



## 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. International City and County Management Association Certificate of Excellence in Performance Measurement Award
  - B. City-County Communications and Marketing Association Award of Excellence for the City Website
  - C. Support for Artists' Initiatives in South Westminster Proclamation
  - D. Red Ribbon Week Proclamation
7. Citizen Communication (5 minutes or less)

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

8. Consent Agenda
  - A. Natural Gas Contract
  - B. Application for Bridge Funds
  - C. 2009 Utilities Crews Material Purchase
  - D. Second Half of 2010 Gasoline and Diesel Fuel Purchase for City Vehicles
  - E. Agreement for the Reimbursement Costs Associated with the Construction of the Table Mountain Animal Center
  - F. Second Reading of Councillor's Bill No. 34 re Lease Agreement for the Kids Nite Out Program
9. Appointments and Resignations
10. Public Hearings and Other New Business
  - A. Councillor's Bill No. 35 re Amendment to the Adopted 2010 Budget
  - B. Resolution No. 44 re 2010 Amended Employee Pay Plan
  - C. 2010 City Employee Health Insurance Renewals and Rates
  - D. Councillor's Bill No. 36 re Amending Ordinance #3462 Extending the Temporary Moratorium on Special Use Permits
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

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

**GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS**

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

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE CITY COUNCIL MEETING  
HELD ON MONDAY, SEPTEMBER 28, 2009 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 Winter moved, seconded by Major, to approve the minutes of the regular meeting of September 14, 2009, as distributed. The motion passed unanimously.

CITY MANAGER'S REPORT

Mr. McFall invited the public to attend a City Council Candidate Forum being held in Council Chambers at 6:30 p.m. on September 30. The forum would be video taped and rebroadcast frequently on Channel 8 in addition to being added to the City's website. Questions to candidates would be prepared and asked by a representative of the Metronorth Chamber of Commerce and of the Westminster Window.

Following the Council meeting, the Council would meet in executive session to discuss a personnel matter, as permitted in Section 1-11-3(C)(1) of the Westminster Municipal Code and Section 24-6-402(4)(f) of the Colorado Revised Statutes.

CITY COUNCIL COMMENTS

Councillor Briggs reported having recently visited San Antonio and was appreciative of Westminster's signage following the experience.

Mayor McNally reported having accompanied Westminster firefighters to ceremonies in Colorado Springs at the Fallen Firefighters' Memorial. It was a beautiful day for a remembrance of the lives lost in service to the public's safety. The Mayor also had joined her grandsons at the Mother/Son Bowling event organized by City Staff and held at Splitz in the Promenade. Everyone in attendance had a lot of fun, and she appreciated the opportunities for family fun that the City sponsored at various events throughout the year.

EMPLOYEE SERVICE AWARDS

Mayor McNally presented certificates and pins for 20 years of service to Jeri Elliott and Linda Brown. Mayor Pro Tem Dittman presented certificates and pins for 30 years of service to Rita DeFranscesco, Laura Magnetti, and Harvey Morris.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: accept the August 2009 Financial Report; authorize the City Manager to execute a contract in substantially the same form as that distributed in the agenda packet for the purchase of a Pierce Saber Rescue truck from Front Range Fire Apparatus in an amount not to exceed \$375,000 and authorize the \$100,000 down payment for this vehicle from the GCORF Public Safety Tax fund balance; authorize the City Manager to execute a \$234,456 contract with W.L. Contractors, Inc. for traffic signal maintenance for calendar year 2010, with an option for a one-year renewal; 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 \$424,545 along with a 10% contingency amount of \$42,000 in the event the final quote was higher; authorize the City Manager to

execute a \$72,096 contract with CES Industrial LLC, Inc. for electrical improvements at the Semper Water Treatment Facility, and authorize a 15% contingency in the amount of \$10,800; authorize the City Manager to execute a contract for the construction of the Strasburg Natural Resource Farm Maintenance Building Expansion with Vision Quest Construction Solutions in the amount of \$92,733 and authorize a 10% contingency of \$9,273, authorize the transfer of \$70,000 from the 2009 Big Dry Creek Wastewater Treatment Facility operating budget into the Strasburg Natural Resources Farm Building Utilities Capital Project account; pass Councillor’s Bill No. 28 on second reading approving the Comprehensive Land Use Plan Amendment to change the land use designations from “Business Park” to “Public/Quasi-Public” of an approximately 10,.5-acre property located at 12000 Zuni Street on the northeast corner of 120<sup>th</sup> Avenue and Zuni Street; pass Councillor’s Bill No. 29 on second reading appropriating 2009 Community Development Block Grant funds in the amount of \$150,438 that were awarded under the American Recovery and Reinvestment Act; and pass Councillor’s Bill No. 30 on second reading amending Title V, Chapter 14, to allow the issuance of art gallery permits to qualifying entities in the City per State law and to set local fees for the permits.

Mayor McNally asked if Councillors wished to remove any items from the consent agenda for discussion purposes or separate vote. Councillor Major removed Agenda Item 8C and moved to approve the consent agenda as amended. The motion was seconded by Mayor Pro Tem Dittman and carried.

2010 TRAFFIC SIGNAL MAINTENANCE CONTRACT

It was moved by Councillor Major, seconded by Mayor Pro Tem Dittman, to authorize the City Manager to execute a \$234,456 contract with W.L. Contractors, Inc. for traffic signal maintenance for calendar year 2010, with an option for a one-year renewal. Councillor Kaiser announced that he would abstain from voting due to a potential conflict of interest. The motion passed by a 6:1 margin with Councillor Kaiser abstaining.

COUNCILLOR’S BILL NO. 34 RE KIDS NITE OUT PROGRAM LEASE AGREEMENT

Upon a motion by Councillor Winter, seconded by Councillor Lindsey, the Council voted unanimously on roll call vote to pass Councillor’s Bill No. 34 on first reading authorizing the City Manager to sign a three-year lease agreement with Dakota & Amanda Enterprises, L.L.C. for the continuation of the Kids Nite Out Program in substantially the same form as that attached to the agenda memorandum.

RESOLUTION NO. 43 CREATING SNOWSTORM AND MAJOR SNOW EMERGENCY POLICY

Councillor Lindsey moved, seconded by Councillor Kaiser, to pass Resolution No. 43 establishing a formal policy and priorities during snowstorms and major snow emergencies. At roll call, the motion passed unanimously.

ADJOURNMENT

There being no further business to come before the Council, it was moved by Councillor Kaiser, seconded by Major, to adjourn. The motion passed unanimously, and the meeting adjourned at 7:20 p.m.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor



**WESTMINSTER**  
**COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** Presentation of the International City and County Management Association Certificate of Excellence in Performance Measurement Award

**Prepared By:** Aric Otzelberger, Management Analyst

**Recommended City Council Action**

Councillor Major to present the International City and County Management Association (ICMA) Certificate of Excellence in Performance Measurement Award to members of the City’s Performance Measurement Team.

**Summary Statement**

- The City of Westminster’s performance measurement program recently received the Certificate of Excellence Award from the International City and County Management Association (ICMA). The Certificate of Excellence Award recognizes local governments whose performance measurement programs meet the highest standards established by the ICMA Center for Performance Measurement.
- The City of Westminster was selected for the award due to the City’s identification and public reporting of key outcome performance measures, surveying of both residents and employees, and the pervasiveness of performance measurement in the organization’s culture. The City uses performance measurement in decision making, budgeting, strategic planning and employee training. The City’s performance measurement program was also selected based on its commitment to accountability, transparency and quality service delivery.
- The Certificate of Excellence is a new award in 2009 and the highest honor that ICMA bestows related to performance measurement. The City is one of 14 cities nationwide and the only jurisdiction in Colorado to receive this award. This is the fifth time that the City of Westminster’s performance measurement program has been recognized by ICMA.
- Councillor Major will present the award to members of the City’s Performance Measurement Team.

**Expenditure Required:** \$ 0

**Source of Funds:** N/A

**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

For the fifth time, the City of Westminster's performance measurement program has been recognized by the International City and County Management Association (ICMA). The City has been awarded the Certificate of Excellence Award, which is a new award in 2009 and the highest honor that ICMA bestows related to performance measurement. The City is one of 14 cities nationwide and the only jurisdiction in Colorado to receive this award. Only 52 cities nationwide received performance measurement recognition from ICMA (20 – Certificate of Achievement, 18 – Certificate of Distinction, 14 – Certificate of Excellence). Please see the attachment for the full list of cities.

The Certificate of Excellence award recognizes local governments whose performance measurement programs meet the highest standards established by the ICMA Center for Performance Measurement (CPM) for the utilization of performance measurement in the management of local government operations. Communities receiving the Certificate of Excellence Award report performance data to the public through budgets, newsletters and information provided to elected officials. These communities also survey residents and employees, perform staff training in performance measurement and perform data verification to ensure performance data's reliability. Perhaps most importantly, communities receiving the Certificate of Excellence utilize key outcome performance measures in management decision making and strategic planning.

Performance measurement is one of the tools the City of Westminster uses to judge how well it is managing its operations and to gauge the progress towards achievement of the City's Strategic Plan Goals and Objectives. Performance measurement involves clearly defining program purposes and goals, establishing objectives to meet those goals, developing quantitative and qualitative measures to monitor and evaluate progress, and reporting results to City Staff, City Council and the public. The City gathers performance measurement data through internal performance measures that describe City goals and show year-to-year trends for City programs, divisions and projects. The City also gathers performance measurement data through the biennial Citizen Survey and through ICMA's Center for Performance Measurement, both of which give the City an opportunity to compare its operations to local governments nationwide. More recently, the City has begun work with the Colorado Performance Measurement Consortium in order to develop more relevant local comparisons. The primary venue for reporting performance measurement results is the City's annual performance measurement report, which is available on the City's Web site, entitled "Take A Closer Look: How Performance Measures Build A Better City." Performance measurement supports the City's commitment to accountability, open communication and continuous improvement.

Members of the City's Performance Measurement Team will be present Monday evening to accept this award from City Council.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

# ICMA CENTER FOR PERFORMANCE MEASUREMENT™ CERTIFICATE PROGRAM

The ICMA Center for Performance Measurement's Certificate Program recognizes local governments that have made an exceptional commitment to integrating performance measurement into their management practices.

Three types of certificates were awarded this year: Achievement, Distinction, and Excellence.

## CERTIFICATE OF ACHIEVEMENT RECIPIENTS

Arlington, Texas  
Aurora, Colorado  
Bridgeport, Connecticut  
Casper, Wyoming  
Centralia, Illinois  
Farmers Branch, Texas  
Highland Park, Illinois  
Howard, Wisconsin  
Leawood, Kansas  
Loveland, Ohio  
Maitland, Florida  
Marin County, California  
Ogdensburg, New York  
Pearland, Texas  
Sammamish, Washington  
San Diego, California  
Sparks, Nevada  
Tacoma, Washington  
Williamsburg, Virginia  
Woodbury, Minnesota

### Criteria for Certificate of Achievement:

- Reporting of performance data to the public through budgets, newsletters, and/or information provided to elected officials.
- Verification efforts to ensure the data's reliability.
- Staff training in the principles of performance measurement.

## CERTIFICATE OF DISTINCTION RECIPIENTS

Albany, Oregon  
Cartersville, Georgia  
Corvallis, Oregon  
Eugene, Oregon  
Fishers, Indiana  
Fort Collins, Colorado  
Hickory, North Carolina  
High Point, North Carolina  
Mesa, Arizona  
North Las Vegas, Nevada  
Palm Bay, Florida  
Palm Coast, Florida  
Peoria, Arizona  
San Francisco, California  
Sarasota County, Florida  
Shoreline, Washington  
Suwanee, Georgia  
University Place, Washington

### Criteria for Certificate of Distinction:

- Meeting all of the criteria for a Certificate of Achievement.
- Using performance data in strategic planning and management decision-making.
- Sharing of performance measurement knowledge with other local governments through presentations, site visits, and other networking.

## CERTIFICATE OF EXCELLENCE RECIPIENTS

Austin, Texas  
Bellevue, Washington  
Coral Springs, Florida  
Dallas, Texas  
Fairfax County, Virginia  
Henderson, Nevada  
Long Beach, California  
Miami-Dade County, Florida  
Olathe, Kansas  
Phoenix, Arizona  
San Jose, California  
Santa Barbara County, California  
Vancouver, Washington  
Westminster, Colorado

### Criteria for Certificate of Excellence:

- Meeting all of the criteria for Certificates of Achievement and Distinction.
- A commitment to tracking and reporting key outcome measures to the public.
- Surveying residents and local government employees.
- Communicating data via public-focused and timely reports, such as performance dashboards.



## Agenda Item 6 B

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Presentation of the City-County Communications and Marketing Association Award of Excellence for the City Website

**Prepared By:** Joe Reid, Senior Public Information Specialist

### Recommended City Council Action

Mayor McNally to present the City-County Communications and Marketing Association (3CMA) Award of Excellence for the city website to members of the city's Web Development Team.

### Summary Statement

- The City of Westminster recently received the Award of Excellence in the category of Digital Interactive – Overall Website in the 2009 Savvy Awards Competition for the City-County Communications and Marketing Association (3CMA).
- Judges noted the city's clean and user-friendly design, as well as strong home page features such as Most Popular Resources and the Event Calendar.
- The redesigned city website launched in July 2008 following a year-long effort. The complete site overhaul, based on strict adherence to user-based analysis, a clearly defined branding effort and a concerted team effort, allowed the city to bring a fresh look, greater accessibility and enhanced transparency to residents.
- Mayor Nancy McNally will present the award to members of the city's Web Development Team.

**Expenditure Required:** \$ 0

**Source of Funds:** N/A



**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

The City of Westminster debuted a new look and a new web address for the city website in July 2008. Cityofwestminster.us features a wealth of new, user-friendly features designed to provide greater access to local government and easier connection to valuable online services. The effort to redesign the city's web presence began in 2007 with an eye toward creating a site that provided quick and easy access to the information and services that citizens and businesses need, 24 hours a day, 7 days a week. The city website features an intuitive navigation scheme, one-click access to the most popular services, enhanced search capabilities and elements that encourage citizen participation and government transparency.

3CMA is the leading organization for local governments that are innovating new and better ways of communicating with their citizens. This professional organization has more than 900 city and county members from a number of governmental disciplines and functions.

The Savvy Awards competition recognizes outstanding local government achievements in communications, public-sector marketing and citizen-government relationships. The Savvies salute skilled and effective city, county, agency or district professionals who have creatively planned and carried out successful innovations in communications and marketing.

The City of Westminster competed against communities in the population range of 70,500 to 177,000. Judges for the Digital Interactive – Overall Website category gave the city site high marks for its clean design with the right mix of options so visitors do not feel overwhelmed. They noted the logical navigation, as well as the strong color scheme and vibrant pictures. On the home page, judges praised features such as the Most Popular Resources section, the Event Calendar and the prominent position of the main city phone number.

Members of the city Web Development Team will be present Monday evening to accept the award.

Respectfully submitted,

J. Brent McFall  
City Manager



## Agenda Item 6 C

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Proclamation re Support for Artists' Initiatives in South Westminster

**Prepared By:** Vicky Bunsen, Community Development Programs Coordinator

#### **Recommended City Council Action**

Councillor Lindsey to proclaim City Council's support for artists' initiatives in south Westminster.

