Lighting Repair Project	\$69,000
Shoenberg Farm Restoration	\$10,000
Teleworks Upgrade	\$66,000
Miscellaneous Construction Projects	\$50,000
Municipal Service Center (MSC) Service Drive Rehabilitation	\$22,000
Westminster Center Urban Reinvestment Project (WURP)	<u>\$1,000,000</u>
Proposed 2011 General Capital Improvements Total	\$4,345,000

Public Safety Capital Improvements

Fire Station Major Modifications	\$45,000
Firefighting Simulator/Burn Building	\$170,000
Fire Station Concrete/Asphalt Replacement Program	\$50,000
Public Safety Facilities' Maintenance (BO&M)	\$150,000
Major Software Upgrades	\$100,000
IP PBX Phone System Upgrade	<u>\$61,000</u>
Proposed 2011 Public Safety Capital Improvements Total	\$576,000

Park Capital Improvements

Community Enhancement Program	\$1,262,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$80,000
Landscape Architect II/Project Manager	\$62,000
Recreation Facilities Improvements	\$300,000
Park Maintenance (JCOS)	\$454,000
Adams County Open Space Land Acquisition	\$175,000
Park Renovation Program	\$665,000
Golf Course Improvements	\$50,000
Standley Lake Regional Park Improvements	\$102,000
Recreation Facilities Major Maintenance (BO&M)	\$744,000
Transfer to Golf Course Fund	\$250,000
Minor Median Maintenance	\$50,000
Aquatics Major Maintenance (BO&M)	<u>\$30,000</u>
Proposed 2011 Park Improvements Total	\$4,274,000
PROPOSED 2011 GENERAL FUND Total	\$9,195,000

Proposed 2011 Utility Fund Capital Improvement Projects**Wastewater System Capital Improvements**

Lift Station Improvements	\$2,300,000
Sanitary Sewer Line Trenchless Rehabilitation	\$500,000
IP PBX Phone System Upgrades	\$15,000
BDCWWTF – Major Repair and Replacement	\$500,000
South Westminster TOD Wastewater Utilities	\$500,000
Payment in Lieu of Use Tax	\$73,000
Proposed 2011 Wastewater System Capital Improvements Total	\$3,888,000

Water System Capital Improvements

Major Software Upgrades	\$25,000
IP PBX Phone System Upgrades	\$15,000
Teleworks Upgrade	\$100,000
Utility Fund Facilities Parking Lot Maintenance Program	\$25,000
SWTF Process Improvements	\$450,000
SWTF – Major Repair and Replacement	\$415,000
EWTF Decommissioning	\$300,000
NWTF – Major Repair and Replacement	\$50,000
CWSP – Reclaimed System Improvements	\$275,000
CWSP – South Westminster Non-Potable System	\$150,000
CWSP – Wattenberg Gravel Lakes Storage	\$200,000
CWSP – Bypass Pipeline to Standley Lake	\$300,000
Raw Water System Improvements	\$400,000
Open Cut Waterline Replacements	\$56,000
Pressure Zone 5 Improvements	\$1,208,000
Ongoing Water System Modeling and Master Planning	\$700,000
Pump Station Equipment – Major Repair and Replacement	\$100,000
Water Tanks – Major Repair and Replacement	\$500,000
Pressure Reducing Valves (PRV) Rehabilitations	\$50,000
RWTF – Major Repair and Replacement	\$75,000
Reclaimed Water Salinity Projects	\$250,000
Gravel Lakes Facilities – Major Repair and Replacement	\$100,000
Brookhill/Vance Street Water Main Replacement	\$1,100,000
Wadsworth Boulevard Water Main Installation/Replacement	\$900,000
Payment in Lieu of Use Tax	\$120,000
Proposed 2011 Water Capital Improvements Total	\$7,864,000

Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$100,000
Little Dry Creek (Lowell to Federal)	\$1,227,000
Payment in Lieu of Use Tax	\$25,000
Proposed 2011 Stormwater Capital Improvements Total	\$1,352,000
PROPOSED 2011 UTILITY FUND Total	\$13,104,000

PROPOSED 2011 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL**\$22,299,000**

PROPOSED 2012 CAPITAL IMPROVEMENT PROGRAM

Proposed 2012 General Fund Capital Improvement Projects

General Capital Improvements

New Traffic Signals/Speed Control Devices	\$95,000
New Development Participation	\$200,000
Sidewalk Connection	\$25,000
New Street Light Program	\$25,000
Geographic Information System (GIS) Upgrades	\$75,000
Arterial Roadway Grinding/Resurfacing	\$650,000
Federal Boulevard Sidewalks	\$176,000
128 th Avenue/Delaware Street Intersection Improvements	\$90,000
City Facilities Parking Lot Maintenance Program	\$115,000
South Westminster Revitalization Project	\$71,000
Building Operations and Maintenance (BO&M) Major Maintenance	\$160,000
Small Business Capital Project Grant Program	\$25,000
Major Software Upgrades	\$25,000
South Westminster Transit Oriented Development	\$900,000
Railroad Crossing Surface Replacement Program	\$26,000
Bridge/Pedestrian Railing Repainting and Lighting Repair Project	\$120,000
Shoenberg Farm Restoration	\$79,000
Semper Farm Restoration	\$60,000
Miscellaneous Construction Projects	\$50,000
Westminster Center Urban Reinvestment Project (WURP)	<u>\$500,000</u>
Proposed 2012 General Capital Improvements Total	\$3,467,000

Public Safety Capital Improvements

Fire Station Major Modifications	\$30,000
Firefighting Simulator/Burn Building	\$170,000
Fire Station Concrete/Asphalt Replacement Program	\$55,000
Public Safety Facilities' Maintenance (BO&M)	\$185,000
Major Software Upgrades	<u>\$100,000</u>
Proposed 2012 Public Safety Capital Improvements Total	\$540,000

Park Capital Improvements

Community Enhancement Program	\$1,280,000
Greenbelt and Drainage Improvements	\$50,000
Trail Development	\$100,000
Landscape Architect II/Project Manager	\$64,000
Recreation Facilities Improvements	\$300,000
Park Maintenance (JCOS)	\$465,000
Adams County Open Space Land Acquisition	\$175,000
Park Renovation Program	\$665,000
Golf Course Improvements	\$50,000
Standley Lake Regional Park Improvements	\$117,000
Recreation Facilities Major Maintenance (BO&M)	\$753,000
Transfer to Golf Course Fund	\$300,000
Minor Median Maintenance	\$25,000
Aquatics Major Maintenance (BO&M)	<u>\$30,000</u>
Proposed 2012 Park Improvements Total	\$4,374,000
PROPOSED 2012 GENERAL FUND Total	\$8,381,000

Proposed 2012 Utility Fund Capital Improvement Projects**Wastewater System Capital Improvements**

Strasburg Natural Resources Farm Projects	\$1,550,000
Sanitary Sewer Line Trenchless Rehabilitation	\$500,000
BDCWWTF – Major Repair and Replacement	\$200,000
South Westminster TOD Wastewater Utilities	\$2,500,000
Payment in Lieu of Use Tax	<u>\$62,000</u>
Proposed 2012 Wastewater System Capital Improvements Total	\$4,812,000

Water System Capital Improvements

Major Software Upgrades	\$25,000
SWTF Process Improvements	\$125,000
SWTF – Major Repair and Replacement	\$672,000
NWTF – Major Repair and Replacement	\$50,000
CWSP – Reclaimed System Improvements	\$500,000
CWSP – Wattenberg Gravel Lakes Storage	\$700,000
CWSP – Bypass Pipeline to Standley Lake	\$3,300,000
Raw Water System Improvements	\$150,000
Pressure Zone 4 Improvements	\$3,787,000
Ongoing Water System Modeling and Master Planning	\$75,000
Pump Station Equipment – Major Repair and Replacement	\$100,000
Water Tanks – Major Repair and Replacement	\$750,000
Pressure Reducing Valves (PRV) Rehabilitations	\$50,000
RWTF – Major Repair and Replacement	\$75,000
Reclaimed Water Salinity Projects	\$300,000
Arrowhead Subdivision Water Main Replacement	\$2,000,000
Payment in Lieu of Use Tax	<u>\$242,000</u>
Proposed 2012 Water Capital Improvements Total	\$12,901,000

Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	\$95,000
Little Dry Creek (Lowell to Federal)	\$1,234,000
Payment in Lieu of Use Tax	<u>\$25,000</u>
Proposed 2012 Stormwater Capital Improvements Total	\$1,354,000
PROPOSED 2012 UTILITY FUND Total	\$19,067,000

PROPOSED 2012 CAPITAL IMPROVEMENT PROGRAM GRAND TOTAL**\$27,448,000****CIP Project Acronym Key**

IP PBX = Internet Protocol Phone Bank Exchange
 BDCWWTF = Big Dry Creek Wastewater Treatment Facility
 SWTF = Semper Water Treatment Facility
 EWTF = England Water Treatment Facility
 NWTF = Northwest Water Treatment Facility
 CWSP = Comprehensive Water Supply Plan
 RWTF = Reclaimed Water Treatment Facility

SALES & USE TAX FUND REVENUES

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Sales Tax								
Returns	\$48,606,599	\$50,702,402	\$36,484,344	\$52,281,494	\$53,831,529	3.0%	\$54,158,308	0.6%
Audit	\$733,600	\$837,876	\$2,065,940	\$2,150,000	\$842,000	-60.8%	\$850,000	1.0%
Refunds	-\$35,651	-\$91,000	-\$58,692	-\$91,000	-\$91,000	0.0%	-\$91,000	0.0%
Audit Returns	-\$458	-\$7,500	-\$1,376	-\$7,500	-\$7,500	0.0%	-\$7,500	0.0%
<i>Total</i>	\$49,304,090	\$51,441,778	\$38,490,216	\$54,332,994	\$54,575,029	0.4%	\$54,909,808	0.6%
Use Tax								
Returns	\$2,518,827	\$2,407,582	\$2,160,499	\$2,565,229	\$2,611,534	1.8%	\$2,679,016	2.6%
Building	\$1,126,715	\$2,120,741	\$808,886	\$1,155,000	\$1,179,100	2.1%	\$1,206,150	2.3%
Auto	\$4,635,874	\$4,114,076	\$2,645,834	\$4,400,000	\$4,491,500	2.1%	\$4,603,788	2.5%
Audit	\$1,706,072	\$982,000	\$1,082,783	\$1,185,000	\$970,000	-18.1%	\$970,000	0.0%
Refunds	-\$50,916	-\$100,000	-\$21,755	-\$100,000	-\$101,500	1.5%	-\$101,500	0.0%
Collection Fees	-\$233,183	-\$205,704	-\$135,010	-\$220,000	-\$224,575	2.1%	-\$230,190	2.5%
<i>Total</i>	\$9,703,389	\$9,318,695	\$6,541,237	\$8,985,229	\$8,926,059	-0.7%	\$9,127,264	2.3%
Total Sales & Use Tax	\$59,007,479	\$60,760,473	\$45,031,453	\$63,318,223	\$63,501,088	0.3%	\$64,037,072	0.8%
Interest Income	\$69,945	\$235,000	\$65,446	\$135,000	\$122,000	-9.6%	\$145,000	18.9%
Payment in Lieu of Use Taxes	\$0	\$0	\$0	\$0	\$203,000	N/A	\$307,000	51.2%
<i>Total</i>	\$69,945	\$235,000	\$65,446	\$135,000	\$325,000	140.7%	\$452,000	39.1%
Carryover	\$2,357,889	\$680,000	\$0	\$680,000	\$0	N/A	\$0	N/A
Total Funds Available	\$61,435,313	\$61,675,473	\$45,096,899	\$64,133,223	\$63,826,088	-0.5%	\$64,489,072	1.0%

NOTE: In November 2003, Westminster voters approved a 0.6% sales and use tax increase for the purpose of enhancing public safety. The public safety tax was implemented in January 2004 and the revenue collections are utilized for public safety purposes (primarily Police and Fire operations plus some support departments). The revenue collections are included in the figures above.

SALES USE TAX FUND EXPENDITURES

			2010 Adjusted Budget	2010 Actual	2010 Estimated	2011 Proposed	2012 Proposed	
			2009 Actual	(9/1/10)	(9/1/10)			
Sales & Use Tax								
53010900								
Transfers								
79800	0100	Transfers General Fund	\$56,979,880	\$57,364,101	\$38,242,734	\$57,364,101	\$58,762,088	\$59,122,072
79800	0230	Transfer Heritage	\$285,000	\$405,000	\$270,000	\$285,000	\$0	\$0
79800	0750	Transfers GCIF	\$0	\$0	\$0	\$0	\$1,264,000	\$1,567,000
79800	0800	Transfers Debt Service	\$4,251,877	\$3,906,372	\$2,604,248	\$3,750,000	\$3,800,000	\$3,800,000
Subtotal			\$61,516,757	\$61,675,473	\$41,116,982	\$61,399,101	\$63,826,088	\$64,489,072
530 Sales and Use Tax Fund								
Total			\$61,516,757	\$61,675,473	\$41,116,982	\$61,399,101	\$63,826,088	\$64,489,072
DEPARTMENT TOTAL ALL FUNDS			\$61,516,757	\$61,675,473	\$41,116,982	\$61,399,101	\$63,826,088	\$64,489,072

PARKS, OPEN SPACE & TRAILS (POST) FUND REVENUES

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Sales Tax								
Returns	\$4,076,538	\$4,286,007	\$2,782,244	\$4,117,303	\$4,216,385	2.4%	\$4,283,514	1.6%
Audit	\$50,915	\$40,000	\$155,561	\$155,000	\$94,550	-39.0%	\$96,914	2.5%
Refunds	-\$2,506	-\$5,500	-\$4,170	-\$5,500	-\$5,500	0.0%	-\$5,500	0.0%
<i>Total</i>	<i>\$4,124,947</i>	<i>\$4,320,507</i>	<i>\$2,933,635</i>	<i>\$4,266,803</i>	<i>\$4,305,435</i>	<i>0.9%</i>	<i>\$4,374,928</i>	<i>1.6%</i>
Use Tax								
Returns	\$175,004	\$162,000	\$150,043	\$181,304	\$182,936	0.9%	\$188,424	3.0%
Building	\$80,910	\$72,000	\$44,160	\$83,256	\$85,337	2.5%	\$87,898	3.0%
Auto	\$321,750	\$273,000	\$183,632	\$291,506	\$298,794	2.5%	\$306,263	2.5%
Audit	\$118,399	\$57,000	\$75,150	\$87,497	\$77,085	-11.9%	\$77,100	0.0%
Refunds	-\$3,629	-\$5,000	-\$1,510	-\$5,000	-\$5,500	10.0%	-\$5,500	0.0%
Collection Fees	-\$16,088	-\$13,650	-\$9,371	-\$14,575	-\$14,940	2.5%	-\$15,310	2.5%
<i>Total</i>	<i>\$676,346</i>	<i>\$545,350</i>	<i>\$442,104</i>	<i>\$623,988</i>	<i>\$623,712</i>	<i>0.0%</i>	<i>\$638,875</i>	<i>2.4%</i>
Total Sales & Use Tax	\$4,801,293	\$4,865,857	\$3,375,739	\$4,890,791	\$4,929,147	0.8%	\$5,013,803	1.7%
Interest Income	-\$31,281	\$55,000	\$38,259	\$42,000	\$45,000	7.1%	\$48,000	6.7%
Payment in Lieu of Use Taxes	\$0	\$0	\$0	\$0	\$15,000	N/A	\$22,000	46.7%
<i>Total</i>	<i>-\$31,281</i>	<i>\$55,000</i>	<i>\$38,259</i>	<i>\$42,000</i>	<i>\$60,000</i>	<i>42.9%</i>	<i>\$70,000</i>	<i>16.7%</i>
Miscellaneous	\$146,609	\$75,477	\$472	\$80,000	\$74,477	-6.9%	\$73,750	-1.0%
Intergovernmental	\$950,000	\$2,770,900	\$0	\$0	\$0	N/A	\$0	N/A
Rentals	\$29,447	\$8,500	\$5,887	\$18,192	\$17,860	-1.8%	\$17,860	0.0%
Transfer from GCIF	\$180,000	\$209,000	\$0	\$209,000	\$215,000	2.9%	\$0	-100.0%
Carryover	\$0	\$256,100	\$0	\$256,100	\$0	N/A	\$0	N/A
<i>Total</i>	<i>\$1,306,056</i>	<i>\$3,319,977</i>	<i>\$6,359</i>	<i>\$563,292</i>	<i>\$307,337</i>	<i>-45.4%</i>	<i>\$91,610</i>	<i>-70.2%</i>
Total Funds Available	\$6,076,068	\$8,240,834	\$3,420,357	\$5,496,083	\$5,296,484	-3.6%	\$5,175,413	-2.3%

PARKS, OPEN SPACE TRAILS (POST) FUND EXPENDITURES

		2009 Actual	2010 Adjusted Budget (9/1/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	2012 Proposed	
Parks, Open Space & Trails (POST) - Community Development - Administration								
54010900								
Personnel Services								
60200	0000	Regular Salaries	\$89,630	\$93,057	\$56,563	\$89,297	\$94,335	\$95,750
60400	0000	Salaries Overtime	\$0	\$2,000	\$0	\$1,000	\$2,000	\$2,000
60600	0000	Salaries Temp	\$5,862	\$0	\$13,171	\$0	\$0	\$0
61200	0000	Mileage Reimb	\$476	\$500	\$27	\$500	\$500	\$600
61400	0000	Meeting Expense	\$1,875	\$2,500	\$431	\$2,500	\$2,500	\$2,500
61800	0000	Career Dev	\$950	\$1,200	\$470	\$1,200	\$1,200	\$1,200
		Subtotal	\$98,793	\$99,257	\$70,662	\$94,497	\$100,535	\$102,050
Contractual Services								
65100	0000	Prof Serv	\$292,257	\$150,120	\$64,758	\$150,000	\$150,000	\$49,704
65400	0000	Legal & Admin	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000
66900	0000	Telephone	\$420	\$420	\$280	\$420	\$420	\$420
66950	0000	PC Replacement Fee	\$350	\$350	\$350	\$350	\$350	\$350
67700	0000	Lease Payments to Others	\$37,245	\$564,395	\$54,380	\$564,395	\$387,796	\$391,295
		Subtotal	\$330,272	\$716,285	\$119,768	\$715,165	\$539,566	\$442,769
Commodities								
70200	0000	Supplies	\$1,540	\$1,000	\$111	\$1,000	\$1,000	\$930
		Subtotal	\$1,540	\$1,000	\$189	\$1,000	\$1,000	\$930
Capital Outlay								
76600	0000	Land Purchases	\$34,500	\$243,800	\$12,050	\$243,800	\$26,259	\$5,304
76800	0000	Budget Hold	\$0	\$69,934	\$0	\$0	\$0	\$0
		Subtotal	\$34,500	\$313,734	\$12,050	\$243,800	\$26,259	\$5,304
Transfers								
79800	0220	Transfers Legacy	\$0	\$29,433	\$19,622	\$29,433	\$0	\$0
79800	0230	Transfers Heritage	\$182,272	\$248,158	\$165,439	\$248,158	\$235,794	\$243,143
79800	0750	Transfers GCIF	\$485,996	\$172,000	\$114,667	\$172,000	\$526,941	\$567,890
79800	0800	Transfers Debt Service	\$3,227,990	\$3,540,879	\$2,360,586	\$3,540,879	\$3,538,153	\$3,535,487
		Subtotal	\$3,896,258	\$3,990,470	\$2,660,314	\$3,990,470	\$4,300,888	\$4,346,520
540 POST Fund		Total	\$4,361,363	\$5,120,746	\$2,862,983	\$5,044,932	\$4,968,248	\$4,897,573
Parks, Open Space & Trails (POST) - Parks, Recreation & Libraries - Park Services								
54050550								
Personnel Services								
60200	0000	Regular Salaries	\$57,825	\$58,000	\$36,024	\$58,000	\$58,000	\$58,870
60400	0000	Salaries Overtime	\$294	\$480	\$162	\$480	\$480	\$480
60600	0000	Salaries-Temporary	\$18,855	\$20,000	\$11,706	\$20,000	\$20,000	\$20,000
61000	0000	Unif & Equip Allow	\$95	\$200	\$55	\$200	\$200	\$200
61400	0000	Meeting Expense	\$323	\$200	\$0	\$200	\$200	\$200
61800	0000	Career Development	\$938	\$600	\$405	\$600	\$600	\$600
		Subtotal	\$78,330	\$79,480	\$48,352	\$79,480	\$79,480	\$80,350
Contractual Services								
65100	0000	Prof Serv	\$47,098	\$45,458	\$24,730	\$45,458	\$45,458	\$45,458
66000	0000	Equip Rental	\$453	\$3,000	\$291	\$3,000	\$3,000	\$3,000
66950	0000	PC Replacement Fee	\$250	\$250	\$250	\$250	\$250	\$250
67800	0000	Contract Svcs	\$2,783	\$4,000	\$2,298	\$4,000	\$4,000	\$4,000
		Subtotal	\$50,584	\$52,708	\$27,569	\$52,708	\$52,708	\$52,708

PARKS, OPEN SPACE TRAILS (POST) FUND EXPENDITURES

		2009	2010	2010 Actual	2010	2011	2012
		Actual	Adjusted Budget (9/1/10)	(9/1/10)	Estimated	Proposed	Proposed
Commodities							
70200	0000	Supplies	\$7,425	\$8,000	\$5,336	\$8,000	\$8,000
71800	0000	Build & Grd Mtrls	\$37,983	\$50,440	\$24,128	\$52,500	\$52,500
72400	0000	Maint Const Mtrls	\$8,011	\$31,782	\$1,592	\$31,782	\$31,782
72600	0000	Signing Mtrls	\$2,578	\$4,560	\$4,451	\$2,500	\$2,500
		Subtotal	\$55,997	\$94,782	\$35,507	\$94,782	\$94,782
Capital Outlay							
76000	0000	Other Equipment	\$8,120	\$0	\$0	\$0	\$0
76400	0000	Construction	\$67,853	\$94,283	\$16,570	\$101,266	\$101,266
76800	0000	Budget Hold	\$0	\$27,935	\$0	\$0	\$0
		Subtotal	\$75,973	\$122,218	\$16,570	\$101,266	\$101,266
540	POST Fund	Total	\$260,884	\$349,188	\$127,998	\$328,236	\$328,236
DEPARTMENT TOTAL ALL FUNDS			\$4,622,247	\$5,469,934	\$2,990,981	\$5,373,168	\$5,296,484
							\$5,175,413

FLEET MAINTENANCE FUND EXPENDITURES

		2009	2010	2010 Actual	2010	2011	2012	
		Actual	Adjusted Budget	(9/1/10)	Estimated	Proposed	Proposed	
			(9/1/10)	(9/1/10)				
Fleet Maintenance								
30012460								
Personnel Services								
60200	0000	Regular Salaries	\$597,543	\$628,117	\$363,435	\$600,000	\$538,572	\$544,114
60200	0911	Regular Salaries PST	\$59,514	\$59,514	\$39,676	\$59,514	\$59,514	\$60,407
60400	0000	Salaries Overtime	\$37,542	\$35,000	\$18,526	\$35,000	\$27,000	\$27,000
60600	0000	Salaries Temp	\$0	\$0	\$0	\$3,800	\$0	\$0
61000	0000	Unif & Equip Allow	\$3,426	\$4,000	\$1,746	\$3,240	\$3,240	\$3,240
61200	0000	Mileage Reimbursement	\$58	\$200	\$0	\$200	\$200	\$200
61400	0000	Meeting Expense	\$96	\$0	\$0	\$0	\$0	\$0
61800	0000	Career Dev	\$5,965	\$7,525	\$3,042	\$7,525	\$7,525	\$7,525
64000	0000	Employee Med Expense	\$168	\$500	\$629	\$200	\$500	\$500
		Subtotal	\$704,312	\$734,856	\$427,054	\$709,479	\$636,551	\$642,986
Contractual Services								
66000	0000	Equip Rental	\$60,335	\$62,660	\$40,000	\$61,220	\$64,580	\$64,580
66100	0000	Maint/Rep Equip	\$4,797	\$6,000	\$1,754	\$6,000	\$6,000	\$6,000
66200	0000	Maint/Rep Infra	\$9,301	\$15,000	\$6,305	\$12,000	\$15,000	\$15,000
66900	0000	Telephone	\$1,810	\$4,000	\$2,239	\$4,000	\$2,096	\$2,096
66950	0000	PC Replacement Fee	\$2,314	\$2,314	\$2,314	\$2,314	\$1,840	\$1,840
67000	0000	Outside Comp Chgs	\$9,397	\$12,360	\$11,772	\$12,000	\$12,360	\$12,360
67700	0000	Lease Payments to Others	\$0	\$0	\$0	\$4,292	\$0	\$0
68800	0000	Maint Repair-Rolling Stock	\$66,518	\$59,000	\$45,036	\$59,000	\$80,332	\$80,332
68900	0000	Accident Repair Costs	\$9,434	\$12,500	\$11,800	\$10,000	\$12,500	\$12,500
		Subtotal	\$163,906	\$173,834	\$121,220	\$170,826	\$194,708	\$194,708
Commodities								
70200	0000	Supplies	\$46,188	\$38,700	\$21,706	\$38,700	\$38,700	\$38,700
70200	0911	Supplies-PST	\$4,300	\$4,300	\$2,867	\$4,300	\$4,300	\$4,300
72400	0000	Maint Const Mtrls	\$1,997	\$2,500	\$470	\$2,500	\$2,500	\$2,500
73000	0000	Chemicals	\$6,040	\$13,500	\$5,815	\$7,000	\$3,150	\$3,150
73600	0000	Parts	\$285,026	\$229,019	\$198,853	\$209,613	\$198,683	\$198,683
73600	0911	Parts PST	\$38,000	\$37,203	\$24,802	\$38,000	\$33,501	\$33,501
73800	0000	Tires	\$98,357	\$86,100	\$64,862	\$95,000	\$77,490	\$77,490
74000	0000	Fuel	\$673,390	\$645,706	\$273,433	\$645,706	\$652,806	\$652,806
74000	0911	Fuel PST	\$357,948	\$263,874	\$175,916	\$263,874	\$263,874	\$263,874
74100	0000	Lubricants	-\$13,330	\$30,000	\$761	\$30,000	\$27,000	\$27,000
74100	0911	Lubricants PST	\$30,000	\$30,000	\$20,000	\$30,000	\$27,000	\$27,000
		Subtotal	\$1,527,916	\$1,380,902	\$789,485	\$1,364,693	\$1,329,004	\$1,329,004
Capital Outlay								
76000	0000	Other Equip	\$9,869	\$0	\$0	\$0	\$0	\$0
		Subtotal	\$9,869	\$0	\$0	\$0	\$0	\$0
300 Fleet Maintenance Fund		Total	\$2,406,003	\$2,289,592	\$1,337,759	\$2,244,998	\$2,160,263	\$2,166,698
DEPARTMENT TOTAL ALL FUNDS			\$2,406,003	\$2,289,592	\$1,337,759	\$2,244,998	\$2,160,263	\$2,166,698

GOLF COURSE FUND REVENUES

Source	2009 Actuals	2010 Adjusted (8/19/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Projected	11 Proj/ 10 Est	2012 Projected	12 Proj/ 11 Proj
Golf Course Revenues								
Green Fees	\$1,736,706	\$1,885,000	\$1,278,624	\$1,771,012	\$1,891,200	6.8%	\$1,901,707	0.6%
Cart Rental	\$394,359	\$440,000	\$284,066	\$399,089	\$420,000	5.2%	\$450,000	7.1%
Driving Range	\$176,319	\$188,000	\$139,480	\$185,000	\$191,800	3.7%	\$197,000	2.7%
Pro Shop Retail	\$260,487	\$300,000	\$152,685	\$270,000	\$280,000	3.7%	\$290,000	3.6%
Junior Golf	\$4,925	\$7,800	\$5,725	\$7,400	\$7,400	0.0%	\$7,600	2.7%
Lesson Fees	\$24,896	\$24,500	\$13,238	\$20,000	\$23,000	15.0%	\$25,000	8.7%
Miscellaneous	\$69,227	\$40,319	\$45,405	\$51,740	\$54,575	5.5%	\$55,927	2.5%
Rentals	\$15,270	\$19,100	\$8,708	\$15,100	\$15,600	3.3%	\$16,600	6.4%
Concessions	\$66,050	\$66,000	\$56,150	\$66,050	\$66,050	0.0%	\$66,050	0.0%
<i>Subtotal</i>	\$2,748,239	\$2,970,719	\$1,984,081	\$2,785,391	\$2,949,625	5.9%	\$3,009,884	2.0%
Transfer Payments								
From General Capital Improvement Fd	\$46,058	\$122,000	\$81,333	\$122,000	\$250,000	104.9%	\$300,000	N/A
From Sales & Use Fund	\$285,000	\$405,000	\$270,000	\$405,000	\$0	-100.0%	\$0	N/A
From POST Fund	\$182,272	\$277,591	\$185,061	\$277,591	\$235,794	-15.1%	\$243,143	3.1%
<i>Subtotal</i>	\$513,330	\$804,591	\$536,394	\$804,591	\$485,794	-39.6%	\$543,143	11.8%
Total Funds Available	\$3,261,569	\$3,775,310	\$2,520,475	\$3,589,982	\$3,435,419	-4.3%	\$3,553,027	3.4%

GOLF COURSE FUND EXPENDITURES

		2009 Actual	2010 Adjusted Budget (9/1/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	2012 Proposed
Legacy Ridge - Central Charges							
22010900							
Personnel Services							
60200	0000	Regular Salaries	\$0	\$0	\$0	\$0	\$8,394
62200	0000	Cafeteria Benefits	\$1,800	\$0	\$0	\$0	\$0
62800	0590	Non Med Ins ER Life	\$1,906	\$2,200	\$1,196	\$2,200	\$2,400
62800	0591	Non Med Ins ER LTD	\$6,949	\$7,700	\$4,283	\$7,700	\$7,700
62800	0592	Non Med Ins ER SIB	\$3,388	\$3,650	\$2,250	\$3,650	\$3,900
63000	0594	Med Ins ER SELF	\$48,381	\$53,100	\$38,573	\$61,000	\$63,046
63000	0595	Med Ins ER Dental	\$4,171	\$4,600	\$2,779	\$4,520	\$4,672
63000	0596	Med Ins ER Kaiser	\$36,162	\$38,880	\$22,195	\$37,300	\$38,551
63600	0000	Medicare	\$9,296	\$11,900	\$6,148	\$11,900	\$10,000
		Subtotal	\$112,053	\$122,030	\$77,424	\$128,270	\$130,269
220 Legacy Ridge Fund		Total	\$112,053	\$122,030	\$77,424	\$128,270	\$149,964
Legacy Ridge - Facilities							
22050720							
Personnel Services							
60200	0000	Regular Salaries	\$372,211	\$369,708	\$227,495	\$369,708	\$370,225
60200	0249	Regular Salaries Club Ops	\$184,134	\$187,735	\$116,515	\$187,765	\$171,443
60400	0000	Salaries Overtime	\$507	\$500	\$0	\$250	\$0
60400	0249	Salaries Overtime Club Ops	\$129	\$0	\$304	\$304	\$0
60600	0000	Salaries Temp	\$87,613	\$81,993	\$56,355	\$81,993	\$72,000
60600	0011	Salaries - Temp Instructors	\$11,790	\$13,000	\$10,125	\$10,827	\$13,000
60600	0249	Salaries Temp Club Ops	\$61,328	\$69,643	\$41,934	\$63,132	\$75,643
61000	0000	Unif & Equip Allow	\$1,989	\$2,000	\$817	\$1,800	\$500
61000	0249	Unif & Equip Allow Club Ops	\$3,908	\$2,500	\$3,311	\$3,070	\$2,500
61200	0249	Mileage Reimb Club Ops	\$131	\$400	\$0	\$200	\$200
61400	0000	Meeting Expense	\$1,026	\$0	\$0	\$0	\$0
61400	0249	Meeting Expense Club Ops	\$130	\$1,000	\$567	\$700	\$500
61800	0000	Career Dev	\$1,605	\$175	\$0	\$175	\$175
61800	0249	Career Dev Club Ops	\$551	\$900	\$0	\$700	\$600
64200	0249	Cash Over/Short	\$8	\$0	-\$35	\$0	\$0
		Subtotal	\$727,060	\$729,554	\$457,388	\$720,624	\$706,786
Contractual Services							
65100	0000	Prof Serv	\$5,820	\$5,400	\$4,146	\$5,400	\$4,000
65100	0249	Prof Serv Club Ops	\$28,424	\$29,926	\$19,011	\$27,500	\$24,340
65900	0000	Motor Fuel Chgs	\$20,757	\$14,000	\$10,407	\$14,000	\$14,000
66000	0000	Equip Rental	\$2,016	\$4,000	\$95	\$3,000	\$2,000
66000	0249	Equip Rental Club Ops	\$2,089	\$4,000	\$340	\$2,195	\$2,500
66100	0249	Maint/Rep Equip Club Ops	\$2,826	\$5,250	\$0	\$3,500	\$3,250
66200	0000	Maint/Rep Infra	\$0	\$1,000	\$140	\$1,000	\$1,000
66300	0000	Maint/Repair Radios	\$0	\$1,781	\$1,187	\$1,699	\$1,870
66800	0249	Bank Chgs-Club Operations	\$22,803	\$36,086	\$13,223	\$30,857	\$27,152
66900	0000	Telephone	\$764	\$558	\$518	\$558	\$0
66900	0249	Telephone Club Ops	\$5,868	\$6,582	\$4,423	\$6,582	\$6,282
66950	0000	PC Replacement Fee	\$1,400	\$1,400	\$1,400	\$1,400	\$1,120
67100	0000	Wtr & Sewer	\$66,713	\$106,667	\$44,374	\$100,000	\$106,667
67100	0249	Wtr & Sewer Club Ops	\$2,983	\$2,000	\$1,935	\$3,043	\$3,200
67200	0000	Electricity & Gas	\$31,108	\$49,440	\$20,563	\$37,000	\$38,538
67200	0249	Electricity & Gas Club Ops	\$33,880	\$51,700	\$20,486	\$51,700	\$51,700
67300	0000	Solid Waste Collect	\$3,856	\$3,000	\$815	\$2,800	\$2,000
67300	0249	Solid Waste Collect Club Ops	\$0	\$1,000	\$0	\$700	\$700
67600	0249	Spec Promo Club Ops	\$3,638	\$5,000	\$0	\$5,000	\$5,000

GOLF COURSE FUND EXPENDITURES

		2009 Actual	2010 Adjusted Budget (9/1/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	2012 Proposed
67700	0000 Lease Pay to Others	\$19,453	\$91,942	\$68,956	\$91,942	\$91,942	\$91,942
67700	0249 Lease Pay to Others Club Ops	\$5,713	\$71,376	\$39,798	\$71,736	\$66,463	\$66,463
67800	0000 Contract Svcs	\$0	\$2,500	\$0	\$2,000	\$1,000	\$1,000
	Subtotal	\$260,111	\$494,608	\$251,817	\$463,612	\$454,724	\$457,431
Commodities							
70200	0000 Supplies	\$41,523	\$18,000	\$11,942	\$16,000	\$15,000	\$15,105
70200	0249 Supplies Club Ops	\$26,722	\$32,200	\$10,680	\$28,952	\$30,700	\$30,700
71000	0000 Landscape Sup	\$34,586	\$36,100	\$37,651	\$35,000	\$36,100	\$36,100
71800	0249 Build & Grd Mtrls Club Ops	\$404	\$0	\$0	\$0	\$0	\$0
72200	0000 Irrigation Mtrls	\$18,278	\$11,000	\$7,461	\$11,000	\$11,000	\$11,000
73000	0000 Chemicals	\$6,877	\$5,000	\$61	\$5,000	\$3,000	\$3,000
73400	0249 Merch for Resale Club Ops	\$147,068	\$147,900	\$93,724	\$139,919	\$135,900	\$135,900
73600	0000 Parts	\$29,944	\$23,000	\$16,396	\$23,000	\$23,000	\$23,000
73600	0249 Parts Club Ops	\$21	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$305,423	\$273,200	\$177,915	\$258,871	\$254,700	\$254,805
Capital Outlay							
76000	0000 Other Equip	\$5,302	\$7,541	\$7,727	\$7,541	\$4,820	\$4,820
76000	0249 Other Equip Club Ops	\$197,254	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$202,556	\$7,541	\$7,727	\$7,541	\$4,820	\$4,820
220	Legacy Ridge Fund	Total	\$1,495,150	\$1,504,903	\$894,847	\$1,450,648	\$1,421,030
	Legacy Ridge Section Total	\$1,607,203	\$1,626,933	\$972,271	\$1,578,918	\$1,551,299	\$1,573,806

The Heritage - Central Charges

23010900

Personnel Services							
60200	0000 Regular Salaries	\$0	\$0	\$0	\$0	\$0	\$8,232
62200	0000 Cafeteria Benefits	\$1,200	\$0	\$0	\$0	\$0	\$0
62800	0590 Non Med Ins ER Life	\$1,786	\$2,125	\$1,132	\$2,125	\$2,125	\$2,400
62800	0591 Non Med Ins ER LTD	\$6,459	\$7,250	\$4,016	\$7,250	\$7,250	\$8,000
62800	0592 Non Med Ins ER SIB	\$3,149	\$3,650	\$2,110	\$3,650	\$3,650	\$4,000
63000	0594 Med Ins ER SELF	\$7,355	\$8,000	\$5,284	\$8,000	\$8,268	\$9,100
63000	0595 Med Ins ER Dental	\$3,769	\$4,100	\$2,554	\$3,900	\$4,031	\$4,400
63000	0596 Med Ins ER Kaiser	\$65,774	\$71,000	\$47,818	\$72,000	\$74,415	\$81,500
63600	0000 Medicare	\$8,941	\$11,930	\$5,836	\$11,930	\$9,000	\$9,500
	Subtotal	\$98,433	\$108,055	\$68,750	\$108,855	\$108,739	\$127,132
230	Heritage at Westmoor Fund	Total	\$98,433	\$108,055	\$68,750	\$108,855	\$108,739

The Heritage - Facilities

23050720

Personnel Services							
60200	0000 Regular Salaries	\$322,468	\$323,889	\$196,905	\$323,889	\$323,981	\$323,981
60200	0249 Regular Salaries Club Ops	\$185,803	\$188,021	\$118,015	\$188,021	\$170,736	\$170,736
60400	0000 Salaries Overtime	\$771	\$500	\$44	\$250	\$0	\$0
60600	0000 Salaries Temp	\$89,043	\$85,929	\$58,505	\$85,929	\$72,000	\$72,000
60600	0011 Salaries Temp Golf Instrs	\$14,030	\$12,000	\$5,180	\$10,000	\$10,000	\$10,000
60600	0249 Salaries Temp Club Ops	\$69,573	\$69,643	\$48,837	\$69,643	\$77,000	\$77,000
61000	0000 Unif & Equip Allow	\$2,221	\$2,000	\$1,235	\$2,000	\$500	\$500
61000	0249 Unif & Equip Allow Club Ops	\$3,458	\$2,500	\$2,713	\$2,750	\$2,500	\$2,500
61200	0249 Mileage Reimb Club Ops	\$404	\$0	\$0	\$0	\$0	\$0
61400	0000 Meeting Expense	\$1,025	\$0	\$0	\$0	\$0	\$0
61400	0249 Meeting Expense Club Ops	\$735	\$0	\$0	\$0	\$0	\$0
61800	0000 Career Dev	\$1,650	\$175	\$0	\$175	\$175	\$175
61800	0249 Career Dev Club Ops	\$445	\$900	\$445	\$800	\$900	\$900
64200	0000 Cash Over/Short	\$9	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$691,635	\$685,557	\$431,879	\$683,457	\$657,792	\$657,792

GOLF COURSE FUND EXPENDITURES

		2009	2010	2010 Actual	2010	2011	2012	
		Actual	Adjusted Budget	(9/1/10)	Estimated	Proposed	Proposed	
			(9/1/10)	(9/1/10)				
Contractual Services								
65100	0000 Prof Serv	\$11,248	\$7,000	\$1,911	\$7,000	\$4,000	\$4,000	
65100	0249 Prof Serv Club Ops	\$21,061	\$26,154	\$12,998	\$26,154	\$18,513	\$18,751	
65900	0000 Motor Fuel Chgs	\$19,676	\$14,000	\$10,409	\$14,000	\$14,000	\$14,000	
66000	0000 Equip Rental	\$678	\$3,000	\$926	\$2,000	\$2,000	\$2,000	
66000	0249 Equip Rental Club Ops	\$195	\$600	\$0	\$300	\$500	\$500	
66100	0000 Maint/Rep Equip	\$1,400	\$1,000	\$0	\$1,000	\$1,000	\$1,000	
66100	0249 Maint/Rep Equip Club Ops	\$557	\$4,750	\$1,783	\$4,750	\$4,750	\$4,750	
66200	0000 Maint/Rep Infra	\$622	\$1,000	\$929	\$1,000	\$1,000	\$1,000	
66300	0000 Maint/Repair Radios	\$0	\$1,959	\$1,306	\$1,869	\$1,870	\$1,870	
66800	0249 Bank Chgs-Club Operations	\$19,249	\$29,062	\$11,938	\$29,062	\$23,907	\$25,994	
66900	0000 Telephone	\$241	\$0	\$152	\$156	\$0	\$0	
66900	0249 Telephone Club Ops	\$6,385	\$7,827	\$4,708	\$7,827	\$6,704	\$6,704	
66950	0000 PC Replacement Fee	\$1,400	\$1,400	\$1,400	\$1,400	\$1,120	\$1,120	
67100	0000 Wtr & Sewer	\$79,250	\$116,653	\$49,251	\$108,000	\$116,653	\$116,653	
67100	0249 Wtr & Sewer Club Ops	\$2,564	\$3,675	\$1,773	\$3,675	\$3,675	\$3,675	
67200	0000 Electricity & Gas	\$42,474	\$50,440	\$25,836	\$47,000	\$45,028	\$44,616	
67200	0249 Electricity & Gas Club Ops	\$43,503	\$57,750	\$27,998	\$55,000	\$57,750	\$57,750	
67300	0000 Solid Waste Collect	\$3,000	\$2,800	\$729	\$2,400	\$2,800	\$2,800	
67300	0249 Solid Waste Collect Club Ops	\$0	\$900	\$0	\$500	\$900	\$900	
67600	0249 Spec Promo Club Ops	\$5,811	\$7,000	\$2,985	\$7,000	\$7,000	\$7,000	
67700	0000 Lease Pay to Others	\$94,989	\$171,816	\$132,620	\$171,816	\$176,827	\$176,827	
67700	0249 Lease Pay to Others Club Ops	\$4,297	\$70,961	\$38,972	\$70,961	\$64,687	\$64,687	
67700	0273 Lease Pay-2010 Refunding	\$0	\$0	\$0	\$0	\$327,350	\$402,250	
67800	0000 Contract Svcs	\$165	\$2,500	\$928	\$1,800	\$1,000	\$1,000	
67800	0249 Contract Svcs Club Ops	\$66	\$1,500	\$0	\$1,500	\$1,500	\$1,500	
	Subtotal	\$358,831	\$583,747	\$329,552	\$566,170	\$884,534	\$961,347	
Commodities								
70200	0000 Supplies	\$21,469	\$18,000	\$9,891	\$16,000	\$13,105	\$13,000	
70200	0249 Supplies Club Ops	\$19,839	\$28,750	\$24,316	\$28,750	\$28,150	\$28,150	
71000	0000 Landscape Sup	\$50,331	\$47,900	\$28,461	\$45,000	\$47,900	\$47,900	
71800	0000 Build & Grd Mtrls	\$0	\$3,000	\$0	\$2,000	\$3,000	\$3,000	
71800	0249 Build & Grd Mtrls Club Ops	\$479	\$1,000	\$0	\$1,000	\$1,000	\$1,000	
72200	0000 Irrigation Mtrls	\$16,224	\$13,000	\$7,158	\$13,000	\$13,000	\$13,000	
73000	0000 Chemicals	\$1,525	\$3,000	\$1,749	\$3,000	\$2,000	\$2,000	
73400	0249 Merch for Resale Club Ops	\$83,443	\$130,178	\$89,305	\$120,000	\$100,000	\$100,000	
73600	0000 Parts	\$18,385	\$20,000	\$14,294	\$20,000	\$20,000	\$20,000	
	Subtotal	\$211,695	\$264,828	\$175,174	\$248,750	\$228,155	\$228,050	
Capital Outlay								
75400	0000 Comp Soft/Hard	\$96	\$0	\$0	\$0	\$0	\$0	
76000	0000 Other Equip	\$5,362	\$8,100	\$7,982	\$8,100	\$4,900	\$4,900	
76000	0249 Other Equip Club Ops	\$202,743	\$0	\$0	\$0	\$0	\$0	
	Subtotal	\$208,201	\$8,100	\$7,982	\$8,100	\$4,900	\$4,900	
Debt Service								
78200	0000 Principal	\$0	\$235,000	\$0	\$260,000	\$0	\$0	
78400	0000 Int Pay	\$277,876	\$262,940	\$131,470	\$182,391	\$0	\$0	
78600	0000 Paying Agent Fees	\$150	\$150	\$0	\$150	\$0	\$0	
	Subtotal	\$278,026	\$498,090	\$131,470	\$442,541	\$0	\$0	
230	Heritage at Westmoor Fund	Total	\$1,748,388	\$2,040,322	\$1,076,057	\$1,949,018	\$1,775,381	\$1,852,089
The Heritage Section Total			\$1,846,821	\$2,148,377	\$1,144,807	\$2,057,873	\$1,884,120	\$1,979,221
DEPARTMENT TOTAL ALL FUNDS			\$3,454,024	\$3,775,310	\$2,117,078	\$3,636,791	\$3,435,419	\$3,553,027

Human Services Agency Funding

AGENCY	MISSION TYPE	2010 AWARDED	2011 REQUESTED	2011 RECOMMENDED
Access Housing	Affordable Housing	\$3,500	\$5,000	\$1,000
Adams County Housing Authority	Affordable Housing	\$11,400	\$20,000	\$0
Alternatives to Family Violence	Domestic Violence	\$11,500	\$20,000	\$1,000
Arvada Community Food Bank	Food Bank	\$1,500	\$2,500	\$0
Audio Info. Network (Radio Reading Service of the Rockies)	Visually Impaired	\$1,500	\$1,500	\$1,000
Brothers Redevelopment - NEW 2011	Affordable Housing	\$0	\$10,000	\$0
CASA of Adams County	Children's Services	\$2,500	\$3,500	\$2,500
CASA of Jeffco & Gilpin Counties	Children's Services	\$500	\$3,000	\$0
Catholic Charities of Denver (North Area CARES)	Affordable Housing	\$0	\$8,000	\$6,000
Children's Outreach Project	Children's Services	\$3,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	Health Care	\$12,500	\$15,000	\$10,000
Colorado Homeless Families	Shelter/Food/Other	\$11,400	\$15,000	\$1,000
Community Awareness Action Team (CAAT)	Drug Prevention	\$500	\$5,000	\$0
Community of Faith United	Food/Other	\$1,000	N/A	N/A
Community Health Centers	Children's Services	\$15,000	\$20,000	\$10,000
Community Reach Center (ADCO Mental Health)	Mental Health	\$12,000	\$15,000	\$0
CRHDC - Community Resources & Housing Development Corp.	Affordable Housing	\$1,500	\$5,000	\$0
Denver Hospice	Hospice Care	\$4,500	\$7,000	\$4,500
FACES	Mental Health	\$2,500	\$3,000	\$0
Family Tree, Inc.	Shelter/Food/Other	\$6,700	\$5,889	\$1,000
FISH	Food Bank	\$5,500	\$6,500	\$5,500
Food Bank of the Rockies	Food Bank	\$4,000	\$5,000	\$4,500
Growing Home - Interfaith Hospitality Network (IHN)	Housing/Food/Other	\$8,000	\$12,000	\$1,000
Have a Heart Project, Inc.	Children's Services	\$5,000	\$12,000	\$5,000
Inter-Church ARMS	Shelter/Food/Other	\$5,000	\$8,000	\$1,000
Jefferson Center for Mental Health	Mental Health	\$7,500	\$16,000	\$7,500
Kempe Childrens' Fund	Children's Services	\$1,000	\$2,000	\$1,000
North Metro CAC (Children's Advocacy Center)	Children's Services	\$2,500	\$5,000	\$1,000
Project Angel Heart	Food	\$2,500	\$14,000	\$0
RAAP	Sexual Assault	\$2,000	N/A	N/A
Ralston House (Arvada Child Advocacy Center)	Children's Services	\$4,500	\$5,000	\$1,000
SANE	Sexual Assault	\$2,000	\$5,000	\$0
Senior Hub	Senior Citizens	\$0	\$14,000	\$10,000
Senior Resource Center	Senior Citizens	\$1,500	\$5,000	\$1,000
Wilderness on Wheels	Disabled Youth/Seniors	\$1,000	\$1,000	\$0
Yellow Ribbon Suicide Prevention Program	Suicide Prevention	\$500	N/A	N/A
Total		\$156,000	\$278,389	\$80,000

NOTE: New FY2011 agencies' requests are noted in **BOLD** text.