#### **Summary Statement**

- Local artists and south Westminster businesses recently submitted a written request to the City Council requesting proclamation of an arts district in order to market themselves as an emerging arts district.
- New arts businesses have been opening in the south Westminster area during 2008 and 2009.
- Many businesses are now collaborating in a monthly public art walk.
- Staff would like to study the concept of a geographically defined arts district in 2010.
- The attached proclamation would assist the local arts businesses to promote themselves to metro area arts patrons.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

None identified

**Alternative**

None identified

**Background Information**

A number of south Westminster artists and local business owners submitted a written petition to the City Council requesting designation of a "Historic Westminster Art District," including the following:

- Becky Silver, Aar River Gallery
- Dianna Wilson, Art Gallery 3698
- Vicky L. Marshall, North Metro Arts Alliance
- Laurie Brandt, South Westminster Arts Group
- Mary Lane, Harris Park Art Cooperative
- Linda Cherrington, Westminster Historical Society
- Kevin Clock, Colorado Sound Studios
- Larry Valente, Valente's Deli
- Maru Garcia, 73<sup>rd</sup> Avenue Theatre Company

At least four art galleries have opened in the past few years, three sound studios are known to be operating and a community theatre space is operating for a second season this year. A number of artists and performing musicians work from their homes in south Westminster. Several local businesses began to organize themselves this summer, establishing a monthly, family-friendly art walk in the 73<sup>rd</sup> Avenue area. They have created maps that identify not only arts destinations, but also local historic sites. In their promotional materials, they encourage the public to visit the galleries, enjoy live music and learn more about local history.

The petition requested designation of a geographical area as the Historic Westminster Art District. During the 2010 review and revisions to the Comprehensive Land Use Plan, Staff would like to study the concept of art district designation and how it would interface with land use planning. Therefore, it is recommended that City Council indicate its support of the burgeoning arts-related business activity, but refrain from designating a geographical area in south Westminster until the concept is reviewed. The attached proclamation would demonstrate support for the artists' initiatives and provide a way for City Council to support the cultural life of the community.

Many studies have found that start-up arts businesses and non-profit cultural centers play an important role in neighborhood revitalization and support for other retail and service-oriented businesses whose clientele also grows as a result of the new arts businesses. This effect was found in the Denver metro area in a report released in November 2008 by the Colorado Business Committee for the Arts (CBCA).

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment – Proclamation

**WHEREAS**, many creative professionals are living and working in the south Westminster area; and

**WHEREAS**, several art galleries are now open in south Westminster and are collaborating with other area businesses to hold a monthly public art walk that began in September 2009; and

**WHEREAS**, a community theatre is now operating for a second season this year; and

**WHEREAS**, several sound studios are located in south Westminster, and many professional musicians, music teachers and conductors are based in the area; and

**WHEREAS**, hundreds of hours of volunteer time has been poured into community events and co-operative artist organizations; and

**WHEREAS**, these creative professionals have proudly publicized historic south Westminster as an area focused on the arts and have coordinated their arts events so that the original main street of Westminster on 73<sup>rd</sup> Avenue and the significant historic structures in the area are highlighted in their marketing; and

**WHEREAS**, a November 2008 report by the Colorado Business Committee for Arts found that economic activity from non-profit cultural endeavors is growing faster than the Denver area economy as a whole,

**NOW, THEREFORE I, Nancy McNally, Mayor of the City of Westminster, Colorado, do hereby proclaim the City Council's support for the artists' initiatives in south Westminster and congratulate them on their business success in 2009.**

Signed this 12<sup>th</sup> day of October, 2009.

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Nancy McNally, Mayor



## Agenda Item 6 D

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Proclamation re Red Ribbon Week

**Prepared By:** Linda Yeager, City Clerk

#### **Recommended City Council Action**

Councillor Kaiser to present the proclamation to the Westminster Community Awareness and Action Team for Red Ribbon Week, October 23 to 31, 2009, in the City of Westminster.

#### **Summary Statement**

- Red Ribbon Week 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 motto, "Drug-free is the Key" will headline celebrations in communities across the nation during Red Ribbon Week, October 23 through October 31, 2009; 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, 2009 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 12<sup>th</sup> day of October, 2009.

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Nancy McNally, Mayor



## Agenda Item 8 A

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Natural Gas Contract

**Prepared By:** Joe Lachermeier, Purchasing Officer

#### Recommended City Council Action

Authorize the City Manager to execute a contract with Tiger Natural Gas, Inc. for the purchase of natural gas for building operations for up to twenty-one City facilities, with options for four additional one-year renewals.

#### Summary Statement

- For the past eight years, the City has been purchasing natural gas for building operations for eight of the City's largest natural gas consuming facilities from Tiger Natural Gas, Inc. Over the course of the past eight years, the City has saved tens of thousands of dollars by utilizing "direct purchase" through Tiger Natural Gas, Inc. for the natural gas needs of these facilities versus purchasing the commodity from Xcel Energy.
- Staff proposes to sign a new contract with Tiger Natural Gas, Inc. to continue to supply natural gas to the eight facilities currently receiving Tiger Natural Gas service and to commence Tiger Natural Gas service for up to thirteen additional City facilities. Staff estimates that purchasing natural gas through Tiger Natural Gas for these additional facilities would save the City between \$30,000 to \$40,000 in 2010.

**Expenditure Required:** \$3,743,323 (total budget for natural gas and electricity)

**Source of Funds:** General Fund, Utility Fund and Golf Course Fund



**Policy Issue**

Does the City wish to continue contracting with Tiger Natural Gas, Inc. for the purchase of natural gas at eight City facilities, and in addition, add up to thirteen additional City facilities to the contract for service?

**Alternative**

Do not approve the contract for the purchase of natural gas from Tiger Natural Gas Inc. and revert back to purchasing natural gas from Xcel Energy for eight City facilities and do not move forward with contracting with Tiger Natural Gas, Inc for up to an additional thirteen facilities. Staff does not recommend this alternative, as reverting back to or continuing to purchase natural gas from Xcel Energy would mean higher natural gas commodity costs for the City.

**Background Information**

The City has been purchasing natural gas from Tiger Natural Gas Inc, for the past eight years for eight City facilities. These facilities include City Hall, the Municipal Service Center, Semper Water Treatment Plant, Swim and Fitness Recreation Center, City Park Recreation Center, West View Recreation Center, the Public Safety Center and City Park Fitness Center. By purchasing natural gas from Tiger Natural Gas, Inc., the City has already realized tens of thousands of dollars of savings over the last several years. Staff proposes to sign a new contract with Tiger Gas Inc. to continue to realize natural gas commodity savings with these facilities and to realize potential new savings by commencing Tiger Natural Gas service for other City facilities. These facilities would include the Mature Adult Center (MAC), Irving Street Library, Club House At Legacy Ridge Golf Course, Club House At Heritage Golf Course, Fire Station #1, Municipal Court Facility, Northwest Water Treatment Facility, Big Dry Creek Wastewater Treatment Facility, Reclaimed Water Treatment Facility, the Westminster Sports Center, Parks Maintenance Facility, Fire Station #2 and a second meter at Semper Water Treatment Plant.

Staff anticipates that the proposed move of these 13 City facilities to “direct purchase” through Tiger Natural Gas would save the City between \$30,000 to \$40,000 in 2010. Additional savings would occur in later years as well. Historically, the City’s natural gas commodity rates on the “spot market” through Tiger Natural Gas have been less expensive than natural gas commodity rates through Xcel Energy. Plus, under the proposed contract with Tiger Natural Gas Inc., the City would have the ability to “lock in” natural gas commodity prices for a specified period of time when market conditions would appear favorable to such a move. This ability would be similar to the diesel and unleaded gasoline “locks” that the City has executed recently that will save the City tens of thousands of dollars.

Tiger Natural Gas, Inc. specializes in supplying and managing natural gas for commercial, industrial and federal facilities. Tiger’s customer base includes national retail chains, restaurants, manufacturers, hospitals, hotels and government facilities. Tiger Natural Gas Inc. is the longest serving natural gas marketer in Colorado and one of the nation’s leading independent gas suppliers. Tiger Natural Gas serves tens of thousands of facilities nationwide and serves over 1,000 facilities in Colorado. Over the past eight years, the City has received excellent natural gas services from Tiger.

This contract meets Council’s Strategic Plan Goals of Financially Sustainable City Government Providing Exceptional Services by helping to contain operational costs by purchasing natural gas at competitive rates.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

# Base Contract for Sale and Purchase of Natural Gas

This Base Contract is entered into as of the following date: August 5, 2009. The parties to this Base Contract are the following:

TIGER, INC.  
P.O. BOX 702437 TULSA, OK 74170  
 Duns Number: 78-272-4819  
 Contract Number: TI-D2009184  
 U.S. Federal Tax ID Number: 73-13-2603

and City of Westminster  
4800 West 92nd Avenue, Westminster, CO 80031  
 Duns Number: \_\_\_\_\_  
 Contract Number: TI-D2009184  
 U.S. Federal Tax ID Number: \_\_\_\_\_

**Notices:**

TIGER, INC.  
 Attn: Anthony Cianflone  
 Phone: 303-665-8561 Fax: 303-665-8428

City of Westminster 4800 W 92nd Ave, Westminster, CO 80031  
 Attn: Joe Lachermeier jlacherm@cityofwestminster.us  
 Phone: (303) 658-2048 Fax: (303) 706-3923

**Confirmations:**

TIGER, INC.  
 Attn: Anthony Cianflone  
 Phone: 303-665-8561 Fax: 303-665-8428

City of Westminster 4800 W 92nd Ave, Westminster, CO 80031  
 Attn: Joe Lachermeier jlacherm@cityofwestminster.us  
 Phone: (303) 658-2048 Fax: (303) 706-3923

**Invoices and Payments:**

TIGER NATURAL GAS, INC.  
 Attn: ACCOUNTS RECEIVABLE  
P.O. BOX 702437, TULSA, OK 74170  
 Phone: 918 491-6998 Fax: 918 491-6659

City of Westminster 4800 W 92nd Ave, Westminster, CO 80031  
 Attn: Accounts Payable  
 Phone: (303) 658-2048 Fax: (303) 706-3923

**Wire Transfer or ACH Numbers (if applicable):**

BANK: SECURITY BANK  
 ABA: 103102216  
 ACCT: 1004387  
 Other Details: \_\_\_\_\_

BANK: \_\_\_\_\_  
 ABA: \_\_\_\_\_  
 ACCT: \_\_\_\_\_  
 Other Details: \_\_\_\_\_

This Base Contract incorporates by reference for all purposes the General Terms and Conditions for Sale and Purchase of Natural Gas published by the North American Energy Standards Board. The parties hereby agree to the following provisions offered in said General Terms and Conditions. In the event the parties fail to check a box, the specified default provision shall apply. Select only one box from each section:

<b>Section 1.2</b> Transaction Procedure	<input checked="" type="checkbox"/> Oral (default) <input type="checkbox"/> Written	<b>Section 7.2</b> Payment Date	<input checked="" type="checkbox"/> 25 <sup>th</sup> Day of Month following Month of delivery (default) <input type="checkbox"/> _____ Day of Month following Month of delivery
<b>Section 2.5</b> Confirm Deadline	<input checked="" type="checkbox"/> 2 Business Days after receipt (default) <input type="checkbox"/> _____ Business Days after receipt	<b>Section 7.2</b> Method of Payment	<input checked="" type="checkbox"/> Wire transfer (default) <input type="checkbox"/> Automated Clearinghouse Credit (ACH) <input type="checkbox"/> Check
<b>Section 2.6</b> Confirming Party	<input checked="" type="checkbox"/> Seller (default) <input type="checkbox"/> Buyer	<b>Section 7.7</b> Netting	<input checked="" type="checkbox"/> Netting applies (default) <input type="checkbox"/> Netting does not apply
<b>Section 3.2</b> Performance Obligation	<input checked="" type="checkbox"/> Cover Standard (default) <input type="checkbox"/> Spot Price Standard	<b>Section 10.3.1</b> Early Termination Damages	<input checked="" type="checkbox"/> Early Termination Damages Apply (default) <input type="checkbox"/> Early Termination Damages Do Not Apply
<b>Note: The following Spot Price Publication applies to both of the immediately preceding.</b>		<b>Section 10.3.2</b> Other Agreement Setoffs	<input checked="" type="checkbox"/> Other Agreement Setoffs Apply (default) <input type="checkbox"/> Other Agreement Setoffs Do Not Apply
<b>Section 2.26</b> Spot Price Publication	<input checked="" type="checkbox"/> Gas Daily Midpoint (default) <input type="checkbox"/> _____	<b>Section 14.5</b> Choice Of Law	<u>Colorado</u>
<b>Section 6</b> Taxes	<input checked="" type="checkbox"/> Buyer Pays At and After Delivery Point (default) <input type="checkbox"/> Seller Pays Before and At Delivery Point	<b>Section 14.10</b> Confidentiality	<input checked="" type="checkbox"/> Confidentiality applies (default) <input type="checkbox"/> Confidentiality does not apply
<b>Special Provisions</b> Number of sheets attached: _____			
<b>Addendum(s):</b> _____			

IN WITNESS WHEREOF, the parties hereto have executed this Base Contract in duplicate.

TIGER, INC.  
**Party Name**

City of Westminster  
**Party Name**

By \_\_\_\_\_  
 Name: TRACY PHILLIPS  
 Title: VICE PRESIDENT

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

# General Terms and Conditions

## Base Contract for Sale and Purchase of Natural Gas

### SECTION 1. PURPOSE AND PROCEDURES

1.1. These General Terms and Conditions are intended to facilitate purchase and sale transactions of Gas on a Firm or Interruptible basis. "Buyer" refers to the party receiving Gas and "Seller" refers to the party delivering Gas. The entire agreement between the parties shall be the Contract as defined in Section 2.7.

**The parties have selected either the "Oral Transaction Procedure" or the "Written Transaction Procedure" as indicated on the Base Contract.**

#### **Oral Transaction Procedure:**

1.2. The parties will use the following Transaction Confirmation procedure. Any Gas purchase and sale transaction may be effectuated in an EDI transmission or telephone conversation with the offer and acceptance constituting the agreement of the parties. The parties shall be legally bound from the time they so agree to transaction terms and may each rely thereon. Any such transaction shall be considered a "writing" and to have been "signed". Notwithstanding the foregoing sentence, the parties agree that Confirming Party shall, and the other party may, confirm a telephonic transaction by sending the other party a Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means within three Business Days of a transaction covered by this Section 1.2 (Oral Transaction Procedure) provided that the failure to send a Transaction Confirmation shall not invalidate the oral agreement of the parties. Confirming Party adopts its confirming letterhead, or the like, as its signature on any Transaction Confirmation as the identification and authentication of Confirming Party. If the Transaction Confirmation contains any provisions other than those relating to the commercial terms of the transaction (i.e., price, quantity, performance obligation, delivery point, period of delivery and/or transportation conditions), which modify or supplement the Base Contract or General Terms and Conditions of this Contract (e.g., arbitration or additional representations and warranties), such provisions shall not be deemed to be accepted pursuant to Section 1.3 but must be expressly agreed to by both parties; provided that the foregoing shall not invalidate any transaction agreed to by the parties.

#### **Written Transaction Procedure:**

1.2. The parties will use the following Transaction Confirmation procedure. Should the parties come to an agreement regarding a Gas purchase and sale transaction for a particular Delivery Period, the Confirming Party shall, and the other party may, record that agreement on a Transaction Confirmation and communicate such Transaction Confirmation by facsimile, EDI or mutually agreeable electronic means, to the other party by the close of the Business Day following the date of agreement. The parties acknowledge that their agreement will not be binding until the exchange of nonconflicting Transaction Confirmations or the passage of the Confirm Deadline without objection from the receiving party, as provided in Section 1.3.

1.3. If a sending party's Transaction Confirmation is materially different from the receiving party's understanding of the agreement referred to in Section 1.2, such receiving party shall notify the sending party via facsimile, EDI or mutually agreeable electronic means by the Confirm Deadline, unless such receiving party has previously sent a Transaction Confirmation to the sending party. The failure of the receiving party to so notify the sending party in writing by the Confirm Deadline constitutes the receiving party's agreement to the terms of the transaction described in the sending party's Transaction Confirmation. If there are any material differences between timely sent Transaction Confirmations governing the same transaction, then neither Transaction Confirmation shall be binding until or unless such differences are resolved including the use of any evidence that clearly resolves the differences in the Transaction Confirmations. In the event of a conflict among the terms of (i) a binding Transaction Confirmation pursuant to Section 1.2, (ii) the oral agreement of the parties which may be evidenced by a recorded conversation, where the parties have selected the Oral Transaction Procedure of the Base Contract, (iii) the Base Contract, and (iv) these General Terms and Conditions, the terms of the documents shall govern in the priority listed in this sentence.

1.4. The parties agree that each party may electronically record all telephone conversations with respect to this Contract between their respective employees, without any special or further notice to the other party. Each party shall obtain any necessary consent of its agents and employees to such recording. Where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, the parties agree not to contest the validity or enforceability of telephonic recordings entered into in accordance with the requirements of this Base Contract. However, nothing herein shall be construed as a waiver of any objection to the admissibility of such evidence.

### SECTION 2. DEFINITIONS

The terms set forth below shall have the meaning ascribed to them below. Other terms are also defined elsewhere in the Contract and shall have the meanings ascribed to them herein.

2.1. "Alternative Damages" shall mean such damages, expressed in dollars or dollars per MMBtu, as the parties shall agree upon in the Transaction Confirmation, in the event either Seller or Buyer fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer.

2.2. "Base Contract" shall mean a contract executed by the parties that incorporates these General Terms and Conditions by reference; that specifies the agreed selections of provisions contained herein; and that sets forth other information required herein and any Special Provisions and addendum(s) as identified on page one.

2.3. "British thermal unit" or "Btu" shall mean the International BTU, which is also called the Btu (IT).

- 2.4. "Business Day" shall mean any day except Saturday, Sunday or Federal Reserve Bank holidays.
- 2.5. "Confirm Deadline" shall mean 5:00 p.m. in the receiving party's time zone on the second Business Day following the Day a Transaction Confirmation is received or, if applicable, on the Business Day agreed to by the parties in the Base Contract; provided, if the Transaction Confirmation is time stamped after 5:00 p.m. in the receiving party's time zone, it shall be deemed received at the opening of the next Business Day.
- 2.6. "Confirming Party" shall mean the party designated in the Base Contract to prepare and forward Transaction Confirmations to the other party.
- 2.7. "Contract" shall mean the legally-binding relationship established by (i) the Base Contract, (ii) any and all binding Transaction Confirmations and (iii) where the parties have selected the Oral Transaction Procedure in Section 1.2 of the Base Contract, any and all transactions that the parties have entered into through an EDI transmission or by telephone, but that have not been confirmed in a binding Transaction Confirmation.
- 2.8. "Contract Price" shall mean the amount expressed in U.S. Dollars per MMBtu to be paid by Buyer to Seller for the purchase of Gas as agreed to by the parties in a transaction.
- 2.9. "Contract Quantity" shall mean the quantity of Gas to be delivered and taken as agreed to by the parties in a transaction.
- 2.10. "Cover Standard", as referred to in Section 3.2, shall mean that if there is an unexcused failure to take or deliver any quantity of Gas pursuant to this Contract, then the performing party shall use commercially reasonable efforts to (i) if Buyer is the performing party, obtain Gas, (or an alternate fuel if elected by Buyer and replacement Gas is not available), or (ii) if Seller is the performing party, sell Gas, in either case, at a price reasonable for the delivery or production area, as applicable, consistent with: the amount of notice provided by the nonperforming party; the immediacy of the Buyer's Gas consumption needs or Seller's Gas sales requirements, as applicable; the quantities involved; and the anticipated length of failure by the nonperforming party.
- 2.11. "Credit Support Obligation(s)" shall mean any obligation(s) to provide or establish credit support for, or on behalf of, a party to this Contract such as an irrevocable standby letter of credit, a margin agreement, a prepayment, a security interest in an asset, a performance bond, guaranty, or other good and sufficient security of a continuing nature.
- 2.12. "Day" shall mean a period of 24 consecutive hours, coextensive with a "day" as defined by the Receiving Transporter in a particular transaction.
- 2.13. "Delivery Period" shall be the period during which deliveries are to be made as agreed to by the parties in a transaction.
- 2.14. "Delivery Point(s)" shall mean such point(s) as are agreed to by the parties in a transaction.
- 2.15. "EDI" shall mean an electronic data interchange pursuant to an agreement entered into by the parties, specifically relating to the communication of Transaction Confirmations under this Contract.
- 2.16. "EFP" shall mean the purchase, sale or exchange of natural Gas as the "physical" side of an exchange for physical transaction involving gas futures contracts. EFP shall incorporate the meaning and remedies of "Firm", provided that a party's excuse for nonperformance of its obligations to deliver or receive Gas will be governed by the rules of the relevant futures exchange regulated under the Commodity Exchange Act.
- 2.17. "Firm" shall mean that either party may interrupt its performance without liability only to the extent that such performance is prevented for reasons of Force Majeure; provided, however, that during Force Majeure interruptions, the party invoking Force Majeure may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by the Transporter.
- 2.18. "Gas" shall mean any mixture of hydrocarbons and noncombustible gases in a gaseous state consisting primarily of methane.
- 2.19. "Imbalance Charges" shall mean any fees, penalties, costs or charges (in cash or in kind) assessed by a Transporter for failure to satisfy the Transporter's balance and/or nomination requirements.
- 2.20. "Interruptible" shall mean that either party may interrupt its performance at any time for any reason, whether or not caused by an event of Force Majeure, with no liability, except such interrupting party may be responsible for any Imbalance Charges as set forth in Section 4.3 related to its interruption after the nomination is made to the Transporter and until the change in deliveries and/or receipts is confirmed by Transporter.
- 2.21. "MMBtu" shall mean one million British thermal units, which is equivalent to one dekatherm.
- 2.22. "Month" shall mean the period beginning on the first Day of the calendar month and ending immediately prior to the commencement of the first Day of the next calendar month.
- 2.23. "Payment Date" shall mean a date, as indicated on the Base Contract, on or before which payment is due Seller for Gas received by Buyer in the previous Month.
- 2.24. "Receiving Transporter" shall mean the Transporter receiving Gas at a Delivery Point, or absent such receiving Transporter, the Transporter delivering Gas at a Delivery Point.
- 2.25. "Scheduled Gas" shall mean the quantity of Gas confirmed by Transporter(s) for movement, transportation or management.
- 2.26. "Spot Price" as referred to in Section 3.2 shall mean the price listed in the publication indicated on the Base Contract, under the listing applicable to the geographic location closest in proximity to the Delivery Point(s) for the relevant Day; provided, if there is no single price published for such location for such Day, but there is published a range of prices, then the Spot Price shall be the average



of such high and low prices. If no price or range of prices is published for such Day, then the Spot Price shall be the average of the following: (i) the price (determined as stated above) for the first Day for which a price or range of prices is published that next precedes the relevant Day; and (ii) the price (determined as stated above) for the first Day for which a price or range of prices is published that next follows the relevant Day.

2.27. "Transaction Confirmation" shall mean a document, similar to the form of Exhibit A, setting forth the terms of a transaction formed pursuant to Section 1 for a particular Delivery Period.

2.28. "Termination Option" shall mean the option of either party to terminate a transaction in the event that the other party fails to perform a Firm obligation to deliver Gas in the case of Seller or to receive Gas in the case of Buyer for a designated number of days during a period as specified on the applicable Transaction Confirmation.

2.29. "Transporter(s)" shall mean all Gas gathering or pipeline companies, or local distribution companies, acting in the capacity of a transporter, transporting Gas for Seller or Buyer upstream or downstream, respectively, of the Delivery Point pursuant to a particular transaction.

### SECTION 3. PERFORMANCE OBLIGATION

3.1. Seller agrees to sell and deliver, and Buyer agrees to receive and purchase, the Contract Quantity for a particular transaction in accordance with the terms of the Contract. Sales and purchases will be on a Firm or Interruptible basis, as agreed to by the parties in a transaction.

**The parties have selected either the "Cover Standard" or the "Spot Price Standard" as indicated on the Base Contract.**

**Cover Standard:**

3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the positive difference, if any, between the purchase price paid by Buyer utilizing the Cover Standard and the Contract Price, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually delivered by Seller for such Day(s); or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in the amount equal to the positive difference, if any, between the Contract Price and the price received by Seller utilizing the Cover Standard for the resale of such Gas, adjusted for commercially reasonable differences in transportation costs to or from the Delivery Point(s), multiplied by the difference between the Contract Quantity and the quantity actually taken by Buyer for such Day(s); or (iii) in the event that Buyer has used commercially reasonable efforts to replace the Gas or Seller has used commercially reasonable efforts to sell the Gas to a third party, and no such replacement or sale is available, then the sole and exclusive remedy of the performing party shall be any unfavorable difference between the Contract Price and the Spot Price, adjusted for such transportation to the applicable Delivery Point, multiplied by the difference between the Contract Quantity and the quantity actually delivered by Seller and received by Buyer for such Day(s). Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

**Spot Price Standard:**

3.2. The sole and exclusive remedy of the parties in the event of a breach of a Firm obligation to deliver or receive Gas shall be recovery of the following: (i) in the event of a breach by Seller on any Day(s), payment by Seller to Buyer in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the Contract Price from the Spot Price; or (ii) in the event of a breach by Buyer on any Day(s), payment by Buyer to Seller in an amount equal to the difference between the Contract Quantity and the actual quantity delivered by Seller and received by Buyer for such Day(s), multiplied by the positive difference, if any, obtained by subtracting the applicable Spot Price from the Contract Price. Imbalance Charges shall not be recovered under this Section 3.2, but Seller and/or Buyer shall be responsible for Imbalance Charges, if any, as provided in Section 4.3. The amount of such unfavorable difference shall be payable five Business Days after presentation of the performing party's invoice, which shall set forth the basis upon which such amount was calculated.

3.3. Notwithstanding Section 3.2, the parties may agree to Alternative Damages in a Transaction Confirmation executed in writing by both parties.

3.4. In addition to Sections 3.2 and 3.3, the parties may provide for a Termination Option in a Transaction Confirmation executed in writing by both parties. The Transaction Confirmation containing the Termination Option will designate the length of nonperformance triggering the Termination Option and the procedures for exercise thereof, how damages for nonperformance will be compensated, and how liquidation costs will be calculated.

### SECTION 4. TRANSPORTATION, NOMINATIONS, AND IMBALANCES

4.1. Seller shall have the sole responsibility for transporting the Gas to the Delivery Point(s). Buyer shall have the sole responsibility for transporting the Gas from the Delivery Point(s).

4.2. The parties shall coordinate their nomination activities, giving sufficient time to meet the deadlines of the affected Transporter(s). Each party shall give the other party timely prior Notice, sufficient to meet the requirements of all Transporter(s) involved in the transaction, of the quantities of Gas to be delivered and purchased each Day. Should either party become aware that actual deliveries at the Delivery Point(s) are greater or lesser than the Scheduled Gas, such party shall promptly notify the other party.

4.3. The parties shall use commercially reasonable efforts to avoid imposition of any Imbalance Charges. If Buyer or Seller receives an invoice from a Transporter that includes Imbalance Charges, the parties shall determine the validity as well as the cause of such Imbalance Charges. If the Imbalance Charges were incurred as a result of Buyer's receipt of quantities of Gas greater than or less than the Scheduled Gas, then Buyer shall pay for such Imbalance Charges or reimburse Seller for such Imbalance Charges paid by Seller. If the Imbalance Charges were incurred as a result of Seller's delivery of quantities of Gas greater than or less than the Scheduled Gas, then Seller shall pay for such Imbalance Charges or reimburse Buyer for such Imbalance Charges paid by Buyer.

## SECTION 5. QUALITY AND MEASUREMENT

All Gas delivered by Seller shall meet the pressure, quality and heat content requirements of the Receiving Transporter. The unit of quantity measurement for purposes of this Contract shall be one MMBtu dry. Measurement of Gas quantities hereunder shall be in accordance with the established procedures of the Receiving Transporter.

## SECTION 6. TAXES

**The parties have selected either "Buyer Pays At and After Delivery Point" or "Seller Pays Before and At Delivery Point" as indicated on the Base Contract.**

### **Buyer Pays At and After Delivery Point:**

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas at the Delivery Point(s) and all Taxes after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

### **Seller Pays Before and At Delivery Point:**

Seller shall pay or cause to be paid all taxes, fees, levies, penalties, licenses or charges imposed by any government authority ("Taxes") on or with respect to the Gas prior to the Delivery Point(s) and all Taxes at the Delivery Point(s). Buyer shall pay or cause to be paid all Taxes on or with respect to the Gas after the Delivery Point(s). If a party is required to remit or pay Taxes that are the other party's responsibility hereunder, the party responsible for such Taxes shall promptly reimburse the other party for such Taxes. Any party entitled to an exemption from any such Taxes or charges shall furnish the other party any necessary documentation thereof.

## SECTION 7. BILLING, PAYMENT, AND AUDIT

7.1. Seller shall invoice Buyer for Gas delivered and received in the preceding Month and for any other applicable charges, providing supporting documentation acceptable in industry practice to support the amount charged. If the actual quantity delivered is not known by the billing date, billing will be prepared based on the quantity of Scheduled Gas. The invoiced quantity will then be adjusted to the actual quantity on the following Month's billing or as soon thereafter as actual delivery information is available.

7.2. Buyer shall remit the amount due under Section 7.1 in the manner specified in the Base Contract, in immediately available funds, on or before the later of the Payment Date or 10 Days after receipt of the invoice by Buyer; provided that if the Payment Date is not a Business Day, payment is due on the next Business Day following that date. In the event any payments are due Buyer hereunder, payment to Buyer shall be made in accordance with this Section 7.2.

7.3. In the event payments become due pursuant to Sections 3.2 or 3.3, the performing party may submit an invoice to the nonperforming party for an accelerated payment setting forth the basis upon which the invoiced amount was calculated. Payment from the nonperforming party will be due five Business Days after receipt of invoice.

7.4. If the invoiced party, in good faith, disputes the amount of any such invoice or any part thereof, such invoiced party will pay such amount as it concedes to be correct; provided, however, if the invoiced party disputes the amount due, it must provide supporting documentation acceptable in industry practice to support the amount paid or disputed. In the event the parties are unable to resolve such dispute, either party may pursue any remedy available at law or in equity to enforce its rights pursuant to this Section.

7.5. If the invoiced party fails to remit the full amount payable when due, interest on the unpaid portion shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

7.6. A party shall have the right, at its own expense, upon reasonable Notice and at reasonable times, to examine and audit and to obtain copies of the relevant portion of the books, records, and telephone recordings of the other party only to the extent reasonably necessary to verify the accuracy of any statement, charge, payment, or computation made under the Contract. This right to examine, audit, and to obtain copies shall not be available with respect to proprietary information not directly relevant to transactions under this Contract. All invoices and billings shall be conclusively presumed final and accurate and all associated claims for under- or overpayments shall be deemed waived unless such invoices or billings are objected to in writing, with adequate explanation and/or documentation, within two years after the Month of Gas delivery. All retroactive adjustments under Section 7 shall be paid in full by the party owing payment within 30 Days of Notice and substantiation of such inaccuracy.

7.7. Unless the parties have elected on the Base Contract not to make this Section 7.7 applicable to this Contract, the parties shall net all undisputed amounts due and owing, and/or past due, arising under the Contract such that the party owing the greater amount shall make a single payment of the net amount to the other party in accordance with Section 7; provided that no payment required to be made pursuant to the terms of any Credit Support Obligation or pursuant to Section 7.3 shall be subject to netting under this Section. If the parties have executed a separate netting agreement, the terms and conditions therein shall prevail to the extent inconsistent herewith.

## SECTION 8. TITLE, WARRANTY, AND INDEMNITY

8.1. Unless otherwise specifically agreed, title to the Gas shall pass from Seller to Buyer at the Delivery Point(s). Seller shall have responsibility for and assume any liability with respect to the Gas prior to its delivery to Buyer at the specified Delivery Point(s). Buyer shall have responsibility for and any liability with respect to said Gas after its delivery to Buyer at the Delivery Point(s).