PROPOSED 2011-2015 CAPITAL IMPROVEMENT PROGRAM BUDGET

Project Name	REQ 2011	REC 2011	REQ 2012	REC 2012	REQ 2013	REC 2013	REQ 2014	REC 2014	REQ 2015	REC 2015	REQ TOTAL	REC TOTAL
GENERAL CAPITAL IMPROVEMENT FUND												
Streets and Traffic Improvements												
New Traffic Signals/Speed Control Devices	\$95	\$125	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$475	\$505
New Development Participation	\$0	\$30	\$200	\$200	\$100	\$50	\$100	\$75	\$100	\$100	\$500	\$455
Sidewalk Connection	\$50	\$50	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$150	\$150
New Street Light Program	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$125	\$125
Geographic Information System (GIS) Upgrades	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$375	\$375
Arterial Roadway Grinding/Resurfacing	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$650	\$3,250	\$0
City Center Drive Reconstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58	\$58	\$58	\$58
Lowell Boulevard (120th to 124th)	\$0	\$0	\$0	\$0	\$274	\$274	\$274	\$274	\$274	\$274	\$822	\$822
Bradburn Boulevard Realignment	\$0	\$0	\$0	\$0	\$300	\$300	\$1,000	\$350	\$870	\$300	\$2,170	\$950
Little Dry Creek Parkway	\$0	\$0	\$0	\$0	\$300	\$150	\$300	\$300	\$300	\$300	\$900	\$750
Federal Boulevard Sidewalks	\$0	\$0	\$352	\$176	\$0	\$0	\$500	\$0	\$500	\$0	\$1,352	\$176
Sheridan Boulevard Sidewalk (east side, 73rd Ave to 75th Ave)	\$67	\$0	\$0	\$0	\$0	\$67	\$0	\$0	\$0	\$0	\$67	\$67
120th Avenue Corridor Turn Lanes and Restriping	\$580	\$580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$580	\$580
128th Avenue/Delaware Street Intersection Improvements	\$0	\$0	\$180	\$90	\$0	\$90	\$0	\$0	\$0	\$0	\$180	\$180
Total Streets and Traffic Improvements	\$1,542	\$1,535	\$1,602	\$1,336	\$1,844	\$1,801	\$3,044	\$1,869	\$2,972	\$1,902	\$11,004	\$5,193
Other Capital Improvements												
City Facilities Parking Lot Maintenance Program	\$115	\$115	\$115	\$115	\$166	\$166	\$115	\$115	\$115	\$115	\$626	\$626
South Westminster Revitalization Project	\$75	\$75	\$150	\$71	\$150	\$129	\$150	\$150	\$150	\$150	\$675	\$575
Building Operations and Maintenance (BO&M) Major Maintenance	\$540	\$400	\$160	\$160	\$600	\$400	\$600	\$300	\$600	\$300	\$2,500	\$1,560
Small Business Capital Project Grant Program	\$25	\$25	\$25	\$25	\$50	\$50	\$50	\$50	\$50	\$50	\$200	\$200
Open Space Land Purchase Reimbursement	\$215	\$215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$215	\$215
Major Software Upgrades	\$125	\$125	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$225	\$225
IP PBX Phone System Upgrades	\$76	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76	\$76
South Westminster Transit Oriented Development	\$500	\$500	\$500	\$900	\$500	\$0	\$500	\$400	\$500	\$500	\$2,500	\$2,300
Westminster Center Transit Oriented Development	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$400	\$500	\$400	\$1,000	\$800
RTD FasTracks Quiet Zone Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25	\$25	\$25	\$25
Railroad Crossing Surface Replacement Program	\$62	\$62	\$26	\$26	\$30	\$30	\$25	\$25	\$0	\$0	\$143	\$143
Bridge/Pedestrian Railing Repainting and Lighting Repair Project	\$69	\$69	\$120	\$120	\$150	\$75	\$0	\$0	\$0	\$0	\$339	\$264
Shoenberg Farm Restoration	\$125	\$10	\$25	\$79	\$305	\$0	\$0	\$20	\$117	\$30	\$572	\$139
Semper Farm Restoration	\$21	\$0	\$60	\$60	\$30	\$0	\$0	\$0	\$0	\$0	\$111	\$60
IT Fire Suppression System/Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$50	\$0	\$0	\$50	\$50
UPS Replacement/IT Server Room	\$0	\$0	\$0	\$0	\$35	\$35	\$0	\$0	\$0	\$0	\$35	\$35
IT Server Room Updates/Upgrades	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100	\$100	\$100
City Owned Network Enhancements	\$0	\$0	\$0	\$0	\$0	\$0	\$35	\$35	\$0	\$0	\$35	\$35
Wireless / AP Upgrade	\$0	\$0	\$0	\$0	\$75	\$75	\$0	\$0	\$0	\$0	\$75	\$75
Teleworks Upgrade	\$66	\$66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66	\$66

NOTE: All amounts are dollars in thousands.

Exhibit I

Project Name	REQ 2011	REC 2011	REQ 2012	REC 2012	REQ 2013	REC 2013	REQ 2014	REC 2014	REQ 2015	REC 2015	REQ TOTAL	REC TOTAL
Miscellaneous Construction Projects	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$250	\$250
Municipal Service Center (MSC) Service Drive Rehabilitation	\$22	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22	\$22
Westminster Center Urban Reinvestment Project (WURP)	\$1,000	\$1,000	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$3,000	\$3,000
Total Other Capital Projects	\$3,086	\$2,810	\$1,756	\$2,131	\$2,666	\$1,535	\$2,600	\$2,120	\$2,732	\$2,245	\$12,840	\$10,841
Total General Capital Improvement Projects (non-pst)	\$4,628	\$4,345	\$3,358	\$3,467	\$4,510	\$3,336	\$5,644	\$3,989	\$5,704	\$4,147	\$23,844	\$16,034
Public Safety Capital Improvements												
Fire Station Major Modifications	\$45	\$45	\$40	\$30	\$65	\$65	\$65	\$65	\$65	\$65	\$280	\$270
Firefighting Simulator/Burn Building	\$170	\$170	\$170	\$170	\$0	\$0	\$0	\$0	\$0	\$0	\$340	\$340
Fire Station Concrete/ Asphalt Replacement Program	\$55	\$50	\$55	\$55	\$0	\$0	\$55	\$25	\$55	\$30	\$220	\$160
Public Safety Facilities' Maintenance (BO&M)	\$220	\$150	\$238	\$185	\$250	\$365	\$250	\$200	\$250	\$200	\$1,208	\$1,100
Major Software Upgrades	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$500	\$500
IP PBX Phone System Upgrades	\$61	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61	\$61
Fire Storage Facility Remodel	\$0	\$0	\$0	\$0	\$425	\$0	\$0	\$75	\$0	\$125	\$425	\$200
Municipal Court Security System Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$60	\$60	\$0	\$0	\$60	\$60
Total Public Safety Capital Projects	\$651	\$576	\$603	\$540	\$840	\$530	\$530	\$525	\$470	\$520	\$3,094	\$2,691
											\$0	
Total All Non-Park Projects	\$5,279	\$4,921	\$3,961	\$4,007	\$5,350	\$3,866	\$6,174	\$4,514	\$6,174	\$4,667	\$26,938	\$18,725
Park Improvements												
Community Enhancement Program	\$1,262	\$1,262	\$1,280	\$1,280	\$1,290	\$1,290	\$1,295	\$1,295	\$1,300	\$1,300	\$6,427	\$6,427
Greenbelt & Drainage Improvements	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$250	\$250
Trail Development	\$80	\$80	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$480	\$480
Landscape Architect II/ Project Manager	\$67	\$62	\$70	\$64	\$72	\$66	\$75	\$68	\$77	\$70	\$361	\$330
Recreation Facilities Improvements	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$1,500	\$1,500
Park Maintenance (JCOS)	\$482	\$454	\$502	\$465	\$522	\$476	\$542	\$488	\$562	\$499	\$2,610	\$2,382
Adams County Open Space Land Acquisition	\$125	\$175	\$125	\$175	\$125	\$175	\$125	\$175	\$125	\$175	\$625	\$875
Park Renovation Program	\$665	\$665	\$665	\$665	\$665	\$665	\$665	\$665	\$665	\$665	\$3,325	\$3,325
Golf Course Improvements	\$145	\$50	\$159	\$50	\$136	\$50	\$125	\$50	\$147	\$50	\$712	\$250
Standley Lake Regional Park Improvements	\$100	\$102	\$100	\$117	\$100	\$100	\$100	\$100	\$100	\$100	\$500	\$519
Recreation Facilities Major Maintenance (BO&M)	\$1,169	\$744	\$681	\$753	\$600	\$600	\$600	\$600	\$600	\$600	\$3,650	\$3,297
Transfer to Golf Course Fund	\$250	\$250	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$1,450	\$1,450
Minor Median Maintenance	\$50	\$50	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$150	\$150
Aquatics Major Maintenance (BO&M)	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$150	\$150
Total Park Improvements	\$4,775	\$4,274	\$4,387	\$4,374	\$4,315	\$4,227	\$4,332	\$4,246	\$4,381	\$4,264	\$22,190	\$21,385
GENERAL CAPITAL IMPROVEMENT FUND TOTAL - ALL PROJECTS	\$10,054	\$9,195	\$8,348	\$8,381	\$9,665	\$8,093	\$10,506	\$8,760	\$10,555	\$8,931	\$49,128	\$40,110
UTILITY ENTERPRISE FUND												
Wastewater System Improvements												
Strasburg Natural Resources Farm Projects	\$0	\$0	\$1,550	\$1,550	\$0	\$0	\$0	\$0	\$0	\$0	\$1,550	\$1,550
Lift Station Improvements	\$2,300	\$2,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,300	\$2,300

NOTE: All amounts are dollars in thousands.

Exhibit I

Project Name	REQ 2011	REC 2011	REQ 2012	REC 2012	REQ 2013	REC 2013	REQ 2014	REC 2014	REQ 2015	REC 2015	REQ TOTAL	REC TOTAL
Sanitary Sewer Line Trenchless Rehabilitation	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$2,500	\$2,500
Sanitary Sewer Line Open-Cut Replacement	\$0	\$0	\$0	\$0	\$4,100	\$4,100	\$3,500	\$3,500	\$4,000	\$4,000	\$11,600	\$11,600
IP PBX Phone System Upgrades	\$15	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	\$15
BDCWWTF - Major Repair and Replacement	\$600	\$500	\$100	\$200	\$390	\$390	\$100	\$100	\$100	\$100	\$1,290	\$1,290
South Westminster TOD Wastewater Utilities	\$500	\$500	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
Westminster Center Urban Reinvestment Project - Wastewater Utilities	\$0	\$0	\$0	\$0	\$750	\$750	\$750	\$750	\$0	\$0	\$1,500	\$1,500
Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	\$75	\$73	\$60	\$62	\$110	\$110	\$93	\$93	\$89	\$89	\$427	\$427
Total Wastewater System Improvements	\$3,990	\$3,888	\$4,710	\$4,812	\$5,850	\$5,850	\$4,943	\$4,943	\$4,689	\$4,689	\$24,182	\$24,182
Water System Improvements												
Major Software Upgrades	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$125	\$125
IP PBX Phone System Upgrades	\$15	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	\$15
Teleworks Upgrade	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100
Utility Fund Facilities Parking Lot Maintenance Program	\$25	\$25	\$0	\$0	\$0	\$0	\$25	\$25	\$0	\$0	\$50	\$50
SWTF Process Improvements	\$450	\$450	\$125	\$125	\$0	\$0	\$2,650	\$2,650	\$300	\$300	\$3,525	\$3,525
SWTF - Major Repair and Replacement	\$415	\$415	\$672	\$672	\$515	\$515	\$90	\$90	\$2,090	\$2,090	\$3,782	\$3,782
EWTF Decommissioning	\$300	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$300
NWTF - Major Repair and Replacement	\$50	\$50	\$50	\$50	\$75	\$75	\$50	\$50	\$3,075	\$3,075	\$3,300	\$3,300
Reclaimed Water Open Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$500	\$500
Xeriscape Garden	\$0	\$0	\$0	\$0	\$320	\$320	\$0	\$0	\$0	\$0	\$320	\$320
CWSP - Reclaimed System Improvements	\$275	\$275	\$500	\$500	\$925	\$925	\$850	\$850	\$850	\$850	\$3,400	\$3,400
CWSP - South Westminster Non-Potable System	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$150
CWSP - Wattenberg Gravel Lakes Storage	\$200	\$200	\$700	\$700	\$0	\$0	\$1,250	\$1,250	\$600	\$600	\$2,750	\$2,750
CWSP - Bypass Pipeline to Standley Lake	\$300	\$300	\$3,300	\$3,300	\$3,300	\$3,300	\$0	\$0	\$0	\$0	\$6,900	\$6,900
Raw Water System Improvements	\$400	\$400	\$150	\$150	\$1,425	\$1,425	\$2,750	\$2,750	\$900	\$900	\$5,625	\$5,625
Open Cut Water Line Replacements	\$56	\$56	\$0	\$0	\$2,800	\$2,800	\$2,300	\$2,300	\$950	\$950	\$6,106	\$6,106
Water Pressure Zone Improvements	\$0	\$0	\$0	\$0	\$1,900	\$1,900	\$2,400	\$2,400	\$2,900	\$2,900	\$7,200	\$7,200
Pressure Zone 4 Improvements	\$0	\$0	\$3,787	\$3,787	\$0	\$0	\$0	\$0	\$0	\$0	\$3,787	\$3,787
Pressure Zone 5 Improvements	\$1,208	\$1,208	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,208	\$1,208
Ongoing Water System Modeling and Master Planning	\$700	\$700	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$1,000	\$1,000
Pump Station Equipment - Major Repair and Replacement	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$300	\$300
Water Tanks - Major Repair and Replacement	\$500	\$500	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$3,500	\$3,500
Pressure Reducing Valves (PRV) Rehabilitations	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$250	\$250
Utility Facilities Inventory Condition Assessment Update	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$300	\$0	\$0	\$300	\$300
RWTF - Major Repair and Replacement	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$375	\$375
Croke Canal and Standley Lake Improvements	\$0	\$0	\$0	\$0	\$260	\$260	\$250	\$250	\$180	\$180	\$690	\$690
Reclaimed Water Salinity Projects	\$250	\$250	\$300	\$300	\$200	\$200	\$0	\$0	\$0	\$0	\$750	\$750
Gravel Lakes Facilities Major Repair and Replacement	\$100	\$100	\$0	\$0	\$50	\$50	\$0	\$0	\$50	\$50	\$200	\$200
CWSP - Raw Water Efficiency Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$500	\$500	\$1,000	\$1,000
Dover & 104th Area Water Main Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	\$1,100	\$1,100	\$1,100
Brookhill/Vance Street Water Main Replacement	\$1,100	\$1,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100	\$1,100
Wadsworth Boulevard Area Water Main Installation/Replacement	\$900	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$900

NOTE: All amounts are dollars in thousands.

Exhibit I

Project Name	REQ 2011	REC 2011	REQ 2012	REC 2012	REQ 2013	REC 2013	REQ 2014	REC 2014	REQ 2015	REC 2015	REQ TOTAL	REC TOTAL
Arrowhead Subdivision Water Main Replacement	\$0	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$4,000	\$4,000
Payment In Lieu of Use Tax	\$120	\$120	\$242	\$242	\$284	\$284	\$269	\$269	\$277	\$277	\$1,191	\$1,191
Total Water System Improvements	\$7,864	\$7,864	\$12,901	\$12,901	\$15,129	\$15,129	\$14,659	\$14,659	\$15,247	\$15,247	\$65,799	\$65,799
Total Water and Wastewater System Improvements	\$11,854	\$11,752	\$17,610	\$17,713	\$20,979	\$20,979	\$19,602	\$19,602	\$19,935	\$19,935	\$89,982	\$89,982
Stormwater System Improvements												
Misc Storm Drainage Improvements	\$100	\$100	\$95	\$95	\$100	\$100	\$100	\$100	\$100	\$100	\$495	\$495
Little Dry Creek Storm Drainage/Detention Project (Lowell to Federal)	\$1,120	\$1,227	\$1,130	\$1,234	\$1,000	\$466	\$0	\$0	\$0	\$0	\$3,250	\$2,927
South Branch Hylands Creek	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230	\$640	\$1,229	\$640	\$1,459
Ranch Creek	\$0	\$0	\$0	\$0	\$130	\$130	\$500	\$500	\$0	\$0	\$630	\$630
South Westminster TOD Storm Sewer	\$0	\$0	\$0	\$0	\$0	\$635	\$635	\$500	\$500	\$0	\$1,135	\$1,135
Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	\$23	\$25	\$23	\$25	\$23	\$23	\$23	\$24	\$23	\$25	\$114	\$122
Total Stormwater System Improvements	\$1,243	\$1,352	\$1,248	\$1,354	\$1,253	\$1,354	\$1,258	\$1,354	\$1,263	\$1,354	\$6,264	\$6,768
UTILITY FUND CAPITAL IMPROVEMENT TOTAL - ALL PROJECTS	\$13,097	\$13,104	\$18,858	\$19,067	\$22,232	\$22,333	\$20,860	\$20,956	\$21,198	\$21,289	\$96,246	\$96,749
GRAND TOTAL CIP - ALL FUNDS - ALL PROJECTS	\$23,151	\$22,299	\$27,206	\$27,448	\$31,897	\$30,426	\$31,366	\$29,716	\$31,753	\$30,220	\$145,374	\$136,859

NOTE: All amounts are dollars in thousands.

REQ = Requested
REC = Recommended

2011/2012 PROPOSED FULL-TIME EQUIVALENT EMPLOYEES

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
General Fund				
City Attorney's Office				
10003120				
	Assistant City Attorney I/II	3.450	3.150	3.150
	City Attorney	1.000	1.000	1.000
	Legal Administrator	1.000	1.000	1.000
	Legal Secretary	2.000	1.800	1.800
	Secretary	1.000	1.000	1.000
	City Attorney's Office Section Sum	8.450	7.950	7.950
100031200125				
	Prosecuting Section			
	Assistant Prosecuting Attorney	1.700	1.700	1.700
	Lead Prosecuting Attorney	0.750	0.750	0.750
	Secretary	1.000	1.000	1.000
	Prosecuting Section Sum	3.450	3.450	3.450
100031200911				
	Public Safety			
	Assistant City Attorney I/II	0.250	0.250	0.250
	Assistant Prosecuting Attorney	1.050	1.300	1.300
	Lead Prosecuting Attorney	0.250	0.250	0.250
	Legal Secretary	0.500	0.500	0.500
	Public Safety Sum	2.050	2.300	2.300
City Attorney's Office Sum		13.950	13.700	13.700
City Manager's Office				
10005050				
	Administrative Secretary	2.000	2.000	2.000
	Assistant City Manager	1.000	1.000	1.000
	Budget and Special Projects Manager	1.000	1.000	1.000
	City Manager	1.000	1.000	1.000
	Executive Secretary to City Manager	1.000	1.000	1.000
	Management Analyst	1.000	1.000	1.000
	Neighborhood Outreach Coordinator	0.800	0.000	0.000
	Secretary	0.500	0.000	0.000
	Senior Management Analyst	1.000	1.000	1.000
	City Manager's Office Section Sum	9.300	8.000	8.000
100050500387				
	Public Information Section			
	Public Information Officer	0.800	0.800	0.800
	Public Information Specialist	1.800	1.000	1.000
	Senior Public Information Specialist	1.000	1.000	1.000
	Public Information Section Sum	3.600	2.800	2.800
Economic Development Division				
10005340				
	Economic Development Administrator	1.000	1.000	1.000
	Economic Development Manager	1.000	1.000	1.000
	Economic Development Specialist	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Economic Development Division Section Sum	4.000	4.000	4.000
City Manager's Office Sum		16.900	14.800	14.800

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Community Development Department				
Administration Division				
10030050				
	Administrative Coordinator	1.000	1.000	1.000
	Capital Projects Coordinator	1.000	0.000	0.000
	Community Development Director	1.000	1.000	1.000
	Secretary	1.600	1.600	1.600
	Senior Projects Coordinator	1.000	1.000	1.000
Administration Division Total		5.600	4.600	4.600
Building Division				
10030370				
	Building Division Section			
	(I) Assistant Building Plans Analyst	2.000	1.500	1.500
	(I) Electrical Inspector	1.000	1.000	1.000
	(I) General Building Inspector	1.000	1.000	1.000
	(I) Housing Inspector	1.000	1.000	1.000
	Building Inspection Supervisor	1.000	1.000	1.000
	Building Permit Technician	1.000	1.000	1.000
	Building Plans Analyst	1.000	1.000	1.000
	Chief Building Official	1.000	1.000	1.000
	Electrical Inspector	1.000	1.000	1.000
	General Building Inspector	3.000	3.000	3.000
	Lead Housing Inspector	1.000	1.000	1.000
	Secretary	1.500	1.500	1.500
	Building Division Section Sum	15.500	15.000	15.000
100303700911				
	Public Safety			
	Assistant Building Plans Analyst	1.000	1.000	1.000
	Public Safety Sum	1.000	1.000	1.000
Building Division Total		16.500	16.000	16.000
Engineering Division				
10030380				
	(I) Engineering Construction Inspector	1.000	0.000	0.000
	Assistant City Engineer	1.000	1.000	1.000
	Capital Projects Inspector	1.000	1.000	1.000
	City Engineer	1.000	1.000	1.000
	Engineer/Senior Engineer	1.000	1.500	1.500
	Engineering Construction Inspector	2.000	2.000	2.000
	GIS Coordinator	1.000	1.000	1.000
	GIS Specialist	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Projects Engineer	1.000	1.000	1.000
	Traffic Technician	1.000	1.000	1.000
	Transportation Systems Coordinator	1.000	1.000	1.000
	Senior Engineer	1.000	1.000	1.000
Engineering Division Total		13.500	13.000	13.000
Planning Division				
10030360				
	Code Enforcement Officer	0.500	0.500	0.500
	Landscape Planner	1.000	1.000	1.000
	Official Development Plan Inspector	1.000	1.000	1.000
	Planning Aide	1.000	1.000	1.000
	Planning Manager	1.000	1.000	1.000
	Planning Technician	2.000	2.000	2.000
	Principal Planner	1.000	1.000	1.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
	Records Management Technician	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Projects Planner	1.000	1.000	1.000
	Planner I/II/III	4.200	4.200	4.200
Planning Division Total		14.200	14.200	14.200
Community Development Department Sum		49.800	47.800	47.800
Finance Department				
Administration Division				
10015050				
	Accounting Technician/Retirement	1.000	0.500	0.500
	Administrative Secretary	1.000	1.000	1.000
	Finance Director	1.000	1.000	1.000
	Purchasing Officer	1.000	1.000	1.000
	Retirement Administrator	1.000	1.000	1.000
Administration Division Total		5.000	4.500	4.500
Accounting Division				
10015220				
	Accountant	3.000	3.000	3.000
	Accounting Manager	1.000	1.000	1.000
	Accounting Specialist	1.000	1.000	1.000
	Accounting Technician	3.500	3.000	3.000
	Internal Auditor	0.500	0.500	0.500
Accounting Division Section Sum		9.000	8.500	8.500
100152200911				
Public Safety				
	Accountant	0.500	0.500	0.500
	Accounting Technician	1.000	1.000	1.000
Public Safety Sum		1.500	1.500	1.500
Accounting Division Total		10.500	10.000	10.000
Sales Tax Division				
10015250				
	Revenue Agent	1.000	1.000	1.000
	Sales Tax Audit Supervisor	1.000	1.000	1.000
	Sales Tax Auditor	4.000	4.000	4.000
	Sales Tax Manager	1.000	1.000	1.000
	Sales Tax Technician	1.000	0.750	0.750
Sales Tax Division Section Sum		8.000	7.750	7.750
100152500911				
Public Safety				
	Accountant	0.500	0.500	0.500
Public Safety Sum		0.500	0.500	0.500
Sales Tax Division Total		8.500	8.250	8.250
Treasury Division				
10015240				
	Financial Analyst	1.000	1.000	1.000
	Revenue Services Representative	2.000	1.000	1.000
	Senior Financial Analyst	1.000	1.000	1.000
	Treasury Manager	1.000	1.000	1.000
Treasury Division Total		5.000	4.000	4.000
Finance Department Sum		29.000	26.750	26.750

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Fire Department				
Emergency Services Division				
10025260				
	Administrative Secretary	1.000	1.000	1.000
	Battalion Chief	3.000	3.000	3.000
	Deputy Chief/Administration	1.000	1.000	1.000
	Deputy Chief/Operations	1.000	1.000	1.000
	Fire Captain	6.000	6.000	6.000
	Fire Chief	1.000	1.000	1.000
	Fire Engineer	21.000	21.000	21.000
	Fire Field Training Officer	1.000	0.000	0.000
	Fire Lieutenant	15.000	15.000	15.000
	Fire Training Coordinator	1.000	1.000	1.000
	Firefighter I/II	42.000	39.000	39.000
	Management Analyst	1.000	0.000	0.000
	Secretary	3.500	2.500	2.500
	Fire Lieutenant - Field Training Officer	0.000	1.000	1.000
	Fire Lieutenant - Technical Services Coordinator	1.000	1.000	1.000
	Emergency Services Division Section Sum	98.500	93.500	93.500
100252600546				
	EMS Section			
	EMS Coordinator	1.000	1.000	1.000
	EMS Field Coordinator	4.000	2.000	2.000
	Fire Paramedic	33.000	33.000	33.000
	EMS Section Sum	38.000	36.000	36.000
	Emergency Services Division Total	136.500	129.500	129.500
Fire Prevention Division				
100252600547				
	Emergency Management Coordinator	1.000	0.800	0.800
	Fire Lieutenant/Fire Investigator	1.000	1.000	1.000
	Fire Lieutenant/Fire Prevention Specialist	1.000	0.000	0.000
	Fire Marshal	1.000	1.000	1.000
	Fire Plans Examiner/Inspector	1.000	1.000	1.000
	Public Information Specialist	2.000	2.000	2.000
	Fire Prevention Division Total	7.000	5.800	5.800
Fire Department Sum		143.500	135.300	135.300
General Services Department				
Administration Division				
10012050				
	Administrative Secretary	1.000	1.000	1.000
	Deputy City Manager	1.000	1.000	1.000
	Secretary	0.500	0.000	0.000
	Administration Division Section Sum	2.500	2.000	2.000
100120500015				
	Volunteer Programs Section			
	Volunteer Coordinator	1.000	1.000	1.000
	Volunteer Programs Section Sum	1.000	1.000	1.000
100120500552				
	Environmental Services Section			
	Environmental Analyst	1.000	1.000	1.000
	Environmental and Administrative Services Officer	1.000	1.000	1.000
	Environmental Services Section Sum	2.000	2.000	2.000
	Administration Division Total	5.500	5.000	5.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Building Operations & Maintenance Division				
10012390				
	Carpenter	1.000	1.000	1.000
	Custodian	1.250	1.000	1.000
	Electromechanic Specialist	2.000	2.000	2.000
	Facilities Manager	1.000	1.000	1.000
	Foreman	1.000	1.000	1.000
	HVAC Specialist	1.000	1.000	1.000
	HVAC Technician	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	4.000	3.500	3.500
	Secretary	1.000	0.500	0.500
Building Operations & Maintenance Division Total		13.250	12.000	12.000
City Clerk's Office				
10012070				
City Clerk's Office Section				
	City Clerk	1.000	1.000	1.000
	Deputy City Clerk	1.000	1.000	1.000
	Messenger	1.000	0.500	0.500
	Secretary	0.500	0.500	0.500
	Switchboard Operator	1.126	1.116	1.116
City Clerk's Office Section Sum		4.626	4.116	4.116
100120700135				
Print Shop				
	Press Operator Assistant	1.000	1.000	1.000
	Print Shop Coordinator	1.000	1.000	1.000
Print Shop Sum		2.000	2.000	2.000
City Clerk's Office Total		6.626	6.116	6.116
Human Resources Division				
10012060				
	(I) Secretary	1.000	1.000	1.000
	Human Resources Administrator	1.800	2.000	2.000
	Human Resources Analyst/HRIS	1.000	1.000	1.000
	Human Resources Manager	1.000	1.000	1.000
	Human Resources Technician	2.000	2.000	2.000
	Secretary	1.050	1.050	1.050
	Human Resources Analyst/Senior Human Resources Analyst	3.000	3.000	3.000
Human Resources Division Section Sum		10.850	11.050	11.050
100120600544				
Wellness Section				
	Recreation Specialist - Wellness	1.000	1.000	1.000
Wellness Section Sum		1.000	1.000	1.000
100120600612				
Employee Development and Training Section				
	Employee Development Analyst	2.000	1.000	1.000
Employee Development and Training Section Sum		2.000	1.000	1.000
100120600911				
Public Safety				
	Human Resources Analyst/Recruitment	1.000	1.000	1.000
Public Safety Sum		1.000	1.000	1.000
Human Resources Division Total		14.850	14.050	14.050

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Municipal Court				
10012130	Municipal Court Section			
	Associate Judge	0.800	0.800	0.800
	Collections Supervisor	1.000	1.000	1.000
	Court Administrator	1.000	1.000	1.000
	Deputy Court Administrator	1.000	1.000	1.000
	Deputy Court Clerk	11.300	10.300	10.300
	Municipal Judge	1.000	1.000	1.000
	Municipal Court Section Sum	16.100	15.100	15.100
100121300130	Probation Section			
	Deputy Court Clerk	1.000	1.000	1.000
	Probation Officer	1.500	1.500	1.500
	Probation Supervisor	1.000	1.000	1.000
	Probation Section Sum	3.500	3.500	3.500
100121300911	Probation - Public Safety			
	Probation Officer	0.500	0.500	0.500
	Probation - Public Safety Sum	0.500	0.500	0.500
	Municipal Court - Public Safety			
	Deputy Court Clerk	1.500	1.500	1.500
	Municipal Court - Public Safety Sum	1.500	1.500	1.500
Municipal Court Total		21.600	20.600	20.600
General Services Department Sum		61.826	57.766	57.766
Parks, Recreation and Libraries Department				
Administration Division				
10050050				
	Administrative Coordinator	1.000	1.000	1.000
	Applications Specialist	1.000	1.000	1.000
	Management Assistant	1.200	1.200	1.200
	Parks, Recreation and Libraries Director	1.000	1.000	1.000
	Regional Parks and Golf Manager	1.000	1.000	1.000
	Secretary	4.000	3.000	3.000
	Administration Division Total	9.200	8.200	8.200
Library Services Division				
10050620				
	Librarian I	6.100	6.100	6.100
	Librarian II	2.000	2.000	2.000
	Library Associate I/II	8.150	7.700	7.700
	Library Clerk I/II	10.250	9.250	9.250
	Library Network Specialist	1.000	1.000	1.000
	Library Services Coordinator	5.000	5.000	5.000
	Library Services Manager	1.000	1.000	1.000
	Library Shelver	5.700	5.225	5.225
	Library Specialist	1.000	1.000	1.000
	Library Supervisor	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Library Services Division Total	42.200	40.275	40.275

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Recreation Facilities Division				
10050720	Recreation Facilities Division Section			
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Facilities Division Section Sum	0.500	0.500	0.500
100507200505	Fitness Section			
	Recreation Program Assistant	0.500	0.500	0.500
	Recreation Specialist	1.000	1.000	1.000
	Fitness Section Sum	1.500	1.500	1.500
100507200860	City Park Recreation Center			
	Assistant Pool Manager	2.000	2.000	2.000
	Assistant Recreation Supervisor	1.000	1.000	1.000
	Custodian	2.500	1.500	1.500
	Facility Assistant	3.000	2.500	2.500
	Guest Relations Clerk I/II	7.900	6.400	6.400
	Lead Lifeguard	9.948	3.900	3.900
	Recreation Aide	1.000	0.000	0.000
	Recreation Specialist	1.000	1.000	1.000
	Recreation Supervisor - City Park	1.000	1.000	1.000
	City Park Recreation Center Sum	29.348	19.300	19.300
100507200861	City Park Fitness Center			
	Custodian	1.000	1.000	1.000
	Facility Assistant	1.500	1.500	1.500
	Guest Relations Clerk I/II	4.800	4.300	4.300
	Recreation Aide	1.000	0.500	0.500
	Recreation Specialist	0.500	0.000	0.000
	City Park Fitness Center Sum	8.800	7.300	7.300
100507200963	Swim and Fitness Center			
	Assistant Pool Manager	2.000	2.000	2.000
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	3.500	3.500	3.500
	Lead Lifeguard	5.100	3.900	3.900
	Recreation Aide	1.000	0.500	0.500
	Recreation Specialist	1.000	1.000	1.000
	Recreation Supervisor - Swim and Fitness	1.000	1.000	1.000
	Swim and Fitness Center Sum	15.200	13.500	13.500
100507200967	West View Recreation Center			
	Custodian	1.000	1.000	1.000
	Facility Assistant	1.800	1.800	1.800
	Guest Relations Clerk I/II	3.900	3.900	3.900
	Recreation Aide	1.000	0.500	0.500
	Recreation Supervisor - West View	1.000	1.000	1.000
	West View Recreation Center Sum	8.700	8.200	8.200
Recreation Facilities Division Total		64.048	50.300	50.300

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Recreation Programs Division				
10050760	Recreation Programs Division Section			
	Recreation Program Assistant	2.250	1.750	1.750
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Specialist	5.000	5.000	5.000
	Recreation Specialist - Facilities and Programs	1.000	0.000	0.000
	Sports Facilities/Program Coordinator	0.000	1.000	1.000
	Recreation Programs Division Section Sum	8.750	8.250	8.250
100507600017	The MAC			
	(I) Facility Assistant	0.500	0.500	0.500
	(I) Guest Relations Clerk I/II	0.900	0.900	0.900
	(I) Recreation Aide	0.600	0.600	0.600
	Custodian	1.000	0.000	0.000
	Facility Assistant	0.500	0.500	0.500
	Guest Relations Clerk I/II	1.000	1.000	1.000
	Recreation Specialist	1.000	1.000	1.000
	Recreation Supervisor - The MAC	1.000	1.000	1.000
	The MAC Sum	6.500	5.500	5.500
100507600035	Westminster Sports Center			
	Recreation Program Assistant	0.750	0.750	0.750
	Westminster Sports Center Sum	0.750	0.750	0.750
100507600532	Arts Program Section			
	Recreation Program Assistant	0.500	0.500	0.500
	Arts Program Section Sum	0.500	0.500	0.500
Recreation Programs Division Total		16.500	15.000	15.000
Park Services Division				
10050690	Design/Development Section			
	Equipment Operator I	1.000	0.000	0.000
	Equipment Operator II	2.000	2.000	2.000
	Landscape Architect I/II	1.000	0.800	0.800
	Park Supervisor	1.000	1.000	1.000
	Parks Specialist	1.000	1.000	1.000
	Design/Development Section Sum	6.000	4.800	4.800
Park Services Division	Park Services Section			
10050550	Crewleader	4.000	3.000	3.000
	Equipment Mechanic	2.000	2.000	2.000
	Foreman	2.000	2.000	2.000
	Park Services Manager	1.000	1.000	1.000
	Parks Specialist	3.000	3.000	3.000
	Parksworker I/II	7.000	5.000	5.000
	Park Services Section Sum	19.000	16.000	16.000
Regional Parks and Golf Division				
10050660	Standly Lake Section			
	Lake Operations Coordinator	1.000	1.000	1.000
	Park Ranger	2.000	2.000	2.000
	Senior Park Ranger	1.000	1.000	1.000
	Regional Parks and Golf Division Total	4.000	4.000	4.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Parks Recreation and Libraries				
100505500106				
	Parks Promenade			
	(I) Custodian	0.400	0.000	0.000
	(I) Operations Coordinator	1.000	0.000	0.000
	Parks Promenade Sum	4.400	2.000	2.000
	Parks Recreation and Libraries Total	4.400	2.000	2.000
	Parks, Recreation and Libraries Department Sum	165.348	140.575	140.575
Police Department				
Administration Division				
10020050				
	Administration Division Section			
	Administrative Coordinator	1.000	1.000	1.000
	Police Chief	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
	Administration Division Section Sum	3.000	3.000	3.000
	Administration Division Total	3.000	3.000	3.000
Police Department				
100205000106				
	Patrol Promenade			
	Police Officer/Senior Police Officer	4.000	4.000	4.000
	Patrol Promenade Sum	4.000	4.000	4.000
	Police Department Total	4.000	4.000	4.000
Police Patrol Services Division				
10020500				
	Administration Section			
	Deputy Police Chief	1.000	1.000	1.000
	Equipment Services Assistant	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Secretary	1.000	0.800	0.800
	Police Officer/Senior Police Officer	8.000	6.000	6.000
	Administration Section Sum	12.000	9.800	9.800
100205000348				
	Traffic Section			
	Police Commander	1.000	1.000	1.000
	Sergeant	2.000	2.000	2.000
	Traffic Accident Investigator	6.000	4.000	4.000
	Traffic Enforcement Technician	1.000	1.000	1.000
	Police Officer/Senior Police Officer	15.000	15.000	15.000
	Traffic Section Sum	25.000	23.000	23.000
100205000349				
	Patrol Section			
	Police Commander	3.000	3.000	3.000
	Report Specialist	3.000	2.000	2.000
	Sergeant	13.000	13.000	13.000
	Police Officer/Senior Police Officer	90.000	90.000	90.000
	Patrol Section Sum	109.000	108.000	108.000
	Police Patrol Services Division Total	146.000	140.800	140.800
Police Specialized Services Division				
10020300				
	Administration Section			
	Deputy Police Chief	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Administration Section Sum	2.000	2.000	2.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
100203000341	Professional Services Section			
	Police Commander	1.000	1.000	1.000
	Secretary	1.000	0.800	0.800
	Police Officer/Senior Police Officer	8.000	7.000	7.000
	Professional Services Section Sum	10.000	8.800	8.800
100203000342	Neighborhood Services Section			
	Animal Management Officer	4.500	3.500	3.500
	Animal Management Supervisor	1.000	1.000	1.000
	Code Enforcement Officer	5.000	5.000	5.000
	Code Enforcement Supervisor	1.000	1.000	1.000
	Code Enforcement Technician	1.000	1.000	1.000
	Neighborhood Services Specialist	1.000	1.000	1.000
	Neighborhood Services Section Sum	13.500	12.500	12.500
100203000343	Records and Property Section			
	Lead Police Records Technician	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Projects Specialist	1.000	1.000	1.000
	Police Records Supervisor	1.000	1.000	1.000
	Police Records Technician	12.300	11.000	11.000
	Property Evidence Technician	3.000	3.000	3.000
	Records and Property Section Sum	19.300	18.000	18.000
100203000344	Investigations Section			
	Criminalist/Senior Criminalist	4.000	3.000	3.000
	Liquor Investigations Officer	1.000	0.000	0.000
	Police Commander	1.000	1.000	1.000
	Secretary	1.500	1.500	1.500
	Sergeant	4.000	4.000	4.000
	Victim Advocate	3.000	3.000	3.000
	Police Officer/Senior Police Officer	31.000	31.000	31.000
	Investigations Section Sum	46.500	44.500	44.500
100203000345	Communications Section			
	Communications Specialist I/II	24.500	24.000	24.000
	Communications Supervisor	4.000	3.000	3.000
	Public Safety Communications Administrator	1.000	1.000	1.000
	Technical Services Coordinator	1.000	1.000	1.000
	Communications Section Sum	30.500	29.000	29.000
	Police Specialized Services Division Total	121.800	114.800	114.800
	Police Department Sum	274.800	262.600	262.600
	Public Works and Utilities Department			
	Street Maintenance Division			
10035450	Street Maintenance Division Section			
	Equipment Operator I	4.000	4.000	4.000
	Equipment Operator II	3.000	2.000	2.000
	Foreman	0.000	2.000	2.000
	Lead Street Operator	3.000	0.000	0.000
	Secretary	1.000	1.000	1.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
	Street Inspector	3.000	3.000	3.000
	Street Operations Manager	1.000	1.000	1.000
	Street Supervisor	2.000	0.000	0.000
	Street Projects Specialist	0.000	1.000	1.000
	Pavement Management Coordinator	0.000	1.000	1.000
	Street Maintenance Division Section Sum	26.000	24.000	24.000
	Street Maintenance Division Total	26.000	24.000	24.000
	Public Works and Utilities Department Sum	26.000	24.000	24.000
	General Fund Total	781.124	723.291	723.291
Utility Fund				
Community Development Department				
Engineering Division				
25030380	Engineering Division Section			
	Engineer/Senior Engineer	1.000	1.500	1.500
	Engineering Division Section Sum	2.000	2.500	2.500
	Engineering Division Total	2.000	2.500	2.500
	Community Development Department Sum	2.000	2.500	2.500
Finance Department				
Treasury Division				
20015240	Treasury Division Section			
	Revenue Services Representative	4.250	3.000	3.000
	Treasury Division Section Sum	5.250	4.000	4.000
	Treasury Division Total	5.250	4.000	4.000
	Finance Department Sum	5.250	4.000	4.000
Information Technology Department				
Information Technology				
20060230	Information Technology Section			
	Administrative Secretary	1.000	1.000	1.000
	Information Systems Manager	1.000	1.000	1.000
	Information Technology Director	1.000	1.000	1.000
	Internet Software Engineer	2.000	2.000	2.000
	Lead Software Engineer	2.000	2.000	2.000
	Network Administrator	1.600	0.600	0.600
	Senior Telecommunications Administrator	1.000	1.000	1.000
	Software Engineer I/II	6.000	6.000	6.000
	Software Engineering Manager	1.000	1.000	1.000
	Systems Analyst Supervisor	2.000	2.000	2.000
	Network Systems Technician	0.000	0.500	0.500
	Systems Analyst/Senior Systems Analyst	6.200	6.700	6.700
	Information Technology Section Sum	25.800	24.800	24.800
	Information Technology Total	25.800	24.800	24.800
	Information Technology			
200602300911	Public Safety			
	Network Administrator	0.400	0.400	0.400
	Software Engineer I/II	0.300	0.300	0.300
	Systems Analyst/Senior Systems Analyst	0.300	0.300	0.300
	Public Safety Sum	1.000	1.000	1.000
	Information Technology Total	1.000	1.000	1.000
	Information Technology Department Sum	26.800	25.800	25.800