8.2. Seller warrants that it will have the right to convey and will transfer good and merchantable title to all Gas sold hereunder and delivered by it to Buyer, free and clear of all liens, encumbrances, and claims. EXCEPT AS PROVIDED IN THIS SECTION 8.2 AND IN SECTION 14.8, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, ARE DISCLAIMED.

8.3. Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims"), from any and all persons, arising from or out of claims of title, personal injury or property damage from said Gas or other charges thereon which attach before title passes to Buyer. Buyer agrees to indemnify Seller and save it harmless from all Claims, from any and all persons, arising from or out of claims regarding payment, personal injury or property damage from said Gas or other charges thereon which attach after title passes to Buyer.

8.4. Notwithstanding the other provisions of this Section 8, as between Seller and Buyer, Seller will be liable for all Claims to the extent that such arise from the failure of Gas delivered by Seller to meet the quality requirements of Section 5.

## SECTION 9. NOTICES

9.1. All Transaction Confirmations, invoices, payments and other communications made pursuant to the Base Contract ("Notices") shall be made to the addresses specified in writing by the respective parties from time to time.

9.2. All Notices required hereunder may be sent by facsimile or mutually acceptable electronic means, a nationally recognized overnight courier service, first class mail or hand delivered.

9.3. Notice shall be given when received on a Business Day by the addressee. In the absence of proof of the actual receipt date, the following presumptions will apply. Notices sent by facsimile shall be deemed to have been received upon the sending party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is not a Business Day or is after five p.m. on a Business Day, then such facsimile shall be deemed to have been received on the next following Business Day. Notice by overnight mail or courier shall be deemed to have been received on the next Business Day after it was sent or such earlier time as is confirmed by the receiving party. Notice via first class mail shall be considered delivered five Business Days after mailing.

## SECTION 10. FINANCIAL RESPONSIBILITY

10.1. If either party ("X") has reasonable grounds for insecurity regarding the performance of any obligation under this Contract (whether or not then due) by the other party ("Y") (including, without limitation, the occurrence of a material change in the creditworthiness of Y), X may demand Adequate Assurance of Performance. "Adequate Assurance of Performance" shall mean sufficient security in the form, amount and for the term reasonably acceptable to X, including, but not limited to, a standby irrevocable letter of credit, a prepayment, a security interest in an asset or a performance bond or guaranty (including the issuer of any such security).

10.2. In the event (each an "Event of Default") either party (the "Defaulting Party") or its guarantor shall: (i) make an assignment or any general arrangement for the benefit of creditors; (ii) file a petition or otherwise commence, authorize, or acquiesce in the commencement of a proceeding or case under any bankruptcy or similar law for the protection of creditors or have such petition filed or proceeding commenced against it; (iii) otherwise become bankrupt or insolvent (however evidenced); (iv) be unable to pay its debts as they fall due; (v) have a receiver, provisional liquidator, conservator, custodian, trustee or other similar official appointed with respect to it or substantially all of its assets; (vi) fail to perform any obligation to the other party with respect to any Credit Support Obligations relating to the Contract; (vii) fail to give Adequate Assurance of Performance under Section 10.1 within 48 hours but at least one Business Day of a written request by the other party; or (viii) not have paid any amount due the other party hereunder on or before the second Business Day following written Notice that such payment is due; then the other party (the "Non-Defaulting Party") shall have the right, at its sole election, to immediately withhold and/or suspend deliveries or payments upon Notice and/or to terminate and liquidate the transactions under the Contract, in the manner provided in Section 10.3, in addition to any and all other remedies available hereunder.

10.3. If an Event of Default has occurred and is continuing, the Non-Defaulting Party shall have the right, by Notice to the Defaulting Party, to designate a Day, no earlier than the Day such Notice is given and no later than 20 Days after such Notice is given, as an early termination date (the "Early Termination Date") for the liquidation and termination pursuant to Section 10.3.1 of all transactions under the Contract, each a "Terminated Transaction". On the Early Termination Date, all transactions will terminate, other than those transactions, if any, that may not be liquidated and terminated under applicable law or that are, in the reasonable opinion of the Non-Defaulting Party, commercially impracticable to liquidate and terminate ("Excluded Transactions"), which Excluded Transactions must be liquidated and terminated as soon thereafter as is reasonably practicable, and upon termination shall be a Terminated Transaction and be valued consistent with Section 10.3.1 below. With respect to each Excluded Transaction, its actual termination date shall be the Early Termination Date for purposes of Section 10.3.1.



**The parties have selected either “Early Termination Damages Apply” or “Early Termination Damages Do Not Apply” as indicated on the Base Contract.**

**Early Termination Damages Apply:**

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, (i) the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract and (ii) the Market Value, as defined below, of each Terminated Transaction. The Non-Defaulting Party shall (x) liquidate and accelerate each Terminated Transaction at its Market Value, so that each amount equal to the difference between such Market Value and the Contract Value, as defined below, of such Terminated Transaction(s) shall be due to the Buyer under the Terminated Transaction(s) if such Market Value exceeds the Contract Value and to the Seller if the opposite is the case; and (y) where appropriate, discount each amount then due under clause (x) above to present value in a commercially reasonable manner as of the Early Termination Date (to take account of the period between the date of liquidation and the date on which such amount would have otherwise been due pursuant to the relevant Terminated Transactions).

For purposes of this Section 10.3.1, “Contract Value” means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the Contract Price, and “Market Value” means the amount of Gas remaining to be delivered or purchased under a transaction multiplied by the market price for a similar transaction at the Delivery Point determined by the Non-Defaulting Party in a commercially reasonable manner. To ascertain the Market Value, the Non-Defaulting Party may consider, among other valuations, any or all of the settlement prices of NYMEX Gas futures contracts, quotations from leading dealers in energy swap contracts or physical gas trading markets, similar sales or purchases and any other bona fide third-party offers, all adjusted for the length of the term and differences in transportation costs. A party shall not be required to enter into a replacement transaction(s) in order to determine the Market Value. Any extension(s) of the term of a transaction to which parties are not bound as of the Early Termination Date (including but not limited to “evergreen provisions”) shall not be considered in determining Contract Values and Market Values. For the avoidance of doubt, any option pursuant to which one party has the right to extend the term of a transaction shall be considered in determining Contract Values and Market Values. The rate of interest used in calculating net present value shall be determined by the Non-Defaulting Party in a commercially reasonable manner.

**Early Termination Damages Do Not Apply:**

10.3.1. As of the Early Termination Date, the Non-Defaulting Party shall determine, in good faith and in a commercially reasonable manner, the amount owed (whether or not then due) by each party with respect to all Gas delivered and received between the parties under Terminated Transactions and Excluded Transactions on and before the Early Termination Date and all other applicable charges relating to such deliveries and receipts (including without limitation any amounts owed under Section 3.2), for which payment has not yet been made by the party that owes such payment under this Contract.

**The parties have selected either “Other Agreement Setoffs Apply” or “Other Agreement Setoffs Do Not Apply” as indicated on the Base Contract.**

**Other Agreement Setoffs Apply:**

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the “Net Settlement Amount”). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party may setoff (i) any Net Settlement Amount owed to the Non-Defaulting Party against any margin or other collateral held by it in connection with any Credit Support Obligation relating to the Contract; or (ii) any Net Settlement Amount payable to the Defaulting Party against any amount(s) payable by the Defaulting Party to the Non-Defaulting Party under any other agreement or arrangement between the parties.

**Other Agreement Setoffs Do Not Apply:**

10.3.2. The Non-Defaulting Party shall net or aggregate, as appropriate, any and all amounts owing between the parties under Section 10.3.1, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other (the “Net Settlement Amount”). At its sole option and without prior Notice to the Defaulting Party, the Non-Defaulting Party may setoff any Net Settlement Amount owed to the Non-Defaulting Party against any margin or other collateral held by it in connection with any Credit Support Obligation relating to the Contract.

10.3.3. If any obligation that is to be included in any netting, aggregation or setoff pursuant to Section 10.3.2 is unascertained, the Non-Defaulting Party may in good faith estimate that obligation and net, aggregate or setoff, as applicable, in respect of the estimate, subject to the Non-Defaulting Party accounting to the Defaulting Party when the obligation is ascertained. Any amount not then due which is included in any netting, aggregation or setoff pursuant to Section 10.3.2 shall be discounted to net present value in a commercially reasonable manner determined by the Non-Defaulting Party.

10.4. As soon as practicable after a liquidation, Notice shall be given by the Non-Defaulting Party to the Defaulting Party of the Net Settlement Amount, and whether the Net Settlement Amount is due to or due from the Non-Defaulting Party. The Notice shall include a written statement explaining in reasonable detail the calculation of such amount, provided that failure to give such Notice shall not affect the validity or enforceability of the liquidation or give rise to any claim by the Defaulting Party against the Non-Defaulting Party. The Net Settlement Amount shall be paid by the close of business on the second Business Day following such Notice, which date shall not be earlier than the Early Termination Date. Interest on any unpaid portion of the Net Settlement Amount shall accrue from the date due until the



date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.

10.5. The parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that Buyer and Seller are each "forward contract merchants" within the meaning of the United States Bankruptcy Code.

10.6. The Non-Defaulting Party's remedies under this Section 10 are the sole and exclusive remedies of the Non-Defaulting Party with respect to the occurrence of any Early Termination Date. Each party reserves to itself all other rights, setoffs, counterclaims and other defenses that it is or may be entitled to arising from the Contract.

10.7. With respect to this Section 10, if the parties have executed a separate netting agreement with close-out netting provisions, the terms and conditions therein shall prevail to the extent inconsistent herewith.

## SECTION 11. FORCE MAJEURE

11.1. Except with regard to a party's obligation to make payment(s) due under Section 7, Section 10.4, and Imbalance Charges under Section 4, neither party shall be liable to the other for failure to perform a Firm obligation, to the extent such failure was caused by Force Majeure. The term "Force Majeure" as employed herein means any cause not reasonably within the control of the party claiming suspension, as further defined in Section 11.2.

11.2. Force Majeure shall include, but not be limited to, the following: (i) physical events such as acts of God, landslides, lightning, earthquakes, fires, storms or storm warnings, such as hurricanes, which result in evacuation of the affected area, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery or equipment or lines of pipe; (ii) weather related events affecting an entire geographic region, such as low temperatures which cause freezing or failure of wells or lines of pipe; (iii) interruption and/or curtailment of Firm transportation and/or storage by Transporters; (iv) acts of others such as strikes, lockouts or other industrial disturbances, riots, sabotage, insurrections or wars; and (v) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, regulation, or policy having the effect of law promulgated by a governmental authority having jurisdiction. Seller and Buyer shall make reasonable efforts to avoid the adverse impacts of a Force Majeure and to resolve the event or occurrence once it has occurred in order to resume performance.

11.3. Neither party shall be entitled to the benefit of the provisions of Force Majeure to the extent performance is affected by any or all of the following circumstances: (i) the curtailment of interruptible or secondary Firm transportation unless primary, in-path, Firm transportation is also curtailed; (ii) the party claiming excuse failed to remedy the condition and to resume the performance of such covenants or obligations with reasonable dispatch; or (iii) economic hardship, to include, without limitation, Seller's ability to sell Gas at a higher or more advantageous price than the Contract Price, Buyer's ability to purchase Gas at a lower or more advantageous price than the Contract Price, or a regulatory agency disallowing, in whole or in part, the pass through of costs resulting from this Agreement; (iv) the loss of Buyer's market(s) or Buyer's inability to use or resell Gas purchased hereunder, except, in either case, as provided in Section 11.2; or (v) the loss or failure of Seller's gas supply or depletion of reserves, except, in either case, as provided in Section 11.2. The party claiming Force Majeure shall not be excused from its responsibility for Imbalance Charges.

11.4. Notwithstanding anything to the contrary herein, the parties agree that the settlement of strikes, lockouts or other industrial disturbances shall be within the sole discretion of the party experiencing such disturbance.

11.5. The party whose performance is prevented by Force Majeure must provide Notice to the other party. Initial Notice may be given orally; however, written Notice with reasonably full particulars of the event or occurrence is required as soon as reasonably possible. Upon providing written Notice of Force Majeure to the other party, the affected party will be relieved of its obligation, from the onset of the Force Majeure event, to make or accept delivery of Gas, as applicable, to the extent and for the duration of Force Majeure, and neither party shall be deemed to have failed in such obligations to the other during such occurrence or event.

11.6. Notwithstanding Sections 11.2 and 11.3, the parties may agree to alternative Force Majeure provisions in a Transaction Confirmation executed in writing by both parties.

## SECTION 12. TERM

This Contract may be terminated on 30 Day's written Notice, but shall remain in effect until the expiration of the latest Delivery Period of any transaction(s). The rights of either party pursuant to Section 7.6 and Section 10, the obligations to make payment hereunder, and the obligation of either party to indemnify the other, pursuant hereto shall survive the termination of the Base Contract or any transaction.

## SECTION 13. LIMITATIONS

FOR BREACH OF ANY PROVISION FOR WHICH AN EXPRESS REMEDY OR MEASURE OF DAMAGES IS PROVIDED, SUCH EXPRESS REMEDY OR MEASURE OF DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY. A PARTY'S LIABILITY HEREUNDER SHALL BE LIMITED AS SET FORTH IN SUCH PROVISION, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. IF NO REMEDY OR MEASURE OF DAMAGES IS EXPRESSLY PROVIDED HEREIN OR IN A TRANSACTION, A PARTY'S LIABILITY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY. SUCH DIRECT ACTUAL DAMAGES SHALL BE THE SOLE AND EXCLUSIVE REMEDY, AND ALL OTHER REMEDIES OR DAMAGES AT LAW OR IN EQUITY ARE WAIVED. UNLESS EXPRESSLY HEREIN PROVIDED, NEITHER PARTY SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE. IT IS THE INTENT OF THE PARTIES THAT THE LIMITATIONS HEREIN IMPOSED ON REMEDIES AND THE MEASURE OF DAMAGES BE WITHOUT REGARD TO THE CAUSE OR CAUSES RELATED THERETO, INCLUDING THE NEGLIGENCE OF ANY PARTY, WHETHER SUCH NEGLIGENCE BE SOLE, JOINT OR CONCURRENT, OR ACTIVE OR PASSIVE.

TO THE EXTENT ANY DAMAGES REQUIRED TO BE PAID HEREUNDER ARE LIQUIDATED, THE PARTIES ACKNOWLEDGE THAT THE DAMAGES ARE DIFFICULT OR IMPOSSIBLE TO DETERMINE, OR OTHERWISE OBTAINING AN ADEQUATE REMEDY IS INCONVENIENT AND THE DAMAGES CALCULATED HEREUNDER CONSTITUTE A REASONABLE APPROXIMATION OF THE HARM OR LOSS.

## SECTION 14. MISCELLANEOUS

14.1. This Contract shall be binding upon and inure to the benefit of the successors, assigns, personal representatives, and heirs of the respective parties hereto, and the covenants, conditions, rights and obligations of this Contract shall run for the full term of this Contract. No assignment of this Contract, in whole or in part, will be made without the prior written consent of the non-assigning party (and shall not relieve the assigning party from liability hereunder), which consent will not be unreasonably withheld or delayed; provided, either party may (i) transfer, sell, pledge, encumber, or assign this Contract or the accounts, revenues, or proceeds hereof in connection with any financing or other financial arrangements, or (ii) transfer its interest to any parent or affiliate by assignment, merger or otherwise without the prior approval of the other party. Upon any such assignment, transfer and assumption, the transferor shall remain principally liable for and shall not be relieved of or discharged from any obligations hereunder.