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Public Works and Utilities Department				
Water Administration Division				
20035050	Water Administration Division Section			
	(I) Special Projects Coordinator	0.250	0.000	0.000
	Public Works and Utilities Director	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
	Water Administration Division Section Sum	3.250	3.000	3.000
	Water Administration Division Total	3.250	3.000	3.000
Utilities Operations Division				
20035470	Water Field Operations Section			
	(I) Secretary	1.000	1.000	1.000
	Distribution and Collection Superintendent	1.000	1.000	1.000
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	1.000	1.000	1.000
	GIS Specialist	1.000	1.000	1.000
	Maintenance Management System Coordinator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	2.000	3.000	3.000
	Secretary	3.500	3.500	3.500
	Senior Management Analyst	1.000	0.000	0.000
	Utilities Operations Manager	1.000	1.000	1.000
	Utilities Technician	1.000	1.000	1.000
	(I) Maintenanceworker/Senior Maintenanceworker	2.000	0.000	0.000
	Water Field Operations Section Sum	19.500	17.500	17.500
20035490	Water Plant Section			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Electromechanic Specialist	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000
	Utilities Technician	2.000	2.000	2.000
	Plant Operator Trainee/Plant Operator IV	8.000	8.000	8.000
	Plant Superintendent	1.000	1.000	1.000
	Water Plant Section Sum	16.000	16.000	16.000
21035470	Wastewater Field Operations Section			
	Foreman	1.000	1.000	1.000
	Special Projects Coordinator	1.000	0.000	0.000
	Utilities Specialist	1.000	1.000	1.000
	Utilities Supervisor	0.000	0.000	0.000
	Utilities Technician	3.000	3.000	3.000
	Wastewater Field Operations Section Sum	6.000	5.000	5.000
21035490	Wastewater Plant Section			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Electromechanic Specialist	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	Plant Operator Trainee/Plant Operator IV	8.000	8.000	8.000
	Plant Superintendent	1.000	1.000	1.000
	Wastewater Plant Section Sum	13.000	13.000	13.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
200354700402	Meter Shop Section			
	Foreman	1.000	0.000	0.000
	Lead Meter Repairworker	1.000	0.000	0.000
	Maintenanceworker/Senior Maintenanceworker	0.000	1.000	1.000
	Meter Repairworker	4.000	0.000	0.000
	Meter Technician	2.000	0.000	0.000
	Utilities Systems Specialist	0.000	1.000	1.000
	Utilities Technician	0.000	3.000	3.000
	Meter Shop Section Sum	8.000	5.000	5.000
200354700497	Water Field Ops/Water Line Replacement			
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	4.000	6.000	6.000
	(I) Maintenanceworker/Senior Maintenanceworker	2.000	0.000	0.000
	Water Field Ops/Water Line Replacement Sum	11.000	11.000	11.000
200354900023	PWU Water Plants/Reclaimed			
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	PWU Water Plants/Reclaimed Sum	1.000	1.000	1.000
210354900401	Biosolids			
	Equipment Operator II	3.000	3.000	3.000
	Biosolids Sum	3.000	3.000	3.000
	Utilities Operations Division Total	77.500	71.500	71.500
Utilities Planning and Engineering Division				
20035430	PW&U Engineering Section			
	(I) Engineer/Senior Engineer	1.000	1.000	1.000
	Engineer/Senior Engineer	4.000	4.000	4.000
	Senior Projects Engineer	1.000	1.000	1.000
	Utilities Systems Specialist	1.000	1.000	1.000
	PW&U Engineering Section Sum	7.000	7.000	7.000
20035480	Water Resources Section			
	(I) Water Resources Analyst	1.000	1.000	1.000
	Engineer/Senior Engineer	2.000	2.000	2.000
	Management Analyst	1.000	1.000	1.000
	Official Development Plan Inspector	1.000	0.000	0.000
	Reclaimed System Analyst	1.000	1.000	1.000
	Reclaimed Water System Coordinator	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Utilities Planning and Engineering Manager	1.000	1.000	1.000
	Water Resources Engineering Coordinator	1.000	1.000	1.000
	Water Resources Technician	1.000	1.000	1.000
	Water Resources Section Sum	11.000	10.000	10.000
200354800943	Water Quality Section			
	Chemist	2.000	2.000	2.000
	Laboratory Aide	0.750	0.750	0.750
	Laboratory Analyst	1.000	1.000	1.000
	Water Quality Administrator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Water Quality Section Sum	5.750	5.750	5.750

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
210354800943	Laboratory Services Section			
	Chemist	1.000	1.000	1.000
	Laboratory Analyst	1.000	1.000	1.000
	Laboratory Services Coordinator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Laboratory Services Section Sum	4.000	4.000	4.000
	Utilities Planning and Engineering Division Total	27.750	26.750	26.750
Public Works and Utilities Department Sum		108.500	101.250	101.250
Utility Fund Total		142.550	133.550	133.550
Fleet Maintenance Fund				
General Services Department				
Fleet Division				
30012460	Fleet Division Section			
	Fleet Manager	1.000	1.000	1.000
	Foreman	1.000	1.000	1.000
	Mechanic I/II	6.000	5.000	5.000
	Secretary	1.000	0.500	0.500
	Senior Maintenanceworker	1.000	0.000	0.000
	Fleet Division Section Sum	11.000	8.500	8.500
300124600911	Public Safety			
	Fire Mechanic	1.000	1.000	1.000
	Public Safety Sum	1.000	1.000	1.000
	Fleet Division Total	12.000	9.500	9.500
General Services Department Sum		12.000	9.500	9.500
Fleet Maintenance Fund Total		12.000	9.500	9.500
Property Liability Fund				
General Services Department				
Administration				
46010900	Risk Management Section			
	Risk Management Officer	1.000	1.000	1.000
	Risk Management Specialist	0.500	0.000	0.000
	Risk/Claims Analyst	0.000	0.500	0.500
	Risk Management Section Sum	1.500	1.500	1.500
460109000911	Risk Management / Public Safety			
	Risk Management Specialist	0.500	0.000	0.000
	Risk/Claims Analyst	0.000	0.500	0.500
	Risk Management / Public Safety Sum	0.500	0.500	0.500
	Administration Total	2.000	2.000	2.000
General Services Department Sum		2.000	2.000	2.000
Property Liability Fund Total		2.000	2.000	2.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Medical/Dental Fund				
General Services Department				
Human Resources Division				
49010900				
	Benefits			
	Benefits Specialist	1.000	1.000	1.000
	Human Resources Technician	0.500	0.500	0.500
	Benefits Sum	1.500	1.500	1.500
	Human Resources Division Total	1.500	1.500	1.500
	General Services Department Sum	1.500	1.500	1.500
	Medical/Dental Fund Total	1.500	1.500	1.500
Open Space Fund				
Community Development Department				
Administration				
54010900				
	Open Space			
	Open Space Coordinator	1.000	1.000	1.000
	Open Space Technician	0.500	0.500	0.500
	Open Space Sum	1.500	1.500	1.500
	Administration Total	1.500	1.500	1.500
	Community Development Department Sum	1.500	1.500	1.500
Parks, Recreation and Libraries Department				
Administration				
54050550				
	Open Space			
	Open Space Volunteer Coordinator	1.000	1.000	1.000
	Open Space Sum	1.000	1.000	1.000
	Administration Total	1.000	1.000	1.000
	Parks, Recreation and Libraries Department Sum	1.000	1.000	1.000
	Open Space Fund Total	2.500	2.500	2.500
Community Development Block Grant Fund				
Community Development Department				
Community Development Admin				
76030350				
	CD Block Grant			
	CDBG Technician	1.000	1.000	1.000
	Community Development Program Coordinator	1.000	0.500	0.500
	CD Block Grant Sum	2.000	1.500	1.500
	Community Development Admin Total	2.000	1.500	1.500
	Community Development Department Sum	2.000	1.500	1.500
	Community Development Block Grant Fund Total	2.000	1.500	1.500
Golf Course Enterprise Fund				
Parks, Recreation and Libraries Department				
Golf Course Enterprise Fund - Heritage				
23050720				
	Heritage Golf Course Maintenance			
	Assistant Golf Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Superintendent	0.500	0.500	0.500
	Golf Worker	2.000	1.000	1.000
	Horticultural Specialist	0.500	0.500	0.500
	Second Assistant Golf Superintendent	1.000	1.000	1.000
	Heritage Golf Course Maintenance Sum	7.000	6.000	6.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
230507200249	The Heritage Club House			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Guest Relations Clerk I/II	0.500	0.000	0.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	The Heritage Club House Sum	3.500	3.000	3.000
	Golf Course Enterprise Fund - Heritage Total	10.500	9.000	9.000
Golf Course Enterprise Fund - Legacy				
22050720	Legacy Ridge Golf Course Maintenance			
	Assistant Golf Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Superintendent	0.500	0.500	0.500
	Golf Worker	2.000	2.000	2.000
	Horticultural Specialist	0.500	0.500	0.500
	Second Assistant Golf Superintendent	1.000	1.000	1.000
	Legacy Ridge Golf Course Maintenance Sum	7.000	7.000	7.000
220507200249	Legacy Ridge Club House			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Guest Relations Clerk I/II	0.500	0.000	0.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	Legacy Ridge Club House Sum	3.500	3.000	3.000
	Golf Course Enterprise Fund - Legacy Total	10.500	10.000	10.000
Parks, Recreation and Libraries Department Sum		21.000	19.000	19.000
Golf Course Enterprise Fund Total		21.000	19.000	19.000
General Capital Improvement Fund				
Community Development Department				
Engineering				
80175030037	Capital Projects			
	(I) Engineer/Senior Engineer	1.000	0.000	0.000
	Capital Projects Sum	1.000	0.000	0.000
	Engineering Total	1.000	0.000	0.000
Community Development Department Sum		1.000	0.000	0.000
General Services Department				
Building Operations & Maintenance Division				
80375012312	Major Maintenance			
	Energy and Facilities Projects Coordinator	1.000	0.000	0.000
	Facilities Project Coordinator	0.000	0.000	0.000
	Major Maintenance Sum	1.000	0.000	0.000
80975012942	Major Maintenance			
	Energy and Facilities Projects Coordinator	0.000	1.000	1.000
	Major Maintenance Sum	0.000	1.000	1.000
	Building Operations & Maintenance Division Total	1.000	1.000	1.000
General Services Department Sum		1.000	1.000	1.000

Business Unit #	Position Title	2010 Revised Authorized	2011 Proposed	2012 Proposed
Parks, Recreation and Libraries Department				
Community Enhancement Program				
80175050340				
	Community Enhancement Program Section			
	(I) Landscape Architect I/II	1.000	1.000	1.000
	Crewleader	1.000	1.000	1.000
	Park Supervisor	1.000	1.000	1.000
	Parks Contract Maintenance Specialist	1.000	1.000	1.000
	Parks Specialist	1.000	1.000	1.000
	Community Enhancement Program Section Sum	6.000	6.000	6.000
	Community Enhancement Program Total	6.000	6.000	6.000
Parks Services				
80175050037				
	Capital Projects			
	Landscape Architect I/II	1.000	1.000	1.000
	Capital Projects Sum	1.000	1.000	1.000
	Parks Services Total	1.000	1.000	1.000
80275050512				
	Capital Projects - Park Maintenance (JCOS)			
	(I) Crewleader	1.000	1.000	1.000
	(I) Parkswoker I/II	1.000	1.000	1.000
	Crewleader	2.000	2.000	2.000
	Parks Specialist	2.000	2.000	2.000
	Parkswoker I/II	3.000	3.000	3.000
	Capital Projects - Park Maintenance (JCOS) Sum	9.000	9.000	9.000
	Parks Services Total	9.000	9.000	9.000
Parks, Recreation and Libraries Department Sum		16.000	16.000	16.000
General Capital Improvement Fund Total		18.000	17.000	17.000
Grand Total		982.674	909.841	909.841

GENERAL RESERVE FUND**Total Reserve Fund Balance**

	2009 Ending Balance (Actual)	2010 Revised Ending Balance (Adjusted Budget)	2010 Fund Balance (Actual as of 9/1/10)	2010 Ending Balance (Estimated)	2011 Estimated Ending Balance (Proposed Budget)	2012 Estimated Ending Balance (Proposed Budget)
Fund Balance	\$10,229,637	\$9,542,437	\$9,723,432	\$9,453,079	\$9,653,516	\$9,877,902
TOTAL	\$10,229,637	\$9,542,437	\$9,723,432	\$9,453,079	\$9,653,516	\$9,877,902

Total Budget by Category

	2009 Actual	2010 Adjusted	2010 Actual	2010 Estimated	2011 Proposed	2012 Proposed
Transfers	\$5,149,887	\$1,003,116	\$668,744	\$1,003,116	\$0	\$0
TOTAL	\$5,149,887	\$1,003,116	\$668,744	\$1,003,116	\$0	\$0

GENERAL FUND STABILIZATION RESERVE FUND**Total Reserve Fund Balance**

	2009 Ending Balance (Actual)	2010 Revised Ending Balance (Adjusted Budget)	2010 Fund Balance (Actual as of 9/1/10)	2010 Ending Balance (Estimated)	2011 Estimated Ending Balance (Proposed Budget)	2012 Estimated Ending Balance (Proposed Budget)
Fund Balance	\$5,299,451	\$2,804,394	\$3,710,026	\$2,900,352	\$2,961,849	\$3,030,694
TOTAL	\$5,299,451	\$2,804,394	\$3,710,026	\$2,900,352	\$2,961,849	\$3,030,694

Total Budget by Category

	2009 Actual	2010 Adjusted	2010 Actual	2010 Estimated	2011 Proposed	2012 Proposed
Transfers	\$0	\$3,500,000	\$2,333,333	\$3,500,000	\$0	\$0
TOTAL	\$0	\$3,500,000	\$2,333,333	\$3,500,000	\$0	\$0

UTILITY RESERVE FUNDS**Total Reserve Fund Balances**

	2009 Ending Balance (Actual)	2010 Revised Ending Balance (Adjusted Budget)	2010 Fund Balance (Actual as of 9/1/10)	2010 Ending Balance (Estimated)	2011 Estimated Ending Balance (Proposed Budget)	2012 Estimated Ending Balance (Proposed Budget)
Rate Stabilization Rsv	\$10,582,665	\$7,312,339	\$10,764,402	\$11,410,585	\$11,652,526	\$11,923,378
Capital Projects Rsv	\$5,705,062	\$9,290,125	\$5,809,659	\$16,613,981	\$17,572,307	\$13,510,944
TOTAL	\$16,287,727	\$16,602,464	\$16,574,061	\$28,024,566	\$29,224,833	\$25,434,322

Total Budget by Category

	2009 Actual	2010 Adjusted	2010 Actual	2010 Estimated	2011 Proposed	2012 Proposed
RSR Transfers	\$30,285,253	\$0	\$0	\$0	\$0	\$0
CPR Transfers	\$1,506,534	\$0	\$0	\$0	\$0	\$4,376,650
TOTAL	\$31,791,787	\$0	\$0	\$0	\$0	\$4,376,650

GENERAL DEBT SERVICE SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Sales & Use Tax	Principal	\$195,000	\$145,000	\$150,000	\$155,000	\$165,000	\$2,150,000
Revenue Refunding Bonds	Interest	<u>\$92,603</u>	<u>\$84,608</u>	<u>\$78,445</u>	<u>\$71,995</u>	<u>\$64,245</u>	<u>\$650,316</u>
\$13,275,000; Issued 9/01	Total	\$287,603	\$229,608	\$228,445	\$226,995	\$229,245	\$2,800,316
Sales & Use Tax	Principal	\$715,000	\$745,000	\$0	\$0	\$0	\$2,150,000
Revenue Bonds	Interest	<u>\$58,400</u>	<u>\$29,800</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$130,338</u>
\$15,090,000; Issued 12/02	Total	\$773,400	\$774,800	\$0	\$0	\$0	\$2,280,338
Sales & Use Tax 2007A	Principal	\$947,559	\$987,372	\$1,035,148	\$1,086,906	\$1,146,626	\$7,321,684
Refunding Bonds - Streets	Interest	<u>\$315,899</u>	<u>\$277,997</u>	<u>\$228,628</u>	<u>\$174,283</u>	<u>\$114,503</u>	<u>\$1,514,960</u>
\$10,715,000; Issued 2/07	Total	\$1,263,458	\$1,265,369	\$1,263,776	\$1,261,189	\$1,261,129	\$8,836,644
Sales & Use Tax 2007A	Principal	\$242,441	\$252,628	\$264,852	\$278,094	\$293,374	\$1,873,316
Refunding Bonds - Golf	Interest	<u>\$80,826</u>	<u>\$71,128</u>	<u>\$58,497</u>	<u>\$44,592</u>	<u>\$29,297</u>	<u>\$387,615</u>
\$10,715,000; Issued 2/07	Total	\$323,267	\$323,756	\$323,349	\$322,686	\$322,671	\$2,260,931
Sales & Use Tax 2007B	Principal	\$1,490,000	\$1,545,000	\$1,610,000	\$1,675,000	\$1,755,000	\$11,360,000
Refunding Bonds - POST	Interest	<u>\$458,575</u>	<u>\$398,975</u>	<u>\$337,175</u>	<u>\$272,775</u>	<u>\$189,025</u>	<u>\$2,265,000</u>
\$13,680,000; Issued 2/07	Total	\$1,948,575	\$1,943,975	\$1,947,175	\$1,947,775	\$1,944,025	\$13,625,000
Sales & Use Tax 2007C	Principal	\$991,354	\$1,039,130	\$1,082,924	\$1,126,719	\$1,178,477	\$7,608,341
Refunding Bonds - Streets	Interest	<u>\$307,603</u>	<u>\$265,471</u>	<u>\$213,514</u>	<u>\$170,197</u>	<u>\$123,720</u>	<u>\$1,493,515</u>
\$10,910,000; 10/07	Total	\$1,298,957	\$1,304,601	\$1,296,439	\$1,296,917	\$1,302,197	\$9,101,856
Sales & Use Tax 2007C	Principal	\$253,646	\$265,870	\$277,076	\$288,281	\$301,523	\$1,946,659
Refunding Bonds - Golf	Interest	<u>\$78,703</u>	<u>\$67,923</u>	<u>\$54,629</u>	<u>\$43,546</u>	<u>\$31,655</u>	<u>\$382,129</u>
\$10,910,000; Issued 10/07	Total	\$332,349	\$333,793	\$331,705	\$331,827	\$333,178	\$2,328,788
Sales & Use Tax 2007D	Principal	\$0	\$0	\$0	\$0	\$0	\$20,000,000
Revenue Bonds - POST	Interest	<u>\$930,863</u>	<u>\$930,863</u>	<u>\$930,863</u>	<u>\$930,863</u>	<u>\$930,863</u>	<u>\$14,905,825</u>
\$20,000,000; Issued 11/07	Total	\$930,863	\$930,863	\$930,863	\$930,863	\$930,863	\$34,905,825
Sales & Use Tax	Principal	\$0	\$0	\$735,000	\$870,000	\$995,000	\$10,545,000
Refunding Bonds	Interest	<u>\$414,113</u>	<u>\$414,113</u>	<u>\$539,113</u>	<u>\$399,413</u>	<u>\$380,925</u>	<u>\$3,873,214</u>
\$10,545,000; Issued 7/10	Total	\$414,113	\$414,113	\$1,274,113	\$1,269,413	\$1,375,925	\$14,418,214
Total Sales & Use Tax	Principal	\$4,835,000	\$4,980,000	\$5,155,000	\$5,480,000	\$5,835,000	\$64,955,000
Debt	Interest	<u>\$2,737,585</u>	<u>\$2,540,877</u>	<u>\$2,440,865</u>	<u>\$2,107,665</u>	<u>\$1,864,233</u>	<u>\$25,602,912</u>
	Total	\$7,572,585	\$7,520,877	\$7,595,865	\$7,587,665	\$7,699,233	\$90,557,912
Less:							
Open Space Fund Portion	Total	\$2,879,438	\$2,874,838	\$2,878,038	\$2,878,638	\$2,874,888	\$48,530,825
Golf Course/ Open Space Fund Portion	Total	\$655,616	\$657,549	\$655,054	\$654,513	\$655,849	\$4,589,719
Total Sales & Use Tax	Principal	\$2,848,913	\$2,916,502	\$3,003,072	\$3,238,625	\$3,485,103	\$29,775,025
Debt paid for via General	Interest	<u>\$1,188,619</u>	<u>\$1,071,989</u>	<u>\$1,059,701</u>	<u>\$815,889</u>	<u>\$683,394</u>	<u>\$7,662,344</u>
Debt Service Fund	Total	\$4,037,531	\$3,988,491	\$4,062,774	\$4,054,514	\$4,168,497	\$37,437,368

* Some debt issues extend beyond 2015 and "Outstanding" represents projected balances on 12/31/09.

GENERAL FUND LEASE-PURCHASE SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Fire Truck 2005	Principal	\$61,527	\$64,206	\$0	\$0	\$0	\$184,692
\$396,932	Interest	<u>\$4,408</u>	<u>\$1,729</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$13,112</u>
Purchased 12/05	Total	\$65,935	\$65,935	\$0	\$0	\$0	\$197,804
Fire Truck 2007	Principal	\$55,213	\$57,868	\$60,652	\$15,613	\$0	\$242,025
\$377,703	Interest	<u>\$7,979</u>	<u>\$5,323</u>	<u>\$2,540</u>	<u>\$184</u>	<u>\$0</u>	<u>\$26,538</u>
Purchased 04/07	Total	\$63,191	\$63,191	\$63,191	\$15,798	\$0	\$268,563
Fire Truck 2008	Principal	\$84,991	\$88,035	\$91,188	\$94,454	\$24,137	\$464,858
\$603,450	Interest	<u>\$12,411</u>	<u>\$9,367</u>	<u>\$6,214</u>	<u>\$2,949</u>	<u>\$213</u>	<u>\$46,504</u>
Purchased 04/08	Total	\$97,402	\$97,402	\$97,402	\$97,402	\$24,351	\$511,362
Fire Pumper Truck 2008	Principal	\$29,617	\$30,662	\$31,743	\$32,862	\$34,020	\$187,513
\$216,475	Interest	<u>\$5,146</u>	<u>\$4,102</u>	<u>\$3,021</u>	<u>\$1,902</u>	<u>\$743</u>	<u>\$21,072</u>
Purchased 12/08	Total	\$34,764	\$34,764	\$34,764	\$34,764	\$34,764	\$208,584
Energy Audit Lease 2005	Principal	\$199,015	\$207,155	\$215,629	\$224,448	\$233,629	\$1,514,257
\$396,932	Interest	<u>\$50,324</u>	<u>\$42,184</u>	<u>\$33,711</u>	<u>\$24,891</u>	<u>\$15,710</u>	<u>\$231,120</u>
Purchased 12/05	Total	\$249,340	\$249,340	\$249,340	\$249,340	\$249,340	\$1,745,377
Parks Equipment 2009	Principal	\$82,562	\$86,433	\$90,484	\$94,726	\$0	\$433,070
\$527,420	Interest	<u>\$14,907</u>	<u>\$11,037</u>	<u>\$6,985</u>	<u>\$2,743</u>	<u>\$0</u>	<u>\$54,277</u>
Purchased 6/09	Total	\$97,470	\$97,470	\$97,470	\$97,470	\$0	\$487,348
Energy Audit Lease 2010	Principal	\$102,973	\$212,354	\$221,196	\$230,405	\$239,998	\$0
\$2,517,094	Interest	<u>\$137,936</u>	<u>\$95,742</u>	<u>\$86,900</u>	<u>\$77,691</u>	<u>\$68,098</u>	<u>\$0</u>
Purchased 5/10	Total	\$240,909	\$308,096	\$308,096	\$308,096	\$308,096	\$0
Copiers 2010	Principal	\$20,160	\$21,187	\$10,995	\$0	\$0	\$0
\$67,208	Interest	<u>\$2,243</u>	<u>\$1,216</u>	<u>\$207</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Purchased 7/10	Total	\$22,403	\$22,403	\$11,201	\$0	\$0	\$0
Fire Heavy Rescue 2010	Principal	\$35,213	\$36,602	\$38,047	\$39,549	\$41,110	\$0
\$274,999	Interest	<u>\$9,854</u>	<u>\$8,464</u>	<u>\$7,019</u>	<u>\$5,517</u>	<u>\$3,956</u>	<u>\$0</u>
Purchased 7/10	Total	\$45,066	\$45,066	\$45,066	\$45,066	\$45,066	\$0
Total General	Principal	\$671,270	\$804,503	\$759,933	\$732,057	\$572,895	\$3,026,415
Lease Debt	Interest	<u>\$245,208</u>	<u>\$179,164</u>	<u>\$146,597</u>	<u>\$115,878</u>	<u>\$88,721</u>	<u>\$392,623</u>
	Total	\$916,479	\$983,666	\$906,530	\$847,935	\$661,616	\$3,419,038

* Some leases may extend beyond 2015 and Outstanding represents projected balances on 12/31/09.

GENERAL FUND CERTIFICATES OF PARTICIPATION SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Ice Centre	Principal	\$555,000	\$585,000	\$615,000	\$645,000	\$680,000	\$9,510,000
1998 COPS Issued 4/98	Interest	<u>\$478,383</u>	<u>\$450,078</u>	<u>\$419,950</u>	<u>\$387,355</u>	<u>\$353,170</u>	<u>\$3,932,948</u>
\$13,995,000	Total	\$1,033,383	\$1,035,078	\$1,034,950	\$1,032,355	\$1,033,170	\$13,442,948
Public Safety Building **	Principal	\$830,000	\$0	\$0	\$0	\$0	\$13,875,000
2001 COPS Issued 6/01	Interest	<u>\$37,350</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,434,175</u>
\$18,740,000	Total	\$867,350	\$0	\$0	\$0	\$0	\$19,309,175
144th Interchange ***	Principal	\$715,000	\$735,000	\$770,000	\$800,000	\$835,000	\$15,210,000
2005 COPS Issued 5/05	Interest	<u>\$659,400</u>	<u>\$635,269</u>	<u>\$602,194</u>	<u>\$571,394</u>	<u>\$537,719</u>	<u>\$6,744,850</u>
\$17,130,000	Total	\$1,374,400	\$1,370,269	\$1,372,194	\$1,371,394	\$1,372,719	\$21,954,850
Refunding of 1998 & 1999	Principal	\$2,025,000	\$2,115,000	\$2,190,000	\$2,280,000	\$2,375,000	\$31,760,000
2007 Series	Interest	<u>\$1,272,938</u>	<u>\$1,191,938</u>	<u>\$1,107,338</u>	<u>\$1,019,738</u>	<u>\$928,538</u>	<u>\$10,845,825</u>
\$32,210,000	Total	\$3,297,938	\$3,306,938	\$3,297,338	\$3,299,738	\$3,303,538	\$42,605,825
2010 COPS	Principal	\$0	\$880,000	\$910,000	\$935,000	\$1,115,000	\$12,825,000
(Refunding 01 COPS & 98 Golf	Interest	<u>\$463,881</u>	<u>\$463,881</u>	<u>\$437,481</u>	<u>\$410,181</u>	<u>\$372,781</u>	<u>\$3,685,830</u>
Course Bonds) Issued 8/10	Total	\$463,881	\$1,343,881	\$1,347,481	\$1,345,181	\$1,487,781	\$16,510,830
\$17,130,000							
Total Certificates of	Principal	\$4,125,000	\$4,315,000	\$4,485,000	\$4,660,000	\$5,005,000	\$83,180,000
Participation Debt	Interest	<u>\$2,911,951</u>	<u>\$2,741,165</u>	<u>\$2,566,963</u>	<u>\$2,388,668</u>	<u>\$2,192,208</u>	<u>\$30,643,628</u>
	Total	\$7,036,951	\$7,056,165	\$7,051,963	\$7,048,668	\$7,197,208	\$113,823,628
Less:							
Hyland Hills Share of	Principal	\$277,500	\$292,500	\$307,500	\$322,500	\$340,000	\$4,755,000
Ice Centre COP (50%)	Interest	<u>\$239,191</u>	<u>\$225,039</u>	<u>\$209,975</u>	<u>\$193,678</u>	<u>\$176,585</u>	<u>\$1,966,474</u>
	Total	\$516,691	\$517,539	\$517,475	\$516,178	\$516,585	\$6,721,474
Thornton's Reimbursement	Principal	\$660,786	\$679,269	\$711,616	\$739,341	\$771,687	\$14,056,719
of 2005 COPS	Interest	<u>\$609,402</u>	<u>\$587,100</u>	<u>\$556,533</u>	<u>\$528,068</u>	<u>\$496,947</u>	<u>\$6,233,429</u>
	Total	\$1,270,188	\$1,266,370	\$1,268,149	\$1,267,409	\$1,268,634	\$20,290,148
Net Certificates of	Principal	\$3,186,714	\$3,343,231	\$3,465,884	\$3,598,159	\$3,893,313	\$64,368,281
Participation Debt	Interest	<u>\$2,063,358</u>	<u>\$1,929,026</u>	<u>\$1,800,455</u>	<u>\$1,666,922</u>	<u>\$1,518,676</u>	<u>\$22,443,725</u>
	Total	\$5,250,072	\$5,272,256	\$5,266,339	\$5,265,081	\$5,411,989	\$86,812,006

* Some debt issues extend beyond 2015 and Outstanding represents projected balances on 12/31/09.

** Includes refunding of 2000 COPS Pavillion Issue.

*** Per Intergovernmental Agreement with Thornton, the City will be reimbursed the debt costs on this issue with the 1% Sales Tax revenue sharing component of the agreement.

UTILITY ENTERPRISE FUND DEBT SERVICE SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Water Reclamation 1997	Principal	\$755,900	\$777,652	\$799,405	\$823,876	\$851,067	\$9,019,135
\$13,246,525	Interest	\$242,124	\$218,911	\$193,926	\$168,805	\$143,080	\$2,681,078
Issued 03/97	Service Fee	<u>\$119,987</u>	<u>\$119,987</u>	<u>\$119,987</u>	<u>\$119,987</u>	<u>\$119,987</u>	<u>\$0</u>
	Total	\$1,118,011	\$1,116,550	\$1,113,318	\$1,112,668	\$1,114,134	\$11,700,213
Water Reclamation 1998	Principal	\$228,778	\$234,161	\$242,235	\$250,310	\$261,076	\$1,865,210
\$4,085,697	Interest	\$36,719	\$30,521	\$24,140	\$17,510	\$10,384	\$384,494
Issued 06/98	Service Fee	<u>\$32,686</u>	<u>\$32,686</u>	<u>\$32,686</u>	<u>\$32,686</u>	<u>\$28,600</u>	<u>\$0</u>
	Total	\$298,182	\$297,367	\$299,061	\$300,505	\$300,059	\$2,249,704
Water Treatment Plant 2000	Principal	\$749,405	\$781,070	\$812,735	\$839,123	\$870,788	\$6,718,258
\$14,998,357	Interest	\$185,895	\$155,111	\$123,539	\$91,316	\$58,444	\$1,617,506
Issued 05/00	Service Fee	<u>\$105,972</u>	<u>\$105,972</u>	<u>\$105,972</u>	<u>\$105,972</u>	<u>\$105,972</u>	<u>\$0</u>
	Total	\$1,041,272	\$1,042,154	\$1,042,246	\$1,036,411	\$1,035,203	\$8,335,764
Water & Wastewater 2001	Principal	\$1,780,000	\$1,850,000	\$1,930,000	\$2,025,000	\$0	\$9,295,000
\$20,990,000	Interest	<u>\$357,700</u>	<u>\$286,500</u>	<u>\$207,875</u>	<u>\$111,375</u>	<u>\$0</u>	<u>\$1,389,550</u>
Issued 12/01	Total	\$2,137,700	\$2,136,500	\$2,137,875	\$2,136,375	\$0	\$10,684,550
Wastewater Plant 2005	Principal	\$675,000	\$695,000	\$717,500	\$740,000	\$760,000	\$12,692,500
\$15,440,000	Interest	\$321,320	\$301,259	\$280,605	\$259,281	\$237,289	\$4,686,533
Issued 05/05	Service Fees	<u>\$123,520</u>	<u>\$123,520</u>	<u>\$123,520</u>	<u>\$123,520</u>	<u>\$123,520</u>	<u>\$0</u>
	Total	\$1,119,840	\$1,119,779	\$1,121,625	\$1,122,801	\$1,120,809	\$17,379,033
Business Activity Bonds 2010	Principal	\$0	\$0	\$0	\$0	\$1,475,000	\$29,505,000
\$29,505,000	Interest	\$1,477,884	\$1,477,884	\$1,477,884	\$1,477,884	\$1,477,884	\$21,230,444
Issued 05/10	Service Fees	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total	\$1,477,884	\$1,477,884	\$1,477,884	\$1,477,884	\$2,952,884	\$50,735,444
Rehfeld Note	Principal	\$9,723	\$10,112	\$10,516	\$10,937	\$11,374	\$171,011
\$180,000	Interest	\$6,466	\$6,077	\$5,673	\$5,252	\$4,815	\$55,641
Issued 03/08	Service Fees	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total	\$16,189	\$16,189	\$16,189	\$16,189	\$16,189	\$226,652
Total Utility Enterprise	Principal	\$4,198,805	\$4,347,995	\$4,512,391	\$4,689,245	\$4,229,305	\$69,266,113
Fund Bonded Debt & Notes	Interest	\$2,628,108	\$2,476,264	\$2,313,642	\$2,131,424	\$1,931,895	\$32,045,247
	Service Fees	<u>\$382,165</u>	<u>\$382,165</u>	<u>\$382,165</u>	<u>\$382,165</u>	<u>\$378,079</u>	<u>\$0</u>
	Total	\$7,209,078	\$7,206,423	\$7,208,197	\$7,202,834	\$6,539,279	\$101,311,359

GOLF COURSE ENTERPRISE FUND DEBT SERVICE SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Certificates of Participation							
2010 COPS	Principal	\$170,000	\$250,000	\$180,000	\$190,000	\$365,000	\$4,820,000
(Refunding 01 COPS	Interest	<u>\$157,350</u>	<u>\$152,250</u>	<u>\$144,750</u>	<u>\$139,350</u>	<u>\$131,750</u>	<u>\$1,344,234</u>
& 98 GC Bonds) \$17,130,000	Total	\$327,350	\$402,250	\$324,750	\$329,350	\$496,750	\$6,164,234
Issued 8/10							
Total Golf Course Fund	Principal	\$170,000	\$250,000	\$180,000	\$190,000	\$365,000	\$4,820,000
Bonded Debt	Interest	<u>\$157,350</u>	<u>\$152,250</u>	<u>\$144,750</u>	<u>\$139,350</u>	<u>\$131,750</u>	<u>\$1,344,234</u>
	Total	\$327,350	\$402,250	\$324,750	\$329,350	\$496,750	\$6,164,234
Leases							
Golf Carts	Principal	\$117,655	\$123,036	\$63,612	\$0	\$0	\$392,911
\$474,735	Interest	<u>\$11,718</u>	<u>\$6,338</u>	<u>\$1,075</u>	<u>\$0</u>	<u>\$0</u>	<u>\$34,469</u>
Purchased 07/09	Total	\$129,374	\$129,374	\$64,687	\$0	\$0	\$427,380
Legacy Equipment 2007	Principal	\$79,043	\$82,963	\$87,077	\$45,145	\$0	\$369,526
\$547,000	Interest	<u>\$12,899</u>	<u>\$8,979</u>	<u>\$4,865</u>	<u>\$826</u>	<u>\$0</u>	<u>\$44,202</u>
Purchased 07/07	Total	\$91,942	\$91,942	\$91,942	\$45,971	\$0	\$413,729
Heritage Equipment 2006	Principal	\$88,373	\$92,253	\$47,635	\$0	\$0	\$312,918
\$582,144	Interest	<u>\$8,442</u>	<u>\$4,562</u>	<u>\$773</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,936</u>
Purchased 6/06	Total	\$96,815	\$96,815	\$48,408	\$0	\$0	\$338,854
Jefferson County	Interest	<u>\$80,011</u>	<u>\$80,011</u>	<u>\$92,755</u>	<u>\$92,755</u>	<u>\$92,755</u>	ongoing
Airport Land 9/97	Total	\$80,011	\$80,011	\$92,755	\$92,755	\$92,755	ongoing
Total Golf Course Fund	Principal	\$285,072	\$298,252	\$198,324	\$45,145	\$0	\$1,075,355
Lease Debt	Interest	<u>\$113,070</u>	<u>\$99,890</u>	<u>\$99,467</u>	<u>\$93,581</u>	<u>\$92,755</u>	<u>\$104,607</u>
	Total	\$398,142	\$398,142	\$297,791	\$138,726	\$92,755	\$1,179,962
Total Golf Course Fund	Principal	\$455,072	\$548,252	\$378,324	\$235,145	\$365,000	\$5,895,355
Debt Service	Interest	<u>\$270,420</u>	<u>\$252,140</u>	<u>\$244,217</u>	<u>\$232,931</u>	<u>\$224,505</u>	<u>\$1,448,841</u>
	Total	\$725,492	\$800,392	\$622,541	\$468,076	\$589,505	\$7,344,196

* Some debt issues and leases may extend beyond 2015 and Outstanding represents projected balances on 12/31/09.

** The debt from Sales/Use 1997 Issue was removed from the Golf Course Enterprise financials in 2002 since they are bonded debt of the Sales/Use Fund; however, original principal and interest expenses allocated to the Golf Course Fund remains in effect via transfers from the Open Space Fund and are detailed on General Debt Service Schedule.

POST FUND CERTIFICATES OF PARTICIPATION SCHEDULE

		2011	2012	2013	2014	2015	Outstanding Balance as of 12/31/09 *
Open Space Foundation	Principal	\$430,000	\$455,000	\$475,000	\$495,000	\$520,000	\$3,330,000
2006 COPS	Interest	<u>\$130,795</u>	<u>\$109,295</u>	<u>\$86,545</u>	<u>\$66,358</u>	<u>\$45,320</u>	<u>\$608,928</u>
\$4,920,000; Issued 4/06	Total	\$560,795	\$564,295	\$561,545	\$561,358	\$565,320	\$3,938,928

The COPS are an obligation of the Broomfield-Westminster Open Space Foundation. The City, as a member of the Foundation, has committed Open Space funds to pay the City's share of the COP obligation.

2011 Proposed Position Eliminations

Department	Division	Position Title	FTE
GENERAL FUND			
City Attorney's Office	City Attorney's Office	Assistant City Attorney I/II	0.200
City Attorney's Office	City Attorney's Office	Legal Secretary	0.050
Community Development	Building	(I) Assistant Building Plans Analyst	0.500
Community Development	Engineering	(I) Engineering Construction Inspector	1.000
Community Development	Administration	Capital Projects Coordinator	1.000
City Manager's Office	City Manager's Office	Neighborhood Outreach Coordinator	0.800
City Manager's Office	Public Information Section	Public Information Specialist	0.800
City Manager's Office	City Manager's Office	Secretary	0.500
Finance	Accounting	Accounting Technician	0.500
Finance	Administration	Accounting Technician/Retirement	0.500
Finance	Treasury	Revenue Services Representative	1.000
Finance	Sales Tax	Sales Tax Technician	0.250
Fire	Fire Prevention	Emergency Management Coordinator	0.200
Fire	EMS Section	EMS Field Coordinator	1.000
Fire	EMS Section	EMS Field Coordinator	1.000
Fire	Fire Prevention	Fire Lieutenant/ Prevention Specialist	1.000
Fire	Emergency Services	Firefighter I/II	2.000
Fire	Emergency Services	Firefighter I/II	1.000
Fire	Emergency Services	Management Analyst	1.000
Fire	Emergency Services	Secretary	0.500
Fire	Emergency Services	Secretary	0.500
General Services	Building Operations & Maintenance	Custodian	0.250
General Services	Municipal Court	Deputy Court Clerk	1.000
General Services	Human Resources	Employee Development Analyst	0.800
General Services	City Clerk	Messenger	0.500
General Services	Administration	Secretary	0.500
General Services	Building Operations & Maintenance	Secretary	0.500
General Services	Building Operations & Maintenance	Senior Maintenanceworker	0.500
General Services	City Clerk	Switchboard Operator	0.010
Police	Police Specialized Services/Neighborhood Services	Animal Management Officer	1.000
Police	Police Specialized Services/Communications	Communications Specialist I/II	0.500
Police	Police Specialized Services/Communications	Communications Supervisor	1.000
Police	Police Specialized Services/Investigations	Criminalist/Senior Criminalist	1.000
Police	Police Specialized Services/Investigations	Liquor Investigations Officer	1.000
Police	Police Patrol/Administration	Police Officer	1.000
Police	Police Patrol/Administration	Police Officer	1.000
Police	Police Specialized Services/Professional Services	Police Officer	1.000

Exhibit M

Department	Division	Position Title	FTE
Police	Police Specialized Services/Records and Property	Police Records Technician	0.300
Police	Police Specialized Services/Records and Property	Police Records Technician	1.000
Police	Police Patrol/Patrol	Report Specialist	1.000
Police	Police Specialized Services/Patrol	Secretary	0.200
Police	Police Specialized Services/Professional Services	Secretary	0.200
Police	Police Patrol/Traffic	Traffic Accident Investigator	1.000
Police	Police Patrol/Traffic	Traffic Accident Investigator	1.000
Parks, Recreation & Libraries	Parks Services	Crewleader	1.000
Parks, Recreation & Libraries	Recreation Facilities/CPRC	Custodian	1.000
Parks, Recreation & Libraries	Recreation Facilities/MAC	Custodian	1.000
Parks, Recreation & Libraries	Parks Services/Promenade	(I) Operations Coordinator (PR&L)	1.000
Parks, Recreation & Libraries	Parks Services/Promenade	(I) Parkswoker I/II	1.000
Parks, Recreation & Libraries	Parks Services/Promenade	(I) Custodian	0.200
Parks, Recreation & Libraries	Parks Services/Promenade	(I) Custodian	0.200
Parks, Recreation & Libraries	Parks Services/Design Development	Equipment Operator I	1.000
Parks, Recreation & Libraries	Recreation Facilities/CPRC	Facility Assistant	0.500
Parks, Recreation & Libraries	Recreation Facilities/CPRC	Guest Relations Clerk I/II	1.500
Parks, Recreation & Libraries	Recreation Facilities/CPFC	Guest Relations Clerk I/II	0.500
Parks, Recreation & Libraries	PR&L - Design Development	Landscape Architect I/II	0.200
Parks, Recreation & Libraries	Library Services	Library Associate I/II	0.550
Parks, Recreation & Libraries	Library Services	Library Clerk I/II	0.800
Parks, Recreation & Libraries	Library Services	Library Shelver	0.475
Parks, Recreation & Libraries	Recreation Facilities/CPRC	Lead Lifeguard	6.048
Parks, Recreation & Libraries	Recreation Facilities/SFC	Lead Lifeguard	1.200
Parks, Recreation & Libraries	Parks Services	Parkswoker I/II	1.000
Parks, Recreation & Libraries	Parks Services	Parkswoker I/II	1.000
Parks, Recreation & Libraries	Recreation Facilities/CPRC	Recreation Aide	1.000
Parks, Recreation & Libraries	Recreation Facilities/CPFC	Recreation Aide	0.500
Parks, Recreation & Libraries	Recreation Facilities/SFC	Recreation Aide	0.500
Parks, Recreation & Libraries	Recreation Facilities/WV	Recreation Aide	0.500
Parks, Recreation & Libraries	Recreation Programs	Recreation Program Assistant	0.500
Parks, Recreation & Libraries	Recreation Facilities/CPFC	Recreation Specialist	0.500
Parks, Recreation & Libraries	Administration	Secretary	1.000
Parks, Recreation & Libraries	Library Services	Library Clerk I/II	0.100
Public Works & Utilities	Streets	Equipment Operator II	1.000
Public Works & Utilities	Streets	Street Supervisor	1.000

General Fund Total 58.333

UTILITY FUND			
Finance	Treasury	Revenue Services Representative	1.000
Finance	Treasury	Revenue Services Representative	0.250
Public Works & Utilities	Water Administration	(I) Special Projects Coordinator	0.250

Exhibit M

Department	Division	Position Title	FTE
Public Works & Utilities	Utilities Operations/Water Field Operations	(I) Maintenanceworker/Senior Maintenanceworker	2.000
Public Works & Utilities	Utilities Operations/Water Field Operations	Senior Management Analyst	1.000
Public Works & Utilities	Utilities Planning and Engineering/Water Resources	Official Development Plan Inspector	1.000
Information Technology	Information Technology	Help Desk Technician	0.500
Information Technology	Information Technology	Network Administrator	0.500
Public Works & Utilities	Utilities Operations/Wastewater Field Operations	Special Projects Coordinator	1.000
Public Works & Utilities	Utilities Operations/ Water Field Operations/ Water Line Replacement	(I) Maintenanceworker/Senior Maintenanceworker	2.000

Utility Fund Total 9.500

OTHER FUNDS			
Golf Course Fund			
Parks, Recreation & Libraries	Regional Parks & Golf (Legacy Ridge)	Guest Relations Clerk I/II	0.500
Parks, Recreation & Libraries	Regional Parks & Golf (The Heritage)	Guest Relations Clerk I/II	0.500
Parks, Recreation & Libraries	Regional Parks & Golf (The Heritage)	Golf Worker	1.000
Community Development Block Grant (CDBG)			
Community Development	Administration - CD Block	Community Development Program Coordinator	0.500
Fleet Maintenance			
General Services	Fleet	Mechanic I/II	1.000
General Services	Fleet	Secretary	0.500
General Services	Fleet	Senior Maintenanceworker	1.000

Other Funds Total 5.000

GRAND TOTAL FTE ELIMINATIONS 72.833

GENERAL CAPITAL OUTLAY REPLACEMENT FUND EXPENDITURES

		2009 Actual	2010 Adjusted Budget (9/1/10)	2010 Actual (9/1/10)	2010 Estimated	2011 Proposed	2012 Proposed
General Capital Outlay Replacement Fund (GCORF)							
45010900							
Capital Outlay							
80645010900	8888 Vehicles	\$427,790	\$513,480	\$513,477	\$513,477	\$446,125	\$409,000
80645010911	8888 Vehicles PST	\$443,300	\$512,400	\$460,627	\$512,400	\$612,325	\$609,500
80645010921	0000 PC Replacement Outlay	\$248,698	\$192,625	\$173,451	\$192,625	\$151,388	\$150,968
Subtotal		\$1,119,788	\$1,218,505	\$1,147,555	\$1,218,502	\$1,209,838	\$1,169,468
450 Gen Capital Outlay Replace Fund Total		\$1,119,788	\$1,218,505	\$1,147,555	\$1,218,502	\$1,209,838	\$1,169,468
DEPARTMENT TOTAL ALL FUNDS		\$1,119,788	\$1,218,505	\$1,147,555	\$1,218,502	\$1,209,838	\$1,169,468

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **53**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE MAKING APPROPRIATIONS TO PAY THE EXPENSE OF CONTINUING THE PUBLIC BUSINESS FOR THE YEAR 2011 AND 2012 AND OTHER PURPOSES REQUIRED BY THE CHARTER AND BY ANY OTHER LAW

THE CITY OF WESTMINSTER ORDAINS:

Section 1: Carryover as of December 31, along with revenue for the calendar and fiscal year are combined and reflected as the total in each of the following funds:

NON-EMERGENCY RESERVE AND NEW REVENUE

	Fiscal Year 2011	Fiscal Year 2012
a. General Fund	\$93,608,948	\$94,892,666
b. Utility Fund	50,936,344	57,327,277
c. General Capital Improvement Fund	8,570,000	7,756,000
d. Fleet Maintenance Fund	2,160,263	2,166,698
e. General Capital Outlay Replacement Fund	1,209,838	1,169,468
f. General Debt Service Fund	7,579,235	7,527,528
g. Conservation Trust Fund	625,000	625,000
h. Sales and Use Tax Fund	63,826,088	64,489,072
i. Parks Open Space & Trails Fund	5,296,484	5,175,413
j. General Reserve Fund	0	0
k. General Fund Stabilization Reserve Fund	0	0
l. Utility Fund Rate Stabilization Reserve Fund	0	0
m. Utility Fund Capital Projects Reserve Fund	0	4,376,650
n. Golf Course Fund	<u>3,435,419</u>	<u>3,553,027</u>
Total Funds Available	\$237,247,619	\$249,058,799
Less Transfers	<u>-76,210,558</u>	<u>-79,880,763</u>
GRAND TOTAL	\$161,037,061	\$169,178,036

Section 2: The following amounts are hereby appropriated for expenditure by fund to be expended by the City Manager in accordance with the City Charter.

	Fiscal Year 2011	Fiscal Year 2012
a. General Fund	\$93,608,948	\$94,892,666
b. Utility Fund	50,936,344	57,327,277
c. General Capital Improvement Fund	8,570,000	7,756,000
d. Fleet Maintenance Fund	2,160,263	2,166,698
e. General Capital Outlay Replacement Fund	1,209,838	1,169,468
f. General Debt Service Fund	7,579,235	7,527,528
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h. Sales and Use Tax Fund	63,826,088	64,489,072
i. Parks Open Space & Trails Fund	5,296,484	5,175,413
j. General Reserve Fund	0	0
k. General Fund Stabilization Reserve Fund	0	0
l. Utility Fund Rate Stabilization Reserve Fund	0	0
m. Utility Fund Capital Projects Reserve Fund	0	4,376,650
n. Golf Course Fund	<u>3,435,419</u>	<u>3,553,027</u>
Total Funds Available	\$237,247,619	\$249,058,799
Less Transfers	<u>-76,210,558</u>	<u>-79,880,763</u>
GRAND TOTAL	\$161,037,061	\$169,178,036

Section 3. This ordinance shall become effective January 1, 2011.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 11th day of October, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 25th day of October, 2010.

ATTEST:

Mayor

City Clerk



BUDGET MESSAGE

Mayor and City Council -

It is with measured optimism that I present for your consideration the Proposed 2011/2012 Budget for the City of Westminster. Economic conditions, brought on by the second recession within a decade, have remained challenging for municipalities across the nation, including the City of Westminster. As we all hope the worst is past us, the fact remains that national unemployment is still very high and consumer confidence has been shaken. New retail construction and leasing continues to be slow, and retail vacancy rates in the metropolitan Denver area are the highest in years. The effects of a protracted housing downturn and tight credit have impacted local real estate markets and driven property values and tax revenues down. Sales tax collections continue to fluctuate, although on a positive note, Westminster has started to see the beginning of what is looking like an upward trend. It appears that the resulting impact of this recession is an economic re-set with lasting and permanent changes to how the City and others do business.

With the economic re-set as a reality, City Council and Staff began a core services assessment in late 2009. The goal of this work was to clearly identify what services are essential to the community and what services can no longer be afforded with the current limited resources. This process was made more difficult with the organization already being lean as a result of ongoing reductions throughout the past decade. The core services assessment was completed in concert with the strategic planning process, allowing City Council and Staff to ensure services were appropriately aligned with the Strategic Plan Vision and to make adjustments as necessary.

In July 2010, Staff began implementing necessary changes to the organization, including the reduction of 72.833 FTE impacting every department. Throughout the process, great care was taken to allocate adequate resources to critical services. With nearly \$4 million in cuts to an already lean organization, some pain will inevitably be felt both inside and outside the organization. While changes have been made to reduce the size of the organization, the City will continue to utilize its strategic planning process, performance measurement, and other tools to focus limited resources on key priorities while delivering exceptional value and quality of life.

With the City taking the needed steps to balance the budget in this new economic reality, it is important to focus on ensuring stable revenue sources for the future. The City has been able to soften the impact of the “Great Recession” on Westminster through forethought and strategic planning. This was accomplished with the creation of several Urban Renewal Areas (URA) over the last few years that assisted in the development of The Orchard Town Center, The Shops at Walnut Creek, Westminster Crossing, enhancements in the area of 72nd Avenue and Federal Boulevard, and redevelopment at 72nd Avenue and Sheridan Boulevard. As these projects mature, they will produce revenues for essential services while performing the critical function of filling in the growing gap of declining revenues from the Westminster Mall. Staff is projecting a further decline in revenues from the Westminster Mall in 2011 and 2012, with the Mall providing a fraction of its peak revenue. Revitalization of the Westminster Mall area is one of City Council’s highest priorities and the City is making progress toward getting this critical project off the ground.

Through thoughtful planning, the City of Westminster has successfully negotiated economic challenges in the past, and with that same resourcefulness I believe we will continue to do so in the years to come. I have great confidence that the committed team of City Council and Staff will continue to deliver exceptional value and quality of life to Westminster’s residents, businesses and visitors. This is a strong organization with great leadership.

The budget document describes the funding for all City programs, capital improvement projects and services that will be provided to Westminster citizens and businesses in 2011 and 2012. This is the fifth time that the City of Westminster has prepared a biennial budget. The biennial budget continues to provide longer term financial and policy planning that complements City Council’s Strategic Plan. City activities and spending priorities are aligned with City Council’s key Strategic Plan Goals and Objectives.

In this budget message, I will cover the following items:

Budget History: delivers a brief Budget history and discusses recent Budget highlights.

Strategic Plan and City Council Goals: identifies City Council's goals established in its Strategic Plan and highlights how the Proposed 2011/2012 Budget works to achieve these goals.

Performance Measures: provides a brief explanation of the City's program, which furthers the commitment to innovation, self-improvement, accountability and open communication.

Tax Comparisons: provides property tax and sales tax comparisons to other Front Range communities.

Revenues and Expenditures Overview: discusses expenditure reductions, revenue enhancements and revenue/expenditure summary information about the City's various funds.

Other Highlights: features a summary of capital outlay, staffing and the Capital Improvement Program.

BUDGET HISTORY

The first decade of the twenty-first century has been turbulent. Two recessions within a decade have taken a toll on the economic foundation of this community and nation. A re-set in the financial base of the City's revenue structure has occurred, necessitating a re-set in how this organization operates. Commencing with the economic downturn in 2001, the City has taken a series of strategic steps to navigate through this economic storm. Below is a summary of the steps taken over the years.

FY 2002 – In developing the 2002 Budget, a Phased Spending Plan (PSP) was identified as an additional safety measure in the budget. The second, third and fourth periods of the 2002 PSP were not released for a total of approximately \$637,000 in savings. As the revenue picture continued its negative trend, departments implemented a 2% spending reduction for a total of \$1.36 million in savings; departments then identified an additional 1% in reductions (approximately \$679,300) to generate savings citywide to help address shortfalls in 2002. A strategic hiring freeze was implemented in May 2002 and continued into 2004. The strategic hiring freeze saved approximately \$255,000 in 2002 alone. In November 2002, City Council un-appropriated \$1.37 million in the General Capital Improvement Fund for eight projects in order to address Sales and Use Tax Fund revenue shortfalls. Other saving measures, such as earmarking part of the contingency fund, were identified to help balance the budget. In total, approximately \$5.5 million in reductions (or approximately 4.3% of the Total City Budget 2002) were implemented in 2002 to address revenue shortfalls.

FY 2003 – Departments prepared their 2003/2004 proposed budget with an additional 3% reduction from their reduced 2002 budget; an exception was made for the Police and Fire Departments where a reduction of only 2% was applied. These reductions for 2003 totaled approximately \$1.8 million in additional reductions from the cuts 2002 Budget. All new staff originally planned in the 2003/2004 budget were eliminated except for the hiring of 4.0 new FTE Police Officers and 3.0 new FTE Firefighters made possible by a modification to the City's vendors' fee. The strategic hiring freeze continued through 2003. Mid-year, departments made an additional 0.5% reduction to all 2003 General Fund operating budgets. Savings from projects spending less than originally budgeted and several projects that had not commenced were frozen in the General Capital Improvement Fund helped offset reduced revenue collections. A total of approximately \$3.6 million in reductions (or approximately 2.8% of the total City Budget 2003) were implemented to address revenue shortfalls.

FY 2004 – Departments amended their Adopted 2004 Budget with additional operating budget reductions and three capital projects were reduced and/or eliminated for additional reductions of \$1.8 million (or approximately 1.4% of the total City Budget 2004) to address revenue shortfalls. In November 2003, Westminster voters approved a sales and use tax increase of 0.6% for maintaining, enhancing and supporting public safety operations. As a result of this tax increase, 40.0 FTE in the Police Department, 35.0 FTE in the Fire Department and 8.0 FTE in support departments for a total of 83.0 FTE were added in December 2003 to the Amended 2004 Budget to enhance public safety operations in the City. The public safety tax provided for approximately an additional \$10



million that prevented these operations and other City services from having to make significant reductions due to reduced revenues citywide.

FY 2005/2006 – In October 2004, City Council adopted the 2005/2006 Budget. Departments prepared their proposed 2005/2006 budget with a 1% increase from their reduced 2004 budget, with the exception of the Police and Fire Departments, who had an increase of 1% on their original General Fund budget and 3% on their public safety tax budget.

FY 2007 – Departments prepared their 2007 budget with a 0% increase from their 2006 budget, with the exception of the Police and Fire Departments, who had an increase of 2% over their 2006 budget due to the public safety sales tax. Also, Utility Fund operations had an increase of 2% over their 2006 budget due to water sales and system repair and replacement needs.

FY 2008 – Departments prepared their 2008 budget with a 1% increase from their 2007 budget, with the exception of the Police and Fire Departments, who had an increase of 2% over their 2007 budget due to the public safety sales tax. Also, Utility Fund operations had an increase of 2% over their 2007 budget due to water sales and system repair and replacement needs.

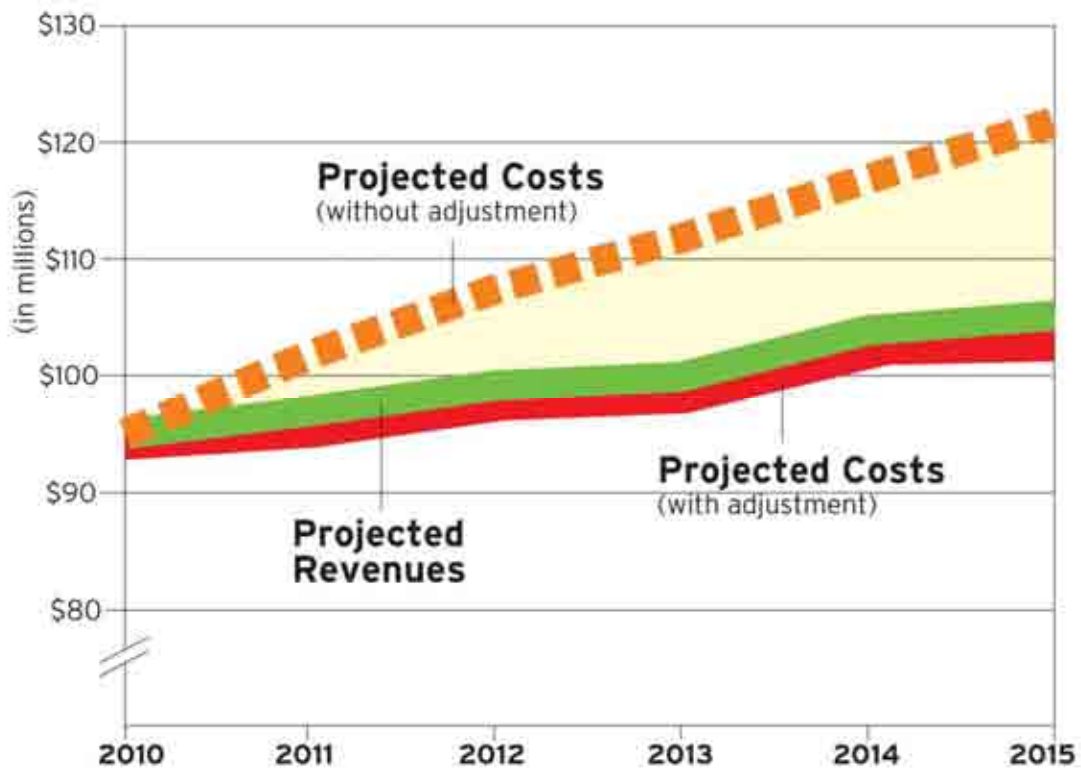
FY 2009/FY 2010 – Departments prepared their 2009 budget with a 0% increase from their Amended 2008 Budget, with the exception of the Police and Fire Departments, who had an increase of 2% over their 2008 budget due to the public safety sales tax, and the Utility Fund operations, who had an increase of 2% over their 2008 budget due to water sales and system repair and replacement needs. Departments prepared their 2010 budget with a 1% increase from their 2009 budget, with the exception of the Police and Fire Departments, who had an increase of 2% over their 2009 budget due to the public safety sales tax, and the Utility Fund operations, who had an increase of 1.5% over their 2009 budget due to water sales and system repair and replacement needs.

Due to the recession and reduced revenues, the City made \$15.7 million worth of budget adjustments over these two years. However, many of these adjustments were “one-time” fixes, including \$6.9 million of one-time revenues in 2010, that do not exist as options to help the City address budget challenges in 2011 and 2012.

FY 2011/FY 2012 – In preparing the Proposed 2011 Budget, departments utilized the core services assessment conducted in early 2010. This assessment included an inventory of City services provided, identification of duplicate services (i.e. other governmental entities or the private sector offered similar services), and a prioritization process with City Council. In addition to addressing the uncertain economy in FY2011/FY2012, the \$6.9 million of one-time revenues utilized to balance the Amended 2010 Budget had to be backfilled. Unlike previous budget reductions, this core services assessment included reduction of staffing. This was necessary due to the impact of the second recession in a decade and the permanent re-set in the economy and City revenues. A total of 72.833 FTE are eliminated with the Proposed 2011 Budget. In addition, staff wages will be frozen at 2010 wages. These staffing reductions, wage freezes, and service adjustments are necessary to make this organization financially sustainable into the future.

The graph below shows the City’s financial picture both with and without budget adjustments. The top line of the graph indicates the projected costs without the proposed budget changes in 2011 and 2012, the middle line represents projected revenues, and the gap between the two lines represents the structural budget deficit if no action was taken. The lowest line represents the projected costs for the City with the action taken through the core services process, where the City prioritized services and made cuts to balance the budget.

Structural Budget Deficit Graph





STRATEGIC PLAN AND CITY COUNCIL GOALS

In June, City Council reviewed and recommitted the City organization to the five-year Strategic Plan for the City of Westminster. The 2010-2015 Strategic Plan identifies the City’s underlying principles on which decisions are based and includes goals to be achieved through 2015. Each goal is further defined by a set of objectives and short-term actions to be taken to achieve the associated goal. The Strategic Plan reinforces long-term planning for both operating (day-to-day operations and services) and capital (long-term investment projects such as road construction, water distribution and sewer maintenance) programs. As a statement of City Council’s goals and vision for the City, the Strategic Plan helps Staff successfully plan City projects and budgets to achieve this vision and associated goals.

The goals, and the associated objectives, are listed below:

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



Safe & 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 people, homes, and buildings from flooding through an stormwater management program



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 business
- Revitalize Westminster Center Urban Reinvestment Project Area



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 Home Owners Association's 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
- 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



The Proposed 2011/2012 Budget was developed in support of City Council's goals and objectives stated in the Strategic Plan. The following presents selected examples on how the Proposed 2011/2012 Budget works to achieve Council's Strategic Plan:

Financially Sustainable City Government Providing Exceptional Services - 2011/2012 Actions:

- Prepare a utility plan and a financing strategy relative to the Northgate redevelopment area at 70th Avenue and Federal Boulevard.
- Focus on the park renovation program in order to maintain existing parks and playgrounds, focused on maintenance and safety.
- Continue utilization of a Volunteer Program enabling the City to continue to provide services in areas that might otherwise not be maintained.
- Work with County open space programs and state funds to leverage City open space funds to achieve Council's 15% open space goal.

Safe and Secure Community - 2011/2012 Actions:

- Continue proactive floodplain administration and stormwater management programs.
- Provide regular inspections of homes and businesses to help assure a safer community.
- Create a web page for rental housing inspection results on properties for the public to view (ideally to assist perspective tenants, persons doing due diligence, vendors, etc.).
- Continue to protect Standley Lake from zebra and/or quagga mussels through a joint departmental effort between Parks, Recreation and Libraries and Public Works and Utilities.
- Replace an aerial ladder truck to provide fire suppression and rescue capabilities for numerous structures throughout the City of Westminster; replace an ambulance to continue providing emergence medical services throughout the City.
- Continue to partner with the Urban Drainage and Flood Control District to leverage funds for design and construction of drainage improvement projects throughout the City.

Strong, Balanced Local Economy - 2011/2012 Actions:

- Continue the Existing Business Services Program to encourage retention and growth of City businesses and fund the Small Business Capital Project Grant Program.
- Continue business recruitment efforts to further diversify the City's economy.
- Promote redevelopment and backfill of existing retail centers.
- Continue to actively participate in the US 36 corridor and FasTracks Northwest Rail Eagle P-3 projects.
- Fund arterial roadway improvement program through double-bonded hot applied chip seal to decrease roadway rehabilitation costs while increasing the number of lane miles that can be addressed.
- Prepare for the redevelopment of the Westminster Mall site with improvements to infrastructure.

Vibrant Neighborhoods in One Livable Community - 2011/2012 Actions:

- Implement redevelopment/financing strategies to assist in the revitalization of the Westminster Mall area.
- Acquire adjacent properties to facilitate development around the planned transit oriented developments (TOD).
- Complete plans for development of the Westminster Grange/Rodeo cultural activity center; complete the first phase of rehabilitating the Bowles House; complete stabilization and rehabilitation of Shoenberg Farms Silo.
- Commence construction on various capital improvement projects to address water and wastewater needs in the South Westminster TOD area.
- Commence with construction of the Phase III Harris Park townhomes at 73rd and Lowell Boulevard.



Beautiful and Environmentally Sensitive City - 2011/2012 Actions:

- Continue acquisition efforts to help reach the City's goal of preserving 15% of its land as open space.
- Complete acquisitions related to the Little Dry Creek Park project and proceed with drainage improvements.
- Implement the master plan for Metzger Farm in partnership with the City and County of Broomfield.
- Develop a Green City Operations Implementation Plan to maximize the City's environmental sustainability efforts.
- Continue to purchase hybrid vehicles where appropriate to reduce fuel costs and minimize the impact on the environment; 1 is proposed in 2011 and 3 are proposed in 2012.

PERFORMANCE MEASURES

As evidence of the City's commitment to continuous improvement, accountability and open communication, City Staff continues to integrate performance measurement into the management of City operations and utilizes performance measures in determining Staff's success in meeting City Council's goals. In 2010 (for the 6th time), the City of Westminster received the "Certificate of Excellence" in performance measurement by the International City and County Management Association (ICMA) Center for Performance Measurement (CPM). This is the highest performance measurement recognition that ICMA awards and Westminster is one of only a handful of communities in the United States to receive this honor.

Included within the department budget pages is a "performance measurement snapshot" for each department and division that supports the linkage between proposed budgets and performance measurement outcomes. These "performance measurement snapshots" provide a sample of some of the specific performance measures that the City tracks to improve the effectiveness and efficiency of service delivery.

Citizen Survey Results

Every two years, the City conducts a citizen survey to measure residents' satisfaction levels with City services and gather opinions on specific policy questions. The data from the survey was used by Staff and City Council to help in the prioritization of services and funding for the Proposed 2011/2012 Budget. Many departments use this data as a guide to know what they are doing well and identify operational areas that need additional resources. The 2010 Citizen Survey also allowed the City to collect information that can be used in the City's performance measurement program.

Overall, the results of the Citizen Survey continue to be very positive. In 2010, ratings were similar or above ratings given in 2008. When compared to ratings given by residents in other jurisdictions across the country, Westminster's ratings were generally higher. Comparisons to other Front Range communities were mostly above or similar to the benchmark. Eighty-seven percent (87%) of residents rated the quality of life in Westminster as "good" or "very good;" 12% rated it neither good nor bad.

Ninety-three percent (93%) of residents rated Westminster as a "good" or "very good" place to live. Ninety-one percent (91%) of residents responded that the City was heading in the right direction; this is a continuation of an upward trend since the 2006 Citizen Survey.

Residents were given the opportunity to rank 12 different aspects that contribute to Westminster as a great place to live. This new question for the 2010 survey was added in an effort to identify what factors make Westminster stand out from other cities. Resident ranked a "Sense of safety in the City" as the highest factor. The second and third factors were "Quality/variety of neighborhoods" and "Physical appearance of developments in the City." Residents rated "Access to transit" and "Convenience of employment" as the lowest factors in their choice to live in Westminster.

TAX COMPARISONS

Property Tax

Property taxes are projected to comprise less than 5% of General Fund revenues in 2011 and 2012. The City's property tax mill levy continues to be one of the lowest among Front Range cities. The property tax mill levy rate of 3.65 mills is maintained in the Proposed 2011/2012 Budget at the 2010 level. These are the nineteenth and twentieth consecutive years that the City's mill levy has been at 3.65 mills. The Chart below provides a property tax comparison to 11 Front Range communities. Some of the cities listed use special districts to provide some of the services that the City of Westminster, a full service city, provides to its residents. Fire district mill levies are included along with municipal levies for those municipalities that do not provide fire protection services. This table includes figures that represent the portion of the homeowner's property tax bill that goes towards municipal services and fire protection. The City of Westminster continues to have one of the lowest municipal mill levies in the State of Colorado.

2010 Property Tax Rate Comparisons

City	City Levy	Fire Protection District Levy*	City and Fire Levy	Property Taxes \$250,000 Home
Northglenn	11.597	11.307	22.904	\$455.79
Broomfield (City)	11.457	11.307	22.764	\$453.00
Fort Collins	9.797	9.301	19.098	\$380.05
Lakewood	4.711	13.662	18.373	\$365.62
Littleton	6.662	7.678	14.340	\$285.37
Arvada	4.310	9.480	13.790	\$274.42
Longmont	13.420	-	13.420	\$267.06
Aurora	10.494	-	10.494	\$208.83
Boulder	10.295	-	10.295	\$204.87
Thornton	10.210	-	10.210	\$203.18
Loveland	9.564	-	9.564	\$190.32
Westminster	3.650	-	3.650	\$72.64

*Northglenn, Broomfield, Fort Collins, Lakewood, Arvada, and Littleton use fire protection districts to provide fire suppression services to their residents. (Northglenn and Broomfield utilize North Metro Fire and Rescue District; Fort Collins utilizes Poudre Valley Fire Protection District; Lakewood utilizes West Metro Fire Protection District; Arvada utilizes Arvada Fire Protection District; Littleton utilizes Littleton Fire Protection District)



Sales and Use Tax

The City’s total sales and use tax rate is comprised of three components: general, POST (parks, open space and trails), and public safety. A breakdown is provided below:

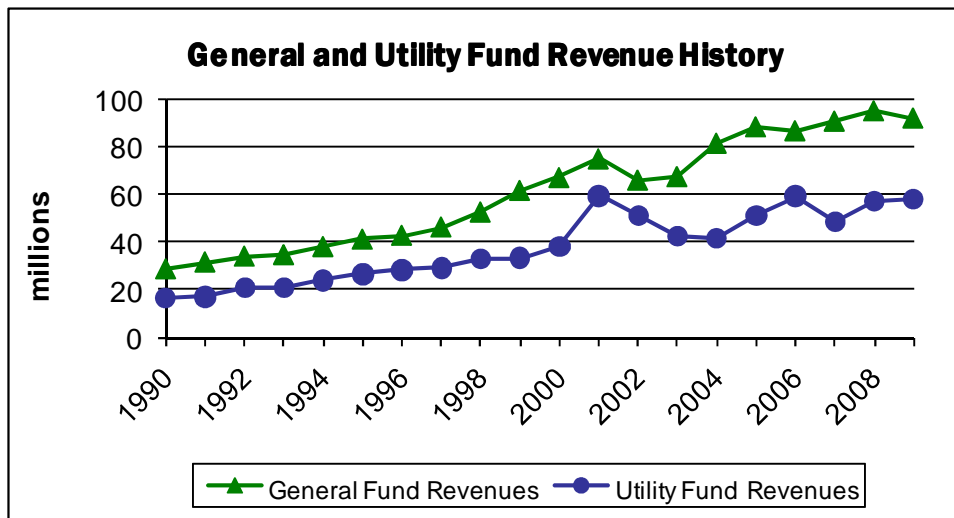
Westminster Sales/Use Tax Rate	
General	3.00%
Open Space	0.25%
Public Safety	0.60%
Total City Rate	3.85%

Sales and use tax remains the City’s largest General Fund revenue source. In 2011 and 2012, sales and use tax is projected to comprise over 60% of General Fund revenues. While the City’s total sales and use tax rate is above the average in the Front Range, it still remains very competitive. Below is a comparison to the same 11 Front Range communities that were highlighted previously. The table below only highlights general, POST and public safety tax rates (if applicable).

2010 Sales Tax Rate Comparisons		
City	Municipal Sales Tax Rate	Municipal Sales Tax Paid on \$50 Purchase
Broomfield (City)	4.15%	\$2.08
Northglenn	4.00%	\$2.00
Westminster	3.85%	\$1.93
Aurora	3.75%	\$1.88
Thornton	3.75%	\$1.88
Arvada	3.46%	\$1.73
Boulder	3.41%	\$1.71
Longmont	3.275%	\$1.64
Loveland	3.00%	\$1.50
Littleton	3.00%	\$1.50
Lakewood	3.00%	\$1.50
Fort Collins	3.00%	\$1.50

REVENUES AND EXPENDITURES OVERVIEW

In the City of Westminster, available revenues drive expenditures and determine the City’s capacity to provide essential and quality of life services. Due to the economic re-set resulting from the Great Recession, increasing competition for retail sales, slowing growth and other factors, the rapid revenue growth of the 1990s has been replaced by a significantly moderated growth pattern in many of the City’s revenue sources. This can be seen in the chart below, which highlights the recent revenue history of the City’s General and Utility Funds. As can be seen from the General Fund line, the passage of the public safety sales tax in 2003 was critical to the City’s ability to continue to provide essential services. Regarding Utility Fund revenue, tap fees have decreased due to the approach of build-out and climatic conditions have varied, which affected the amount of water sold in any given year.



Increasing costs to do business continue to pressure the City to keep up with current service levels with fewer resources. The following chart shows just a small selection of cost increases experienced by the City over the last several years.

Changes in Selected Costs: 2004 to 2009

Actual Expenditure	2004	2009	\$ Change	% Change
Medical/Dental Insurance	\$5,465,123	\$8,097,995	\$2,632,872	48%
Electricity and Gas	\$2,237,559	\$2,911,513	\$673,954	30%
Street Lights	\$1,350,608	\$2,792,916	\$1,442,308	107%
Fuel and Lubricants	\$465,746	\$1,039,275	\$573,529	123%
Chemicals	\$453,086	\$779,308	\$326,222	72%

Proposed Expenditures Summary

In developing the Proposed 2011 Budget, departments were asked to utilize the core services inventory and prioritization process to identify 6% in potential reductions. This allowed departments to strategically prioritize modifications, reductions or eliminations of service businesses. Excluding Central Charges, the total General Fund reduction is projected at approximately 5.1% (or \$3.66 million); departments Proposed 2011 Budgets reflect as high as 10.5% in reductions while others may show slight increases based on City Council priorities. Central Charges budget grew in 2011 as a result of increases in healthcare costs, replacement vehicle costs, and the City’s involvement in a second energy performance contract.



Departments prepared their Proposed 2012 Budget with a 0% increase from their Proposed 2011 Budget, with the exception of Public Works and Utilities, who had an increase of 3.5% over their Proposed 2011 Budget due to changes in Metro Wastewater Reclamation District rates resulting in increases in wastewater treatment costs. Some adjustments were permitted for contractual expenses, such as water fees, energy, and maintenance contracts, but the 0% increase over 2011 certainly has made it more challenging for departments to absorb increased costs of providing services.

Overall, the General Fund and Utility Fund operating budgets for 2012 increased by 1.9% over the Proposed 2011 Budget. This was largely tied to increased healthcare costs and a moderate increase in pay for step and merit employees.

The total Proposed 2011 Budget for all funds is \$160,037,061 exclusive of \$41,919,117 in reserves and \$1,000,000 in contingencies. The amount in reserve includes the General Reserve, General Fund Stabilization Reserve, Utility Rate Stabilization Reserve, Utility Capital Project Reserve, and Debt Service Funds. The contingency amount includes the General Fund contingency.

The total Proposed 2012 Budget for all funds is \$168,178,036, exclusive of \$38,470,877 in reserves and \$1,000,000 in contingencies. The amount in reserve includes the General Reserve, General Fund Stabilization Reserve, Utility Rate Stabilization Reserve, Utility Capital Project Reserve, and Debt Service Funds. The contingency amount includes the General Fund contingency.

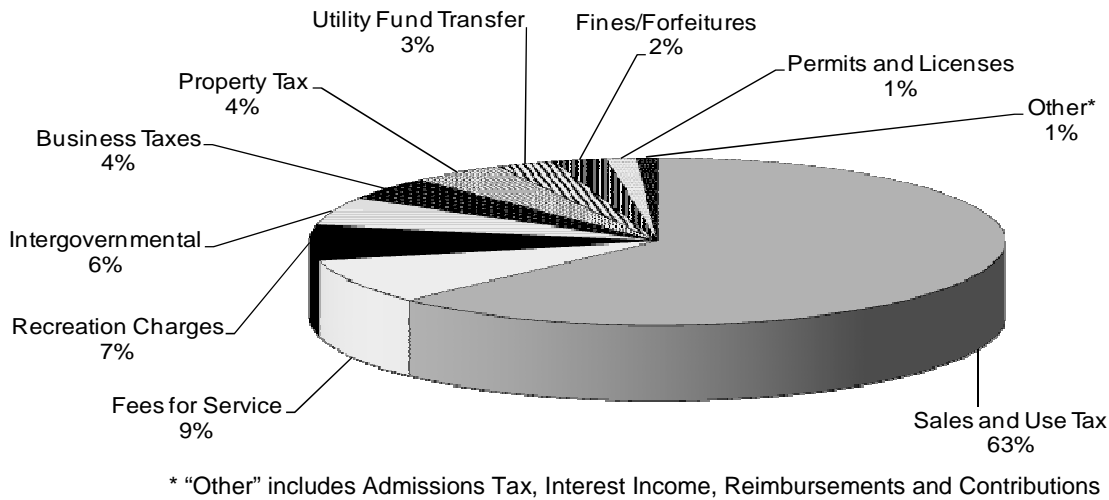
Fund Overview

General Fund

The General Fund is the City's primary operating fund and provides revenues for public safety, streets, community development, parks, recreation, libraries and other general government services. Total available General Fund revenue is projected at \$93,608,948 for 2011, which is a 2.8% decrease from the 2010 estimated revenue of \$96,338,220. The decrease from 2010 estimated revenues is primarily due to the use of one-time revenues in 2010 to balance the budget. A total of \$6.9 million in one-time revenues was utilized in 2010 to balance the General and General Capital Improvement Funds (GCIF). Of this \$6.9 million in 2010, \$3.5 million was from the newly created General Fund Stabilization Reserve and \$1.0 million from project savings incurred in 2009 being transferred from the GCIF into the General Fund. Projected 2009 carry over in the Sales and Use Tax Fund totaling \$680,000 also offset the projected 2010 shortfall, limiting the reduction in the transfer payment from the Sales and Use Tax Fund to the General Fund. Finally, \$1.711 million of capital project savings in the GCIF remained in the GCIF as part of the strategy to maintain funding for the City's infrastructure. In 2010, a slight decrease in the transfer payment from the Utility Fund for services provided by General Fund Departments. In addition, the City is also projecting a reduction of \$258,693 in revenue from a decrease of 1.9 to 1.5 mills for Westminster from Jefferson County for the Road and Bridge tax shared back with municipalities, based on the recent notification from the Jefferson County Administration of the proposed funding level change. It is anticipated that this will be an ongoing reduction in revenue and will result in the need for more City resources to maintain the current infrastructure. The overall decrease in 2011 projected revenues was offset to a degree by a slight increase in Sales and Use Tax revenue to be transferred to the General Fund, increase of \$1 per month infrastructure fee, the projected increases in fines to cover the Fast Track Domestic Violence Program, the proposed Rental Housing Inspection fee, and projected increases in revenue from fees and charges.

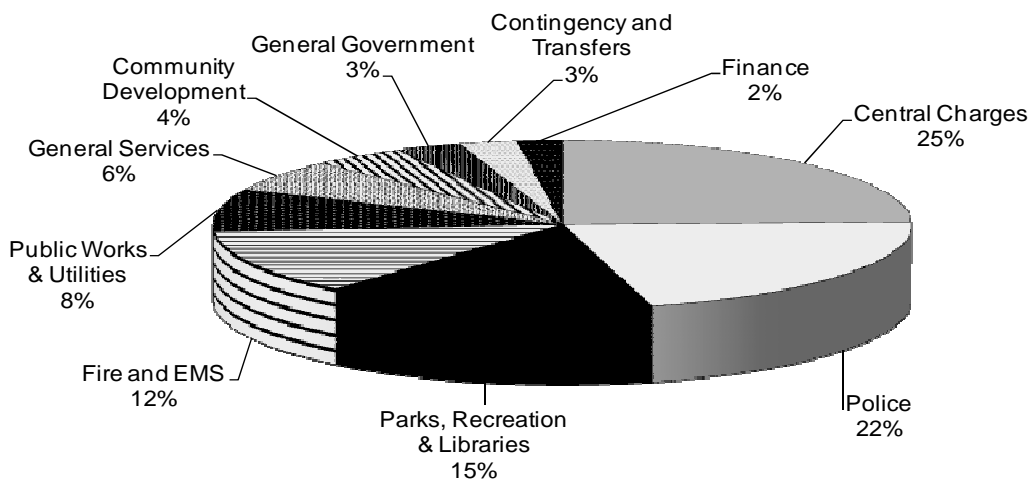
The Proposed 2011 Budget provides for General Fund revenue projected at \$93,608,948, which is a 2.8% decrease from the 2010 projected revenue.

2011 General Fund Revenues by Source



The Proposed 2011 Budget provides for General Fund expenditures projected at \$93,608,948, which is a 5.1% decrease from the Amended 2010 Budget expenditures. The reduction in expenditures was achieved through the core services assessment completed by Staff and City Council that identified cuts to departments' budgets in order to balance the budget. This budget includes all transfer payments and a \$1.0 million contingency.