14.2. If any provision in this Contract is determined to be invalid, void or unenforceable by any court having jurisdiction, such determination shall not invalidate, void, or make unenforceable any other provision, agreement or covenant of this Contract.

14.3. No waiver of any breach of this Contract shall be held to be a waiver of any other or subsequent breach.

14.4. This Contract sets forth all understandings between the parties respecting each transaction subject hereto, and any prior contracts, understandings and representations, whether oral or written, relating to such transactions are merged into and superseded by this Contract and any effective transaction(s). This Contract may be amended only by a writing executed by both parties.

14.5. The interpretation and performance of this Contract shall be governed by the laws of the jurisdiction as indicated on the Base Contract, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction.

14.6. This Contract and all provisions herein will be subject to all applicable and valid statutes, rules, orders and regulations of any governmental authority having jurisdiction over the parties, their facilities, or Gas supply, this Contract or transaction or any provisions thereof.

14.7. There is no third party beneficiary to this Contract.

14.8. Each party to this Contract represents and warrants that it has full and complete authority to enter into and perform this Contract. Each person who executes this Contract on behalf of either party represents and warrants that it has full and complete authority to do so and that such party will be bound thereby.

14.9. The headings and subheadings contained in this Contract are used solely for convenience and do not constitute a part of this Contract between the parties and shall not be used to construe or interpret the provisions of this Contract.

14.10. Unless the parties have elected on the Base Contract not to make this Section 14.10 applicable to this Contract, neither party shall disclose directly or indirectly without the prior written consent of the other party the terms of any transaction to a third party (other than the employees, lenders, royalty owners, counsel, accountants and other agents of the party, or prospective purchasers of all or substantially all of a party's assets or of any rights under this Contract, provided such persons shall have agreed to keep such terms confidential) except (i) in order to comply with any applicable law, order, regulation, or exchange rule, (ii) to the extent necessary for the enforcement of this Contract, (iii) to the extent necessary to implement any transaction, or (iv) to the extent such information is delivered to such third party for the sole purpose of calculating a published index. Each party shall notify the other party of any proceeding of which it is aware which may result in disclosure of the terms of any transaction (other than as permitted hereunder) and use reasonable efforts to prevent or limit the disclosure. The existence of this Contract is not subject to this confidentiality obligation. Subject to Section 13, the parties shall be entitled to all remedies available at law or in equity to enforce, or seek relief in connection with this confidentiality obligation. The terms of any transaction hereunder shall be kept confidential by the parties hereto for one year from the expiration of the transaction.

In the event that disclosure is required by a governmental body or applicable law, the party subject to such requirement may disclose the material terms of this Contract to the extent so required, but shall promptly notify the other party, prior to disclosure, and shall cooperate (consistent with the disclosing party's legal obligations) with the other party's efforts to obtain protective orders or similar restraints with respect to such disclosure at the expense of the other party.


14.11 The parties may agree to dispute resolution procedures in Special Provisions attached to the Base Contract or in a Transaction Confirmation executed in writing by both parties.

14.12 Nature of City's Obligations. Nothing in this Contract shall be construed or deemed as creating a multiple-year fiscal obligation of the City. All obligations of the City pursuant to the Contract are subject to prior annual appropriation by the City Council. The City agrees to exercise utmost good faith and use its best efforts in making any appropriations required by the City to meet its obligation under this contract.

**DISCLAIMER:** The purposes of this Contract are to facilitate trade, avoid misunderstandings and make more definite the terms of contracts of purchase and sale of natural gas. Further, NAEBS does not mandate the use of this Contract by any party. **NAESB DISCLAIMS AND EXCLUDES, AND ANY USER OF THIS CONTRACT ACKNOWLEDGES AND AGREES TO NAEBS'S DISCLAIMER OF, ANY AND ALL WARRANTIES, CONDITIONS OR REPRESENTATIONS, EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THIS CONTRACT OR ANY PART THEREOF, INCLUDING ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS OR SUITABILITY FOR ANY PARTICULAR PURPOSE (WHETHER OR NOT NAEBS KNOWS, HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE), WHETHER ALLEGED TO ARISE BY LAW, BY REASON OF CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING. EACH USER OF THIS CONTRACT ALSO AGREES THAT UNDER NO CIRCUMSTANCES WILL NAEBS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY USE OF THIS CONTRACT.**

TRANSACTION CONFIRMATION  
FOR IMMEDIATE DELIVERY

EXHIBIT A

	Date: August 5, 2009 Transaction Confirmation #: 1														
This Transaction Confirmation is subject to the Base Contract between Seller and Buyer dated August 5, 2009. The terms of this Transaction Confirmation are binding unless disputed in writing within 2 Business Days of receipt unless otherwise specified in the Base Contract.															
<b>SELLER:</b> TIGER INC 1285 Norwood Ave. Suite 100 Boulder, CO 80304 Attn: <u>Anthony Cianflone</u> email: <a href="mailto:anthonyc.tiger@yahoo.com">anthonyc.tiger@yahoo.com</a> Phone: 303 665-8561 EXT. 11 Fax: 303 665-8428 Base Contract No. <u>TI-D2009184</u> Transporter: <u>Xcel Energy</u> Transporter Contract Number: <u>116958</u>	<b>BUYER:</b> City of Westminster 4800 West 92nd Avenue Westminster, CO 80031 Attn: Joe Lachermeier Email: <a href="mailto:jlacherm@cityofwestminster.us">jlacherm@cityofwestminster.us</a> Phone: (303) 658-2048 Fax: (303) 706-3923 Base Contract No. <u>TI-D2009184</u> Transporter: <u>Xcel Energy</u> Transporter Contract Number: <u>116958</u>														
<b>Contract Price:</b> Inside FERC Gas FOM Market Report – Cheyenne Hub + \$.40 per Dth Plus all transport costs on Public Service including fuel loss, service and facility charges, firming capacity charges, transport charges and/or applicable franchise fees.															
<b>Delivery Period:</b> Begin: November 1, 2009 End: October 31, 2010 and year-to-year thereafter unless cancelled with at least 60 days written notice from one party to the other.															
<b>Performance Obligation and Contract Quantity: Firm (Fixed Baseload Monthly Quantity in Dths)</b> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Month</th> <th style="text-align: left; border-bottom: 1px solid black;">Volume</th> </tr> </thead> <tbody> <tr> <td>October</td> <td>To be determined</td> </tr> <tr> <td>November</td> <td>To be determined</td> </tr> <tr> <td>December</td> <td>To be determined</td> </tr> <tr> <td>January</td> <td>To be determined</td> </tr> <tr> <td>February</td> <td>To be determined</td> </tr> <tr> <td>March</td> <td>To be determined</td> </tr> </tbody> </table>		Month	Volume	October	To be determined	November	To be determined	December	To be determined	January	To be determined	February	To be determined	March	To be determined
Month	Volume														
October	To be determined														
November	To be determined														
December	To be determined														
January	To be determined														
February	To be determined														
March	To be determined														
<b>Delivery Point(s):</b> Into Public Service Company of Colorado for Ultimate delivery to the facilities listed in attached Meter Summary.															
<b>Special Conditions:</b> When Buyer exceeds the baseload volume on a monthly basis, any additional gas used above the monthly baseload amount at the city-gate will be priced at GAS DAILY midpoint – Cheyenne Hub Gas plus \$0.40 per Dth. During an Operational Flow Order (“OFO”) if Buyer exceeds its average daily baseload volume the additional gas will be priced at Public Service Company’s TF back-up supply rate and any associated overrun penalties. Additional gas may be available at market price and by mutual consent.  If, Seller determines that in any month the Buyer’s usage will be less than the baseload requirements, Seller shall use its best efforts to remarket the volumes not needed by Buyer. Buyer agrees to “keep whole” Seller for any shortfall that may occur between the sales price Seller receives for any gas remarketed and the Contract Price.															
Seller: <u>TIGER, INC.</u>  By: _____	Buyer: <u>City of Westminster</u>  By: _____														

Title: VICE PRESIDENT  
Date: \_\_\_\_\_

Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**NAESB**®



**WESTMINSTER**  
**COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** Application for Bridge Funds

**Prepared By:** Michael Normandin, Transportation Engineer

**Recommended City Council Action**

Ratify the grant application submitted by the Department of Community Development for grant funding in fiscal year 2013 for the replacement of the Little Dry Creek Bridge located at the intersection of 72<sup>nd</sup> Avenue and Raleigh Street.

**Summary Statement**

- The Colorado Municipal League (CML) and Colorado Counties, Inc. recently notified cities of applications for funding for the rehabilitation or replacement of substandard bridges. There is an estimated \$1,755,000 available in 2013 for municipally-owned bridges. After serious deliberation, City Staff submitted an application for a proposed bridge replacement project before the September 30, 2009 deadline. Even though the projected 2013 funding is relatively minimal, the amount of available funding could change over the next few years. Staff reasoned that it would be appropriate to submit an application at this time in an effort to get the City’s project on the Colorado Department of Transportation (CDOT) “radar screen.”
- Bridges that are on the Select List of the federal bridge inventory with a sufficiency rating of 50.0 or less are eligible for replacement funding. One bridge located within and owned by the City of Westminster is on this Select List – the concrete box culvert that carries 72<sup>nd</sup> Avenue over Little Dry Creek near the Raleigh Street intersection. This box culvert, which qualifies as a “bridge” due to the lengthy span of the structure, has been assigned a sufficiency rating of 32.8.
- The subject federal bridge funding program requires a 20% local match and an overhead charge of approximately 2% to pay for the administration expenses of the CDOT. A cost estimate has been prepared for the replacement of the concrete box culvert, and the estimated cost of the project is \$2,478,000. The City’s 20% local match would equal \$495,600 and the 2% CDOT charge would be \$49,560, resulting in a total City contribution of \$545,160. The CDOT administrative charge is not reflected in the estimated project cost, so the amount of the City’s application totaled \$1,982,400.
- Again, the amount of the City’s request exceeds the current amount of anticipated funding that would be available in 2013 for municipally-owned bridges in the entire State of Colorado. While it certainly appears to be dubious that the City would be awarded a grant of sufficient size to significantly fund this particular project, City Staff decided to follow the advice of representatives of the CML by making the application. Naturally, the City could decline a grant offer from the CML of less than the amount requested without penalty.

**Expenditure Required:** \$545,160 in year 2013

**Source of Funds:** General Capital Improvement Fund

**Policy Issue**

Should the City of Westminster pursue federal funding for the replacement of the box culvert on 72<sup>nd</sup> Avenue at Little Dry Creek?

**Alternative**

Staff could withdraw the grant application at Council's direction. Staff does not recommend this alternative. Although the initial information indicates that there is only \$1,755,000 available in 2013 for municipal bridges, this could possibly change over the next three years. Retaining the project application could put the project on the "radar screen" should additional funding become available.

**Background Information**

Recently, the Special Highway Committee, working in conjunction with the Colorado Municipal League and Colorado Counties, Inc., solicited project applications for bridge funds for the rehabilitation or replacement of substandard bridges. The Special Highway Committee is comprised of four county and four municipal representatives from various locations in the State. Currently included on the Committee is an Arvada City Council representative and an Adams County Commissioner.

The replacement of the box culvert on 72<sup>nd</sup> Avenue at the Little Dry Creek Crossing is a project that City Staff has identified as a need within the next few years. It is unknown when the original box culvert was installed, but the structure was expanded to carry additional drainage flows and to accommodate pedestrian traffic in 1984. The existing box culvert has a low sufficiency rating and will require extensive maintenance and repair as time goes on. Staff is also currently managing a streetscape planning effort for that portion of 72<sup>nd</sup> Avenue located between Lowell Boulevard and Utica Street. One facet of that study contemplates a future realignment of Bradburn Boulevard to create a four-legged intersection with 72<sup>nd</sup> Avenue and Raleigh Street in the immediate vicinity of the box culvert. Naturally, it would be prudent to replace the box culvert (perhaps with a bridge) before any street realignments or streetscape improvements are implemented at this site.

If the project application receives a favorable ranking, Staff will include matching funds as part of the 2013/2014 budget request. Although insufficient funds (\$1,755,000) have been identified State-wide for 2013 in this particular program, Staff concluded that the minimal amount of time that was required to prepare an application warranted such an attempt. The City may abandon the project at any time up to the date that funds would be accepted.

Respectfully submitted,

J. Brent McFall  
City Manager



## Agenda Item 8 C

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** 2009 Utilities Crews Material Purchase

**Prepared By:** Richard A. Clark, P.E., Utilities Operations Manager  
Andy Mead, Utilities Operations Coordinator

### Recommended City Council Action

1. Authorize cumulative purchases from Dana Kepner Company, HD Waterworks Ltd., and Ferguson Waterworks in the amounts not to exceed \$125,000 for each vendor for 2009; authorize cumulative purchases from Mountain States Pipe & Supply not to exceed \$75,000 for 2009.
2. Award the bid for the purchase of mechanical joint restraints, fire hydrants, and brass/copper materials to Dana Kepner in the amount of \$60,570.

### Summary Statement

- The Westminster Municipal Code requires that all purchases over \$50,000 be brought to City Council. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds \$50,000.
- Formal requests for pricing for the purchase waterworks materials were received on September 21, 2009. A total of three vendors provided bids on these purchases.
- Dana Kepner was the lowest bidder totaling \$60,570.
- Adequate funds were previously appropriated in the Utilities Operations Division Budget and are available for these purchases.

**Expenditure Required:** \$325,000

**Source of Funds:** Utility Fund - Utilities Operations Division Operating Budget

**Policy Issues**

Should the City spend Utility Fund monies to purchase materials for water main replacements as specified in the contract/project documents?

Should the City award the bid for waterworks materials to Dana Kepner?

**Alternatives:**

1. Do not approve the expenditures as recommended. While it could be argued that each transaction represents a separate purchase, City Staff believes that a more conservative and prudent approach is to treat the smaller transactions as cumulative larger purchases with the vendors that are subject to Council approval.
2. Purchase materials only on an as-needed basis and negotiate prices for every purchase individually. This would take a large amount of staff time and likely increase the prices for each piece of material purchased. Also, this option would require City Council action if expenditures were to exceed \$50,000. This option is not recommended since the City has already received pricing for these materials and would most likely get higher unit costs if purchased on an as-needed basis.

**Background Information**

The Construction Crew Utility Material Purchase is an annual purchase of commonly used waterworks materials for use by the Utilities Operations Division’s construction crew for the installation of the four miles of replacement water mains they install annually.

The Construction Crew Utility Material Purchase was advertised on the internet site “Demand Star” with prices received on September 21, 2009. As written, each lot was a separate purchase and a bidder could submit pricing for any or all lots of material. Delivery is to be immediate and in one shipment.

The results of the submitted bids are as follows (**bold numbers indicate low bid**):

<b>Lot Description</b>	<b>Dana Kepner</b>	<b>HD Supply</b>	<b>Mountain States</b>
Mechanical Joint Restraints	<b>\$11,977</b>	\$13,083	\$13,800
Fire Hydrants	<b>\$27,123</b>	\$30,600	No Bid
Brass/Copper	<b>\$21,470</b>	\$22,121	\$23,158
	<u>\$60,570</u>		

At the August 24, 2009 City Council approved the spending amounts/limits with various utility materials vendors that would not exceed \$100,000. These included Dana Kepner Company, HD Waterworks Ltd. and Ferguson Waterworks in the amounts not to exceed \$100,000 for each vendor for 2009. With this current request to purchase the above utility system materials, Staff is advising City Council that these purchases would require a higher spending limit with these vendors and requests approval to increase the purchasing amounts with Dana Kepner and HD Supply from the original \$100,000 amount to \$125,000; and establish a spending limit with Mountain States Pipe Supply of \$75,000 for the remainder of 2009.