2011 General Fund Expenditures by Department

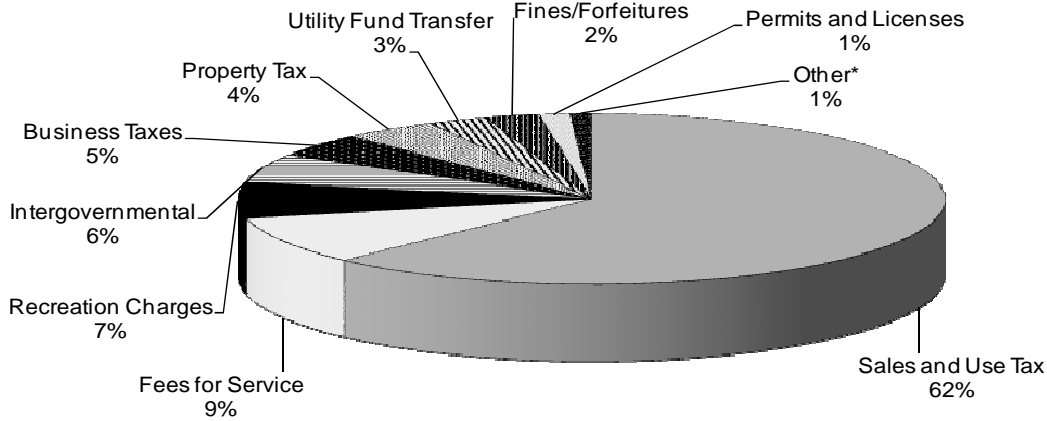


* Central Charges includes the city's contribution to employees' retirement plan, health insurance, certificates of participation, and transfer payments to other funds. In 2011, the transfer to the GCIF is proposed to increase by \$750,000 due to the use of revenues to fund capital projects.



The Proposed 2012 Budget provides for General Fund revenue projected at \$94,892,666, which is a 1.4% increase over the 2011 projected revenue.

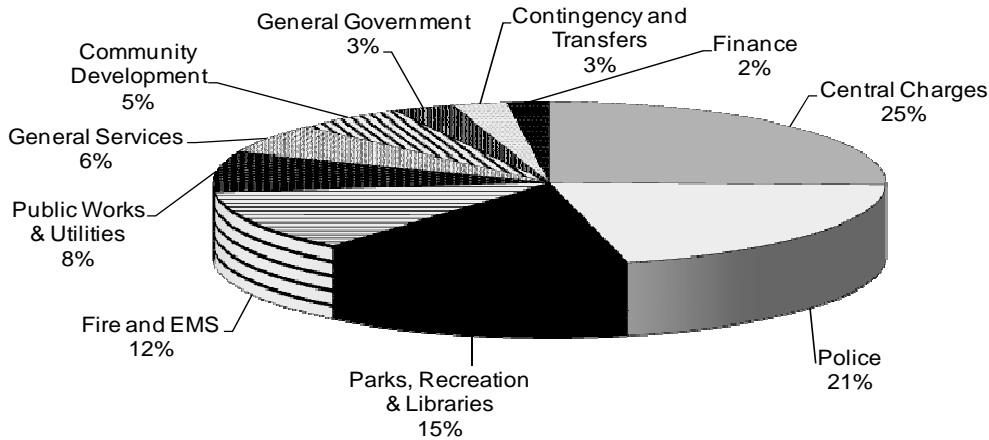
2012 General Fund Revenues by Source



* "Other" includes Admissions Tax, Interest Income, Reimbursements, and Contributions

Total Proposed 2012 expenditures for the General Fund are \$94,892,666, which is a 1.4% increase over the Proposed 2011 Budget. This budget includes all transfer payments and a contingency amount of \$1.0 million.

2012 General Fund Expenditures by Department



* Central Charges includes the city's contribution to employees' retirement plan, health insurance, certificates of participation, and transfer payments to other funds.

General Reserve Fund

The General Reserve Fund is intended to act as a source of funds for unusual, unanticipated one-time expenditures and for emergencies. These funds also serve to keep the City in compliance with Article X, Section 20 of the Colorado State Constitution. In 2011, a fund total of \$9,653,516 is projected, which includes expected interest to be earned from fund investments during 2011. The Proposed 2011 General Reserve Fund is a 2.1% increase over the estimated year-end total 2010 Reserve Fund of \$9,453,079 and represents 10.4% of the total Proposed 2011 General Fund expenditures, excluding contingency. In 2012, the General Reserve Fund is projected at \$9,877,902 and represents a 2.3% increase over the Proposed 2011 General Reserve Fund. The 2012

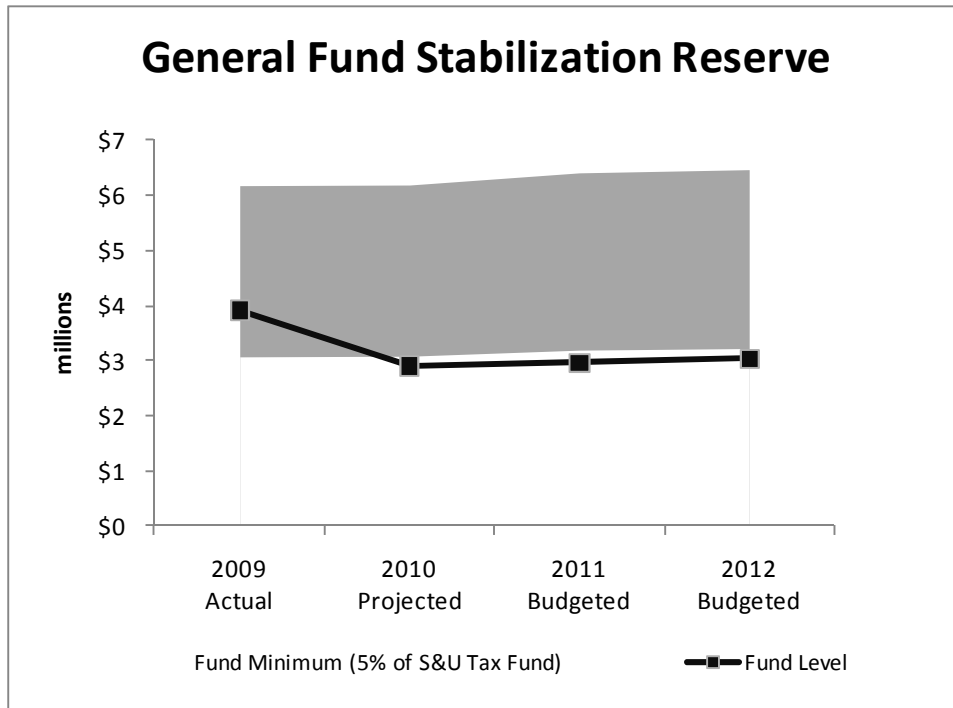
General Reserve Fund represents 10.5% of the total Proposed General Fund expenditures for that year. For both 2011 and 2012, the General Fund Reserve maintains City Council’s policy of a balance at or above 10% of General Fund expenditures.

GENERAL FUND STABILIZATION RESERVE

On August 10, 2009, City Council passed a resolution creating the General Fund Stabilization Reserve. The Stabilization Reserve is intended to level the ebbs and flows of revenue collections, particularly the sales and use tax revenues, and smooth out any peaks or valleys that may result from the unpredictable nature of this primary revenue source. This fund is intended to serve as a stabilizer during reduced revenue collections, allowing City services to continue to be delivered despite downturns in the economy. It will serve as a stop gap measure in efforts to avoid utilizing the City’s General Reserve Fund. The Fund is to be replenished in more favorable revenue collection years or from carryover funds.

When not in an economic downturn, the target amount of the General Fund Stabilization Reserve (GFSR) in any given year shall range from 5% to 10% of the total Sales and Use Tax Fund revenues for that year. For 2011, the projected Sales and Use Tax revenues are \$63,826,088 resulting in an anticipated GFSR target range of \$3,191,304 to \$6,382,609. The GFSR is not intended to replace the General Reserve Fund, which is to be maintained at a minimum of 10% of the General Fund operating expenditures. The GFSR operates as a separate fund from the General Reserve Fund, retaining a separate and distinct balance and earning interest accordingly. For 2012, the Sales and Tax Fund revenues are projected at \$64,489,072, resulting in a GFSR target range of \$3,324,454 to \$6,448,907. The Proposed GFSR is projected at \$2,961,849 in 2011 and \$3,030,694 in 2012, including expected interest to be earned during each year. While the current balance in the GFSR does not meet either years’ target range, it is anticipated that carryover funds will be available from 2010 to replenish the GFSR.

The General Fund Stabilization Reserve is utilized to fund General Fund operations, General Capital Improvement Fund projects or General Capital Outlay Replacement Fund capital outlay costs as needed should significant expenditure reductions be required to remain within available revenues. This fund may be tapped prior to, in conjunction with or as a final step after budget reductions have been made.

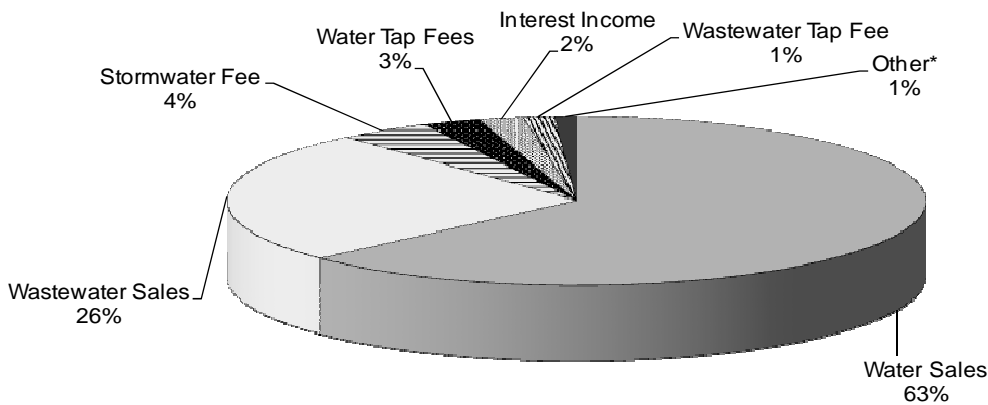




Utility Enterprise Fund

Based upon the City Council adopted strategy to eventually cover all operational and capital costs of the City’s water and wastewater utilities through rates rather than tap fees, water and sewer rate increases are proposed for 2011 and 2012. Water and wastewater rates are proposed to increase by 4.0% in 2011. For an average single family home, these water and wastewater adjustments will amount to an average increase of \$2.09/month. These rate increases will allow the City to address its critical water and wastewater infrastructure needs while providing for long-term system sustainability. The total Utility Enterprise Fund revenue for 2011 is projected at \$50,936,344, which represents a 37.4% decrease from the 2010 estimated revenue of \$81,315,626 (which includes carryover and \$29.5 million in a water debt issue).

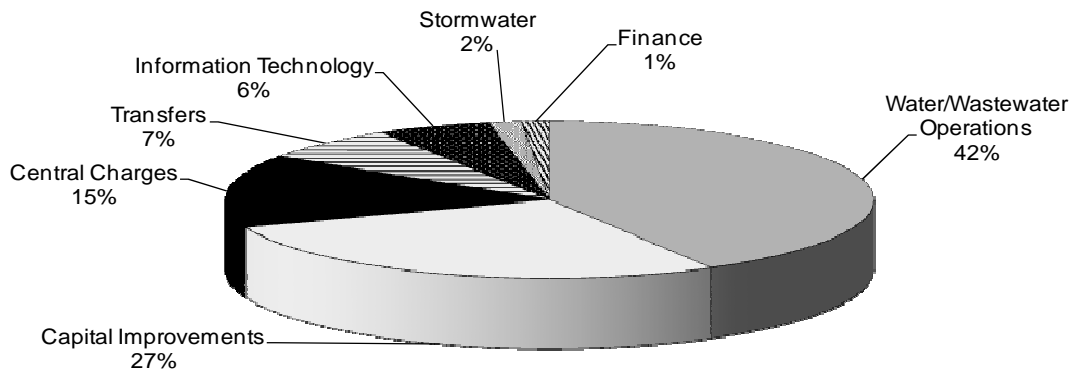
2011 Utility Fund Revenues by Source



* "Other" includes Contractor's License Fees and Miscellaneous Income

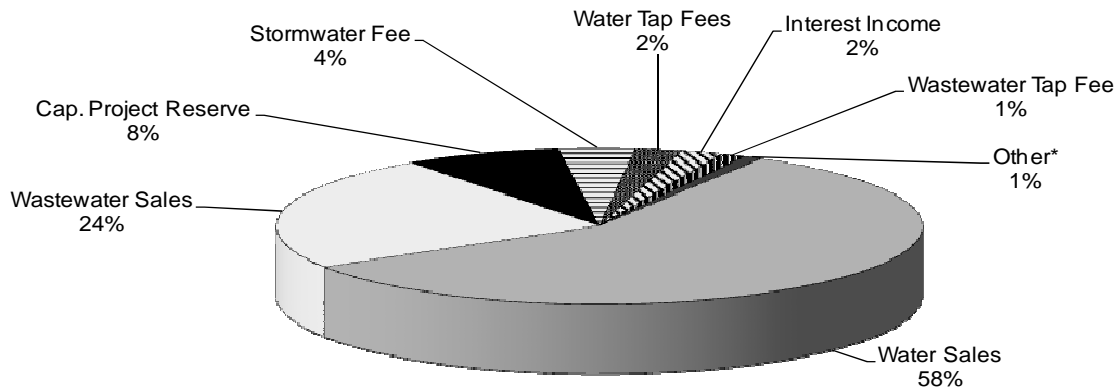
Expenditures for the Proposed 2011 Utility Enterprise Fund budget total \$50,936,344, which is a decrease of 35.6% from the 2010 estimated level of \$79,120,313, including carryover. This decrease is due to a \$29.5 million debt issue sold in 2010 that focused on maintaining the utility infrastructure and ensuring adequate water supply for build out. The Utility Enterprise Fund is comprised of water and wastewater operations, stormwater drainage services, and capital improvements.

2011 Utility Fund Expenditures



The total Utility Enterprise Fund revenue is projected at \$57,327,277 for 2012, which represents a 12.5% increase over the 2011 projected revenue. The increase in revenues for 2012 is largely due to projected water and wastewater sales and the proposed use of \$4,376,650 of Utility Capital Projects Reserve moneys to maintain the reinvestment in the utility infrastructure through capital improvements. Water and Wastewater rates are proposed to increase 4.0% again in 2012. These rate increases will allow the City to continue to address its critical water and wastewater infrastructure needs while providing for long-term system sustainability.

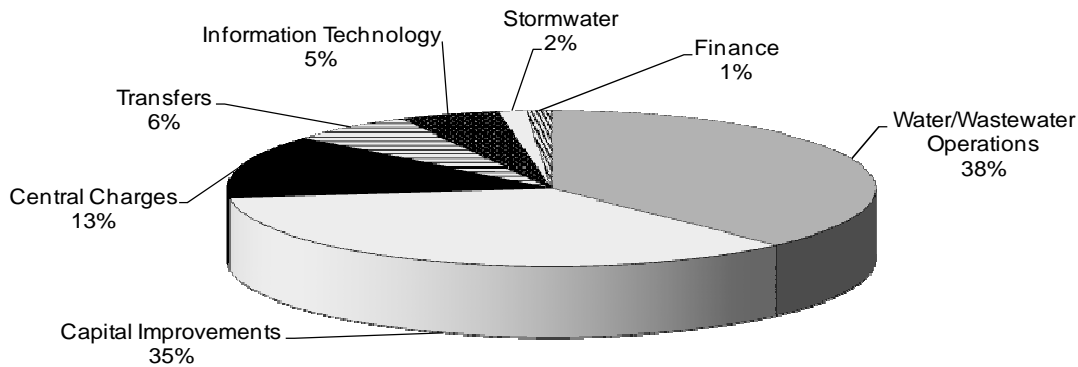
2012 Utility Fund Revenues by Source



* "Other" includes Contractor's License Fees and Miscellaneous Income.

The total Proposed 2012 Utility Enterprise Fund Budget is \$57,327,277, which is a increase of 12.5% from the Proposed 2011 Budget. This budget includes continuation of an aggressive Capital Improvement Program focused on the repair and replacement of the City's water and wastewater system to ensure high quality and reliable service.

2012 Utility Fund Expenditures





Stormwater Drainage Fund

Managed as a sub-fund of the Utility Enterprise Fund, the stormwater drainage fee has allowed the City to operate and maintain the City's drainage systems, complete drainage projects, and comply with the federally mandated National Pollution Discharge Elimination System (NPDES) requirements for stormwater drainage. In 2008, the Stormwater Drainage Fee increased to \$3.00 per month. The fee is funding the implementation of drainage improvements for flood control, the retrofitting of existing detention ponds for water quality, street sweeping activities for water quality purposes, and the updating of the storm sewer system. In 2011, the sub-fund is projected at \$2,128,000 and will increase modestly for the Projected 2012 budget to \$2,132,000 that funds \$776,000 in 2011 and \$778,000 in 2012 of operating costs; the balance funds capital improvement to the storm drainage system Citywide.

Utility Reserve Fund

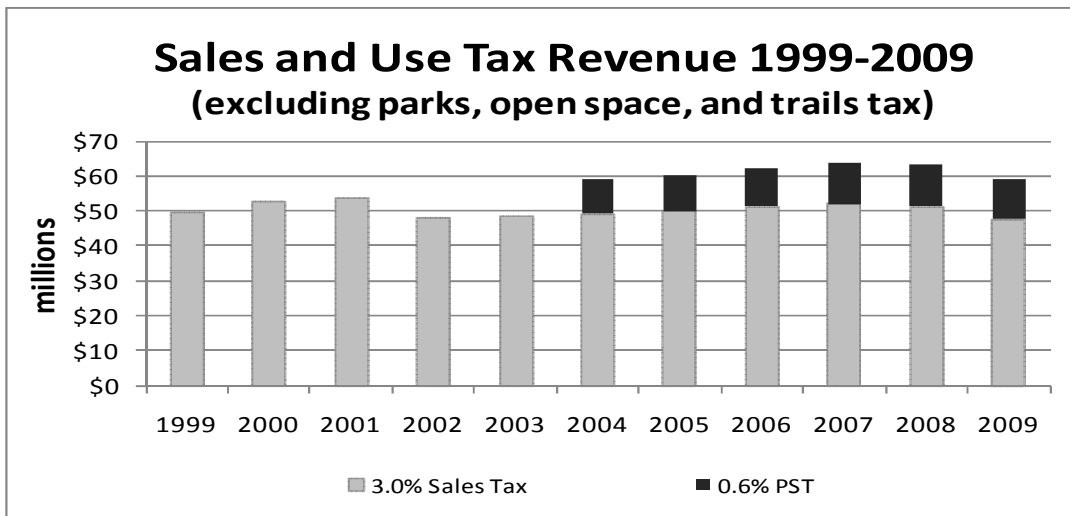
On October 9, 2006, City Council adopted new reserve policies for the Utility Fund, creating an Operating Reserve, Rate Stabilization Reserve, and Capital Projects Reserve. The intent of the Operating Reserve is to function as a minimum amount of cash (45 days expenses for water and 30 days expenses for wastewater), held in reserve, to cover short-term cycles of revenues and expense and help preserve cash flow for Utility Fund operations. Four years of experience, has proven that the utility is large enough financially to avoid minor cash flow issues and that the other two funded reserves contain adequate funds to cover any short-term operating shortfalls seen within a given year that would be otherwise covered by the Operating Reserve. On May 10, 2010, City Council took action to dissolve the Utility Operating Reserve Fund.

The remaining two utility reserve funds are the Rate Stabilization Reserve and the Capital Projects Reserve.

- The **Rate Stabilization Reserve** offsets revenue risk associated with low water demand years by preventing the need to increase rates unexpectedly. The recommended minimum balance is 25% of projected rate revenue for the water utility and 5% of projected rate revenue for the wastewater utility. A total of \$11,652,527 in 2011 and \$11,923,378 in 2012 is recommended for the Rate Stabilization Reserve, which keeps the fund in compliance with Council's adopted policy.
- The **Capital Projects Reserve** functions as a source for new or replacement assets and emergency funding for repair. In 2011, \$17,572,307 is proposed for the Capital Projects Reserve. In 2012, a total of \$4,376,650 is recommended to be utilized for capital improvement projects, as provided for in the reserve policy adopted by City Council. This will leave a projected year-end balance of \$13,510,944 in 2012.

Sales and Use Tax Fund

In Colorado, sales and use tax is the primary funding source for essential municipal government services, and this reality is no different in Westminster. Historically, sales and use tax revenue has made up between 60% to 67% of the City’s total General Fund revenues. Due to economic pressures, increasing retail competition and other factors, sales tax collections have dropped off over the past several years. Excluding the City’s public safety tax (PST), voter approved in November 2003 and City implemented in 2004, and excluding the City’s parks, open space, and trails (POST) tax, total sales and use tax revenue collections in 2009 were 11.1% or approximately \$5.9 million below the City’s 2001 actual revenue level. A major part of this situation is the continuing decline of the Westminster Mall. In 2009, sales tax collections from the Westminster Mall were \$2.4 million or 72% lower than collections from the mall in 1999. Working to revitalize the Westminster Mall area remains one of City Council’s highest priorities. As is evident from the graph below, the implementation of the public safety sales tax has enabled the City to provide for public safety services at a service level desired by citizens during a challenging economic period without significantly reducing other City services.



While the current sales tax environment is challenging, Staff is projecting modest increases in sales tax revenue over the next two years thanks to increasing retail activity in the City’s urban renewal areas (The Orchard, Shops at Walnut Creek, etc.). The Sales and Use Tax Fund revenue is projected to be \$63,826,088 in 2011, which is a 0.5% decrease from the 2010 estimated revenue of \$64,133,223. Sales tax returns, which constitute the largest share of the Sales and Use Tax Fund revenues, are projected to be \$53,831,529 for 2011; this is an increase of 3.0% from the 2010 estimated sales tax returns of \$52,281,494. The 2011 Sales and Use Tax Fund contains a \$58,762,088 transfer to the General Fund, which is a 2.4% increase over the 2010 estimated transfer of \$57,364,101. In addition, this fund includes a transfer of \$1,264,000 to the General Capital Improvement Fund (GCIF) and a transfer to the Debt Service Fund totaling \$3,800,000. As one-time revenues continue to decline as the City approaches build-out, ongoing revenues such as sales and use tax become more critical to the long-term sustainability of the City’s infrastructure maintained through projects in the GCIF.

The 2012 Sales and Use Tax Fund revenue is projected to be \$64,489,072, which is a 1.0% increase from the 2011 projected revenue. Sales tax returns are projected to be \$54,158,308 for 2012; an increase of 0.6% over the projected 2011 returns. The 2012 Sales and Use Tax Fund contains a \$59,122,072 transfer to the General Fund, which is a 0.6% increase over the 2011 transfer. This fund also includes a transfer of \$1,567,000 to the General Capital Improvement Fund and a transfer to the Debt Service Fund totaling \$3,800,000. These 2012 numbers show the prolonged effects of the recession on retail growth.

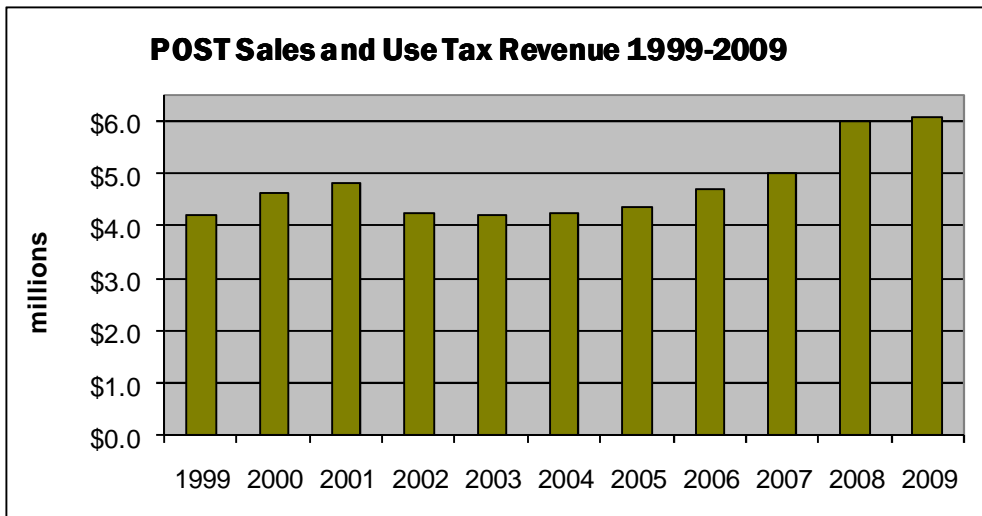


Parks, Open Space and Trails (POST) Fund

As with the Sales and Use Tax Fund, modest increases are projected for the Parks, Open Space and Trails (POST) Fund in 2011 with a slight decrease for 2012. The increase in 2011 is primarily due to the activity of new retail developments in several urban renewal areas. POST sales and use tax proceeds are not captured within urban renewal areas or economic development agreements, which is why the POST Fund revenues outpace the Sales and Use Tax Fund. In 2006, voters approved an extension of the City’s existing 0.25% POST sales and use tax until 2032, which allowed the City to issue \$20 million in POST bonds in 2007 to fund open space acquisitions, park development, and recreation center renovation projects. A majority of the bond proceeds have been expended, however, some funds remain to be used for future open space acquisition.

The total POST Fund revenues are projected at \$5,296,484 for 2011, which is 3.6% less than the 2010 estimate of \$5,496,083 (including carryover). Expenditures for 2011 includes a \$526,941 transfer to the General Capital Improvement Fund for park development as authorized by the Westminster voter-approved City Sales and Use Tax POST Fund split. Also included is a transfer of \$3,538,153 to pay for POST bonds debt service and \$235,794 to The Heritage Golf Course for Certificates of Participation (COP’s) lease payments.

The total POST Fund is projected at \$5,175,413 for 2012, which is 2.3% reduction from the projected total for 2011. The reduction in 2012 from 2011 is primarily due to the final payment reimbursing the POST Fund in 2011 for right-of-way acquisitions made on behalf of the GCIF in prior years. Expenditures for 2012 include a \$567,890 transfer to the General Capital Improvement Fund for park development. Also included is a transfer of \$3,535,487 to pay for POST bonds debt service and \$243,143 to The Heritage for COP lease payments.



Debt Service Fund

In 2010, the City refunded two bond issues in the Debt Service Fund (STX 2001 and STX 2002) for a total savings of \$662,438 in debt service without extending the term of those issues. Most of these savings will be realized between the years 2010-2014.

The Debt Service Fund addresses the City’s non-Utility Fund and other enterprise fund debt payments. The 2011 proposed expenditure level of \$7,579,235 reflects payments on the following items: the 2007A and C Sales Tax (STX) Refunding Bonds, the 2010 STX Refunding Bonds, the 2007B POST Refunding Bonds, and the 2007D POST Bonds. The detailed Debt Service Schedule is presented in the Revenues and Expenditures Summary section of the Budget.

The 2012 proposed expenditure level of \$7,527,528 will provide another year of payments on these debt issues.

General Capital Improvement Fund and Conservation Trust Fund

The General Capital Improvement Fund (GCIF) and Conservation Trust Fund includes proposed funding for all 2011 and 2012 capital improvement projects, with the exception of utility system improvements budgeted in the Utility Enterprise Fund. A total of 42 GCIF capital improvement projects are proposed in 2011 at a cost of \$9,195,000. None of the 2011 Capital Improvement Program (CIP) are proposed to be debt financed. Additionally, with one-time revenue sources dwindling, the City has set a goal of transitioning some CIP funding coming from Sales and Use Tax. In 2011, a significant step was made in using operating revenue to fund capital projects as \$1,264,000 of GCIF will be funded with Sales and Use Tax. The total proposed GCIF for 2012 is \$8,381,000 and will fund 39 projects, 100% of which are proposed on a “pay-as-you-go” basis. In 2012, the City was able to fund \$1,567,000 of GCIF with Sales and Use Tax.

Despite challenging financial times the City is committed to funding critical capital projects. CIP projects are mainly funded by one-time revenue sources such as building use taxes and park development fees, but are increasingly funded with operating revenue as one-time revenues shrink as the City reaches build-out. This fund also benefits from the City’s share of Adams County Road Tax, the Adams County Open Space attributable share, the Jefferson County Open Space attributable share, and the City’s POST Sales and Use Tax. Descriptions of all 2011 and 2012 General Capital Improvement Fund projects are presented in the Capital Improvement Program section of this Budget document. Revenue for this fund is shown in the Revenues and Expenditures Summary section. A sampling of GCIF projects is also described in the “other highlights” section of this Budget Message that follows.

Westminster Economic Development Authority Fund

The Westminster Economic Development Authority (WEDA), the City’s Urban Renewal Authority, enables the City to utilize tax increment financing for needed development/re-development in specific urban renewal areas (URAs) throughout the City. Westminster’s City Council serves as the Board of Directors for WEDA. The Authority acts in a separate capacity from the City. Current projections reflect a \$11,070,456 budget for 2011 and \$10,823,296 for 2012 primarily for debt service; however, these figures will be finalized and reviewed with the WEDA Board in October. In 2011 and 2012, WEDA will pay debt service on the following:

- South Westminster URA – 2009 bond issue refunding the 1997 bonds issued for the redevelopment of the Westminster Plaza on the northwest corner of 72nd Avenue and Federal Boulevard;
- North Huron URA – 2009 bond issue refunding the 2005 bonds issued to fund the public improvements associated with The Orchard, including widening Huron Street and the construction of the interchange at 144th Avenue and I-25;
- Mandalay Gardens URA – 2009 bond issue refunding the 2006 bonds issued to refund the 2003 taxable bonds issued to fund public improvements to The Shops at Walnut Creek area at US 36 and Church Ranch Boulevard; and
- South Sheridan URA – 2009 bond issue refunding the 2007 bonds issued to finance the street improvements and architectural wall installation at 72nd Avenue and Sheridan Boulevard.

The revenues used to pay for debt service on these bonds and other WEDA expenses such as economic development agreement payments, contractual services for certain maintenance expenses, and loans from other funds are derived from the sales tax and property tax increment generated in each specific URA.

Golf Course Enterprise Fund

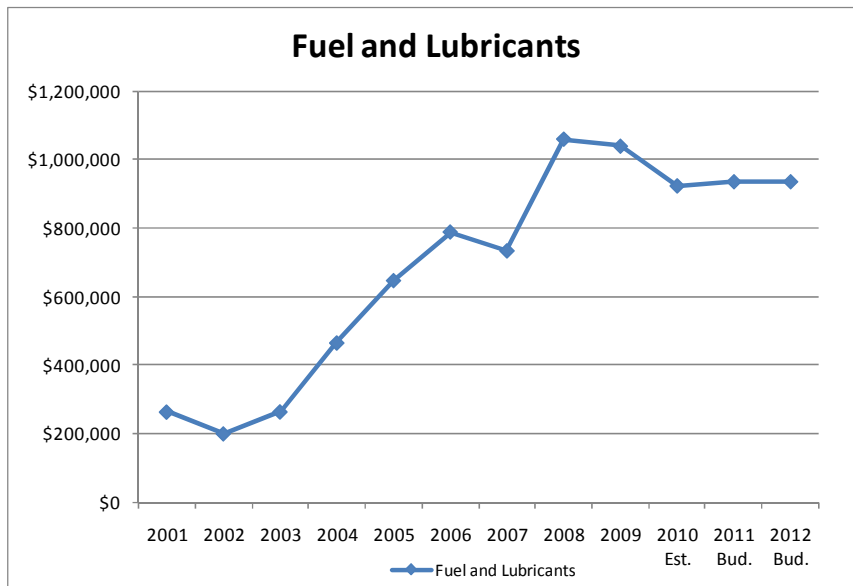
Decreasing rounds played and decreasing revenue are national and local trends in the golf industry due to economic conditions, the number of courses available, and the demands on golfers related to other time-consuming activities. For several years, the City of Westminster’s golf staff has utilized usage and marketing statistics to provide measurements on which fee and usage categories were being productive, and made subsequent management decisions to try to build on those strengths. As of June 2010, based on the Colorado Golf Association rounds/revenue report, Legacy Ridge and The Heritage had less severe revenue drop-off than other golf courses in the metro area. Overall, the courses are below 2008 revenues.



The total Golf Course Enterprise Fund revenues are projected at \$3,435,419 in 2011, which is a decrease of 4.3% from the estimated 2010 total revenues of \$3,589,982. The total Golf Course Enterprise Fund revenues are projected at \$3,553,027 in 2012, an increase of 3.4% over the Proposed 2011 Budget. In order to further address concerns about balancing expenditures against revenues, Staff will continue to pursue revenue generating ideas, including a flat fee for all play to keep the courses competitive within the market, creative marketing, and working to increase rounds played at each golf course with tournament play. In 2011, \$250,000 will be transferred from the Parks portion of the General Capital Improvement Fund; \$300,000 is proposed for 2012. In 2011, \$235,794 is proposed to be transferred from the POST Fund; an additional \$243,143 is proposed in 2012 from POST to help pay for The Heritage Certificat of Participation lease payments.

Fleet Maintenance Fund

As with all other organizations, fuel costs continue to pressure the City. With the action taken as part of the core services assessment and subsequent budget reductions, the City has been able to reduce costs on fuel and lubricants associated with it vehicle fleet. In 2010, fuel charges represent a decrease of \$115,495 from 2009 (11.1%). In 2011, Fleet is requesting a total of \$935,680 to cover fuel and lubricants for City operations. Staff believes this slight increase over 2010 year end estimates will cover any increases in fuel cost. Fuel consumption at the City has remained relatively flat and Staff continues to look for ways to control fuel usage. In 2012, fuel and lubricants charges of \$935,680 represent no increase over 2011.



Property/Liability and Workers Compensation Funds

With reductions in force as a result of the core services process, reductions are proposed for 2011 for both the Property Liability and Workers Compensation Funds. The Workers Compensation Fund has a proposed reduction of \$61,500 a with new total of \$960,055 for 2011 and no change for 2012. A \$19,790 decrease is proposed for the Property Liability Fund, for a total of \$1,220,715 in 2011. A slight increase is proposed for the Property Liability Fund in 2012 to \$1,222,740. Both of these funds have appropriate reserves. These funds primarily provide resources to address insurance and claim costs.

General Capital Outlay Replacement Fund (GCORF)

This fund finances the replacement of vehicles (except utility vehicles) and replacement computers. GCORF is funded by an equipment rental charge to the General Fund for vehicles (general and public safety) and a PC replacement fee to all funds for computers. This fund levels capital outlay expenses in

the operating budget and provides for ongoing vehicle and computer replacement needs. In 2011, 30 vehicles for a total of \$1,058,450 are proposed to be replaced through GCORF, including the replacement of 11 police patrol cars, one ambulance, park trucks, and a street operations tandem truck. \$612,325 of this total will be spent on public safety vehicle replacements and is funded by the public safety tax. In 2012, 34 vehicles are proposed to be replaced through GCORF, totaling \$1,018,500. \$609,500 will be spent on public safety vehicles funded by the public safety tax. With the Proposed 2011/2012 Budget, an annual PC replacement fee of \$140 per desktop and \$250 per laptop will be charged to each department per year. In 2011, \$151,388 is budgeted and \$150,968 in 2012 for computer replacements. The slight reduction from 2012 compared to 2011 is the result of a few PC's being retired based on staffing reductions through the core services assessment.

Budget History and 2011/2012 Budget - Vehicle Replacement

	2009	2010 Est.	2011 Bud.	2012 Bud.
GCORF*	\$427,790	\$424,700	\$446,125	\$409,000
PST GCORF**	\$589,350	\$646,250	\$612,325	\$609,500
Utility Fund	\$405,000	\$307,500	\$380,000	\$379,000
Total	\$1,422,140	\$1,378,450	\$1,438,450	\$1,397,500

*GCORF figures do not include any associated upgrade costs to vehicles that were/are budgeted in the City's Departments' operating budget in 2009 and 2010.

**PST GCORF excludes any downpayments for fire apparatus budgeted within the Fire Department's operating budget.

OTHER HIGHLIGHTS FROM THE PROPOSED 2011/2012 BUDGET

Capital Outlay

The City expends a portion of its budget each year on capital outlay needs throughout the organization. Capital outlay items include computer software enhancements and miscellaneous equipment that will enable City Staff to perform their jobs in the most efficient and productive manner possible. A sampling of the capital outlay items included in the City's Proposed 2011/2012 Budget include: replacement printers, office furniture, Kevlar ballistics vests, equipment for the reserve ambulances and fire engines, replacement hoses and nozzles, water meter and transponder units, equipment for water treatment plants and park maintenance equipment.

In 2011, \$2,367,300 is proposed to be invested in capital outlay equipment in the General, General Capital Outlay Replacement, Utility, Golf Course, and POST Funds. This represents a 1.7% increase from the Amended 2010 Budget. In the General Fund in 2011, the capital outlay budget is \$357,672, of which 78.6% is designated for the Police and Fire Departments. \$688,804 is the proposed budget for capital outlay in the Utility Fund in 2011, which is a 13.4% decrease from 2010 primarily as a result of less costly vehicle replacement needs per the Fleet Division recommendations in 2011.

In 2012, \$2,367,293 is proposed to be invested in citywide capital outlay equipment. In the General Fund in 2012, the capital outlay budget is \$378,015, of which 75.8% is designated for the Police and Fire Departments. \$760,160 is proposed for capital outlay in the Utility Fund in 2012, which represents a 9.3% increase from 2011.

**Staffing**

In 2010, the City had an authorized FTE staffing level of 982.674. The Proposed 2011 Budget reflects a recommended reduction of 72.833 FTEs for 2011 and no FTE change recommendations for 2012, bringing the total FTE in 2011 and 2012 to 909.841. A core services assessment, with prioritization by Staff and Council, led to the selection of the eliminated FTE's. Layoff and retirement packages were developed to support employees through the transition of job loss. Twenty (20) employees left the organization and accepted layoff or retirement packages. The City was able to reassign 10 employees to vacant positions, resulting in reclassification and pay adjustments. Three (3) employees had a mandatory reduction in FTE. Eight (8) employees voluntarily reduced FTE, many related to the focused work week change. A number of lifeguard positions (7.248 FTE) were eliminated in the staffing allocation and with budget dollars moved to temporary salaries to reflect a practice of using more hourly employees to supplement benefited lifeguard staff. The balance of FTE's eliminated were vacant positions that were frozen in 2009 and 2010 to address budget shortfalls. Staff is confident that these adjustments bring the City to a sustainable staffing base for the next coming years. A summary of impacted positions follows; for more detail on core service changes, see the Operating Budget Executive Summary.

General Fund	Change to Budget
City Attorney's Office	
Reduction of a 0.2 FTE Legal Secretary, 0.2 FTE reduction Assistant City Attorney I/II and a 0.25 FTE increase of a Assistant Prosecuting Attorney (net 0.05 FTE reduction).	-\$25,070
City Manager's Office	
Onetime 5% pay reduction for City Manager for 2011	-\$10,000
Eliminate the 0.8 FTE Neighborhood Outreach Coordinator position	-\$44,489
Eliminate the 0.8 FTE Public Information Specialist position	-\$42,883
Eliminate the 0.5 FTE Secretary from the City Manager's Office support staff	-\$18,857
Community Development	
Eliminate the 1.0 FTE Capital Projects Coordinator	-\$94,492
Eliminate a 1.0 FTE Engineering Inspector - Indexed position	-\$52,393
Reduction of the current 1.0 FTE Community Development Program Coordinator to 0.5 FTE	-\$28,771
Eliminate a 0.5 FTE Assistant Building Plans Analyst-Indexed position	-\$27,335
Finance	
Eliminate a 1.0 FTE Revenue Service Representative position in the Treasury Division	-\$35,917
Reduction of 0.25 FTE Sales Tax Technician	-\$12,875
Reduction of a 0.5 FTE Accounting Technician in Retirement Administration	-\$20,754
Reduction of 0.5 FTE Accounting Technician in the Accounting Division	-\$24,750
Fire	
Elimination of 3.0 FTE Firefighter I/II positions	-\$132,753
Eliminate the 1.0 FTE Management Analyst position in Fire Administration	-\$53,604
Voluntary reduction of 0.2 FTE for the 1.0 FTE Emergency Management Coordinator	-\$17,580
Eliminated a 1.0 FTE Fire Lieutenant/Fire Prevention Specialist	-\$72,603
Elimination of 1.0 FTE Secretary position	-\$39,662
Elimination of 2.0 FTE EMS Field Coordinators	-\$60,336
Reclassification of the 1.0 FTE Field Training Officer from a Fire Captain to a Fire Lieutenant	-\$4,275

General Services	
Eliminate a 1.0 FTE Deputy Court Clerk in the Municipal Court	-\$44,650
Elimination of the 0.5 FTE Secretary in the Environmental and Administration Services Office	-\$21,881
Elimination of a 0.5 FTE Messenger position in the City Clerk's Office	-\$18,934
Reduction of 0.01 FTE Switchboard Operator	-\$359
Elimination of 0.8 FTE Employee Development Analyst and reclassification of the 0.2 FTE Employee Development Analyst to the Human Resources Administrator position in the HR	-\$53,621
Reduction of 0.5 FTE Secretary in the Building Operations and Maintenance	-\$21,881
Reduction of 0.5 FTE Senior Maintenance Worker in the Building Operations and Maintenance	-\$22,521
Reduction of 0.25 FTE Custodian in the Building Operations and Maintenance	-\$8,807
Parks, Recreation & Libraries	
Elimination of a 1.0 FTE Secretary position in Administration	-\$43,762
Elimination of a 1.0 FTE Equipment Operator position in Park Services/ Design Development	-\$49,339
Eliminate a 1.0 Crewleader position and 2.0 FTE Parksworker I/II positions in the Park Services Division	-\$120,160
Elimination of a 1.0 FTE Operations Coordinator at the Promenade	-\$67,538
Elimination of a 1.0 FTE Parks Worker at the Promenade	-\$40,566
Eliminate two part-time custodians at the Promenade on weekends	-\$12,956
Reduce a 1.0 FTE Landscape Architect II by 0.2 FTE to a 0.8 FTE	-\$14,400
Reduction of a 0.8 FTE Library Clerk I/II position	-\$28,104
Elimination of a 0.1 FTE Library Clerk and reclassification of a 0.1 FTE Library Clerk to a 0.1 FTE Library Associate II	\$0
Elimination of a 0.550 FTE Library Associate II and a 0.475 FTE Library Shelver	-\$30,559
Elimination of 2.0 FTE Guest Relations Clerks at the City's recreation facilities and reallocating part of these salary costs to temporary salaries	-\$22,724
Elimination of 2.5 FTE Recreation Aides at the City's recreation facilities partially offset by temp salaries for a new gym supervisor position	-\$60,945
Elimination of 2.0 FTE custodian positions at the City's recreation centers with a partial shift to contractual services	-\$7,912
Eliminate a 0.5 FTE Adult Sports Program Assistant and upgrade a 1.0 FTE Recreation Specialist to a 1.0 FTE Sports Program Coordinator	-\$12,188
Eliminate a 0.5 FTE Facility Assistant at City Park Recreation Center	-\$29,439
Eliminate a 0.5 FTE Recreation Specialist at City Park Fitness Center	-\$24,932
Police	
Eliminate a 1.0 FTE Animal Management Officer	-\$39,478
Eliminate 2.0 FTE Traffic Accident Investigator positions	-\$113,718
Eliminate a 1.0 FTE Public Information Officer	-\$47,920
Eliminate a 1.0 FTE Liquor Investigations Officer	-\$54,365
Eliminate 2.0 FTE School Resource Officers (SROs) in the middle schools	-\$95,840
Eliminate a 1.0 FTE Criminalist/Senior Criminalist	-\$44,620
Eliminate 1.3 FTE Police Records Technician positions	-\$54,579
Eliminate the current temporary position in the Department's graffiti unit	-\$19,000
Elimination of a 1.0 FTE Communications Supervisor and a 0.5 FTE Communications Specialist	-\$75,577
Elimination of a 1.0 FTE Report Specialist in the Patrol Division	-\$47,572
Reduce two 1.0 FTE Secretary positions to two 0.8 FTE positions	-\$17,362



	Change to Budget
Public Works & Utilities	
Elimination of 1.0 FTE Street Supervisors in the Street Division	-\$76,063
Elimination of 1.0 FTE Equipment Operator in the Street Division	-\$51,499
Upgrade of a 1.0 FTE Street Inspector to a 1.0 FTE Street Projects Specialist	+\$3,944
Upgrade 2.0 FTE Lead Operators to 2.0 FTE Foremen	+\$7,900
Upgrade 1.0 FTE Lead Street Supervisor to 1.0 FTE Pavement Management Coordinator	-\$15,492
Change to Budget	
Utility Fund	
Finance	
Elimination of 1.25 FTE Revenue Service Representatives in the Treasury Division	-\$53,708
Information Technology	
Elimination of a 0.5 FTE Help Desk Technician	-\$25,750
Reclassify the remaining 0.5 FTE Help Desk Technician to a 0.5 FTE Systems Analyst	+\$1,132
Elimination of a 0.5 FTE Network Administrator	-\$41,484
Reclassify the remaining 0.5 Network Administrator position to a 0.5 FTE Network Systems Technician	-\$11,728
Public Works & Utilities	
Downgrade of 1.0 FTE Foreman to Utilities Systems Specialist	-\$4,798
Reduction of 4.0 FTE Indexed Maintenanceworker positions	-\$164,768
Reclassification of 4.0 FTE Meter Repairworker positions to Maintenanceworker/Senior Maintenanceworker positions	\$0
Reclassification of 2.0 FTE Meter Technicians as Utilities Technicians	\$0
Reclassification of a 1.0 FTE Lead Meter Repairworker to Utilities Technician	\$0
Elimination of 1.0 FTE Official Development Plan Inspector in the Utilities Planning & Engineering Division	-\$55,000
Elimination of 1.0 FTE Senior Management Analyst in the Utility Operations Division	-\$72,053
Reduction of a 0.25 FTE Special Projects Coordinator-Indexed in the Administration Division	-\$19,365
Change to Budget	
Other Funds	
Golf Fund	
Elimination of 1.0 FTE Guest Relations Clerk I/II and reallocated part of this salary to temporary salaries	-\$15,435
Elimination of 1.0 FTE Golfworker	-\$35,684
Community Development Block Grant	
Elimination of 0.5 FTE Community Development Program Coordinator	-\$28,771
Fleet Maintenance	
Elimination of 1.0 FTE Mechanic	-\$30,161
Reduction of 0.5 FTE Secretary	-\$18,288
Elimination of a 1.0 FTE Senior Maintenance Worker	-\$45,042
Risk Management	
Restructuring the Risk Management Office to creating 1.0 FTE Risk Analyst which will replace 1.0 FTE Risk/Claims Analyst position that is shared 0.5 FTE between two staff	+\$1,896

A summary of the changes is shown in the table below. The significant reduction in staffing resulted from the economic impact of the recession on City revenues. Attempts were made to minimize the impact while keeping an eye on a balanced budget and future expenses.