**SUBJECT:** 2009 Construction Crew Utility Material

Page 3

These purchases help achieve the City Council's Strategic Plan Goals of "Financially Sustainable City Government, Safe and Secure Community and Vibrant Neighborhoods and Commercial Areas" by meeting the following objectives:

- Well-maintained City infrastructure and facilities
- Citizens are safe anywhere in the City
- Maintain and improve neighborhood infrastructure and housing

Respectfully submitted,

J. Brent McFall  
City Manager



## Agenda Item 8 D

**WESTMINSTER**  
**COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** Second Half of 2010 Gasoline and Diesel Fuel Purchase for City Vehicles

**Prepared By:** Jeffery H. Bowman, Fleet Manager

**Recommended City Council Action**

Determine that the public interest will be best served by joint purchase of fuel and ratify a contract for purchase of 126,000 gallons of unleaded gasoline and #2 diesel fuel, to Chief Petroleum Oil to be delivered to City sites for a cost of \$273,042 between July 1, and December 31, 2010.

**Summary Statement**

- The 2010 second-half year prices for unleaded gasoline and diesel fuel were negotiated in September 2009 when fuel prices were declining. The City has been closely following the Municipal Association of Procurement Officials (MAPO) solicitation of pricing from Gray Oil to determine when to lock in fuel prices. The City also monitored Colorado Springs' similar process in which that City solicited bids from Acorn Petroleum, Chief Petroleum and Hill Petroleum. Chief Petroleum was awarded the contract and, by "piggybacking" on the Colorado Spring's bid, the City of Westminster secured a bid price roughly 16 cents per gallon lower than the MAPO negotiation. Price and supply is defined in the contract.
- The \$273,042 represents the costs for approximately 70% of Westminster's historical fuel consumption between July and December. The projected cost is based on the negotiated price of \$2.119 per gallon for regular unleaded and \$2.263 per gallon for diesel fuel.
- City Council approved \$1,559,163 in the adopted 2010 Fleet Maintenance Fund Budget to purchase fuel and lubricants, or approximately \$780,000 for the second half of the year. The fuel budget in the revised 2010 Budget is proposed to be reduced to reflect the lock-in of lower fuel prices for both the first and second halves of the year.
- With the 70% minimum purchase provision, the balance of the anticipated fuel consumption for the second-half of 2010 can be purchased on the open market. This will mean that the City will pay market prices for a portion of its fuel purchases during this period.

**Expenditure Required:** Not to Exceed \$273,042

**Source of Funds:** Fleet Maintenance Fund - Fleet Maintenance Operating Budget

**Policy Issue**

Should the City Council ratify the purchase of fuel through the City of Colorado Springs fuel purchase process?

**Alternative**

The City Council could reject the purchase of the 2010 fuel contract and buy only on a spot price basis. This is not recommended, as prices fluctuate and fuel supplies can be affected by market, political and environmental influences. Establishing a fixed price helps manage City budget projections, while assuring minimum supplies.

**Background Information**

As part of the 2010 Budget, City Council approved the purchase of fuel for the City’s vehicles. For the past three years, the City has used futures contracts to guarantee fuel supplies and manage fuel budgets.

In April a bid was requested on behalf of MAPO, a cooperative of state, municipal, county, special district, school district or other local government agencies. This was a competitive bid that offers greater volume and generally lower prices to the City than the City can obtain on its own. Meanwhile, the City of Colorado Springs held a competitive bid that resulted in a \$7,000,000 contract with Chief Petroleum that includes a minimum ASTM (American Society for Testing and Materials) specification for cold weather diesel fuel quality. The Colorado Springs contract contains a “Piggyback Provision” that allows other governmental agencies to utilize the resultant contract to “issue their own contractual document(s).”

Fuel pricing with estimated second-half 2010 fuel consumption figures is as follows:

	<b>Contractual Purchase (number of gallons)</b>	<b>Contracted Price per Gallon</b>	<b>Total</b>
Regular Unleaded	84,000	\$2.119	\$ 177,996
#2 Diesel	42,000	\$2.263	\$ 95,046
<b>TOTAL</b>	126,000		\$273,042

The prices above include environmental fees and delivery charges as part of the price per gallon. The recommended Council action will allow the purchase of 70% of the estimated 2010 usage. As the City continues to encourage departments to conserve fuel, the requested amount allows for reduction in fuel use, with no penalties.

Locking in fuel supplies has two advantages to the City. The more important advantage is the availability to provide a guaranteed fuel supply. Locking a fuel contract assures that the City is first in line at the “rack,” when fuel supplies are being dispensed. Retail businesses and other competitors without contracts are subject to limited supply when events such as hurricanes, refinery shut-downs and other unforeseen events happen. In a fuel emergency, Westminster has placed itself in a position of security.

The second advantage to contracting fuel is the ability to budget a known dollar amount for fuel. In 2007 and 2008, volatile fuel prices exposed the weakness with spot market fuel purchases for municipalities that had not contracted for a fixed price for their fuel purchases.

Westminster City Code 15-1-4-A1 specifically states that using a bid by another unit of government is an acceptable form of purchasing for the City.

**SUBJECT:** Gasoline and Diesel Fuel Purchase for City Vehicles

Page 3

This contract for fuel purchases meets Council's Strategic Plan goals of Safe and Secure Community and Financially Sustainable City Government by keeping the City's fleet on the street and maintaining service levels at a reasonable cost.

Respectfully submitted,

J. Brent McFall  
City Manager



## Agenda Item 8 E

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Agreement for the Reimbursement Costs Associated with the Construction of the Table Mountain Animal Center

**Prepared By:** Mike Cressman, Deputy Chief of Police

### Recommended City Council Action

Authorize the City Manager to sign the Agreement with Jefferson County (County), the Cities of Arvada, Lakewood, Wheat Ridge, Golden and Westminster, concerning the reimbursement costs associated with the construction of the Table Mountain Animal Center (TMAC) in substantially the same form as the attached Agreement.

### Summary Statement

- In June of 2007, the County and the Cities of Arvada, Lakewood, Wheat Ridge, Golden and Westminster (the Cities) entered into an agreement for the implementation of a county-wide dog licensing program (Dog Licensing Agreement). The Agreement provided for monies paid to the County for licensing of dogs within the jurisdiction of the Cities be placed into a fund retained by the County and used for the construction of a new Table Mountain Animal Center facility. The original plan called for the project to be built in phases as funding became available.
- The County agreed to contribute \$3 million dollars toward the cost of the new facility, and to issue Certificates of Participation (COPs) in the amount of \$5.2 million dollars to be repaid with funds generated by the Dog Licensing Program. The total costs for the new facility have been projected at \$9.7 million.
- The Table Mountain Animal Center Foundation (Foundation) agreed to generate the remaining \$1.5 million through private donations that would be spread over a five year period.
- A cost savings of approximately \$500,000 will be realized if the entire project is constructed at one time, rather than in phases. In order to complete the construction as one project, the Foundation has requested the County provide an additional \$1.5 million dollars (Financing) toward the construction costs. In order to insure the timely completion of the facility, the Cities have agreed to reimburse the County \$1.5 million dollars plus interest, less any portion raised through donations by the Foundation (see attached letter of agreement) within five years. The City of Westminster's share would be \$300,000 plus the 4% interest on the unpaid balance for five years, or \$36,940.67, if the Foundation is unable to reach their fundraising goal of \$1.5 million dollars.
- The City Attorney's Office has reviewed the proposed First Amendment and approved it as to form.

**Expenditure Required:** \$336,940.67

**Source of Funds:** Public Safety General Capital Outlay Replacement Fund (GCORF)

**Policy Issue**

Should the City of Westminster enter into an agreement between the County and the Cities of Arvada, Lakewood, Golden and Wheat Ridge, in which the Cities agree to reimburse the County up to \$1.5 million dollars plus 4% interest compounded annually on any unpaid balance the Foundation is unable to raise over a five year period?

**Alternative**

Do not authorize the City Manager to sign the Agreement for Westminster to reimburse the County the equal share of the \$1.5 million dollars plus 4% interest. Staff does not recommend this alternative as the Table Mountain Animal Center (TMAC) remains the most cost effective alternative for housing of animals for the City of Westminster.

**Background Information**

In early 2007, it was determined that a new building needed to be constructed due to the age and condition of the current TMAC facility. In June 2007, the County and the Cities entered into an IGA for a county-wide Dog Licensing Program. The monies paid to the County through this program were to be placed into a fund to be retained by the County and used for the construction of the new TMAC facility.

The \$9.7 million construction project is being managed by the County and the financing for the project is multi-faceted. The County has donated \$3 million dollars and has financed an additional \$5.2 million dollars to be repaid through the revenue generated by the County Dog Licensing Program. The remaining \$1.5 million dollars was being generated by the TMAC Foundation through private donations and the donations were spread over a five year period.

The Foundation requested that the County finance the additional \$1.5 million dollars that the Foundation is responsible for and the County has agreed. Pending approval from the City Councils, the Cities have agreed to repay the County over a five year period with 4% interest compounded annually on the unpaid balance. The City of Westminster's share of the payment, in the case the Foundation was unable to raise any money, would be \$300,000, and the interest accrued would be \$36,940.67.

Through a letter of commitment (attached), the Foundation has, agreed to repay the \$1.5 million plus interest from the private donations directly to the County. The Foundation and the Cities further agreed that at the end of the five year period, the Cities will reimburse the County for any outstanding principal and interest owed on the additional financing. The Foundation would then devote their efforts toward repaying the Cities. It is hoped that the City of Westminster would not expend any, or minimal, funds from the Public Safety General Capital Outlay Replacement Fund.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

**AGREEMENT BETWEEN JEFFERSON COUNTY,  
THE CITY OF ARVADA, THE CITY OF LAKEWOOD, THE CITY OF WHEAT  
RIDGE, THE CITY OF GOLDEN, AND THE CITY OF WESTMINSTER FOR  
REIMBURSEMENT COSTS ASSOCIATED WITH CONSTRUCTION OF  
THE TABLE MOUNTAIN ANIMAL CENTER**

**THIS AGREEMENT**, dated for reference purposes on this \_\_\_\_\_ day of \_\_\_\_\_, 2009, is made and entered into by and between the **CITY OF ARVADA**, a municipal corporation ("Arvada"); the **CITY OF LAKEWOOD**, a municipal corporation ("Lakewood"); the **CITY OF WHEAT RIDGE**, a municipal corporation ("Wheat Ridge"); the **CITY OF GOLDEN**, a municipal corporation ("Golden"); and the **CITY OF WESTMINSTER**, a municipal corporation ("Westminster") hereinafter referred to as the ("Cities") and the **COUNTY OF JEFFERSON, STATE OF COLORADO**, a body politic and corporate (the "County").

**WITNESSETH**

**WHEREAS**, the above-referenced parties entered into an intergovernmental agreement dated January 1, 1998, that established a separate legal entity known as the Table Mountain Animal Center ("TMAC");

**WHEREAS**, the Parties entered into an Agreement dated June 20, 2007 for the implementation of a county wide dog licensing program (the "Dog Licensing Agreement");

**WHEREAS**, the Dog Licensing Agreement provides that monies paid to the County for the licensing of dogs within the jurisdiction of all parties be placed into a fund to be retained by the County and used for the construction of a new facility for TMAC (the "Animal Center");

**WHEREAS**, the County has agreed to contribute \$3 million dollars towards the construction of the Animal Center;

**WHEREAS**, the County has agreed to issue Certificates of Participation ("COPs") in the amount of \$5.2 million dollars to provide additional funds towards the construction of the Animal Center to be repaid from funds generated from the Dog Licensing Agreement;

**WHEREAS**, The Table Mountain Animal Center Foundation ("Foundation") has requested that the County provide additional financing towards the construction of the Animal Center in the amount of \$1.5 million dollars (the "Financing") to be repaid over a five year period by the Cities;

**WHEREAS**, the Cities have agreed to reimburse the County \$1.5 million dollars plus interest on the unpaid balance at a rate of 4% compounded annually within five years of the Financing.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements of the parties hereinafter contained, the receipt and sufficiency of which are hereby confessed, it is understood and agreed as follows:

### **I. COVENANTS AND AGREEMENTS**

A. In addition to the \$5.2 million dollars in Certificates of Participation, the County is issuing to fund the Animal Center, the County will provide additional financing towards the construction of the Animal Center in the amount of \$1.5 million dollars which the Cities hereby agree to repay to the County plus interest on the unpaid balance at the rate of 4% compounded annually within five years of the Financing (the "Cities' Obligation").

B. The Cities shall be obligated to pay to the County the Cities' Obligation.

C. By October 1<sup>st</sup> of each year of this Agreement, the County shall prepare and present to the Cities a report of the amount received from the Cities and the balance still owing.

D. The Cities' Obligation shall be due in total to the County 5 years from the date of the Financing.

E. The Cities agree that the Cities' Obligation shall be equally divided between Arvada, Lakewood, Wheat Ridge, Golden, and Westminster.

### **II. POWER TO INCLUDE OTHER CITIES AND TOWNS**

It is mutually agreed that the Cities shall have the discretion to require other cities or towns that wish to participate in the dog licensing program to become a party to this Agreement and to share in the Cities' Obligation. No parties shall be added to this Agreement without executing an amendment as provided in Article V. below.

### **III. DEFAULT IN PERFORMANCE**

In the event any City fails to make the payments to the County when due other than for non appropriation as set forth in Article IX. that City shall be in default. In the event of a payment default or non appropriation by any of the Cities, the remaining Cities shall be responsible to the County for the amount owed by the defaulting or non appropriating City or Cities. A City who fails to make the payments for any reason other than nonappropriation of funds shall be obligated to pay interest at a default rate of 10% plus all costs of collection of said payment, including reasonable attorneys' fees.

### **IV. TERM**

A. TERM. This Agreement shall be in full force and effect on the date that all parties have executed this Agreement and shall terminate upon payment of the Cities' Obligation.



## **V. AMENDMENT**

This Agreement may be amended at any time in writing by agreement of all parties to this Agreement.

## **VI. COUNTERPARTS**

This Agreement may be signed in counterparts, and each counterpart shall be deemed an original, and all the counterparts taken as a whole shall constitute one and the same instrument. The Agreement shall not be effective until executed by all parties.

## **VII. NO THIRD PARTY BENEFICIARIES**

Except as otherwise stated herein, this Agreement is intended to describe the rights and responsibilities of and between the parties and is not intended to, and shall not be deemed to, confer rights upon any persons or entities not named as parties, limit in any way governmental immunity and other limited liability statutes for the protection of the parties, nor limit the powers and responsibilities of any other entity not a party hereto. Nothing contained herein shall be deemed to create a partnership or joint venture between the parties with respect to the subject matter hereof.

## **VIII. NO GENERAL OBLIGATION INDEBTEDNESS**

Because this Agreement will extend beyond the current fiscal year, the parties understand and intend that the obligation of the County and the Cities to pay any funds hereunder constitutes a current expense of the County and the Cities payable exclusively from the County's or Cities' funds and shall not in any way be construed to be a general obligation indebtedness of the County or the Cities within the meaning of any provision of Article XI of the Colorado Constitution, or any other constitutional or statutory indebtedness. The County or the Cities have not pledged the full faith and credit of the state, or the County or the Cities to the payment of the charges hereunder, and this Agreement shall not directly or contingently obligate the County or the Cities to apply money from, or levy or pledge any form of taxation to, the payment of any funds.

## **IX. NON APPROPRIATION**

The payments of the County's or Cities' obligations in fiscal years subsequent to the current year are contingent upon funds for this Agreement being appropriated and budgeted. If funds for this Agreement are not appropriated and budgeted in any year subsequent to the fiscal year of execution of this Agreement, the non appropriating County's or City's participation in this Agreement shall terminate.

## **X. GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of Colorado and venue shall be in the County of Jefferson, State of Colorado.

**IN WITNESS WHEREOF**, the parties have executed this Agreement.

ATTEST:

JEFFERSON COUNTY,  
STATE OF COLORADO

\_\_\_\_\_  
Deputy Clerk and Recorder

By \_\_\_\_\_  
J. Kevin McCasky, Chairman  
Board of County Commissioners  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Gay B. Ummel  
Assistant County Attorney

ATTEST:

CITY OF ARVADA,  
STATE OF COLORADO

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

CITY OF LAKEWOOD  
STATE OF COLORADO

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

CITY OF GOLDEN  
STATE OF COLORADO

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

CITY OF WHEAT RIDGE  
STATE OF COLORADO

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney


ATTEST:

CITY OF WESTMINSTER  
STATE OF COLORADO

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the City Attorney



## **Foundation**

**Community • Adopt • Reunite • Educate**

4105 Youngfield Service Road • Golden, CO 80401 • 303-278-7575 • [www.tablemountainanimals.org](http://www.tablemountainanimals.org)

A Colorado 501(c)(3) Nonprofit Corporation dedicated to raising funds supporting Table Mountain Animal Center

September 25, 2009

### VIA E-MAIL

Patrick Goff  
Deputy City Manager  
7500 W. 29th Avenue  
Wheat Ridge, Colorado 80033

Re: Additional Financing for Construction of New Facility

Dear Patrick:

The Table Mountain Animal Center Foundation (the "Foundation") understands that the Cities of Arvada, Lakewood, Wheat Ridge, Golden, and Westminster (the "Cities") are contemplating entering into an agreement with Jefferson County (the "County"), whereby the County will provide additional financing towards the construction of a new facility for TMAC, in the amount of \$1.5 million (the "Additional Financing"), to be repaid by the Cities within five years, along with interest on the unpaid balance at the rate of 4% compounded annually.

This letter is being written to confirm that the Foundation will use good faith efforts to continue its capital campaign in order to raise the necessary funds to reimburse the Additional Financing, as well as any interest owed on the Additional Financing. During the five year period following the funding of the Additional Financing by the County, such funds will be paid directly to the County. The Foundation understands that, at the end of that five year period, the Cities will reimburse the County any outstanding principal and interest then owed on the Additional Financing, at which point the Foundation will use good faith efforts to reimburse the Cities. In the event that insufficient funds are raised in the capital campaign to reimburse the Additional Financing and associated interest, the Foundation further agrees that any additional amounts raised by the Foundation in excess of those amounts necessary to fund the operations of TMAC and the expenses of the Foundation will be utilized to reimburse the Additional Financing and associated interest, to the extent that those funds are not restricted by the donor to purposes other than the campaign capital.



Patrick Goff  
September 25, 2009  
Page 2

As evidence of the Foundation Board of Directors' commitment toward raising the amounts to be funded by the Foundation, the twelve individuals currently on the Foundation Board of Directors have pledged in excess of \$360,000 towards the Foundation's capital campaign, over a five year period, representing approximately 25% of the total amount to be funded by the Foundation.

Please let me know if you have any questions regarding the above.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carolyn J. Fairless', with a stylized flourish at the end.

Carolyn J. Fairless

President, Table Mountain Animal Center  
Foundation Board of Directors

cc: Table Mountain Animal Center Foundation Board of Directors



**WESTMINSTER  
COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** Second Reading of Councillor’s Bill No. 34 re Lease Agreement for the Kids Nite Out Program with Dakota & Amanda Enterprises L.L.C.

**Prepared By:** Gina Barton, Recreation Supervisor  
Peggy Boccard, Recreation Services Manager

**Recommended City Council Action**

Pass Councillor’s Bill No. 34 on second reading authorizing the City Manager to sign a three year lease agreement with Dakota & Amanda Enterprises, L.L.C. for the continuation of the Kids Nite Out Program in substantially the same form as the attached lease.

**Summary Statement**

- The lease agreement for the Kids Nite Out Program currently being offered at the City Park Recreation Center has expired.
- The original lease was for three years, with one, three-year renewable option.
- The new lease agreement with Dakota & Amanda Enterprises L.L.C. would be for three years running through 2012.
- This privately-run program offers a variety of activities in a safe, highly supervised and controlled environment for youth from 7 to 14 years old.
- The program operates from the hours of 7 to 10:30 p.m. on Friday nights during the school year, September through May.
- Activities offered include a disc jockey with dancing, organized games, swimming, and concessions.
- This program generates up to \$35,000 per year of revenue for the City.
- Leasing of property owned by the City must be approved and ratified by ordinance under Section 13.4 of the City’s Charter.
- There was an error in Article 2. Rent of the lease agreement that was submitted to City Council on September 28, 2009, and has been corrected as follows: “Should Lessee choose to use the aquatics area, Lessee also agrees to pay Lessor ~~\$90~~ \$120 for the use of the aquatics area and locker room from the times of 7:00 p.m. to 9:00 p.m.
- This Councillor’s Bill was passed on first reading on September 28, 2009

**Expenditure Required:** \$0

**Source of Funds:** N/A

Respectfully submitted,

J. Brent McFall  
City Manager  
Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **34**

SERIES OF 2009

INTRODUCED BY COUNCILLORS  
**Winter - Lindsey**

**A BILL**

**FOR AN ORDINANCE APPROVING AND RATIFYING A LEASE AGREEMENT WITH  
DAKOTA & AMANDA ENTERPRISES, L.L.C. TO OPERATE THE "KIDS NITE OUT"  
PROGRAM WITHIN THE CITY PARK RECREATION CENTER**

WHEREAS, the City owns the City Park Recreation Center, located at 10455 Sheridan Boulevard; and

WHEREAS, it is in the City's best interest to maximize the income generated from such operation by collecting rental income from space located in the City Park Recreation Center.

NOW, THEREFORE, THE CITY OF WESTMINSTER ORDAINS:

Section 1. Pursuant to City Charter Section 13.4, the Lease Agreement attached hereto as Exhibit A is hereby approved and ratified.

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 lease agreement attached hereto as Exhibit A shall be executed by the lessee prior to consideration of this ordinance 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 28<sup>th</sup> day of September, 2009.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12<sup>th</sup> day of October, 2009.

\_\_\_\_\_  
Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney's Office

## EXHIBIT A

### LEASE AGREEMENT

This Lease is made and entered into by and between the **CITY OF WESTMINSTER, COLORADO**, a Colorado home-rule municipality, referenced hereinafter as "Lessor" and **DAKOTA & AMANDA ENTERPRISES, L.L.C.**, a Colorado corporation, referenced hereinafter as "Lessee."

In consideration of the mutual covenants and agreements set forth in this Lease, and other good and valuable consideration, Lessor does hereby demise and Lease to Lessee, and Lessee does hereby Lease from Lessor, certain portions of the City Park Recreation Center located at 10455 Sheridan Boulevard, Westminster, Jefferson County, Colorado ("the Premises"), more particularly described in Exhibit "A" attached to this Lease. These Premises are referenced in this Lease as "the Premises" or "the Leased Premises."

#### ARTICLE 1. TERM

**1.01. Term of Lease.** The term of this Lease shall be for each Friday during the one (3) year period commencing at six o'clock p.m. on September 1, 2009, and ending at 12 o'clock midnight on the Saturday following the last Friday of May 2012 (the "Expiration Date"), unless sooner terminated as provided in this Lease.

**1.02 Hours of Lease.** During the term of this Lease, Lessee shall have exclusive use of certain portions of the Leased Premises between the times of six o'clock p.m. of each Friday until twelve o'clock midnight. Specific areas/usage hours are 6:00 p.m.-7:00 p.m.- set-up, 7:00 p.m.-12:00 midnight -program usage and cleaning of upper level, 7:30 p.m.-12:00 midnight – program usage and cleaning of lower level.

#### 1.02. Extension.

- a. Lessor and Lessee may agree to extend this Lease beyond the Expiration Date provided in 1.01 above, for one (1) additional three-year period, on terms the Parties may negotiate. Such extension shall be for a period of three (3) years, with the additional term to begin on the Friday following the Expiration Date of the Lease term specified in 1.01 above. Any such extension shall be subject to the approval of Lessor's City Council.
- b. Lessee shall notify Lessor of its desire to extend this Lease or to allow the Lease to expire without extension not later than thirty (30) days prior to the Expiration Date of the Lease term. Notice shall be in writing and sent to Lessor by registered mail or facsimile transmission to Lessor at the address provided in this Lease. If Lessee fails to provide notice to Lessor, the Lease shall automatically expire on the Expiration Date.

**1.03. Lessor's Right to Cancel.** Lessor shall have the right, at its discretion, to cancel Lessee's use of the Premises on a specific date without cause and without recourse against Lessor upon written notice to Lessee no later than one (1) month in advance of the date to be canceled.

#### ARTICLE 2. RENT

**2.01. Rent.** For the initial three (3) year term of this Lease, Lessee agrees to pay to Lessor the sum of 20% of gross revenues received by Lessee from users of the Premises, on or before the first Friday of each month, as rent for succeeding month. The rent for any extended term pursuant to section 1.01 shall be adjusted by agreement of the Parties. Should Lessee choose to use the aquatics area, Lessee also agrees to pay Lessor \$120 for the use of the aquatics area and locker room from the times of 7:00 p.m. to 9:00 p.m.

### **ARTICLE 3. USE OF PREMISES**

**3.01. Permitted Use.** Lessee shall operate the Leased Premises as a Youth Activity Center during the term of this agreement and shall use the Premises for no other purpose.

**3.02. Youth Activity Center Defined.** The term "Youth Activity Center" as used in this Lease (also known as "Kids Nite Out") means that the Leased Premises shall be used for activities on Friday nights for persons from and including the ages 7 through 14, for, but not limited to, the following activities:

- i. Game Activities: consisting of, for example, games such as volleyball, basketball, racquetball, wallyball, dancing, ping pong, video games, and the like, including any activities which may be available but not listed stemming from the uniqueness of the Leased Premises;
- ii. Audio and Video Activities: including, but not limited to, performances of person(s) to coordinate and direct the playing of records, videos, laserdiscs and the like. Lessee shall be solely responsible for obtaining any necessary licenses and for paying any applicable royalties or penalties in connection with its use of any copyrighted audio or video works;
- iii. Food, Drink, and Concession Activities: including the sale of soft drinks, sandwiches, chips, candy bars, banners, T-shirts, and;
- iv. All advertising and marketing promotions related to the Youth Activity Center.

**3.03. Manner of Operation.** During the term of this Lease and any extensions, Lessee shall keep Leased premise reasonably stocked with concession merchandise, including soft drinks and food, and reasonably staffed to adequately serve the patrons. Lessee must operate the Youth Activity Center on the Leased Premises in a diligent and efficient manner. Lessee must keep the Leased Premises open for business from 7:00 p.m. to 10:30 p.m. on each Friday of the month during the term of this Lease, except Lessee is not required to operate its business on legal holidays, nor during any time when such operations must be suspended because of casualty loss to the Leased Premises or the building in which the Leased Premises are located, strike, insurrection, or other cause beyond the control of the Lessee. Lessee will require either a parent or responsible adult to sign in all youth attendees. Lessee will not allow a parent or responsible adult to enter the program without being accompanied by a Kids Nite Out staff member.

**3.04. Preparation and Clean-up.** Preparation of the Leased Premises and clean-up of the Leased Premises shall be the sole responsibility of the Lessee during the term of the Lease. Lessee agrees that it shall have sufficient staff available on the Leased Premises to assure proper and efficient preparation and clean-up.

**3.05. Nuisance and Illegal Activity.** Lessee shall not use, or permit the use of, the Leased Premises in any manner that results in waste of the Leased Premises or constitutes a nuisance. Nor shall Lessee use, or permit the use of the Leased Premises for any illegal purpose. Lessee will comply, and will cause its officers, employees, agents, patrons, and other invitees to comply, with all applicable laws and ordinances and with all applicable rules and regulations of governmental agencies concerning the use of the Leased Premises.

**3.06. Security.** Lessee shall hire at least one (1) off-duty Westminster police officer to provide security. The officer shall be on the Premises during the hours Lessee is open for business.

**3.07. Supervision.** Lessee shall provide adequate supervision at all times. All supervisors shall be at least eighteen (18) years of age. Lessee shall staff supervisors at a ratio of not less than one (1) supervisor to every twenty-five (25) Youth Activity Program participants.

**3.08. Conduct.** Any guests who conduct themselves in an unbecoming manner or become a nuisance to Kids Nite Out, or other guests, may be suspended or expelled from Kids Nite Out. Thereupon, all privileges of such guest shall be automatically terminated without proration or refund. At that time, the suspended guest will wait for a parent(s) or a responsible adult to be notified to pick up their youth immediately. All participants and staff members are to conduct themselves in a manner deemed appropriate as agreed upon between Lessor and Lessee. Kids Nite Out staff will closely monitor behavior and dress code.

**3.09. Injury or Accident.** Kids Nite Out staff will immediately notify City Park Recreation Center staff and police officers if any injury or accident occurs during the operation of the program.

#### **ARTICLE 4. MAINTENANCE AND SURRENDER**

**4.01 Maintenance by Lessor.** Lessor shall, at its own expense and risk, maintain the Leased Premises including but not limited to maintenance of the roof, foundation, plumbing, heating and air conditioning systems, fire protection sprinkling systems, structural soundness of the exterior walls (including all windows, window glass, plate glass, and doors), parking lots, walkways surrounding the Leased Premises or the building in which the Leased Premises are located, stairways, and elevators, including repairs and all necessary replacements of these items.

**4.02 Wear and Tear.** Except as provided in 4.01, Lessee shall maintain the Leased Premises and keep them free from waste or nuisance throughout the Lease term and any extension. At the termination of the Lease, Lessee shall surrender and deliver the Leased Premises to Lessor in as good a state of repair and condition as they were in at the time Lessor delivered possession to Lessee, reasonable wear and tear and damage by fire, tornado, or other casualty excepted. Lessee and Lessor recognize that ordinary wear and tear may include stains from food, drinks, candy, and gum. Lessee will make a good faith effort to clean up such stains but shall not be required to undertake major capital expenditures for removal of such stains nor any structural repairs which may be caused by such stains.

**4.03 Failure to Perform.** In event either party fails to perform its obligation to repair or maintain as set forth in 4.01 and 4.02 above after notice from the other party of the need for such repair or maintenance and the passage of a reasonable amount of time for performance after such notice, the other party may terminate this Lease or, at its option, suspend business operations until such repairs or maintenance are completed.

#### **ARTICLE 5. TAXES AND ASSESSMENTS**

**5.01 Personal Property Taxes.** Lessee shall pay and fully discharge all taxes, special assessments, and governmental charges of every character imposed during the term of this Lease on the business activities or personal property placed by Lessee in, on, or about the Leased Premises. These taxes include but are not limited to Lessor's sales and use tax.

**5.02 Real Property Taxes.** Lessor shall pay and fully discharge all property taxes, special assessments, and governmental charges of every character imposed on the Leased Premises during the term of this Lease, including any special assessments imposed on or against the Leased Premises for the construction or improvement of public works.

#### **ARTICLE 6. UTILITIES AND GARBAGE REMOVAL**

**6.01 Utility Charges.** Lessor shall pay all utility charges for water, electricity, heat, gas, and telephone service used in and about the Leased Premises during the term of the Lease, all such charges to be paid by Lessor directly to the utility company or municipality furnishing the same before the same shall be delinquent.

**6.02 Garbage Removal.** Lessor shall pay for the removal of all garbage and rubbish from the Leased Premises during the term of the Lease.

## **ARTICLE 7. ALTERATIONS, ADDITIONS, AND IMPROVEMENTS**

**7.01 Consent of Lessor.** Lessee shall not make any alterations, additions, or improvements to the Leased Premises without the prior written consent of Lessor.

## **ARTICLE 8. SIGNS**

**8.01 Signs.** Lessee may erect signs on portions of the Leased Premises and portions of the building in which the Leased Premises are located, subject to the approval of the City Recreation Services Manager as to the number, size, and placement of the signs.