Staffing	FTEs
1/1/10 Authorized Staffing Plan	982.674
2011 Staffing Reductions	-72.833
Proposed Staffing Plan - 2011 Budget	909.841
2012 Proposed Staffing Changes	0.000
Proposed Staffing Plan - 2012 Budget	909.841

This year was unique in that we did not complete our biennial comprehensive review of pay and classification. Serious economic challenges facing the City and other municipalities in the area have stagnated employment opportunities and wage escalation. Budgetary constraints have resulted in a City Staff recommendation to City Council to eliminate 72.833 FTE. Additionally, no wage increases for step-in-grade or merit are recommended and a decision was made to forego the market survey and internal classification analysis that normally occurs in the budget cycle. Staff did complete the biennial benefit survey to review any market adjustments in pension, medical/dental, other insurances and special pay.

Staff believes that even though we are not recommending any adjustments in salary ranges or specific classifications in 2011 that the City compensation structures will remain stable in the Front Range market. Indicators of this include low turnover, robust applicant pools for vacancies and little movement in salary ranges with other market competitors. The majority of our market survey cities have faced staffing level reductions and frozen wages in the past two years. Staff will have specific market information at the September budget retreat related to adjustments made in 2010 and projected range adjustments for 2011.

As Council is aware, the City also provides employees with a comprehensive benefit package that continues to be competitive based on recent survey results. It includes medical, dental, pension, Medicare, life, long term disability and survivor income benefits. The total contribution for benefits by the City currently is \$16.4 million. Staffing level reductions, wages freezes and a low renewal rate for medical/dental places the City in a position to slightly reduce the proposed 2011 benefit expenses. Maintaining the current benefit package is optimal when other forms of compensation are frozen. Recommended health care premium increases will result in a 6.05% increase to employee and employer rates. The largest increase to an employee would be approximately \$210 per year for a non-exempt employee carrying family coverage. Minor design changes were made to comply with the health care reform law recently enacted.

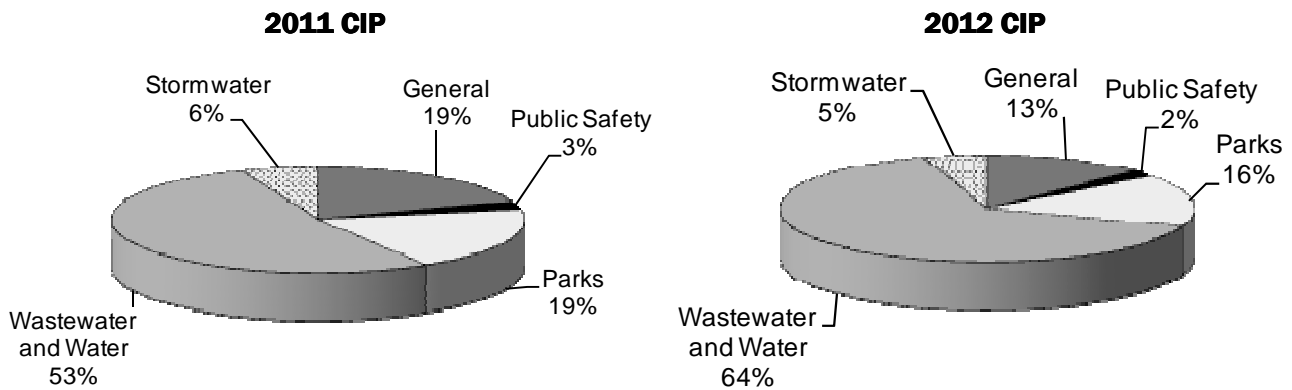
Staff's concerns about rising health care costs, reflected in double digit health care renewals for several years, led the City to proactively go out to the market in early 2010 to search for a benefits consultant. Staff believed there was a need to find a benefits consultant who would partner with the City in creating a long term sustainable strategy for providing a competitive benefit package. Efforts have just begun with the City's new broker, Hays Company. Initial data analysis and market bidding have resulted in the City reducing the health care renewals received by 3.5%. This was accomplished through negotiation of stop-loss coverage, administrative services fees and prescription discounts based upon solid utilization and competitive cost data. Future possible strategies for cost containment will be discussed with City Council at the budget retreat.



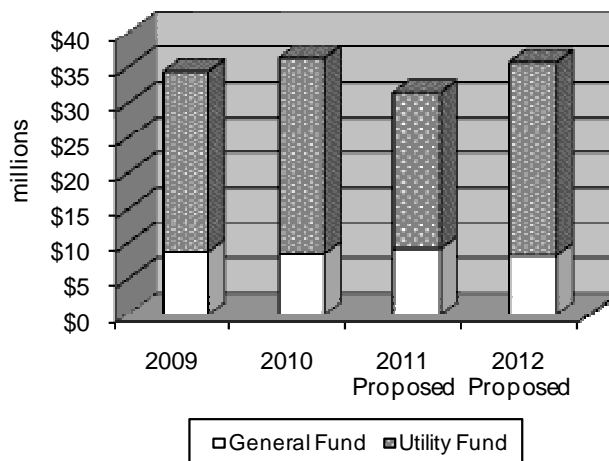
Capital Improvement Program (CIP)

The City’s Capital Improvement Program (CIP) prepares for future growth and allows for the maintenance and replacement of aging infrastructure. The CIP is funded by both one-time and ongoing revenue sources such as building use taxes, park development fees, open space revenue, utility tap fees, water and wastewater fees, stormwater fees, and carryover funds. The CIP is budgeted within the General Capital Improvement Fund (GCIF), Conservation Trust Fund, and the Utility Enterprise Fund. Projects included in the 2011 and 2012 CIP focus on street improvements, park maintenance and renovations, streetscape and landscape improvements, neighborhood revitalization, major maintenance for City facilities, public safety upgrades, water and sewer line rehabilitation, water meter replacements, and stormwater drainage improvements. Descriptions of all 2011 and 2012 Capital Improvement Program projects, as well as the Five-Year Capital Improvement Plan, are presented in the Capital Improvement Program section of the budget document.

The total 2011 Capital Improvement Program is \$22,299,000 consisting of 76 projects. The total General Capital Improvement Fund is \$9,195,000, allocated to 43 projects, and are all “pay-as-you-go.” A total of 33 projects are approved in the 2011 Utility Fund Capital Improvement Program for a total of \$13,104,000, and all projects are predicated on a “pay-as-you-go” basis. The total 2012 Capital Improvement Program is \$27,478,000 consisting of 64 projects. The total 2012 General Capital Improvement Fund is \$8,381,000 and consists of 39 projects. A total of 25 projects are approved in the 2012 Utility Fund Capital Improvement Program for a total of \$19,067,000.



**Capital Improvement Program
Total Budgeted Expenditures**



CONCLUSION

While the City of Westminster continues to face revenue challenges, the City's strategies of controlling expenses through the reductions identified in the core services assessment and revenue enhancements in the City's urban renewal areas is allowing the City to continue providing high quality essential and quality of life services. The City will continue to focus on revitalization of the Westminster Mall area and to identify redevelopment opportunities where appropriate. For instance, the potential for transit oriented developments around the three planned FasTracks commuter rail stations in the City of Westminster presents promising opportunities. As growth continues to slow as the City approaches build out, the City must continue to maintain a critical focus on sustainability where we balance our core services with limited resources. The City will continue to utilize its strategic planning process, performance measurement, and other tools to focus limited resources on key priorities while delivering exceptional value and quality of life.

City Council and City Staff underscored the value of the quality team they have formed throughout this difficult budget process. Together, we will continue to deliver responsive, efficient and effective local government to residents, businesses and visitors. Guided by the City's Strategic Plan, we will continue to provide high quality services at an exceptional value thanks to the unwavering leadership of City Council and the hard work and creativity of Staff. I look forward to working with City Council throughout the next two years as we implement core service changes and provide high quality programs and services identified in the Proposed 2011/2012 Budget.

I would like to acknowledge all of the Departments, and in particular the City Manager's Office and General Services Department, for the dedication they put forth in preparing this comprehensive budget document. Thank you for your commitment to this community and the SPIRIT you exhibit.

Respectfully submitted,

J. Brent McFall
City Manager



Agenda Item 10 D

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Resolution No. 36 re 2011 and 2012 Pay Plans

Prepared By: Debbie Mitchell, Human Resources Manager

Recommended City Council Action

Adopt Resolution No. 36 establishing the 2011 and 2012 Pay Plans.

Summary Statement

- Staff is recommending the adoption of 2011 and 2012 pay plans that include classification adjustments and reorganization of positions to meet current service delivery needs. The core services review and subsequent staffing reduction recommendations necessitated modifications to existing positions. The recommended pay plans for 2011 and 2012 do not include any adjustments to existing salary ranges.
- Any recommended adjustments to the 2012 pay plan will be reviewed with City Council in a mid-budget cycle review in the fall of 2011. Future recommended adjustments would be contingent on adequate revenue availability.

Expenditure Required: Addressed in the Proposed 2011/2012 Budget

Source of Funds: Various City funds as addressed in the Proposed 2009/2010 Budget

Policy Issue

Should City Council approve a revised pay plan that incorporates a number of changes to the present classification system?

Alternative

Approve a Pay Plan that does not incorporate any of the changes requested for 2011/2012. Staff does not recommend this as an alternative since the classification changes reflect staffing adjustments to address service needs based on core service staffing reductions proposed in the 2011 Budget.

Background Information

This year was unique in that City Staff did not conduct the biennial comprehensive review of pay and classification. Serious economic challenges facing the City and other municipalities in the area have caused a significant decrease in employment opportunities and wage freezes. Budgetary constraints have resulted in a City Staff recommendation to City Council to eliminate 72.833 FTE. Additionally, no wage increases for step-in-grade or merit are recommended and a decision was made to forego the market survey and internal classification analysis that normally occurs in the budget cycle. Staff did complete the biennial benefit survey to review any market adjustments in pension, medical/dental, other insurances and special pay.

Staff believes that even though no adjustments are being recommended in salary ranges or specific classifications in 2011, the City compensation structures will remain competitive in the front range market. Indicators of this include low turnover, robust applicant pools for vacancies and little movement in salary ranges with other market competitors. The majority of the City's market survey cities have faced staffing level reductions and stagnant budget revenues in the past two years. The State of Colorado recently announced that the minimum wage may be increased effective January 1, 2011. If that increase is approved in November, 2010 the minimum wage would increase to \$7.36 per hour and would be above four temporary positions minimum wage in the City of Westminster Pay Plan. If that change is approved Staff will adjust anyone at the bottom of the hourly pay range to the minimum wage required by the State of Colorado. The City's positions impacted by this adjustment are currently at a minimum of \$7.28 and \$7.29 per hour.

A comprehensive review of core services, with prioritization by Staff and Council, led to the recommendation to eliminate 72.833 FTE. Corresponding reduction in services will allow Staff to continue to deliver core services in an exceptional, quality manner, an ongoing commitment and trademark of this organization. Departments reviewed key service expectations and developed recommendations to reclassify positions and restructure divisions in order to efficiently and effectively continue to deliver exceptional service after position reductions. These recommended reclassifications and division reorganizations were reviewed with City Council in the budget development process. Staff is confident that these adjustments will result in a healthy, sustainable staffing base over the coming years.

As Council is aware, General Services Department Staff conducts a survey of the benefits provided in selected cities and special districts on a biennial basis. This survey was conducted in 2010 on the following benefits: pension contributions, medical and dental benefits, life insurance coverage, retiree medical benefits, prescription benefits, dental and orthodontic maximum benefits, leave benefits, special pay and education reimbursement programs. Based on this comprehensive survey and health care plan renewal negotiations, and federal health care reform requirements, minor plan design changes are being recommended to the existing benefit package. The health benefit package recommendations are addressed in the agenda memorandum entitled "2011 City Employee Health Insurance Renewals and Rates."

SUBJECT: Resolution re 2011 and 2012 Pay Plans

Page 3

The pay plan recommendations support the Strategic Plan goal of Financially Sustainable City Government Providing Exceptional Services in the following areas:

- By helping to maintain a value driven organization through talent acquisition, development and management;
- By maintaining and enhancing employee morale.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **36**

INTRODUCED BY COUNCILLORS

SERIES OF 2010

A RESOLUTION ESTABLISHING THE 2011/2012 PAY PLANS

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, several reclassifications, new classifications, business unit changes and title adjustments are 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 titles described above are hereby adopted and approved and shall be put into effect on January 1, 2011; contingent upon approval of funds in the 2011/2012 City Budget, and subject to adjustment of the minimum wage by the State of Colorado.

PASSED AND ADOPTED this 11th day of October, 2010.

ATTEST:

City Clerk

Mayor

APPROVED AS TO LEGAL FORM:

City Attorney

City of Westminster
2011 and 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
2011 and 2012 Proposed Administrative Officer Pay Plan

Grade	Minimum	Maximum
A1	79,285	99,106
A2	85,231	106,539
A3	91,623	114,529
A4	98,495	123,119
A5	105,882	132,353
A6	113,824	142,279
A7	122,360	152,950
A8	131,537	164,422

City of Westminster
2011 and 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
E11	Capital Projects Coordinator	3335
E4	Collections Supervisor	4405
E8	Community Development Program Coordinator	3402
E9	Control Systems Engineer	3348
E6	Deputy Court Administrator	4403
E11	Distribution and Collection Superintendent	5618
E8	Economic Development Administrator	7137
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

City of Westminster
2011 and 2012 Proposed Exempt Position Titles

Grade	Position	Class Code
E10	Fire Training Coordinator	6126
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
E6	Internal Auditor	3110
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
E6	Legal Administrator	3516
E3	Legal Secretary	3514
E5	Librarian I	3603
E6	Librarian II	3602
E6	Library Network Specialist	4314
E7	Library Services Coordinator	3615

City of Westminster
2011 and 2012 Proposed Exempt Position Titles

Grade	Position	Class Code
E6	Library Supervisor	3604
E8	Maintenance Management System Coordinator	4315
E5	Management Analyst	7130
E5	Management Assistant	7113
E2	Management Intern II	7119
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
E9	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

City of Westminster
2011 and 2012 Proposed Exempt Position Titles

Grade	Position	Class Code
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
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
E9	Senior Projects Planner	3810
E6	Senior Public Information Specialist	7127
E6	Senior Systems Analyst	3221
E10	Senior Telecommunications Administrator	7122
E7	Software Engineer I	3204
E9	Software Engineer II	3203
E12	Software Engineering Manager	3219
E8	Special Projects Coordinator	5617
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

City of Westminster
2011 and 2012 Proposed Exempt Position Titles

Grade	Position	Class Code
E11	Water Resources Engineering Coordinator	3351
E11	Water Quality Administrator	3339
E8	Water Quality Specialist	3336

City of Westminster
2011 and 2012 Proposed Exempt Pay Plan

Grade	Minimum	Maximum
E1	37,350	46,687
E2	40,151	50,189
E3	43,163	53,953
E4	46,400	58,000
E5	49,880	62,350
E6	53,621	67,026
E7	57,642	72,053
E8	61,965	77,457
E9	66,613	83,266
E10	71,609	89,511
E11	76,979	96,224
E12	82,753	103,441
E13	88,959	111,199

City of Westminster
2011 and 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
2011 and 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	6130
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
N13	Fleet Specialist	5722
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

City of Westminster
2011 and 2012 Proposed Non-Exempt Position Titles

Grade	Position	Class Code
N7	Guest Relations Clerk II	4209
N12	Horticultural Specialist	5319
N15	Housing Inspector	3417
N12	Human Resources Technician	3706
N13	HVAC Specialist	5708
N12	HVAC Technician	5712
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

City of Westminster
2011 and 2012 Proposed Non-Exempt Position Titles

Grade	Position	Class Code
N7	Library Clerk II	3610
N3	Library Shelver	3617
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

City of Westminster
2011 and 2012 Proposed Non-Exempt Position Titles

Grade	Position	Class Code
N13	Probation Officer	3509
N12	Property Evidence Technician	6226
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
N12	Traffic Enforcement Technician	6231
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
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N1	1	8.71	696.48	1513.17	18,158.09
	2	8.92	713.89	1551.00	18,612.04
	3	9.15	731.73	1589.78	19,077.34
	4	9.38	750.03	1629.52	19,554.28
	5	9.61	768.78	1670.26	20,043.13
	6	9.85	788.00	1712.02	20,544.21
	7	10.10	807.70	1754.82	21,057.82
	8	10.35	827.89	1798.69	21,584.26
	9	10.61	848.59	1843.66	22,123.87
	10	10.87	869.80	1889.75	22,676.97
	11	11.14	891.55	1936.99	23,243.89
N2	1	9.36	748.71	1626.66	19,519.95
	2	9.59	767.43	1667.33	20,007.95
	3	9.83	786.61	1709.01	20,508.15
	4	10.08	806.28	1751.74	21,020.85
	5	10.33	826.44	1795.53	21,546.37
	6	10.59	847.10	1840.42	22,085.03
	7	10.85	868.28	1886.43	22,637.16
	8	11.12	889.98	1933.59	23,203.08
	9	11.40	912.23	1981.93	23,783.16
	10	11.69	935.04	2031.48	24,377.74
	11	11.98	958.41	2082.27	24,987.18
N3	1	10.06	804.86	1748.66	20,983.94
	2	10.31	824.99	1792.38	21,508.54
	3	10.57	845.61	1837.19	22,046.26
	4	10.83	866.75	1883.12	22,597.41
	5	11.11	888.42	1930.20	23,162.35
	6	11.38	910.63	1978.45	23,741.41
	7	11.67	933.40	2027.91	24,334.94
	8	11.96	956.73	2078.61	24,943.32
	9	12.26	980.65	2130.57	25,566.90
	10	12.56	1005.17	2183.84	26,206.07
	11	12.88	1030.29	2238.44	26,861.22

City of Westminster
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N4	1	10.82	865.23	1879.81	22,557.74
	2	11.09	886.86	1926.81	23,121.68
	3	11.36	909.03	1974.98	23,699.73
	4	11.65	931.76	2024.35	24,292.22
	5	11.94	955.05	2074.96	24,899.52
	6	12.24	978.93	2126.83	25,522.01
	7	12.54	1003.40	2180.01	26,160.06
	8	12.86	1028.49	2234.51	26,814.06
	9	13.18	1054.20	2290.37	27,484.42
	10	13.51	1080.55	2347.63	28,171.53
	11	13.84	1107.57	2406.32	28,875.81
N5	1	11.63	930.12	2020.80	24,249.57
	2	11.92	953.37	2071.32	24,855.81
	3	12.22	977.21	2123.10	25,477.20
	4	12.52	1001.64	2176.18	26,114.13
	5	12.83	1026.68	2230.58	26,766.99
	6	13.15	1052.35	2286.35	27,436.16
	7	13.48	1078.66	2343.51	28,122.07
	8	13.82	1105.62	2402.09	28,825.12
	9	14.17	1133.26	2462.15	29,545.75
	10	14.52	1161.59	2523.70	30,284.39
	11	14.88	1190.63	2586.79	31,041.50
N6	1	12.50	999.88	2172.36	26,068.29
	2	12.81	1024.88	2226.67	26,720.00
	3	13.13	1050.50	2282.33	27,388.00
	4	13.46	1076.76	2339.39	28,072.69
	5	13.80	1103.68	2397.88	28,774.51
	6	14.14	1131.27	2457.82	29,493.88
	7	14.49	1159.55	2519.27	30,231.22
	8	14.86	1188.54	2582.25	30,987.00
	9	15.23	1218.26	2646.81	31,761.68
	10	15.61	1248.71	2712.98	32,555.72
	11	16.00	1279.93	2780.80	33,369.61

City of Westmisnter
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N7	1	13.44	1074.87	2335.28	28,023.41
	2	13.77	1101.74	2393.67	28,723.99
	3	14.12	1129.29	2453.51	29,442.09
	4	14.47	1157.52	2514.85	30,178.15
	5	14.83	1186.46	2577.72	30,932.60
	6	15.20	1216.12	2642.16	31,705.92
	7	15.58	1246.52	2708.21	32,498.56
	8	15.97	1277.68	2775.92	33,311.03
	9	16.37	1309.63	2845.32	34,143.80
	10	16.78	1342.37	2916.45	34,997.40
	11	17.20	1375.93	2989.36	35,872.33
N8	1	14.44	1155.49	2510.43	30,125.17
	2	14.80	1184.37	2573.19	30,878.29
	3	15.17	1213.98	2637.52	31,650.25
	4	15.55	1244.33	2703.46	32,441.51
	5	15.94	1275.44	2771.05	33,252.55
	6	16.34	1307.33	2840.32	34,083.86
	7	16.75	1340.01	2911.33	34,935.96
	8	17.17	1373.51	2984.11	35,809.35
	9	17.60	1407.85	3058.72	36,704.59
	10	18.04	1443.04	3135.18	37,622.20
	11	18.49	1479.12	3213.56	38,562.76
N9	1	15.53	1242.15	2698.71	32,384.55
	2	15.92	1273.20	2766.18	33,194.17
	3	16.31	1305.03	2835.34	34,024.02
	4	16.72	1337.66	2906.22	34,874.62
	5	17.14	1371.10	2978.87	35,746.49
	6	17.57	1405.38	3053.35	36,640.15
	7	18.01	1440.51	3129.68	37,556.15
	8	18.46	1476.52	3207.92	38,495.06
	9	18.92	1513.44	3288.12	39,457.43
	10	19.39	1551.27	3370.32	40,443.87
	11	19.88	1590.06	3454.58	41,454.97

City of Westmisnter
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N10	1	16.69	1335.31	2901.12	34,813.39
	2	17.11	1368.69	2973.64	35,683.73
	3	17.54	1402.91	3047.99	36,575.82
	4	17.97	1437.98	3124.18	37,490.22
	5	18.42	1473.93	3202.29	38,427.47
	6	18.88	1510.78	3282.35	39,388.16
	7	19.36	1548.55	3364.41	40,372.86
	8	19.84	1587.26	3448.52	41,382.19
	9	20.34	1626.95	3534.73	42,416.74
	10	20.85	1667.62	3623.10	43,477.16
	11	21.37	1709.31	3713.67	44,564.09
N11	1	17.94	1435.46	3118.70	37,424.40
	2	18.39	1471.34	3196.67	38,360.01
	3	18.85	1508.13	3276.58	39,319.01
	4	19.32	1545.83	3358.50	40,301.98
	5	19.81	1584.48	3442.46	41,309.53
	6	20.30	1624.09	3528.52	42,342.27
	7	20.81	1664.69	3616.74	43,400.83
	8	21.33	1706.31	3707.15	44,485.85
	9	21.86	1748.97	3799.83	45,598.00
	10	22.41	1792.69	3894.83	46,737.95
	11	22.97	1837.51	3992.20	47,906.39
NF11	1	12.82	1435.46	3118.70	37,424.40
	2	13.14	1471.34	3196.67	38,360.01
	3	13.47	1508.13	3276.58	39,319.01
	4	13.80	1545.83	3358.50	40,301.98
	5	14.15	1584.48	3442.46	41,309.53
	6	14.50	1624.09	3528.52	42,342.27
	7	14.86	1664.69	3616.74	43,400.83
	8	15.23	1706.31	3707.15	44,485.85
	9	15.62	1748.97	3799.83	45,598.00
	10	16.01	1792.69	3894.83	46,737.95
	11	16.41	1837.51	3992.20	47,906.39

City of Westmisnter
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N12	1	19.29	1543.12	3352.60	40,231.23
	2	19.77	1581.70	3436.42	41,237.01
	3	20.27	1621.24	3522.33	42,267.93
	4	20.77	1661.77	3610.39	43,324.63
	5	21.29	1703.31	3700.65	44,407.75
	6	21.82	1745.90	3793.16	45,517.94
	7	22.37	1789.54	3887.99	46,655.89
	8	22.93	1834.28	3985.19	47,822.29
	9	23.50	1880.14	4084.82	49,017.85
	10	24.09	1927.14	4186.94	50,243.29
	11	24.69	1975.32	4291.61	51,499.37
NF12	1	13.78	1543.12	3352.60	40,231.23
	2	14.12	1581.70	3436.42	41,237.01
	3	14.48	1621.24	3522.33	42,267.93
	4	14.84	1661.77	3610.39	43,324.63
	5	15.21	1703.31	3700.65	44,407.75
	6	15.59	1745.90	3793.16	45,517.94
	7	15.98	1789.54	3887.99	46,655.89
	8	16.38	1834.28	3985.19	47,822.29
	9	16.79	1880.14	4084.82	49,017.85
	10	17.21	1927.14	4186.94	50,243.29
	11	17.64	1975.32	4291.61	51,499.37
N13	1	20.74	1658.85	3604.05	43,248.57
	2	21.25	1700.32	3694.15	44,329.78
	3	21.79	1742.83	3786.50	45,438.03
	4	22.33	1786.40	3881.17	46,573.98
	5	22.89	1831.06	3978.19	47,738.33
	6	23.46	1876.84	4077.65	48,931.79
	7	24.05	1923.76	4179.59	50,155.08
	8	24.65	1971.85	4284.08	51,408.96
	9	25.26	2021.15	4391.18	52,694.18
	10	25.90	2071.68	4500.96	54,011.54
	11	26.54	2123.47	4613.49	55,361.83

City of Westmisnter
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N14	1	22.29	1783.26	3874.35	46,492.21
	2	22.85	1827.85	3971.21	47,654.52
	3	23.42	1873.54	4070.49	48,845.88
	4	24.00	1920.38	4172.25	50,067.03
	5	24.60	1968.39	4276.56	51,318.70
	6	25.22	2017.60	4383.47	52,601.67
	7	25.85	2068.04	4493.06	53,916.71
	8	26.50	2119.74	4605.39	55,264.63
	9	27.16	2172.74	4720.52	56,646.25
	10	27.84	2227.05	4838.53	58,062.40
	11	28.53	2282.73	4959.50	59,513.96
NF14	1	15.92	1783.26	3874.35	46,492.21
	2	16.32	1827.85	3971.21	47,654.52
	3	16.73	1873.54	4070.49	48,845.88
	4	17.15	1920.38	4172.25	50,067.03
	5	17.57	1968.39	4276.56	51,318.70
	6	18.01	2017.60	4383.47	52,601.67
	7	18.46	2068.04	4493.06	53,916.71
	8	18.93	2119.74	4605.39	55,264.63
	9	19.40	2172.74	4720.52	56,646.25
	10	19.88	2227.05	4838.53	58,062.40
	11	20.38	2282.73	4959.50	59,513.96
N15	1	23.96	1917.01	4164.93	49,979.13
	2	24.56	1964.94	4269.05	51,228.61
	3	25.18	2014.06	4375.78	52,509.32
	4	25.81	2064.41	4485.17	53,822.06
	5	26.45	2116.02	4597.30	55,167.61
	6	27.11	2168.92	4712.23	56,546.80
	7	27.79	2223.14	4830.04	57,960.47
	8	28.48	2278.72	4950.79	59,409.48
	9	29.20	2335.69	5074.56	60,894.72
	10	29.93	2394.08	5201.42	62,417.08
	11	30.67	2453.93	5331.46	63,977.51

City of Westminster
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
NF15	1	17.12	1917.01	4164.93	49,979.13
	2	17.54	1964.94	4269.05	51,228.61
	3	17.98	2014.06	4375.78	52,509.32
	4	18.43	2064.41	4485.17	53,822.06
	5	18.89	2116.02	4597.30	55,167.61
	6	19.37	2168.92	4712.23	56,546.80
	7	19.85	2223.14	4830.04	57,960.47
	8	20.35	2278.72	4950.79	59,409.48
	9	20.85	2335.69	5074.56	60,894.72
	10	21.38	2394.08	5201.42	62,417.08
	11	21.91	2453.93	5331.46	63,977.51
N16	1	25.76	2060.79	4477.30	53,727.56
	2	26.40	2112.31	4589.23	55,070.75
	3	27.06	2165.11	4703.96	56,447.52
	4	27.74	2219.24	4821.56	57,858.71
	5	28.43	2274.72	4942.10	59,305.18
	6	29.14	2331.59	5065.65	60,787.81
	7	29.87	2389.88	5192.29	62,307.50
	8	30.62	2449.63	5322.10	63,865.19
	9	31.39	2510.87	5455.15	65,461.82
	10	32.17	2573.64	5591.53	67,098.37
	11	32.97	2637.98	5731.32	68,775.82
NF16	1	18.40	2060.79	4477.30	53,727.56
	2	18.86	2112.31	4589.23	55,070.75
	3	19.33	2165.11	4703.96	56,447.52
	4	19.81	2219.24	4821.56	57,858.71
	5	20.31	2274.72	4942.10	59,305.18
	6	20.82	2331.59	5065.65	60,787.81
	7	21.34	2389.88	5192.29	62,307.50
	8	21.87	2449.63	5322.10	63,865.19
	9	22.42	2510.87	5455.15	65,461.82
	10	22.98	2573.64	5591.53	67,098.37
	11	23.55	2637.98	5731.32	68,775.82

City of Westminster
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N17	1	27.69	2215.34	4813.09	57,757.13
	2	28.38	2270.73	4933.42	59,201.06
	3	29.09	2327.50	5056.76	60,681.09
	4	29.82	2385.68	5183.18	62,198.11
	5	30.57	2445.33	5312.76	63,753.07
	6	31.33	2506.46	5445.57	65,346.89
	7	32.11	2569.12	5581.71	66,980.57
	8	32.92	2633.35	5721.26	68,655.08
	9	33.74	2699.18	5864.29	70,371.46
	10	34.58	2766.66	6010.90	72,130.74
	11	35.45	2835.83	6161.17	73,934.01
NF17	1	19.78	2215.34	4813.09	57,757.13
	2	20.27	2270.73	4933.42	59,201.06
	3	20.78	2327.50	5056.76	60,681.09
	4	21.30	2385.68	5183.18	62,198.11
	5	21.83	2445.33	5312.76	63,753.07
	6	22.38	2506.46	5445.57	65,346.89
	7	22.94	2569.12	5581.71	66,980.57
	8	23.51	2633.35	5721.26	68,655.08
	9	24.10	2699.18	5864.29	70,371.46
	10	24.70	2766.66	6010.90	72,130.74
	11	25.32	2835.83	6161.17	73,934.01
N18	1	29.77	2381.50	5174.08	62,088.92
	2	30.51	2441.03	5303.43	63,641.14
	3	31.28	2502.06	5436.01	65,232.17
	4	32.06	2564.61	5571.91	66,862.97
	5	32.86	2628.73	5711.21	68,534.55
	6	33.68	2694.44	5853.99	70,247.91
	7	34.52	2761.80	6000.34	72,004.11
	8	35.39	2830.85	6150.35	73,804.21
	9	36.27	2901.62	6304.11	75,649.32
	10	37.18	2974.16	6461.71	77,540.55
	11	38.11	3048.52	6623.26	79,479.06

City of Westminster
2011 and 2012 Proposed Non-Exempt Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
NF18	1	21.26	2381.50	5174.08	62,088.92
	2	21.79	2441.03	5303.43	63,641.14
	3	22.34	2502.06	5436.01	65,232.17
	4	22.90	2564.61	5571.91	66,862.97
	5	23.47	2628.73	5711.21	68,534.55
	6	24.06	2694.44	5853.99	70,247.91
	7	24.66	2761.80	6000.34	72,004.11
	8	25.28	2830.85	6150.35	73,804.21
	9	25.91	2901.62	6304.11	75,649.32
	10	26.56	2974.16	6461.71	77,540.55
	11	27.22	3048.52	6623.26	79,479.06
N19	1	32.00	2560.11	5562.13	66,745.59
	2	32.80	2624.11	5701.19	68,414.22
	3	33.62	2689.71	5843.72	70,124.58
	4	34.46	2756.96	5989.81	71,877.69
	5	35.32	2825.88	6139.55	73,674.64
	6	36.21	2896.53	6293.04	75,516.50
	7	37.11	2968.94	6450.37	77,404.42
	8	38.04	3043.16	6611.63	79,339.53
	9	38.99	3119.24	6776.92	81,323.01
	10	39.97	3197.22	6946.34	83,356.09
	11	40.96	3277.15	7120.00	85,439.99

City of Westminster
2011 and 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	7.29	7.65	8.03
9015	S6	Golf Course Starter	7.29	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
2011 and 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	7.28	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
2011 and 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	7.28	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
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



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: 2011 City Employee Health Insurance Renewals and Rates

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

Recommended City Council Action

Authorize the City Manager to renew contracts with Great-West Healthcare (CIGNA), Kaiser Permanente and Delta Dental; and authorize the continuation of a four-tier rate structure with the employer and employee premium rates as shown on the attachments to this memorandum.

Summary Statement

- Staff is recommending the continuation of a two-option medical benefit package for employees: the Kaiser Permanente, a Health Maintenance Organization (HMO), and the Preferred Provider Organization (PPO) option provided through Great-West Healthcare (owned by CIGNA). Dental coverage is recommended to continue with Delta Dental PPO self-insured coverage.
- The proposed healthcare benefit package will require increases of 6.05% in premiums for both the City and employees for all plan options effective January 1, 2011, as well as continuing the use of a “blended” rate for all the plan options (see attachments). The original renewal estimates from the City’s benefits consultant, Hays Company, was a 9.57% overall increase from our current premium rates. This increase was reduced through a competitive bid process resulting in a renegotiation of administrative services fees, stop loss coverage, and prescription discounts. Staff will be funding the benefits consultant/broker fees of \$90,000 from a healthy current fund balance of \$3.95 million.
- Minor adjustments were made to the plans based on new health care reform requirements. These changes include: an extension of dependent eligible coverage to all children until the age of 26 with no additional qualification requirements; the elimination of an annual maximum coverage limits for durable medical equipment; a change in mental health coverage from a \$40 co-pay to 10% coinsurance with no deductibles; and the exclusion of most over-the-counter medications without prescriptions in pre-tax medical savings accounts (IRS code 125).
- The City’s cost for these benefits is within the amount included in the proposed 2011 Budget for employee benefits.

Expenditure Required: \$9,038,656

Source of Funds:	General Fund	\$7,337,422
	Water Fund	\$1,241,287
	Wastewater Fund	\$ 266,964
	Golf Course Funds	\$ 192,983

Policy Issue

Should the City maintain essentially the same level of medical and dental coverage with the continuation of the current cost sharing for premiums between employee and employer?

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.

The biennial benefit survey completed in 2010 demonstrated that the City of Westminster benefits were very competitive but not beyond the market norms. Staff therefore does not recommend either of 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 Great-West Healthcare (CIGNA) a PPO called Open Access Plus. Great-West was purchased by CIGNA in 2007 and with that acquisition came plan design platform changes in 2010 when the City moved from two self-insured options to the singular Open Access Plus option. Minor adjustments were required in plan design related to Federal health care reform legislation. These changes include: an extension of dependent eligible coverage to all children until the age of 26 with no additional qualification requirements; the elimination of an annual maximum coverage limits for durable medical equipment; a change in mental health coverage from a \$40 co-pay to 10% coinsurance with no deductibles; and the exclusion of most over-the-counter medications without prescriptions in pre-tax medical savings accounts (IRS code 125). A summary of the plan benefits is attached.

The breakdown of enrollment in the three plans by the number of employees enrolled as of August, 2010 is as follows:

Great-West PPO Plan	542
Kaiser Permanente HMO	339
Number of employees opting out of plans	96

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 plans. 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, the City has felt the pressures of steadily increasing medical costs. These increases are largely caused by increasing hospitalization costs, increasing costs for prescription drugs, increasing costs of physicians, increasing utilization of the benefit by employees and their dependents and the fact that, industry wide, previous efforts to manage healthcare costs have likely run their course.

Staff's concerns about rising health care costs led the City to proactively go out to the market in early 2010 to search for a benefits consultant. Staff believed there was a need to find a benefits consultant who would partner with the City in creating a long term sustainable strategy for providing a competitive benefit package. The City's new broker, Hays Company, conducted an initial data analysis and market bidding that resulted in the City reducing the health care renewal costs by 3.5% or \$350,000. This was accomplished through negotiation of stop-loss coverage, administrative services fees and prescription discounts equipped with solid utilization and competitive cost data. Rate renewals for healthcare coverage after the renegotiation are 6.05% to the employee and employer portion of the premiums for medical and dental coverage. This is a corrected figure from the budget summary City Council received in August in which a typographical error was made reporting a 6.03% increase. This renewal rate is based on the anticipated use of a portion of fund balance to pay the \$90,000 annual benefit broker fees in 2011. The current Self Funded balance is a healthy \$3.95 million.

The City self insures a large portion of its medical benefit. The City has an "administrative services only" or ASO contract with Great-West Healthcare. This contract includes the fixed costs of the plan, that is, third party administrative services, claims management review, specific claim excess insurance beyond the threshold of \$150,000.

The biennial comprehensive benefit survey was conducted earlier 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 City's benefit package remains competitive with the other organizations surveyed.

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 a 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 the City can be much more proactive with regard to controlling losses by directing wellness efforts in those areas where they are most needed. One reflection of the positive impact of the City Wellness program is data that was compiled from a national health care claims comparison database Hays Company compared City of Westminster claims to for 2009. The data showed that City medical claims to in the self insured plan had only 6% of City claims related to "unhealthy behaviors" in comparison to the norm of 7.8% of claims related to unhealthy behaviors. Hays noted they had not had a client below the national average and that this difference is significant.

This comprehensive medical and dental benefit package combined with other benefits and market based salaries create a fair and competitive total compensation package that will continue to allow the City to recruit and retain quality staff. This supports the strategic objective of a Financially Sustainable City Government Providing Exceptional Services in the following areas:

- By helping to maintain a value driven organization through talent acquisition, development and management;
- By maintaining and enhancing employee morale.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

Attachment 1

City of Westminster
Open Access Plus and HMO Plan Design
January 1, 2011

Benefits	Great West Open Access + Plan		Kaiser HMO Plan
	In Network	Out of Network	410NP
Deductible			
- Individual	\$300	\$600	\$0
- Family	\$600	\$1,200	\$0
Out of Pocket Maximum (gross accumulates & includes deductibles (exclusions do apply)			
- Individual	\$1,600	\$3,600	\$2,000
- Family	\$3,600	\$13,200	\$4,000
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	\$200 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 / \$40 (maximum copay)	N/A	\$15/\$30 20% coinsurance for office or self administered drugs
- Mail Order, 90 day supply	20% / 30% / 40% \$20 / \$125 / \$200 (maximum copay)		\$30/\$40
Ambulance	90% after deductible	80% 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
Home Health Care	100% 100 day maximum combined in & out of network	100% of allowable charges	100%
Hospice	100% 180 day maximum combined in & out of network	60% of allowable charges	100%
Skilled Nursing	100% 100 day maximum combined in & out of network	60% of allowable charges	100%, 100 day maximum
Chiropractic	\$25 copay Maximum of 20 visits for either in &/or out of network	60% of allowable charges after deductible	\$10 copay, 20 visit maximum

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 who live or receive services out of area (no network providers available) will receive reimbursement at 80% of allowable charges (subject to in-network deductible)
*Certain preventive care services may incur fees

City of Westminster 2011 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 2011 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	\$449.78
	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



**WESTMINSTER
COLORADO**

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Councillor's Bill No. 54 re Refunding of the Certificates of Participation (Ice Centre Building), Series 1998, in the amount not to exceed \$10,000,000

Prepared By: Tammy Hitchens, Finance Director
Bob Smith, Treasury Manager
Bob Byerhof, Sr. Financial Analyst
Rachel Price, Financial Analyst

Recommended City Council Action

Adopt Councillor's Bill No. 54, as an emergency Ordinance, in the amount not to exceed \$10,000,000 to refund the Certificates of Participation, Series 1998 (Ice Centre Building).

Summary Statement

Staff has identified an opportunity to significantly reduce the City's future debt service costs by refunding the Certificates of Participation (COPS), which were issued in 1998 to fund the construction of the Ice Centre, which is jointly owned with the Hyland Hills Parks District (District). Staff anticipates the following result from refunding these issues:

- After deducting all costs of issuance, reduce debt service payments by approximately \$778,000 over the remaining life of the issue, which will be shared equally with the District.
- Reduce net interest rate on the existing COPS.
- Accomplish the reduction of debt service cost without extending the final maturity of the original issue to be refunded.
- The General Fund will enjoy the benefits of this refunding over the life of the issue.
- The City's underwriter was involved in the analysis of this refinancing and concurs with Staff's recommendation to proceed.
- This ordinance is proposed as an emergency ordinance in order to complete the issuance and sale of the bonds while favorable market conditions exist.

Expenditure Required: Not to exceed \$115,000

Source of Funds: All fees are included in the refunding issue; no additional funds need to be budgeted.

Policy Issue

Should the City refund the Certificates of Participation, Series 1998 (Ice Centre Building) in the amount not to exceed \$10,000,000?

Alternatives

1. Do not refund the Certificates of Participation. This option is not recommended. The proposed refunding will save approximately \$778,000 in interest costs without extending the final maturity of the original debt issue. The projected savings will be split 50/50 with the District.
2. Delay the refunding in hopes that the Federal Reserve Board (Fed) will reduce short-term rates, which may lead to further interest expense savings. This option is not recommended. While it is possible the

Fed will reduce short-term rates, the impact would be in the short-term (two years and under) market. The risk to the City is that long-term rates will rise, due to inflation expectations. In this case, the total savings could be less than the anticipated \$778,000.

Background Information

Staff along with the City's underwriter, Piper Jaffray, analyzed the potential financial benefit of refunding the Certificates of Participation, Series 1998 (Ice Centre Building). Given current interest rate market conditions, it would be in the City's best financial interest to refund the aforementioned obligation; thereby, lowering the overall interest rate cost inclusive of all closing fees and without extending the maturity date of the original issue.

The projected savings from the refunding is anticipated to reduce future interest costs by about \$778,000. This savings represents approximately 5.98% of the refunded certificates. National guidelines suggest that to initiate a refunding issue the savings should at a minimum be three percent.

The net interest cost for the Ice Centre COPS, Series 1998 was 5.36%. The net interest rate on the refunding issue is estimated to be approximately 4.10%, which is a significant reduction from the net interest cost of the debt to be refunded.

Staff projects the savings from the refunding will reduce the City's future debt service by approximately \$389,000 after deducting all costs of issuance. Hyland Hill's debt service will also be reduced by approximately \$389,000. Debt issuance costs are paid at closing from the proceeds of the issue; therefore, no out of pocket costs are incurred.

The proceeds of the sale of this new security will be appropriated in a separate City Council action, after the closing is held and the sales proceeds are received by the City. Although subject to change, the scheduled sale of the COPS is on October 21, 2010 with a closing on October 28, 2010.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **54**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY BY THE CITY OF A FIRST AMENDMENT TO A PREVIOUSLY EXECUTED AND DELIVERED LEASE PURCHASE AND SUBLEASE AGREEMENT, A FIRST AMENDMENT TO A PREVIOUSLY EXECUTED AND DELIVERED GROUND LEASE AGREEMENT, A CONTINUING DISCLOSURE UNDERTAKING, AN OFFICIAL STATEMENT AND RELATED DOCUMENTS; RATIFYING ACTION PREVIOUSLY TAKEN CONCERNING THE REFERENCED DOCUMENTS; PROVIDING OTHER MATTERS RELATING THERETO; AND DECLARING AN EMERGENCY

WHEREAS, the City of Westminster, Adams and Jefferson Counties, Colorado (the "City") is a duly organized and existing home rule municipality of the State of Colorado, created and operating pursuant to Article XX of the Constitution of the State of Colorado and the home rule charter of the City (the "Charter"); and

WHEREAS, pursuant to Chapter XI of the Charter, the City is authorized to enter into one or more leases or lease-purchase agreements for land, buildings, equipment and other property for governmental or proprietary purposes; and

WHEREAS, the City has previously (i) entered into a Ground Lease Agreement dated as of March 1, 1998 (the "1998 Ground Lease") with The City of Westminster Building Authority (the "Authority"), which will be amended and supplemented by a First Amendment to Ground Lease Agreement (the "First Ground Lease Amendment" and, together with the 1998 Ground Lease, the "Ground Lease"), which provides for the leasing of a certain parcel of land more particularly described in Exhibit A attached to the 1998 Ground Lease (the "Site") by the District, as lessor, to the Authority, as lessee, and (ii) entered into a Lease Purchase and Sublease Agreement dated as of March 1, 1998 (the "1998 Lease") with the Authority, which will be amended and supplemented by a First Amendment to Lease Purchase and Sublease Agreement (the "First Lease Amendment" and, together with the 1998 Lease, the "Lease"), which provides for the leasing or subleasing of the Site and certain recreational improvements thereon (the "Project") (collectively, the "Leased Property") from the Authority, as lessor, to the City, as lessee; and

WHEREAS, the City Council of the City (the “City Council”) has determined and now hereby determines that it is in the best interests of the City and its inhabitants that the City enter into the First Lease Amendment and the First Ground Lease Amendment for the purpose of refunding a portion of the outstanding Certificates of Participation, Series 1998 maturing on and after January 15, 2011 (the “1998 Certificates”); and

WHEREAS, the refunding of the 1998 Certificates is collectively referred to herein as the “Refunding”; and

WHEREAS, pursuant to the Lease, as amended by the First Lease Amendment, the Ground Lease, as amended by the First Ground Lease Amendment, and subject to the right of the City to terminate the Lease and other limitations as therein provided, the City will pay certain recalculated Base Rentals and Additional Rentals (as such terms are defined in the Lease) in consideration for the right of the City to use the Leased Property; and

WHEREAS, the City’s obligation under the Lease to pay Base Rentals and Additional Rentals (both as defined in the Lease) shall be from year to year only; shall constitute currently budgeted expenditures of the City; shall not constitute a mandatory charge or requirement in any ensuing budget year; and shall not constitute a general obligation or other indebtedness or multiple fiscal year financial obligation of the City within the meaning of any constitutional, statutory or Charter limitation or requirement concerning the creation of indebtedness or multiple fiscal year financial obligation, nor a mandatory payment obligation of the City in any ensuing fiscal year beyond any fiscal year during which the Lease shall be in effect; and

WHEREAS, the Authority and U.S. Bank National Association, as trustee (the “Trustee”), will enter into a First Supplement to Mortgage and Indenture of Trust dated as of its date (the “First Supplement”), which supplements the previously executed and previously supplemented and amended Mortgage and Indenture of Trust dated as of March 1, 1998 (as so supplemented, the “Indenture”), pursuant to which there will be issued Refunding Certificates of Participation, Series 2010 (Ice Centre), dated as of their date of delivery in the aggregate principal amount of not to exceed \$10,000,000 (the “2010 Certificates”); and

WHEREAS, the 2010 Certificates shall evidence assignment of a proportionate undivided interest in rights to receive certain Revenues (as defined in the Lease), shall be payable solely from the sources therein provided and shall not directly or indirectly obligate the City to make any payments beyond those appropriated for any fiscal year during which the Lease shall be in effect; and

WHEREAS, there has been presented to the City Council and are on file at the City offices the following: (i) the proposed form of the First Lease Amendment; (ii) the proposed form of First Ground Lease Amendment; (iii) the proposed form of the Continuing Disclosure Certificate to be provided by the City (the “Disclosure Certificate”); and (iv) the Preliminary Official Statement (the “Preliminary Official Statement”) relating to the 2010 Certificates; and

WHEREAS, Section 11-57-204 of the Supplemental Public Securities Act, constituting Title 11, Article 57, Part 2, Colorado Revised Statutes (the “Supplemental Act”), provides that a public entity, including the City, may elect in an act of issuance to apply all or any of the provisions of the Supplemental Act; and

WHEREAS, no member of the Council has any conflict of interest or is interested in any pecuniary manner in the transactions contemplated by this ordinance.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Short Title. This ordinance shall be known and may be cited by the short title “2010 COP Refunding (Ice Centre) Ordinance.”

Section 2. Ratification and Approval of Prior Actions. All action heretofore taken (not inconsistent with the provisions of this ordinance) by the City Council or the officers or agents of the City Council or the City relating to the Lease and Ground Lease including the First Lease Amendment, the First Ground Lease Amendment, and the completion of the Refunding is hereby ratified, approved and confirmed. The designation of the Preliminary Official Statement by the City’s Finance Director as a “nearly final Official Statement” for purposes of Rule 15c2-12 of the U.S. Securities and Exchange Commission is hereby ratified, approved and confirmed. The City Council hereby confirms and ratifies the appointment of the Finance Director as “City Representative” as that term is defined under the terms of the Lease.

Section 3. Continued Leasing of the Land and Building. The Council hereby finds and determines, pursuant to the Constitution, the laws of the State of Colorado and the Charter, that the continued leasing of the Site and Building to the Authority under the terms and provisions set forth in the Ground Lease is necessary, convenient and in furtherance of the governmental purposes of the City and is in the best interests of the City and its citizens and inhabitants.

Section 4. Leasing of Leased Property from Authority. The Council hereby finds and determines, pursuant to the Constitution, the laws of the State, and the Charter that the continued leasing of the Leased Property from the Authority under the terms and provisions set forth in the Lease and the Indenture are both necessary, convenient and in furtherance of the purposes of the City and are in the best interests of the City and its citizens and inhabitants; and the Council hereby authorizes and approves such continued leasing of the Leased Property, all under the terms and provisions of the Lease and the Indenture.

Section 5. Acknowledgement of First Supplemental Indenture. The Council hereby acknowledges the execution and delivery by the Authority of the First Supplemental Indenture, in substantially the form and with substantially the same contents as presented at this meeting of the Council. The Council hereby acknowledges and consents to the assignment by the Authority to the Trustee, pursuant to the Indenture, as supplemented and amended by the First Supplemental Indenture, of all right, title and interest of the Authority in, to and under the Lease. The Council hereby acknowledges the execution, delivery and sale of the Series 2010 Certificates pursuant to the First Supplemental Indenture and the Indenture. The Council hereby

acknowledges and approves the form, terms and provisions of the Series 2010 Certificates contained in the First Supplemental Indenture and the Indenture, in substantially the form presented at this meeting of the Council.

Section 6. Acknowledgment of the Assignment of the Lease. The Council hereby acknowledges and consents to the assignment by the Authority to the Trustee, pursuant to the Indenture, of all right, title and interest of the Authority in, to and under the Lease, as amended and supplemented by the First Lease Amendment.

Section 7. Supplemental Act; Parameters. The City Council hereby elects to apply all of the provisions of the Supplemental Act to the Lease and in connection therewith delegates to each of the City Manager or the Finance Director of the City the authority to independently make any determination delegable pursuant to Section 11-57-205(1)(a-i), Colorado Revised Statutes, in relation to the Lease, and to execute a sale certificate (the "Sale Certificate") setting forth such determinations, subject to the following parameters and restrictions:

(i) the aggregate principal amount of the Base Rentals payable under the 2010 Lease shall not exceed \$10,000,000;

(ii) the maximum annual repayment cost of the Series 2010 Certificates shall not exceed \$2,500,000 and the total repayment cost shall not exceed \$13,500,000;

(iii) the net effective interest rate on the interest component of the Base Rentals relating to the 2010 Certificates shall not exceed 4.75%;

(iv) the Lease Term shall not extend beyond December 31, 2022;

(v) the Lease is subject to prepayment at the option of the City (a) no later than December 15, 2020, without redemption premium or (b) shall not be subject to optional redemption;

(vi) the purchase price of the 2010 Certificates shall not be less than 98%.

Further, each of the City Manager or the Finance Director of the City is independently authorized by the City Council to execute and deliver a commitment for the issuance of a municipal bond insurance policy on the 2010 Certificates, if any, with a bond insurer, and enter into any related documents or agreements to secure the payment of principal of and interest on the 2010 Certificates, subject to the provisions of this ordinance, the Sale Certificate and the Supplemental Act.

The Finance Director is hereby appointed as the City Representative as such term is defined under the Indenture.

Section 8. Approval of Documents. The First Lease Amendment, the First Ground Lease Amendment and the Disclosure Certificate, in substantially the forms presented to

the City Council and on file with the City, are in all respects approved, authorized and confirmed, and the Mayor of the City is hereby authorized and directed for and on behalf of the City to execute and deliver the First Lease Amendment, the First Ground Lease Amendment, and the Disclosure Certificate in substantially the forms and with substantially the same contents as presented to the City Council, provided that such documents may be completed, corrected or revised as deemed necessary by the parties thereto in order to carry out the purposes of this ordinance.

Section 9. Approval of Official Statement. A final Official Statement, in substantially the form of the Preliminary Official Statement presented to the City Council and on file with the City, is in all respects approved and authorized. The Mayor is hereby authorized and directed, for and on behalf of the City, to execute and deliver the final Official Statement in substantially the same form and with substantially the same content as the Preliminary Official Statement on file with the City, with such changes as may be approved by the City Finance Director. The distribution by the Purchaser of the Preliminary Official Statement and the final Official Statement to all interested persons in connection with the sale of the 2010 Certificates is hereby ratified, approved and authorized.

Section 10. Authorization to Execute Collateral Documents. The City Clerk is hereby authorized and directed to attest all signatures and acts of any official of the City in connection with the matters authorized by this ordinance and to place the seal of the City on any document authorized and approved by this ordinance. The Mayor and City Clerk and other appropriate officials or employees of the City are hereby authorized to execute and deliver for and on behalf of the City any and all additional certificates, documents, instruments and other papers, and to perform all other acts that they deem necessary or appropriate, in order to implement and carry out the transactions and other matters authorized by this ordinance. The appropriate officers of the City are authorized to execute on behalf of the City agreements concerning the deposit and investment of funds in connection with the transactions contemplated by this ordinance, and are specifically authorized and directed hereby to invest such funds in Permitted Investments as are defined and provided in the Indenture. The execution of any instrument by the aforementioned officers or members of the City Council shall be conclusive evidence of the approval by the City of such instrument in accordance with the terms hereof and thereof.

Section 11. No General Obligation Debt. No provision of this ordinance, the Lease, the Ground Lease, the Indenture, the 2010 Certificates, the Preliminary Official Statement or final Official Statement shall be construed as creating or constituting a general obligation or other indebtedness or multiple fiscal year financial obligation of the City within the meaning of any constitutional or statutory provision, nor a mandatory charge or requirement against the City in any ensuing fiscal year beyond the then current fiscal year. The City shall have no obligation to make any payment with respect to the 2010 Certificates except in connection with the payment of the Base Rentals (as defined in the Lease) and certain other payments under the Lease, which payments may be terminated by the City in accordance with the provisions of the Lease. Neither the Lease, the Ground Lease nor the 2010 Certificates shall constitute a mandatory charge or requirement of the City in any ensuing fiscal year beyond the then current fiscal year or constitute or give rise to a general obligation or other indebtedness or multiple

fiscal year financial obligation of the City within the meaning of any constitutional, statutory or Charter debt limitation and shall not constitute a multiple fiscal year direct or indirect City debt or other financial obligation whatsoever. No provision of the Lease, the Ground Lease or the 2010 Certificates shall be construed or interpreted as creating an unlawful delegation of governmental powers nor as a donation by or a lending of the credit of the City within the meaning of Sections 1 or 2 of Article XI of the Colorado Constitution. Neither the Lease, the Ground Lease nor the 2010 Certificates shall directly or indirectly obligate the City to make any payments beyond those budgeted and appropriated for the City's then current fiscal year.

Section 12. Reasonableness of Rentals. The City Council hereby determines and declares that the Base Rentals, as recalculated pursuant to the First Lease Amendment, do not exceed a reasonable amount so as to place the City under an economic compulsion to renew the Lease or to exercise its option to purchase the Leased Property pursuant to the Lease. The City Council hereby determines and declares that the period during which the City has an option to purchase the Leased Property (i.e., the entire maximum term of the Lease) does not exceed the useful life of the Leased Property.

Section 13. Exercise of Option; Direction to Trustee. In order to effect the Refunding, the City Council has elected and does hereby declare its intent to exercise on the behalf and in the name of the City its option to redeem certain of the outstanding 1998 Certificates as set forth in the Sale Certificate (the "Refunded Certificates") on the earliest applicable redemption date. The City hereby irrevocably instructs the Trustee to give notice of refunding and defeasance to the Owners of the Refunded Certificates as soon as practicable after the execution and delivery of the 2010 Certificates, in accordance with the provisions of the Indenture and the Escrow Agreement between the Authority and the Trustee, as escrow agent.

Section 14. No Recourse against Officers and Agents. Pursuant to Section 11-57-209 of the Supplemental Act, if a member of the City Council, or any officer or agent of the City acts in good faith, no civil recourse shall be available against such member, officer, or agent for payment of the principal, interest or prior redemption premiums on the 2010 Certificates. Such recourse shall not be available either directly or indirectly through the City Council or the City, or otherwise, whether by virtue of any constitution, statute, rule of law, enforcement of penalty, or otherwise. By the acceptance of the 2010 Certificates and as a part of the consideration of their sale or purchase, any person purchasing or selling such certificate specifically waives any such recourse.

Section 15. Repealer. All bylaws, orders, resolutions and ordinances of the City, or parts thereof, inconsistent with this ordinance or with any of the documents hereby approved are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance of the City, or part thereof, heretofore repealed. All rules of the City Council, if any, which might prevent the final passage and adoption of this ordinance as an emergency measure at this meeting of the City Council be, and the same hereby are, suspended.

Section 16. Severability. If any section, subsection, paragraph, clause or provision of this ordinance or the documents hereby authorized and approved (other than

provisions as to the payment of Base Rentals by the City during the Lease Term, provisions for the quiet enjoyment of the Leased Property by the City during the Lease Term and provisions for the conveyance of the Leased Property to the City under the conditions provided in the Lease) shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, subsection, paragraph, clause or provision shall not affect any of the remaining provisions of this ordinance or such documents, the intent being that the same are severable.

Section 17. Declaration of Emergency. In order to effect the Refunding while favorable market conditions exist, it is hereby declared that an emergency exists and that this ordinance is immediately necessary for the preservation of the public peace, health, safety and financial well-being of the City. This ordinance is hereby declared, pursuant to Section 8.14 of the Charter, exempt from referendum.

Section 18. Effective Date, Recording and Authentication. This ordinance shall be in full force and effect immediately upon enactment following final passage. This ordinance shall be recorded in "The Ordinance Book" of the City kept for that purpose, and shall be authenticated by the signatures of the Mayor and City Clerk, and published in accordance with law.

INTRODUCED, PASSED AND ADOPTED AS AN EMERGENCY ORDINANCE on October 11, 2010.

Mayor

(SEAL)

ATTESTED:

City Clerk

APPROVED AS TO LEGAL FORM:

City Attorney

STATE OF COLORADO)
)
 COUNTIES OF ADAMS) SS.
 AND JEFFERSON)
)
 CITY OF WESTMINSTER)

I, Linda Yeager, the duly elected, qualified and acting City Clerk of the City of Westminster, Colorado (the "City") do hereby certify:

1. That the foregoing pages are a true, correct, and complete copy of an ordinance adopted by the City Council (the "Council") of the City at a regular meeting of the Council held at the City Hall on October 11, 2010.

2. The passage of the Ordinance as an emergency was duly moved and seconded and the Ordinance was approved by vote of a ___ of ___ of the members of the Council as follows:

Name	"Yes"	"No"	Absent	Abstain
Bob Briggs				
Chris Dittman				
Mark L. Kaiser				
Mary Lindsey				
Scott Major				
Nancy McNally				
Faith Winter				

3. The members of the Council were present at such meeting and voted on the passage of the Ordinance as set forth above.

4. The Ordinance has been signed by the Mayor, sealed with the corporate seal of the City, attested by me as City Clerk, and duly recorded in the books of the City; and that the same remains of record in the book of records of the City.

5. There are no bylaws, rules or regulations of the Council which might prohibit the adoption of the Ordinance as an emergency.

6. Notice of the meeting of October 11, 2010, in the form, attached hereto as Exhibit A, was duly given to the Council members and was posted in a designated public place within the boundaries of the City no less than twenty-four hours prior to the meeting as required by law.

7. The ordinance was published in full after adoption in Westminster Window, a newspaper of general circulation within the City on October __, 2010. The affidavit of publication is attached hereto as Exhibit B.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City this ____ day of October, 2010.

(SEAL)

 City Clerk

EXHIBIT A

(Attach Notice of Meeting)

EXHIBIT B

(Attach Affidavit of Publication)



Agenda Item 10 G

WESTMINSTER

COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Councillor's Bill No. 55 re Debt Refinancing Supplemental Appropriation

Prepared By: Rachel Price, Financial Analyst

Recommended City Council Action

Pass Councillor's Bill No. 55 on first reading providing for supplementary appropriations to the 2010 budget of the General, Debt Service and Golf Course Funds.

Summary Statement

- On June 28, Council authorized partial refunding of the Sales and Use Tax Revenue Refunding Bonds, Series 2001 and the Sales and Use Tax Bonds Revenue Bonds, Series 2002. The Sales and Use Tax Revenue Refunding Bonds, Series 2010, were issued on July 27, 2010.
- On June 28, Council authorized the partial refunding of the Certificates of Participation (COP), Series 2001 and the full refunding of the Golf Course Enterprise Revenue Bonds, Series 1998. The Refunding Certificates of Participation, Series 2010, were issued on August 10, 2010.
- These funding sources need to be appropriated to properly reflect the refunding transactions on the City's books.

Expenditure Required: \$11,796,253 – Sales and Use Tax Refunding, Series 2010
\$18,367,039 – Certificates of Participation, Series 2010

Source of Funds: The funding sources for these budgetary adjustments include bond proceeds and lease proceeds.

Policy Issue

Does City Council support amending the appropriations for the 2010 budget of the General, Debt Service and Golf Course Funds?

Alternative

The alternative would be not to amend the 2010 budget appropriations for the General, Debt Service and Golf Course Funds. Staff does not recommend this alternative as the City’s books would not properly reflect the issuance of the refunding bonds and leases.

Background Information

Staff and the City’s underwriter, Piper Jaffray, analyzed the potential financial benefit of refunding the 2001 and 2002 Series Sales and Use Tax Revenue Bonds. The refunding was analyzed assuming current market conditions. Given current interest rate market conditions, they concurred that it would be in the City’s best financial interest to refund the aforementioned obligations; thereby, lowering the overall interest rate cost inclusive of all closing fees and without extending the maturity dates beyond the original issue’s horizon. By refunding the Series 2001 and 2002 Sales and Use Tax Revenue Bonds, the City reduced its future interest costs by \$624,580. The savings represents approximately 5.88% of the refunded bonds.

Additionally, Staff and the City’s underwriter analyzed the potential financial benefit of refunding the Golf Course Enterprise Revenue Bonds, Series 1998 and Certificates of Participation, Series 2001 (Public Safety Building). By refunding the Golf Course Enterprise Revenue Bonds, Series 1998 and Certificates of Participation, Series 2001 (Public Safety Building) the City reduced its future interest costs by \$1,352,290 without extending the maturity dates beyond the original issue’s horizon. This savings represents approximately 7.66% of the refunded certificates.

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Lease Proceeds	1000.46005.0000	\$0	<u>\$13,536,642</u>	\$13,536,642
Total Change to Revenues			<u>\$13,536,642</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Other Financing Use	10010900.78800.0000	\$0	\$401,328	\$401,328
Transfers Heritage	10010900.79800.0230	0	10,397	10,397
Lease Payment 2001 COPs	10010900.67700.0215	0	<u>13,124,917</u>	13,124,917
Total Change to Expenses			<u>\$13,536,642</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Bond Proceeds	8000.46020.0192	\$0	<u>\$11,796,253</u>	\$11,796,253
Total Change to Revenues			<u>\$11,796,253</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Other Financing Use	80010900.78800.0000	\$0	\$11,683,336	\$11,683,336
Other Expenditures - Misc	80010900.79400.0000	0	<u>112,917</u>	112,917
Total Change to Expenses			<u>\$11,796,253</u>	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Lease Proceeds	2300.46005.0000	\$0	\$4,820,000	\$4,820,000
Transfer from General Fund	2300.45000.0100	150,000	<u>10,397</u>	10,397
Total Change to Revenues			<u>\$4,830,397</u>	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Interest	23050720.78400.0000	\$0	\$50,397	\$50,397
Principal	23050720.78200.0000	0	<u>4,780,000</u>	4,780,000
Total Change to Expenses			<u>\$4,830,397</u>	

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

Respectfully submitted,

J. Brent McFall
 City Manager
 Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **55**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

**A BILL
FOR AN ORDINANCE AMENDING THE 2010 BUDGETS OF THE GENERAL, GOLF
COURSE AND DEBT SERVICE FUNDS AND AUTHORIZING A SUPPLEMENTAL
APPROPRIATION FROM THE 2010 ESTIMATED REVENUES IN THE FUNDS**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2010 appropriation for the General, Golf Course, and Debt Service Funds, initially appropriated by Ordinance No. 3432 are hereby increased in aggregate by \$30,163,292. This appropriation is due to the receipt of lease proceeds and refunding bond proceeds.

Section 2. The \$30,163,292 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10G dated October 11, 2010 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

General Fund	\$13,536,642
Sales and Use Tax Fund	4,830,397
Golf Course Fund	<u>11,796,253</u>
Total	<u>\$30,163,292</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 11th day of October, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 25th day of October, 2010.

ATTEST:

Mayor

City Clerk



Agenda Item 10 H

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Councillor's Bill No. 56 re Amendment to Section 4-1-3 of the Westminster Municipal Code concerning Retailer Collection Fees

Prepared By: Barb Dolan, Sales Tax Manager

Recommended City Council Action

Pass Councillor's Bill No. 56 on first reading amending Section 4-1-3 of the Westminster Municipal Code concerning retailer collection fees.

Summary Statement

- The Westminster Municipal Code currently provides for the payment of collection fees, commonly referred to as vendor's fees, to retailers as compensation for collecting and timely remitting certain taxes to the City. At the May 17, 2010 Study Session, Council directed Staff to include elimination of the vendor's fee as one of the 2011 operating budget adjustments.
- In 2008 and 2009, the State of Colorado, along with a number of cities and special taxing districts, either reduced or eliminated their vendor's fees.
- Staff identified businesses potentially affected by this change and sent letters in early September notifying them that the proposed ordinance would be introduced by City Council on October 11.
- This change supports the goal of a Financially Sustainable City Government Providing Exceptional Services.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should the City modify Section 4-1-3 of the Westminster Municipal Code to eliminate the vendor's fee?

Alternative

Leave the current Code provisions in place and continue paying retailers a collection fee. Staff does not recommend this alternative. Eliminating the vendor's fee will mitigate projected revenue shortfalls in the 2011 operating budget.

Background Information

As compensation for collecting and timely remitting sales, admissions, and accommodations taxes, the City pays vendors a collection fee. Currently, the fee is 2.5% of the tax collected with a maximum fee of \$100 per return. Vendors apply this fee as an offset to the amount of tax due.

Of the state's 66 self-collected municipalities, 28 do not pay a vendor's fee. These jurisdictions include Boulder, Denver, Federal Heights, Fort Collins, Golden, Greenwood Village, and Lakewood. Since 2008, numerous jurisdictions, including the state of Colorado, the Regional Transportation District, the Scientific and Cultural Facilities District, and the Football Stadium District reduced or eliminated their fees.

On September 8, Staff sent letters to approximately 3,200 potentially affected taxpayers notifying them that the proposed ordinance would be introduced by City Council on October 11. A copy of the letter is attached. Most of the calls received in response to the letter were clarifications of the action and its effective date. One caller was opposed to the measure and one caller was supportive of the measure.

Because the proposed ordinance allows the vendor fee deduction through December 2010 (reported in January), the elimination of the vendor fee will not affect returns due in January 2011. This delayed effective date will allow Staff time to again notify taxpayers of changes to the vendor fee so they have sufficient time to change their reporting systems accordingly.

The amendments in the attached Councillor's Bill directly support the strategic goal of a "Financially Sustainable Government Providing Exceptional Services." By eliminating the vendor's fee, the City will have additional revenues to support defined core City services. Staff estimates that elimination of the vendor's fee will generate approximately \$500,000 in additional general fund revenues.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Councillor's Bill
- Letter to Businesses

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **56**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING SECTION 4-1-3 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING RETAILER COLLECTION FEES

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 4-1-3, subsection (C), W.M.C., is hereby AMENDED to read as follows:

4-1-3: DEDUCTIONS AND CREDITS:

(C) Collection Fee. For each reporting period ending on or before December 31, 2010, every retailer shall be entitled to a collection and remittance fee equal to the lesser of one hundred dollars (\$100) or two and one-half percent (2 1/2%) of the sum of the tax computed and any excess tax collected. A retailer shall apply this fee as an offset against the amount of tax due to the City at the time of remittance. Such fee shall be forfeited for any tax that is not reported and paid by the due date. Failure to apply this fee as an offset against the amount of tax due at the time of remittance shall result in forfeiture of the collection fee. This paragraph shall not apply to use tax.

Section 2. This ordinance shall take effect January 1, 2011.

Section 3. 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 11th day of October, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 25th day of October, 2010.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office



WESTMINSTER

September 7, 2010

Notice to City of Westminster Businesses

The purpose of this letter is to notify licensed businesses that Westminster City Council has directed City staff to prepare an amendment to the Municipal Code. After reviewing your company's previously filed sales tax returns, it is likely that this proposed amendment will impact your business.

City of Westminster
Office of the
City Manager

4800 West 92nd Avenue
Westminster, Colorado
80031

303-658-2400
FAX 303-706-3921

This amendment eliminates the vendor's fee that is paid to retailers for collecting and remitting City sales, admissions, and accommodations taxes. The current vendor's fee is 2.5% of the total tax collected, with a maximum of \$100 per return. This change is one of many very difficult decisions that the City has made this budget cycle.

The City's desire is to implement the change in a way that minimizes the impact on businesses and provides adequate advance notice to address any internal changes that may be required. In order to do so, Staff will be recommending the following:

- City Council will consider the ordinance change on the first and second readings at the October 11th and October 25th public meetings, respectively.
- Once approved, the elimination of the vendor's fee **will be effective with returns due on or after February 1, 2011**. This will first affect returns filed for the month of January 2011 that are due in February 2011.
- The City's electronic sales tax filing program will be updated to automatically eliminate the vendor's fee effective February 1, 2011. Taxpayers are encouraged to use the service to avoid calculation errors.
- All return forms and templates available on the City's website will be updated to reflect the elimination of the vendor's fee.

If you have questions or suggestions about the implementation process, please contact Barb Dolan, Sales Tax Manager, at (303)658-2067. Comments may also be e-mailed to bdolan@cityofwestminster.us. Additional information, along with the City's electronic filing service, is available on the City's website at www.cityofwestminster.us.

Sincerely,



J. Brent McFall
City Manager



Agenda Item 10 I

WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
October 11, 2010



SUBJECT: Councillor's Bill No. 57 re Amendments to Title IV of the Westminster Municipal Code concerning the Collection of Tax on Infrastructure

Prepared By: Barb Dolan, Sales Tax Manager
Josh Pens, Audit Supervisor

Recommended City Council Action

Pass Councillor's Bill No. 57 on first reading amending Title IV of the Westminster Municipal Code concerning the collection of tax on infrastructure.

Summary Statement

- Audits of construction projects in the City revealed that significant tax deficiencies arise when contractors construct infrastructure, landscape, and other public and private improvements outside the purview of a building permit.
- Staff is recommending implementation of pre-payment procedures for public and private improvements similar to those used for building permits to mitigate related tax deficiencies as well as ease administrative burdens for the City and for taxpayers.
- This item was reviewed with City Council at the July 19 Study Session and Staff was directed to bring an ordinance forward for action.
- These changes impact only the time and manner in which the use tax on materials is collected. They make no change to the imposition of or exemption from the tax itself.
- These changes support the goals of a Financially Sustainable City Government Providing Exceptional Service and Strong, Balanced Local Economy.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should the City modify Title IV of the Westminster Municipal Code to change the procedures for the payment of tax due upon the use of construction materials in infrastructure?

Alternative

Leave the current Code provisions in place and do not make the recommended changes. Staff has identified that the current procedures cause significant tax deficiencies and leave contractors exposed to material liabilities after a project has closed. Staff does not recommend this alternative.

Background Information

As a condition for approval of a final plat or building permit, developers may be required to enter into agreements with the City to make certain public and private improvements. Currently, each contractor and subcontractor working on the project is required to self-report taxes on materials used in making public and private improvements on monthly returns.

Audits of several projects have revealed substantial deficiencies with respect to infrastructure. When the contractor is located outside the City, collection of these deficiencies can be problematic. Collection through audit frustrates contractors because their ability to recover the taxes from the property owner may be foreclosed once the project is complete. To remedy these issues, Staff recommends adopting pre-payment procedures for public and private improvements similar to those used in building construction.

Prior to receiving a notice to proceed, the primary contractor would be required to deposit a use tax payment estimated based upon the engineers' estimates of costs. At the conclusion of the project, the contractor would compute the actual cost of materials used, including materials used by subcontractors, and either remit or be refunded the difference. Staff expects that the pre-payment would cover most, if not all, of the taxes due from the project. This same method is used for collection of use tax on building permits.

This new procedure benefits the City and its taxpayers. The City is better able to ensure that the taxes due from infrastructure are being collected. In turn, equity among contractors is improved by creating more universal collection procedures. Contractors and developers are better able to plan for these liabilities at the start of projects and incorporate them into their billing and financing. Finally, this process reduces the administrative burden for both the City and the contractor by reducing reporting to a single return due at the conclusion of the project. Collectively, these benefits support the strategic goals of a Financially Sustainable City Government Providing Exceptional Service and Strong, Balanced Local Economy.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **57**

SERIES OF 2010

INTRODUCED BY COUNCILLORS

A BILL

**FOR AN ORDINANCE AMENDING TITLE IV OF THE WESTMINSTER MUNICIPAL CODE
CONCERNING THE COLLECTION OF TAXES ON INFRASTRUCTURE**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 4-1-7, subsection (D), W.M.C., is hereby AMENDED to read as follows:

4-1-7: RETURNS REQUIRED; TIME FOR FILING AND PAYING TOTAL TAX LIABILITY:

(D) ~~Building Permits~~Construction Materials. Every person who pays an estimated prepayment of use tax ~~at the time a building permit is issued~~pursuant to W.M.C. Section 4-2-9 shall; make a return to the Finance Director of use tax due in excess of such estimated pre-payment.

(1) For public and private improvements, such return shall be made on or before the thirtieth (30th) day following written acceptance of any improvements by the City.

(2) For projects requiring a City building permit, such return shall be made on or before the thirtieth (30th) day following the issuance of a Certificate of Occupancy, or the date of final inspection by the building official, whichever occurs later, ~~make a return to the Finance Director and file such return.~~

(3) A return shall not be required if no additional use tax is due.

Section 2. Section 4-2-9, W.M.C., is hereby AMENDED to read as follows:

4-2-9: PROVISIONS RELATIVE TO ~~BUILDING PERMITS~~CONSTRUCTION MATERIALS:

(A) Public and Private Improvements.

(1) Every user of construction materials who builds, reconstructs, alters, or improves land or improvements to land as required by an agreement executed pursuant to Chapter 6, Title XI of this Code shall remit use tax on construction materials used on such project, whether purchased from sources inside or outside the City, by one of the following methods:

(a) Estimated prepayment. The estimated cost of construction materials shall be calculated by multiplying the cost of improvements or estimate thereof as listed in the public or private improvements agreement by fifty percent (50%). Use tax on such estimated cost of construction materials shall be remitted to the Finance Director prior to commencing work. Upon receipt of the estimated prepayment, the Finance Director shall issue written documentation evidencing that the use tax due upon such construction materials has been paid directly to the City. Upon written acceptance of any improvements by the City, the user of construction materials shall compute the use tax due on the actual cost of construction materials used in the project and make a return of any tax due in excess of the estimated prepayment in accordance with W.M.C. Section 4-1-7(D).

(b) Actual cost. Prior to commencing work, the user of construction materials shall notify the Finance Director in writing of his election to make monthly returns of use tax due. The

Finance Director shall thereupon issue written documentation evidencing that the use tax due on such materials will be paid directly to the City. From the date work commences through the date of written acceptance of any improvements by the City, the user of construction materials shall, on or before the twentieth (20th) day of each month, make a return to the Finance Director for the construction materials used during the preceding calendar month, and file such return whether or not tax is due in accordance with W.M.C. Section 4-1-7(A).

(2) Except as provided by W.M.C. Section 4-2-6(A)(7), use tax shall be due on all construction materials used in making public and private improvements

(a) notwithstanding ownership of the land or improvements by a charitable organization or governmental entity, unless such charitable organization or governmental entity purchases all such construction materials directly and makes all such improvements using its own employees; and

(b) notwithstanding the ultimate dedication of certain improvements to the City.

(BA) Projects requiring a City building permit. Except as provided by Section 4-2-6(A)(7), every person, including any charitable organization or governmental entity, who is required to obtain a City building permit shall remit use tax on construction materials used on that project, whether purchased from sources inside or outside the City, by one of the following methods:

(1) Estimated prepayment. The estimated cost of construction materials shall be calculated by multiplying the total valuation of the construction project entered on the building permit by the City Building Division, by fifty percent (50%). Use tax on such estimated cost of construction materials shall be paid at the time the building permit is issued. Upon the later of the date of final inspection by the building official or the date of issuance of a certificate of occupancy, the taxpayer shall compute the use tax due on the actual cost of construction materials and make a return of any tax due in excess of the estimated prepayment pursuant to Section 4-1-7(D). ~~Use tax on the actual cost of materials may be subsequently determined through audit. If use tax is prepaid, interest on any tax deficiency related to construction materials shall be computed from the later of the date of final inspection by the building official or the date of issuance of the certificate of occupancy.~~

(2) Actual cost. ~~The actual cost of construction materials shall be reported and paid on monthly returns. If use tax is paid on an actual cost basis, interest on any tax deficiency shall be computed from the date on which tax is due. Prior to commencing work, the taxpayer shall notify the Finance Director in writing of his election to make monthly returns of use tax due. The Finance Director shall thereupon issue the taxpayer written documentation evidencing that the use tax due on such materials will be paid directly to the City. From the date of issuance of the City building permit through the date of final inspection by the building official or the issuance of the Certificate of Occupancy, whichever is later, the contractor shall, on or before the twentieth (20th) day of each month, make a return to the Finance Director for the construction materials used during the preceding calendar month, and file such return whether or not tax is due in accordance with W.M.C. Section 4-1-7(A).~~

~~(B) Nothing in this Section shall be interpreted to reallocate the responsibility for payment of use tax imposed by law.~~

(C) Use taxes imposed upon other uses of construction materials within the City shall be reported and paid in the same manner as provided for the payment of use taxes imposed upon other tangible personal property.

Section 3. This ordinance shall take effect January 1, 2011.

Section 4. 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 11th day of October, 2010.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED
this 25th day of October, 2010.

Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

City Clerk

City Attorney's Office

**WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE
MONDAY, October 11, 2010
7:00 P.M.**

- 1. Roll Call**
- 2. Minutes of Previous Meeting** (September 13, 2010)
- 3. New Business**
 - A. Public Hearing on the 2011 and 2012 Proposed WEDA Budgets
 - B. Resolution No. 121 re 2011 and 2012 WEDA Budgets
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
MONDAY, SEPTEMBER 13, 2010 AT 8:04 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 for the Authority, 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 carried unanimously.

SPECIAL LEGAL COUNSEL RETAINED FOR WESTMINSTER MALL LITIGATION

The Vice Chairperson moved to authorize the Executive Director to enter into an agreement with Murray Dahl Kuechenmeister & Renaud, LLP for work related to the *Westminster Mall Company et al. v City of Westminster and WEDA* litigation. The motion, seconded by Kaiser, carried unanimously.

ADJOURNMENT

There being no other business to be considered, the meeting adjourned at 8:05 p.m.

ATTEST:

Secretary

Chairperson

WEDA Agenda Item 3 A&B

Agenda Memorandum

Westminster Economic Development Authority Meeting
October 11, 2010



SUBJECT: Public Hearing and Resolution No. 121 re 2011 and 2012 Proposed
Westminster Economic Development Authority Budgets

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) 2011 and 2012 proposed budgets.
2. Adopt Resolution No. 121 adopting the 2011 and 2012 proposed budgets for WEDA as presented, including the appropriation of funds as set forth.

Summary Statement

- At the October 4th Study Session, Staff reviewed the proposed 2011 and 2012 WEDA budgets with the Board.
- This agenda memo includes a summary of the items presented at the budget review. In addition, a map of the seven urban renewal areas is attached.
- The Board is requested to adopt the attached Resolution approving the 2011 and 2012 proposed budgets for WEDA that reflect all proposed operations and services to be provided in those years. This budget includes only operating activity. While several of the URAs have capital project activity in progress, funding has already been appropriated to those activities. If new projects are proposed, the budgets will be amended via supplemental appropriations.
- Local Government Budget Law (Budget Law), C.R.S. 29-1-103, requires an annual budget to be adopted for WEDA. WEDA adopts a two year budget consistent with the City of Westminster's (City) budgeting cycle.
- 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 2010 estimated incremental assessed valuation from Adams County and Jefferson County for WEDA is \$79,125,580 and is used to calculate property tax increment paid to WEDA in 2011. The combined estimated property tax increment from this valuation is \$8,777,465 for 2011. This same estimated valuation plus anticipated changes in property value within the URAs during 2010 was used to estimate 2012 property tax increment of \$8,757,999.
- Total revenues represent incremental revenues, interest and other revenues are estimated at \$10,227,083 for 2011 and \$10,033,338 for 2012.
- Projected costs for 2011 of \$11,435,018 include economic development agreement (EDA) payments, contractual services, property tax collection fees, debt service and contingency.
- Projected costs for 2012 of \$11,181,195 EDA payments, contractual services, property tax collection fees, debt service and contingency.
- The Board will note that the WEDA budget projects a substantial remaining balance of funds which are necessary in order to meet bond and loan reserve requirements. These funds are not available for other purposes.

Expenditure Required: 2011 - \$11,435,018
2012 - \$11,181,195

Source of Funds: Incremental tax revenues, interest and other miscellaneous revenues

Policy Issue

Should the attached 2011 and 2012 WEDA budgets be adopted by the Board?

Alternative

The alternative would be to not adopt budgets for 2011 and/or 2012. However, according to Budget Law, C.R.S. 29-1-103, WEDA 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 WEDA's expenses. This would negatively impact WEDA's ability to operate.

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

As with the City's budget, Staff has taken a conservative approach in preparing the WEDA budget. Property tax increment projections are based on preliminary assessed valuation information for 2010 and adjusted for anticipated new development. Sales tax increment projections are based on existing retail and adjusted for anticipated changes to retail establishments located within each URA.

Below is a discussion of a few items that pertain to more than one URA. The details are explained here instead of being repeated under each URA.

Interest earnings

Pooled and investment interest earnings are not typically included in the proposed budgeted revenues for WEDA. Due to the fluctuations in the monthly balances of the pooled cash, the 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 liabilities. As in the case of South Westminster URA, interest earnings are included as part of the budget only when needed to meet obligations. Otherwise, the earnings will be appropriated when necessary or will 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 not included in the proposed budgeted revenues, as the debt covenants restrict how those earnings can be spent. Interest earnings will be appropriated through periodic 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.

Contingency

No contingency is included in the budgets of URAs that have bonded debt. Instead, any revenue that exceeds expenses will increase fund balance in the URA to be used at a later date. Contingency for unanticipated expenses is budgeted in URAs without bonded debt.

Summarized below are the highlights of the 2011/2012 budgets for each of the individual URAs

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.

The Holly Park site, purchased by WEDA in 2006, remains under WEDA ownership despite efforts to sell the property for development. For the majority of the time that Holly Park has been under WEDA ownership, the property has been listed for sale by a commercial real estate broker. In the past year, the broker made direct contacts with all major Denver area townhome developers that generated no leads. With the economic downturn, there has been virtually no interest in purchasing the property. WEDA continues to maintain the property and will do so until the property is sold.

Based on the current status of the property, no operating budget is proposed for 2011 or 2012. Remaining proceeds of the loan from the City will be used to fund property maintenance expenses. A supplemental appropriation will be brought to the Board to amend the budget as necessary when the property status changes.

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. The Shops at Walnut Creek, connected by an attractive underpass to the Westminster Promenade, combines the warmth and familiarity of Victorian-inspired main street America with a multitude of restaurants, shops and a major retailer. Initially, variable rate taxable tax increment revenue bonds were issued in 2003 to fund the project. These bonds were subsequently refunded. Debt service on the bonds is paid with pledged tax increment revenues.

Total proposed revenues in this URA are: \$2,179,780 in 2011 and \$2,068,720 in 2012. These revenues include property tax increment and intergovernmental revenue from the Mandalay Town Center General Improvement District. No sales tax increment revenue is budgeted in 2011 and 2012 because the sales tax pledge on the bonds was reduced to 0%. Property tax increment, intergovernmental revenues and accumulated excess revenues will continue to meet the URA's debt service and other obligations in 2011 and 2012 allowing the City to retain all of the sales tax collections.

Total proposed expenditures in this URA are: \$3,118,210 in 2011 and \$3,120,448 in 2012. These expenditures include the property tax collection fee and debt service. Debt service interest is budgeted at an estimated rate of 4% as provided in the debt service schedule for Mandalay Gardens URA bonds. However, the actual bond interest is paid at a variable rate that is reset weekly. Therefore, the actual interest rate paid in 2011 and 2012 will most likely vary from the budgeted amount at a rate significantly below the budgeted amount.

North Huron URA

WEDA established the North Huron URA on January 26, 2004. The boundaries of the URA are approximately 124th Ave to 150th, I-25 to Huron Street. Development in the URA included the interchange at 144th and I-25, Huron Street improvements from approximately 124th Avenue to 150th Avenue and the public improvements in the URA. These improvements paved the way for a new retail development along the I-25 corridor in Westminster. "The Orchard Town Center" is a 1-million-square-foot, open-air, lifestyle and entertainment center located at the northwest corner of I-25 and 144th Avenue. In 2005, variable rate tax exempt tax increment revenue bonds were issued to fund the project. These bonds were subsequently refunded. Debt service on the bonds is paid with pledged tax increment revenues.

One-third of the 3% general sales tax collected in this area is shared with the City of Thornton per an Intergovernmental Agreement (IGA) 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.

Total proposed revenues in this URA are: \$5,426,797 in 2011 and \$5,461,222 in 2012. These revenues include property tax increment. No sales tax increment revenue is budgeted in 2011 and 2012 because the pledge on the bonds was reduced to 0%. Property tax increment will be sufficient to meet the URA's debt service and other obligations allowing the City to retain all of the sales tax collections.

Total proposed expenditures in this URA are: \$5,394,714 in 2011 and \$5,178,952 in 2012. These expenditures include the property tax collection fee, contractual services and debt service. In 2012 proposed operating expenditures decrease due to the conclusion of an economic development agreement (EDA).

Any excess revenues over expenses will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

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. The purpose of the URA was to provide funds for land acquisition, demolition of structures, and tenant relocation so as to facilitate redevelopment of the Shoenberg Shopping Center located at the southwest corner of 72nd Avenue and Sheridan Boulevard. The synergy of the new anchor store and overall redevelopment has encouraged development of the Shoenberg Farm and other commercial properties in the immediate area. The South Sheridan gateway to the City is anticipated to play an even more strategic role as a connection to the planned Transit Oriented development and commuter rail station in South Westminster. In 2007, variable rate tax exempt tax increment revenues bonds were issued to fund the redevelopment. These bonds were subsequently refunded. Debt service on the bonds is paid with pledged tax increment revenues.

Total proposed revenues in this URA are: \$1,745,629 in 2011 and \$1,645,881 in 2012. These revenues include property and sales tax increment. In 2011 and 2012, Staff anticipates that an increase in property tax revenues and accumulated excess revenues will enable a reduction in the sales tax pledge. Therefore, the sales tax increment will decrease in 2011 and 2012 from 2010. With the reduction in the sales tax pledge, a portion of the sales tax collections in this URA will be retained by the City.

Total proposed expenditures in this URA are: \$1,735,246 in 2011 and \$1,737,622 in 2012. These expenditures include the property tax collection fee, contractual services and debt service. In 2011, excess revenues over expenses will increase fund balance slightly. Those funds will be available for future appropriations in the URA when needed.

South Westminster URA

WEDA, organized by City Council on September 14, 1987, was 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 was the first URA established under WEDA, and includes two Phases. Phase I of the URA was established in 1988. In October, 1992, the South Westminster URA boundaries were expanded with the addition being called "Phase II." In 1996, redevelopment of the Westminster Plaza Shopping Center, anchored by a grocery store, was begun. Both variable rate tax exempt and taxable convertible tax increment revenues bonds were issued in 1997 to fund the project. These bonds were subsequently refunded. Debt service on the bonds is paid with pledged tax increment revenues.

Total proposed revenues in this URA are: \$440,082 in 2011 and \$464,034 in 2012. These revenues include property tax increment and interest earnings. In 2011 and 2012 the budget includes no sales tax increment as receipts will remain below the base amount.

Total proposed expenditures in this URA are: \$752,053 in 2011 and \$750,692 in 2012. These expenditures include the property tax collection fee, contractual services, debt service and contingency. Expenditures decreased from 2010 in both years due to the conclusion of an EDA. Because proposed revenues are below proposed expenditures in both 2011 and 2012, available cash-on-hand will be utilized to cover the shortage. Because the South Westminster URA continues to face financial challenges, fund balance is being utilized to meet the URA's obligations.

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 purpose of the URA is to provide funds to facilitate future redevelopment in the City Center Area.

Total proposed revenues in this URA are: \$434,795 in 2011 and \$393,481 in 2012. These revenues include only property tax increment. It is anticipated that this increment will be sufficient to fully cover obligations of the URA in 2011 and 2012. Because there is no sales tax pledge, all sales tax collections in this URA are retained by the City.

Total proposed expenditures in this URA are: \$434,795 in 2011 and \$393,481 in 2012. These expenditures include the property tax collection fee, contractual services and contingency. Expenditures decreased from 2010 in both years due to the conclusion of an EDA.

Westminster Center Urban Reinvestment Project (WURP)

On April 13, 2009, City Council approved Resolution 12, Series 2009 that established the Westminster Center Urban Reinvestment Plan Area and the Reinvestment Plan. The vision for the future Westminster Center is for a new transit-oriented mixed-use neighborhood including residential, retail, entertainment and employment uses, all adjacent to a new commuter rail transit station as well as the existing Westminster Center Park-n-Ride. This site will provide the City with a unique opportunity to create a focal point, a district center for the community. The new mixed-use neighborhood will serve the needs of

current and future Westminster residents to live close to new workplaces and have the opportunity to use convenient transit as part of their everyday lives. It will be a place to live, work, play, visit, entertain and be entertained, and will serve as a source of great community pride for the existing City residents and the new residents that it will attract.

Tax increment financing has not yet been requested. Therefore, no operating budget for 2011 or 2012 is proposed. A supplemental appropriation will be brought to the Board to amend the budget as necessary when the property status changes.

While the budget reflects no operating activity in this URA, it is important to note that City participation funds of \$11,940,274 were transferred to the WURP URA for redevelopment capital project expenditures. Interest earnings on these funds are reflected in the 2009 and 2010 operating revenues but are anticipated to be appropriated to the project in the future.

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 2011 and 2012 budgets 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 (City). These activities are 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) for the purpose of providing funds for land acquisition, demolition of structures, and tenant relocation so as to facilitate redevelopment efforts. Additionally, these developments are anticipated to play a strategic role in the planned Transit Oriented development in the City.

The total budgets for 2011 and 2012 are inclusive of the following URAs within WEDA, although no appropriations are proposed for Holly Park or Westminster Urban Reinvestment Project for 2011 or 2012:

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

The preliminary 2010 estimated incremental assessed valuation from Adams and Jefferson County for WEDA is \$79,125,580, a decrease of \$66,220 from 2009. This valuation will be used to calculate property tax increment paid to the URAs in 2011. The estimated incremental valuation for will produce approximately \$8,777,465 in property tax increment in 2011. This estimated valuation plus anticipated value of new construction in the URAs was used to estimate 2012 property tax increment of \$8,757,999. Sales tax increment is estimated to be \$1,322,760 for 2011 and \$1,157,088 for 2012. Total estimated revenues include property tax increment, sales tax increment, interest earnings, intergovernmental revenue and accumulated excess revenues are estimated at \$10,227,083 for 2011 and \$10,033,338 for 2012.

WEDA has four debt issues outstanding: 2009 WEDA tax increment revenue bonds (South Westminster URA), 2009 WEDA tax increment adjustable rate revenue refunding bonds (Mandalay Gardens URA), 2009 WEDA revenue loan (North Huron URA) and 2009 WEDA revenue loan (South Sheridan URA). The Mandalay Gardens bonds are variable rate; therefore, the interest expense and paying agents are estimated using a rate of 4%. However, the actual bond interest is paid at a variable rate that is reset weekly. Therefore, the actual rate paid in 2011 and 2012 will most likely vary from the budgeted amount. Total debt service expense for 2011 is estimated at \$9,368,279 and \$9,371,824 for 2012.

Additional estimated expenses for WEDA for 2011 of \$2,066,739 include economic development agreements (EDA) payments and contractual services of \$1,623,104, property tax collection fees of \$131,662 and a contingency of \$311,973 for unanticipated expenses. Additional estimated expenses for 2012 of \$1,372,422 include EDA payments and contractual services of \$1,372,422, property tax collection fees of \$131,370 and a contingency of \$305,579 for unanticipated expenses. Total general operating expenses budget for 2011 is \$11,435,018 and for 2012 is \$11,181,195.

In the South Westminster URA proposed revenues are expected to be below proposed expenditures in both 2011 and 2012, therefore; available cash-on-hand will be utilized to cover the shortage. Because the South Westminster URA continues to face financial challenges, fund balance is being utilized to meet the URA's obligations. In the other URAs, any excess revenues over expenses will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

No contingency is included in the budgets of URAs that have bonded debt. Instead, any revenue that exceeds expenses will increase fund balance in the URA to be used at a later date. Contingency for unanticipated expenses is budgeted in URAs without financed debt.

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION NO. **121**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 AND 2012 BUDGETS

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 budget for 2011 and 2012 was prepared and submitted to the Board of Directors on October 11, 2010 for review;

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 proposed budgets;

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

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

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

1. That the attached budget is hereby approved and the amounts stated herein are hereby appropriated for the fiscal years 2011 and 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 11th day of October, 2010.

ATTEST:

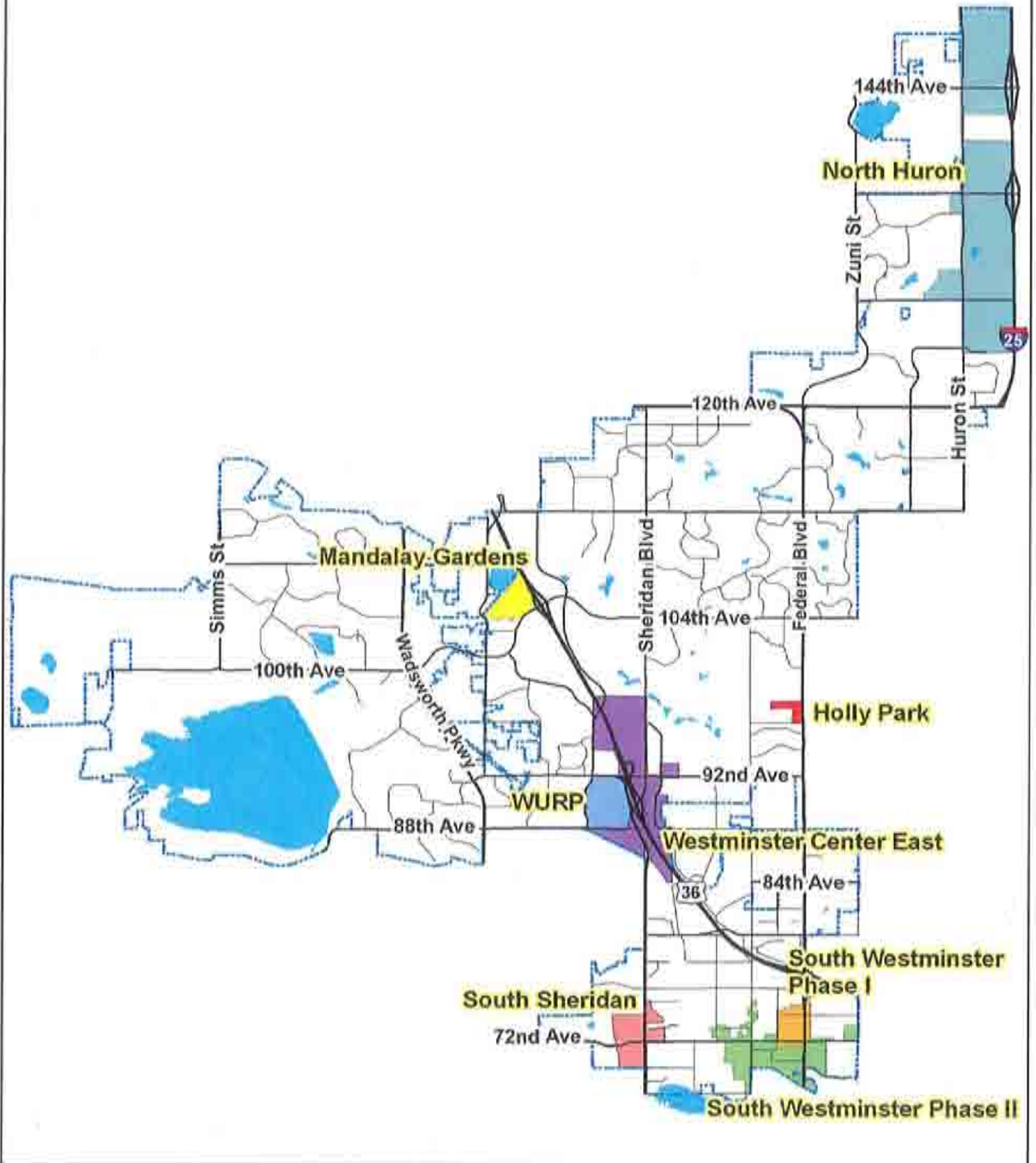
Chairperson

Secretary

Westminster Economic Development Authority - LGID# 64189
Consolidated Budget for All URAs
2011/2012 Proposed Budget

	2009 Actual	2010 Budget	2010 Estimated	2011 Proposed	2012 Proposed
OPERATING					
Revenues					
Property Tax Increment	\$ 6,067,958	\$ 9,061,632	\$ 8,740,054	\$ 8,777,465	\$ 8,757,999
Sales Tax Increment	6,899,318	3,019,375	2,809,695	1,322,760	1,157,088
Total Tax Increment	12,967,276	12,081,007	11,549,749	10,100,225	9,915,087
Intergovernmental	91,439	60,000	60,000	65,000	65,000
Interest	13,856	-	204,424	61,858	53,251
Miscellaneous	13,423	-	-	-	-
Total Operating Revenues	13,085,994	12,141,007	11,814,173	10,227,083	10,033,338
Expenditures:					
Operating Activities					
Contractual	1,572,704	1,477,243	1,613,464	1,623,104	1,372,422
Treasurer Fees	91,019	135,925	131,100	131,662	131,370
Contingency	-	357,080	-	311,973	305,579
Total Operating Expenditures	1,663,723	1,970,248	1,744,564	2,066,739	1,809,371
Debt Service					
Principal Paid	9,046,375	4,065,000	4,065,000	4,250,000	4,450,000
Interest Paid	1,724,835	4,777,362	3,471,660	4,624,272	4,444,579
Agent Fees	292,000	524,218	524,218	494,007	477,245
Bond sale expense	1,003,757	-	-	-	-
Total Debt Service	12,066,967	9,366,580	8,060,878	9,368,279	9,371,824
Total Expenditures	13,730,690	11,336,828	9,805,442	11,435,018	11,181,195
Net Operating Revenue (Expense)	(644,696)	804,179	2,008,731	(1,207,935)	(1,147,857)
Other Financing Sources					
Issuance of bonds	41,160,000	-	-	-	-
Note Proceeds	70,450,000	-	-	-	-
Transfers In	200,000	-	200,000	-	-
Payment to refunding agent	(111,074,663)	-	-	-	-
Total Other Financing Sources	735,337	-	200,000	-	-
Excess Revenue over (under) Expenditures	90,641	804,179	2,208,731	(1,207,935)	(1,147,857)
Beginning Balance Operating - January 1	20,598,123	14,974,977	20,688,764	22,897,495	21,689,560
Ending Balance Operating - December 31	\$ 20,688,764	\$ 15,779,156	\$ 22,897,495	\$ 21,689,560	\$ 20,541,703
CAPITAL PROJECTS					
<i>For informational purposes only. All capital project funds have been previously appropriated with no additional requests in 2011/2012.</i>					
Revenue	\$ 1,393,672	\$ 7,629,154	\$ 10,744,099	\$ -	\$ -
Debt expense	(4,331,486)	-	-	-	-
Project expense	(4,127,100)	(7,735,945)	(1,186,788)	-	(69,295)
Excess Revenue over (under) Expenditures	(7,064,914)	(106,791)	9,557,311	-	(69,295)
Beginning Balance Capital - January 1	9,548,446	14,025,873	2,483,532	12,040,843	12,040,843
Ending Balance Capital - December 31	\$ 2,483,532	\$ 13,919,082	\$ 12,040,843	\$ 12,040,843	\$ 11,971,548
Total Ending Balance	\$ 23,172,296	\$ 29,698,238	\$ 34,938,338	\$ 33,730,403	\$ 32,513,251

Westminster Urban Renewal Areas



0 0.5 1 2 3 4 Miles



CITY OF WESTMINSTER GENERAL IMPROVEMENT DISTRICTS
WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE
MONDAY, October 11, 2010
7:00 P.M.

1. Roll Call

2. Minutes of Previous Meetings
 - A. 136th Avenue GID (May 10, 2010)
 - B. 144th Avenue GID (October 12, 2009)
 - C. Amherst GID (October 12, 2009)
 - D. Mandalay Town Center GID (December 21, 2009)
 - E. Orchard Park Place North GID (September 14, 2009)
 - F. Sheridan Crossing GID (October 12, 2009)

3. New Business
 - A. Public Hearing re City of Westminster GIDs re 2011 Budgets
 - B. 136th Avenue GID 2011 Budget and Mill Levy (Resolution No. 14)
 - C. 144th Avenue GID 2011 Budget and Mill Levy (Resolution No. 7)
 - D. Amherst GID 2011 Budget and Mill Levy (Resolution No. 29)
 - E. Mandalay Town Center GID 2011 Budget and Mill Levy (Resolution No. 13)
 - F. Orchard Park Place North GID 2011 Budget and Mill Levy (Resolution No. 2)
 - G. Sheridan Crossing GID 2011 Budget and Mill Levy (Resolution No. 26)

4. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 136TH AVENUE GENERAL IMPROVEMENT DISTRICT
MONDAY, MAY 10, 2010 AT 7:36 P.M.

ROLL CALL

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

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Major, 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 2009 FINAL BUDGET AMENDMENT

At 7:36 p.m. a hearing was opened to receive public comment on the final amendment to the 2009 Budget. Mr. McFall reported that staff was present to answer any questions. There were no questions and no one wished to comment. The Vice Chairperson closed the public hearing at 7:37 p.m.

RESOLUTION NO. 13 AUTHORIZING 2009 BUDGET SUPPLEMENTAL APPROPRIATION

It was moved by Councillor Briggs and seconded by Kaiser to adopt Resolution No. 13 authorizing a supplemental appropriation to the 2009 budget. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Vice Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 144TH AVENUE GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 12, 2009 AT 7:38 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 Briggs moved, seconded by Lindsey to approve the minutes of the meeting of October 13, 2008 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON PROPOSED 2010 BUDGET

At 7:39 p.m. a hearing was opened to receive public comment on the proposed 2010 Budgets of the City of Westminister's General Improvement Districts (GID), which included the 136th Avenue GID, the 144th Avenue GID, the Amherst GID, the Mandalay Town Center GID, the Promenade Parking Garage GID, and Sheridan Crossing GID. Staff was present to answer questions. No one wished to comment. The Chairperson closed the public hearing at 7:40 p.m.

RESOLUTION NO. 6 ADOPTING 144TH AVENUE GID 2010 BUDGET AND MILL LEVY

It was moved by Board Member Major and seconded by Dittman to adopt Resolution No. 6 setting the mill levy for the taxable year 2009 for collections in 2010 at 20 mills for the City of Westminister 144th Avenue General Improvement District, formally adopting the 2010 budget as presented, and appropriating the funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:44 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE AMHERST GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 12, 2009 AT 7:38 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 Briggs moved, seconded by Lindsey to approve the minutes of the meeting of October 13, 2008 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON PROPOSED 2010 BUDGET

At 7:39 p.m. a hearing was opened to receive public comment on the proposed 2010 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136th Avenue GID, the 144th Avenue GID, the Amherst GID, the Mandalay Town Center GID, the Promenade Parking Garage GID, and Sheridan Crossing GID. Staff was present to answer questions. No one wished to comment. The Chairperson closed the public hearing at 7:40 p.m.

RESOLUTION NO. 28 ADOPTING AMHERST GID 2010 BUDGET AND MILL LEVY

It was moved by Board Member Winter and seconded by Kaiser to adopt Resolution No. 28 setting the mill levy for the taxable year 2009 for collections in 2010 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopting the 2010 budget as presented, and appropriating the funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:44 p.m.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT
MONDAY, DECEMBER 21, 2009 AT 7:34 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 Carla Koeltzow, Acting Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs 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.

FIRST AMENDMENT TO IGA WITH WEDA RE CERTAIN DISTRICT REVENUES

Upon a motion by Board Member Winter, seconded by Major, the Board voted unanimously to authorize the Executive Director to execute the First Amendment to the Intergovernmental Agreement dated December 10, 2007 with the Westminster Economic Development Authority regarding the remittance of certain District revenues to WEDA to assist in the repayment of the WEDA debt relating to the improvements in the District.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Chairperson

ATTEST:

Acting Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT
MONDAY, SEPTEMBER 14, 2009 AT 8:54 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.

RESOLUTION NO. 1 RE BALLOT LANGUAGE FOR NOVEMBER 3, 2009 SPECIAL ELECTION

It was moved by Board Member Briggs and seconded by Dittman to adopt Resolution No. 1 approving the ballot language for the special election for the Orchard Park Place North General Improvement District to be held on November 3, 2009. At roll call, the motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m. following a motion by Kaiser, seconded by Major, to adjourn that carried unanimously.

Chairperson

ATTEST:

Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT
MONDAY, OCTOBER 12, 2009 AT 7:38 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 Briggs moved, seconded by Lindsey to approve the minutes of the meeting of October 13, 2008 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON PROPOSED 2010 BUDGET

At 7:39 p.m. a hearing was opened to receive public comment on the proposed 2010 Budgets of the City of Westminister's General Improvement Districts (GID), which included the 136th Avenue GID, the 144th Avenue GID, the Amherst GID, the Mandalay Town Center GID, the Promenade Parking Garage GID, and Sheridan Crossing GID. Staff was present to answer questions. No one wished to comment. The Chairperson closed the public hearing at 7:40 p.m.

RESOLUTION NO. 25 TO ADOPT 2010 BUDGET & MILL LEVY

It was moved by Board Member Lindsey and seconded by Kaiser to adopt Resolution No. 25 setting the mill levy for the taxable year 2009 for collections in 2010 at 12 mills for the City of Westminister Sheridan Crossing General Improvement District, formally adopting the 2010 budget as presented, and appropriating the funds as budgeted. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:44 p.m.

Chairperson

ATTEST:

Secretary

City of Westminster GIDs Agenda Item 3 A

Agenda Memorandum

General Improvement Districts Meeting
October 11, 2010



SUBJECT: Public Hearing re City of Westminster General Improvement Districts' 2011 Budgets

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Hold a Public Hearing on the 2011 Budgets for the following City of Westminster General Improvement Districts: 136th Avenue GID, 144th Avenue GID, Amherst GID, Mandalay Town Center GID, Orchard Park Place North GID and Sheridan Crossing GID.

Summary Statement

- City Council acts as the Board of Directors of the General Improvement Districts (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 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.
- Specific budget details for each of the GIDs are included in the agenda items 3 B-G.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Should a public hearing be held for the GID budgets?

Alternative

The alternative would be to not hold a public hearing. 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.

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 2011 budgets of the GIDs, one consolidated public hearing notice was published in the Westminster Window on September 30, 2010. The Board is requested to open one public hearing with subsequent consideration of each GIDs budget scheduled following the close of the public hearing. Additional details about each of the GID budgets are included in the individual GID agenda items.

Respectfully submitted,

J. Brent McFall
Executive Director

136th Avenue GID Agenda Item 3 B

Agenda Memorandum

136th Avenue General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 14 re City of Westminster 136th Avenue General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 14 that sets the mill levy for the taxable year 2010 for collections in 2011 at 16 mills for the City of Westminster 136th Avenue General Improvement District (District), formally adopts the 2011 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 2011 Budget for the District that reflects all proposed District operations and services to be provided in 2011.
- 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 2011 collections remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the 16 mill levy will generate \$12,325 in property tax revenue on the base assessed valuation. Total revenue that also include ownership tax, interest earnings and intergovernmental revenue are estimated at \$244,635.
- Projected expenditures in 2011 are \$244,635 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$7,339 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: \$244,635

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

Policy Issue

Should the attached proposed 2011 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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 \$7,339 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 \$217,422 for 2011.

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 \$234,450 for 2011.

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 2011 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 2010 preliminary assessed valuation is \$14,359,160 with an incremental valuation of \$13,588,860, leaving the net assessed valuation on the base of \$770,300. This is an increase in the base assessed valuation of \$132,910 from the 2009 base assessed valuation. The District will certify a 16 mill levy, which will generate property tax revenues of \$12,325 on the net assessed valuation. Total revenues which also include ownership taxes, interest and intergovernmental revenue are estimated at \$244,635.

Projected expenditures in 2011 are \$10,185 for administrative and property tax collection fees and a contractual payment of \$234,450. Total expenditures are estimated to be \$244,635 for 2011.

An emergency reserve of \$7,339, 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

136th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **14**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$244,635 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 16 mills is fixed for the taxable year 2010 for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
136th Avenue General Improvement District - LGID# 01084/1
2011 Proposed Budget

	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimated</u>	2011 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes - operating	\$ 946	\$ 1,383	\$ 637	\$ 770
Property taxes - debt	<u>19,749</u>	<u>20,742</u>	<u>9,561</u>	<u>11,555</u>
<i>Subtotal property taxes</i>	20,695	22,125	10,198	12,325
Ownership taxes	15,876	16,133	15,396	14,588
Intergovernmental	197,831	211,924	223,255	217,422
Interest	<u>539</u>	<u>1,985</u>	<u>349</u>	<u>300</u>
<i>Total Revenues</i>	<u>234,941</u>	<u>252,167</u>	<u>249,198</u>	<u>244,635</u>
Operating expenditures:				
Administration	19,405	10,000	10,000	10,000
Contractual services	275,742	255,000	239,000	234,450
Treasurer's fees	<u>310</u>	<u>332</u>	<u>153</u>	<u>185</u>
<i>Total operating</i>	<u>295,457</u>	<u>265,332</u>	<u>249,153</u>	<u>244,635</u>
<i>Excess of revenue over (under)</i> <i>expenditures</i>	(60,516)	(13,165)	45	0
Beginning balance	<u>69,257</u>	<u>23,577</u>	<u>8,741</u>	<u>8,786</u>
Ending balance	<u>\$ 8,741</u>	<u>\$ 10,412</u>	<u>\$ 8,786</u>	<u>\$ 8,786</u> *

* Ending balance includes \$7,339 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Net Assessed Valuation	
Budget Year	Operating	Debt Svc	Total	Year	Amount
2011	1.000	15.00	16.000	2010	770,300
2010	1.000	15.00	16.000	2009	637,390
2009	0.719	15.00	15.719	2008	1,316,690
<i>Maximum levy is 16 mills</i>					

144th Avenue GID Agenda Item 3 C

Agenda Memorandum

144th Avenue General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 7 re City of Westminster 144th Avenue General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action:

Adopt Resolution No. 7 that sets the mill levy for the taxable year 2010 for collections in 2011 at 20 mills for the City of Westminster 144th Avenue General Improvement District (District), formally adopts the 2011 budget for the District, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2011 budget for the District that reflects all proposed District operations and services to be provided in 2011.
- 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 2011 collections remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the operating mill levy of 20 mills will generate \$30,794 in property tax revenue. Total revenues that also include ownership taxes and interest earnings are estimated at \$68,425.
- Projected costs in 2011 are \$68,462 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$2,053 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: \$68,462

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

Policy Issue

Should the attached 2011 budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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) authorized the District to issue up to \$20,000,000 of debt, (2) approved a mill levy, not to exceed 20 mills, to pay for annual operating expenditures of the District, and (3) authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of \$2,053 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 its annual expenses.

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 is budgeted in contractual services and is estimated to be \$58,000 for 2011.

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 2011 budget for the City of Westminster 144th Avenue General Improvement District (District) includes these important features:

Westminster City Council was 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 2010 total assessed valuation is \$28,701,550 with an incremental valuation of \$27,161,840, leaving the net assessed valuation on the base of \$1,539,710. This is an increase in the based assessed valuation of \$111,600 from the 2009 base assessed valuation. The District will certify a mill levy of 20 mills that will generate property tax revenues of \$30,794. Total revenues that also include ownership taxes and interest earnings are estimated at \$68,425.

Projected expenditures for 2011 are \$10,462 for administrative and property tax collection fees and contractual services of \$58,000. Total expenditures are estimated to be \$68,462 for 2011.

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

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

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

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments

144th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **7**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$68,462 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 20 mills is fixed for the taxable year 2010 and for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
144th Avenue General Improvement District - LGID# 65462/1
2011 Proposed Budget

	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimated</u>	2011 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes	\$ 31,959	\$52,764	\$ 28,562	\$ 30,794
Ownership taxes	24,402	24,650	37,265	37,181
Interest	801	142	458	450
<i>Total Revenues</i>	<u>57,162</u>	<u>77,556</u>	<u>66,285</u>	<u>68,425</u>
General Operating Expenditures:				
Administration	20,000	10,000	10,000	10,000
Contractual services	48,562	61,800	57,000	58,000
Treasurer's fees	479	791	428	462
<i>Total general operating</i>	<u>69,041</u>	<u>72,591</u>	<u>67,428</u>	<u>68,462</u>
<i>Excess of revenue over (under) expenditures and other uses</i>	(11,879)	4,965	(1,143)	(37)
Beginning Balance	<u>15,861</u>	<u>1,789</u>	<u>3,982</u>	<u>2,839</u>
Ending Balance	<u>\$3,982</u>	<u>\$6,754</u>	<u>\$2,839</u>	<u>\$2,802</u> *

* Ending balance includes \$2,053 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy	
Year	Amount
2010	20
2009	20
2008	20

Net Assessed Valuation	
Year	Amount
2010	1,539,710
2009	1,428,110
2008	1,590,600

Amherst GID Agenda Item 3 D

Agenda Memorandum

Amherst General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 29 re City of Westminster Amherst General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 29 that sets the mill levy for the taxable year 2010 for collections in 2011 at 5 mills for the City of Westminster Amherst General Improvement District (District), formally adopts the 2011 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 2011 budget for the District that reflects all proposed District operations and services to be provided in 2011.
- 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 2011 collections remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 5 mill levy will generate \$61,660 in property tax revenue. Total revenues that also include ownership tax and interest earnings are estimated at \$70,206.
- Projected costs in 2011 are \$63,925 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 \$2,106 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: \$63,925

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

Policy Issue

Should the attached 2011 budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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 right-of-ways, 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 \$2,106 is still required and has been established.

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 2011 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 2010 preliminary total assessed valuation is \$12,331,920. This is an increase of \$73,130 from 2009. The assessed valuation certified by Adams County for 2010 is used to calculate property taxes due in 2011. The District will certify a 5 mill levy, which will generate property tax revenues of \$61,660, based on the preliminary assessed valuation. Total revenues that also include ownership taxes and interest earnings are estimated at \$70,206.

Projected expenditures for 2011 are \$10,925 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 \$63,925 for 2011. Revenues over expenditures at the end of 2011 will be accumulated for future major maintenance and/or certain capital improvements.

SUBJECT: Resolution re Amherst GID 2011 Budget and Mill Levy

Page 3

An emergency reserve of \$2,106 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

AMHERST GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **29**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$63,925 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 5 mills is fixed for the taxable year 2010 for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
Amherst General Improvement District - LGID# 01053/1
2011 Proposed Budget

	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimated</u>	2011 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes	\$ 62,828	\$ 61,294	\$ 61,294	\$ 61,660
Ownership taxes	4,552	4,600	4,032	4,000
Total taxes	<u>67,380</u>	<u>65,894</u>	<u>65,326</u>	<u>65,660</u>
Interest	4,991	5,150	4,909	4,546
<i>Total Revenues</i>	<u>72,371</u>	<u>71,044</u>	<u>70,235</u>	<u>70,206</u>
Expenditures				
General operating:				
Professional services	24,189	40,000	30,925	40,000
Administration	10,000	10,000	10,000	10,000
Water-sewer	5,599	8,000	5,800	8,000
Contingency	0	5,000	0	5,000
Treasurer's fees	943	919	919	925
<i>Total Expenditures</i>	<u>40,731</u>	<u>63,919</u>	<u>47,644</u>	<u>63,925</u>
<i>Excess Revenue over (under) Expenditures</i>	31,640	7,125	22,591	6,281
Beginning balance	<u>162,236</u>	<u>190,738</u>	<u>193,876</u>	<u>216,467</u>
Ending balance	<u>\$ 193,876</u>	<u>\$ 197,863</u>	<u>\$ 216,467</u>	<u>\$ 222,748</u> *

* Ending balance includes \$2,106 budgeted for emergency reserves to comply with TABOR amendment.

Mill Levy	
Budget Year	Operating
2011	5.00
2010	5.00
2009	5.00
<i>Maximum levy is 5 mills</i>	

Assessed Valuation	
Year	Value
2010	12,331,920
2009	12,258,790
2008	12,556,000

Mandalay Town Center GID Agenda Item 3 E

Agenda Memorandum

Mandalay Town Center General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 13 re City of Westminster Mandalay Town Center General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 13 that sets the mill levy for the taxable year 2010 for collections in 2011 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District (District), formally adopts the 2011 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 2011 budget for the District, which reflects all proposed District operations and services to be provided in 2011.
- 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 2011 collections remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 35 mill levy will generate \$28,271 in property tax revenue. Total revenues for 2011 that also include ownership tax and interest earnings are estimated at \$70,457.
- Projected costs in 2011 are \$75,424 for administrative and property tax collection fees and contractual services.
- An emergency reserve of \$2,114 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: \$75,424

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

Policy Issue

Should the attached 2011 budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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 \$2,114 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 \$65,000 for 2011.

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 2011 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 2010 preliminary total assessed valuation is \$18,850,250 with an incremental valuation of \$18,042,520 leaving a net assessed valuation on the base of \$807,730. This is an increase in the base valuation of \$10,240 from the 2009 based assessed valuation. The District will certify a 35 mill levy, which will generate property tax revenues of \$28,271 on the net assessed valuation. Total revenues that also include ownership taxes and interest earnings are estimated to be \$70,457.

Projected expenses for 2011 are \$10,424 for administrative and property tax collection fees and a contractual payment of \$65,000. Total expenditures are estimated to be \$75,424 for 2011.

An emergency reserve of \$2,114 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

MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **13**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$75,424 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 35 mills is fixed for the taxable year 2010 for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
Mandalay Town Center General Improvement District - LGID# 65368/1
2011 Proposed Budget

	2009 Actual	2010 Budget	2010 Estimated	2011 Proposed
Revenues				
Taxes:				
Property Taxes	\$ 46,618	\$ 29,682	\$ 27,912	\$ 28,271
Ownership taxes	41,556	40,400	44,236	42,000
Interest	1,509	559	619	186
Total Revenues	89,683	70,641	72,767	70,457
General Operating Expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual services	91,439	60,000	60,000	65,000
Treasurer's fees	699	445	419	424
Total general operating	102,138	70,445	70,419	75,424
<i>Excess of revenue over (under) expenditures and other uses</i>	(12,455)	196	2,348	(4,967)
Beginning Balance	18,977	3,426	6,522	8,870
Ending Balance	\$ 6,522	\$ 3,622	\$ 8,870	\$ 3,903

* Ending balance includes \$2,114 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy	
Budget Year	Mills
2011	35.00
2010	35.00
2009	35.00

Net Assessed Valuation	
Year	Amount
2010	807,730
2009	797,490
2008	1,365,160

Orchard Park Place North GID Agenda Item 3 F

Agenda Memorandum

Orchard Park Place North General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 2 re City of Westminster Orchard Park Place North General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 2 that sets the mill levy for the taxable year 2010 for collections in 2011 at 13 mills for the City of Westminster Orchard Park Place North General Improvement District (District), formally adopts the 2011 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- This is the first year a budget is prepared and a mill levy authorized for the District.
- The Board is requested to adopt the attached Resolution approving the 2011 budget for the District, which reflects all proposed District operations and services to be provided in 2011.
- Although the anticipated revenues are minimal due to the low assessed valuation, 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. It is anticipated that increases in future valuations will provide a steady stream of revenue for the District to meet future obligations.
- 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 2011 collections will be the first mill levy certified for this District.
- Based on the preliminary net assessed valuation, the 13 mill levy will generate \$3 in property tax revenue, which is only revenue anticipated for the first budget year of the District.
- Projected costs in 2011 are \$3 for administrative and property tax collection fees.
- 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: \$3

Source of Funds: Estimated property tax revenues for the District

Policy Issue

Should the attached 2011 budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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. Although the revenue is minimal for the first budget year, adopting a budget and authorizing a mill levy for 2011 collections, establishes the process for the District to collect revenue to pay current and future obligations as development takes place.

Background Information

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.

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 is still required. With the minimal property tax anticipated, the emergency reserve calculation falls below \$1; therefore, there is no reservation of fund balance for the emergency reserve.

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 2011 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 that includes the cost recoveries.

As a newly formed District, 2011 is the first year a budget has been prepared. The District's 2010 preliminary total assessed valuation is \$200. The District will certify a 13 mill levy, which will generate property tax revenues of \$3 based on the preliminary assessed valuation. Property taxes are the only revenues anticipated for 2011.

Total projected expenses for 2011 are \$3 for administrative and property tax collection fees.

The emergency reserve calculation, as required under Article X, Section 20 of the Colorado Constitution, is below \$1; therefore no reserve 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 13 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments

ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **2**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$3 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 13 mills is fixed for the taxable year 2010 for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
Orchard Park Place North General Improvement District - LGID# 66176
2011 Proposed Budget

	2009 Actual	2010 Budget	2010 Estimated	2011 Proposed
Revenues				
Taxes:				
Property taxes - operating	\$ -	\$ -	\$ -	\$ 1
Property taxes - debt service	0	0	0	2
Ownership taxes	0	0	0	0
Total taxes	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
Interest	0	0	0	0
Total Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
Expenditures				
General Operating:				
Administration	0	0	0	2
Contractual Services	0	0	0	0
Contingency	0	0	0	0
Treasurer's fees	0	0	0	1
Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
<i>Excess Revenue over (under) Expenditures</i>	0	0	0	0
Beginning Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ending Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u> *

* With the minimal property tax anticipated, the emergency reserve calculation falls below \$1; therefore, no reservation of fund balance is budgeted for the emergency reserve under the TABOR Amendment.

Mill Levy				Assessed Valuation	
Budget Year	Operating	Debt Svc	Total		
2011	3.00	10.00	13.00	2010	\$200

Sheridan Crossing GID Agenda Item 3 G

Agenda Memorandum

Sheridan Crossing General Improvement District Meeting
October 11, 2010



SUBJECT: Resolution No. 26 re City of Westminster Sheridan Crossing General Improvement District 2011 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 26 that sets the mill levy for the taxable year 2010 for collections in 2011 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District (District), formally adopts the 2011 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 2011 budget for the District that reflects all proposed District operations and services to be provided in 2011.
- 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 2011 collections remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 12 mill levy will generate \$101,000 in property tax revenue. Total revenues that also include ownership tax and interest earnings are estimated at \$128,360.
- Projected costs in 2011 are \$63,488 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 \$3,851 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: \$63,488

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

Policy Issue

Should the attached 2011 Budget be adopted by the Board?

Alternative

The alternative would be to not adopt a budget for 2011. 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 \$3,851 is required and has been established.

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 2011 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 \$8,416,720 for 2010. This is a decrease of \$215,720 from 2009. The assessed valuation certified by Adams County for 2010 is used to calculate property taxes due in 2011. The District will certify a 12 mill levy, which will generate property tax revenues of \$101,000 based on the preliminary assessed valuation. Total revenues that also include ownership taxes and interest are estimated at \$128,360.

Projected costs in 2011 are \$11,515 for administrative and property tax collection fees, \$46,973 for landscape maintenance expenditures and a \$5,000 contingency for unanticipated expenditures. Total expenditures are estimated at \$63,488. Revenues over expenditures at the end of 2011 will accumulate for future capital repair and improvement of infrastructure, including three bridges appurtenant to the easement.

An emergency reserve of \$3,851 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

SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT

RESOLUTION NO. **26**

INTRODUCED BY BOARD MEMBERS

SERIES 2010

2011 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 2011 was prepared and submitted to the Board of Directors on October 11, 2010 for its review; and

WHEREAS, proper notice was published on September 30, 2010 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 11, 2010 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 \$63,488 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2011.
2. That the tax levy of 12 mills is fixed for the taxable year 2010 for collections in 2011.
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 11th day of October 2010.

Chairperson

ATTEST:

Secretary

City of Westminster
Sheridan Crossing General Improvement District - LGID# 01061/1
2011 Proposed Budget

	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimated</u>	2011 <u>Proposed</u>
Revenues				
Taxes:				
Property taxes	\$ 99,219	\$ 103,589	\$ 103,589	\$ 101,000
Ownership taxes	7,218	7,300	6,810	6,810
Total taxes	<u>106,437</u>	<u>110,889</u>	<u>110,399</u>	<u>107,810</u>
Interest	18,349	23,362	19,280	20,550
<i>Total Revenues</i>	<u>124,786</u>	<u>134,251</u>	<u>129,679</u>	<u>128,360</u>
Expenditures				
General Operating:				
Professional services	6,298	32,400	10,000	32,400
Administration	10,000	10,000	10,000	10,000
Maint/Repair infrastructure	2,878	7,344	0	4,500
Water-sewer	7,914	7,512	9,157	10,073
Contingency	0	5,000	0	5,000
Treasurer's fees	1,488	1,554	1,554	1,515
<i>Total Expenditures</i>	<u>28,578</u>	<u>63,810</u>	<u>30,711</u>	<u>63,488</u>
<i>Excess Revenue over (under) Expenditures</i>	96,208	70,441	98,968	64,872
Beginning Balance	<u>675,600</u>	<u>754,352</u>	<u>771,808</u>	<u>870,776</u>
Ending Balance	<u>\$ 771,808</u>	<u>\$ 824,793</u>	<u>\$ 870,776</u>	<u>\$ 935,648</u>

*Ending balance includes \$3,851 budgeted for emergency reserves to comply with the TABOR Amendment.

Operating Mill Levy	
Budget Year	Mills
2011	12.00
2010	12.00
2009	12.00
<i>Maximum levy is 12 mills</i>	

Assessed Valuation	
Year	Value
2010	8,416,720
2009	8,632,440
2008	8,295,910