## **ARTICLE 9. INSURANCE AND INDEMNITY**

**9.01 Property Insurance.** Lessor shall, at its own expense, during the term of this Lease, keep all buildings, structures, improvements, fixtures, and equipment, which are not part of the Leased Premises but are required for access or enjoyment of the Leased Premises, insured against loss or damage by fire or theft.

**9.02 Liability Insurance.** Lessee shall, at its own expense, obtain general commercial liability insurance. Such insurance shall provide liability coverage, at a minimum, in the amount of One Million Dollars (\$1,000,000). Lessor shall be named as an additional insured on the policy.

**9.03 Lessee Hold Harmless Clause.** Lessee agrees to indemnify and hold Lessor harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees for the defense of such claims and demands, arising from the conduct or management of Lessee's business on the Leased Premises or from its use of the Leased Premises, or from any breach on the part of Lessee of any conditions of the Lease, or from any act or negligence of Lessee, its agents, contractors, employees, subtenants, concessionaires, or licensees in or about the Leased Premises.

## **ARTICLE 10. DEFAULT**

**10.01. Default by Lessee.** If Lessee shall allow the rent to be in arrears more than fourteen (14) days after written notice of such delinquency, or shall remain in default under any of the other conditions of this Lease for a period of twenty (20) days after written notice from Lessor, Lessor may, without notice to Lessee, immediately terminate this Lease, re-enter and take possession of the Leased Premises and remove all persons and property without being deemed guilty of any manner of trespass, and re-let the Premises, or any part of the Premises, for all or any part of the remainder of the Lease term to a party satisfactory to Lessor, and at such monthly rental as Lessor may with reasonable diligence be able to secure. Should Lessor be unable to re-let after reasonable efforts to do so or, should such monthly rental be less than the rental Lessee was obligated to pay under this Lease, Lessee shall pay to Lessor the expense of re-letting plus the amount of any deficiency in the rent.

**10.02 Default by Lessor.** If Lessor defaults in its performance of any term, covenant, or condition required to be performed by it under this agreement, Lessee may terminate this Lease on giving ten (10) days' notice to Lessor of such intention. The Lease will be terminated on the date designated in Lessee's notice, unless Lessor has cured the default prior to the expiration of the ten (10) day period.

**10.03 Waiver of Breach.** A waiver by either Lessor or Lessee of a breach of this Lease by the other party does not constitute a continuing waiver or waiver of any subsequent breach of the Lease.

## **ARTICLE 11. INSPECTION BY LESSOR**

**11.01 Access by Lessor.** Lessee shall permit Lessor and Lessor's agents, representatives, and employees to enter into and on the Leased Premises at all reasonable times for the purpose of inspection, maintenance, making repairs or alterations to the Premises, or any other purpose necessary to protect Lessor's interest in the Premises or to perform Lessor's duties under this Lease so long as such access does not interfere with the quiet use and enjoyment by Lessee of the Leased Premises.

## **ARTICLE 12. ASSIGNMENT AND SUBLEASE**

**12.01 Assignment and Subletting by Lessee.** Lessee may not sublet, assign, or otherwise transfer this Lease or any right or interest in this Lease, or in the Leased Premises or the improvements on the Leased Premises, without the prior written consent of Lessor. Any such sublet, assignment, or transfer shall not relieve Lessee of any of its obligations under this Lease.

## **ARTICLE 13. MISCELLANEOUS**

**13.01 Notice and Addresses.** All notice required under this Lease must be given by certified mail or registered mail, addressed to the proper party, at the following address:

Lessor:	Name:	City of Westminster
	Attn:	Peggy Boccard
	Address:	4800 West 92 <sup>nd</sup> Avenue
	City:	Westminster, CO 80031
	Telephone No.:	(303) 658-2211
	FAX No.:	(303) 706-3926
Lessee:	Name:	Dakota & Amanda Enterprises, L.L.C.
	Attn:	Joe Mivshek
	Address:	850 Napa Valley Drive
	City:	Ft. Collins, CO 80525
	Telephone No.:	(970) 282-9582

Either party may change the address for notice, in whole or in part, by giving the other party written notice of the new address.

**13.02 Parties Bound.** This agreement shall be binding upon, and inure to the benefit of, the parties to this Lease and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this agreement.

**13.03 Colorado Law to Apply.** This agreement shall be construed under, and in accordance with, the laws of the state of Colorado.

**13.04 Legal Construction.** In case any one or more of the provisions contained in this agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of the agreement, and this agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included in the agreement.

**13.05 Prior Agreements Superseded.** This agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of same.

**13.06 Attorney's Fees and Costs.** If, as a result of a breach of this agreement by a party hereto, the other party employs an attorney or attorneys to enforce its rights under this Lease, then the prevailing party shall be paid by the other party the reasonable attorney fees and costs incurred to enforce the Lease.



**13.07 Force Majeure.** Neither Lessor nor Lessee shall be required to perform any term, condition, or covenant in this Lease so long as performance is delayed by Force Majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riots, floods, and any other cause not reasonably within the control of Lessor or Lessee and which by the exercise of due diligence Lessor is unable, wholly or in part, to prevent or overcome.

**13.08 Rights and Remedies Cumulative.** The rights and remedies provided by this Lease are cumulative, and use of any one right or remedy by a party shall not preclude or waive its right to use any or all other remedies. These rights and remedies are given in addition to any other rights provided by law, statute, ordinance, or otherwise.

**13.09 Time of Essence.** Time is of the essence of this agreement.

The undersigned Lessor and Lessee agree that this agreement shall be effective as of the first day of September, 2009, regardless of when executed.

**LESSOR: CITY OF WESTMINSTER**

**LESSEE: DAKOTA & AMANDA  
ENTERPRISES, L.L.C.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
City Attorney



## Agenda Item 10 A

### WESTMINSTER COLORADO

#### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Councillor's Bill No. 35 re Amendment to the Adopted 2010 Budget

**Prepared By:** Steve Smithers, Assistant City Manager  
Barbara Opie, Budget & Special Projects Manager  
Phil Jones, Management Analyst  
Aric Otzelberger, Management Analyst

#### Recommended City Council Action

1. Accept the Human Services Board recommendations and authorize payment for 2010 funding as outlined in Attachment A, which identifies the agencies that the City of Westminster will provide financial support to during FY2010 and the associated dollar amounts.
2. Pass Councillor's Bill No. 35 on first reading amending the FY2010 budgets of the General, General Reserve, General Fund Stabilization Reserve, Utility, Utility Rate Stabilization Reserve, Storm Drainage, Golf Course, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, Parks Open Space & Trails (POST), and General Capital Improvement Funds.

#### Summary Statement

- At the September 21 Council Study Session, Staff reviewed with City Council recommended modifications to the Adopted 2010 Budget, new citizen requests, and miscellaneous financial issues that Staff or Council wished to raise.
- This Agenda Memorandum includes a summary of the items discussed at the budget review meeting and highlights the significant changes to the Adopted 2010 Budget. It also includes minor adjustments necessary in the final balancing of the Budget since the review with City Council. These adjustments are highlighted below.
- A public meeting on the 2010 Adopted Budget was held on Monday, September 14, providing the public an opportunity to receive a financial update and make any requests of Council for the 2010 budget year. At that meeting, City Council received one request from a Human Services Board funding recipient that is addressed in this document.

**Expenditure Required:** 2010: \$190,504,416, plus \$32,998,023 in reserves and \$1,000,000 in contingency account

**Source of Funds:** General, General Reserve, General Fund Stabilization Reserve, Utility, Utility Rate Stabilization Reserve, Storm Drainage, Golf Course, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, Parks Open Space & Trails (POST), and General Capital Improvement Funds

**Policy Issue**

Does City Council support the amendments recommended to the Adopted 2010 Budget as presented?

**Alternative**

Do not pass the attached Councillor's Bill amending the Adopted 2010 Budget. This is not recommended as modifications were necessary in order to balance the 2010 Budget based on revised revenue projections.

**Background Information**

The 2009/2010 Budget was developed with sustainability as the critical focus, recognizing the uncertain economic conditions at the time the budget was developed and adopted. Since the development and adoption of the 2009/2010 Budget, economic conditions have significantly worsened and necessary steps have been implemented to ensure the City maintains a balanced budget. As is the City's practice with the two-year adopted budget, a financial update/budget review was conducted to review recommended modifications to the Adopted 2010 Budget, review new citizen requests, and address miscellaneous financial issues that Staff or Council wished to raise at the September 21 Study Session.

The Adopted 2010 Budget and the proposed amendments highlighted in this Staff Report work to further achieve the City Council Strategic Plan goals and objectives. In April 2008, City Council identified the goals for 2009 and 2010; these goals were revisited and re-confirmed by City Council in April 2009. The City Council Goals are listed below:

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

The direction provided by City Council through these goals assisted City Staff in preparation of the 2009 and 2010 City Budget. Other considerations that go into developing a comprehensive budget are department priorities that strive to maintain existing service levels and to respond to citizen or neighborhood input.

All five goals are addressed in the Adopted 2010 Budget and proposed amendments, including the following sampling of priorities that are addressed via the Adopted 2010 Budget and/or through the proposed amendment to the 2010 Budget:

- Proactive fiscal management during the economic downturn
- Continued focus on Westminster Urban Center Reinvestment Project
- Continued investment in South Westminster
- Enhanced program of maintaining existing infrastructure through Capital Improvement Program (CIP) funding
- Enhanced management and associated reduction of overtime costs
- Maintain a competitively paid workforce
- Continued efforts to manage health insurance costs, with minor plan adjustments in 2010

**NEW POSITIONS INCLUDED IN THE ADOPTED 2010 CITY BUDGET**

A total of 3.0 new FTE were authorized in the Adopted 2010 Budget. The Adopted 2010 Budget includes all salary and benefit expenses for the following positions in the General and Utility Funds, with funding sources noted below.

Department	FTE	Title	Salary & Benefit Cost
<b>GENERAL FUND</b>			
Police Department – Patrol Services Division	1.0	Police Officer (salary \$47,654; benefits \$8,101)	\$55,755
Fire Department – EMS Section	1.0	EMS Field Coordinator (salary \$73,934; benefits \$12,569)	\$86,503
<b>UTILITY FUND</b>			
Public Works & Utilities Department – Utilities Planning & Engineering Division	1.0	Reclaimed System Analyst (salary \$56,972; benefits \$9,685)	\$66,657

It is recommended that the new positions approved in the Adopted 2010 Budget remain authorized but that the funds for staffing these positions be eliminated in the General Fund. For the new position in the Utility Fund, Staff proposes funding this position for six months. It is anticipated that the selective hiring freeze will continue through 2010. If these new positions are released for hiring in 2010, existing operating funds would be utilized to cover the cost of filling the new positions.

As this Agenda Memorandum is intended to focus on modifications to the Adopted 2010 Budget, only the proposed modifications are described below. It also includes minor adjustments necessary in the final balancing of the Budget since the review with City Council on September 21. These adjustments are highlighted below.

**PROPOSED MODIFICATIONS TO THE ADOPTED 2010 BUDGET**

Overall, the total City budget including all funds for 2010 is proposed to be modified from the Adopted total of \$170,876,064, plus \$53,588,817 in reserves and \$1,000,000 in contingency accounts, to \$190,504,416, plus \$32,998,023 in reserves and \$1,000,000 in contingency accounts. The most significant changes are in the General Reserve/General Fund Stabilization Reserve, Utility, and Sales & Use Tax Funds. In the General Reserve, approximately \$1.0 million is proposed to be transferred to the General Fund Stabilization Reserve (GFSR) to retain the General Reserve Fund at the policy of 10% of the General Fund operating budget; otherwise, the General Reserve Fund would be at approximately 11% in 2010. Staff recommends the transfer of excess funds within the General Reserve Fund into the newly created GFSR so that these moneys would be available during 2010 or 2011 should they be needed given the uncertain economy. In the Utility Fund, the proposed issuance of \$28.3 million in debt is reflected in the revenues (the original \$16.155 million anticipated in debt for 2010 in the Adopted Budget was not reflected in the budgeted revenues), thus accounting for the significant increase in the proposed Amended 2010 Budget (overall from \$170 million to \$190 million). In the Sales and Use Tax Fund, the economic recession’s impact on this substantial revenue source results in significant reductions from the originally Adopted 2010 Budget, which is discussed in greater detail below.

As the City weathers the second recession within a decade, many steps have been taken to address projected shortfalls in 2009 and 2010. As previously communicated with City Council, Staff began taking numerous steps in November 2008 to help address the projected revenue shortfall for both 2009 and 2010. Staff has utilized a two-year approach for the current recession. Based on the continuing poor performance of revenues, the steps implemented in 2009 and some additional measures proposed through the 2010 Budget are noted in the summary table below:

	Funding Available	Running Total
Street Division paver purchase & elimination of city membership	\$30,000	\$30,000
Fire Department heavy rescue truck down payment shifted to GCORF fund balance	\$100,000	\$130,000
Freeze of nine 2009 CIP projects	\$1,236,000	\$1,366,000
Freeze of 2.0 new FTE included in the 2009 Budget (\$0 shown since this is part of attrition savings)	--	\$1,366,000

Fuel price lock anticipated savings	\$100,000	\$1,466,000
Debt Service Fund savings	\$180,000	\$1,646,000
Selective hiring freeze implemented (\$0 shown since this is needed to meet the budgeted \$800,000 in attrition savings)	--	\$1,646,000
Out of state travel eliminated/restricted (\$0 shown since this is reflected in department operating savings listed below)	--	\$1,646,000
Sales & Use Tax Fund 2009 carryover	\$2,657,889	\$4,303,889
Earmarking of 2009 GF Contingency Funds	\$670,000	\$4,973,889
Unanticipated GF revenues	\$825,000	\$5,798,889
2009 year-end capital improvement project closeout	\$2,861,000	\$8,659,889
Public safety and non-public safety replacement vehicles acquisition costs shifted to GCORF fund balance	\$870,300	\$9,530,189
Department ongoing operating budget reductions 2009	\$750,000	\$10,280,189
Offer up to 5 voluntary furlough days for employees from June 8 through December 31, 2009 (for the period 6/8/09-8/31/09, a total of 130 employees have voluntarily furloughed 1,430 staff hours)	\$43,000	\$10,323,189
Amended overtime rules to match FLSA requirements (6 months in 2009)	\$175,000	\$10,498,189
Created the General Fund Stabilization Reserve (\$5,149,887 appropriated in 2009)	\$3,500,000	\$13,998,189
Department ongoing operating budget reductions 2010	\$750,000	\$14,748,189
Amended overtime rules to match FLSA requirements (full year in 2010)	\$350,000	\$15,098,189
Eliminated the 2010 Across-the-Board Pay Plan adjustment	\$512,147	\$15,610,336
Eliminated the 2010 projected merit increases for Administrative Officers (Department Heads and Division Managers)	\$105,995	\$15,716,331
<b>BUDGET ADJUSTMENTS TOTAL TO DATE FOR 2009/2010</b>		<b>\$15,716,331</b>

August sales and use tax revenues continue to follow a negative trend, with total sales and use tax revenues down for the eleventh consecutive month when comparing month-to-month trends from prior years. Staff focuses on sales and use tax revenues due to the fact that these revenues comprise 65% of the total originally adopted 2010 General Fund (GF) revenue, which fund the majority of day-to-day operations for the City (recall that property tax accounts for only 4% of the total GF). Total sales and use tax revenues for the month of August were down 14.8% from August 2008 figures. Year-to-date totals show City sales and use tax revenues down 10.1% over 2008 actual figures.

Staff continues to be fiscally conservative, taking measured responses to address this recession. Staff believes it is critical to address the revenue and expenditure impacts in a proactive manner. It should be noted that the impacts of this recession could be significantly worse on City services but thanks to the aggressive steps taken over the past several years to enhance the City’s sales tax base, the impact of this recession on Westminster is less severe in the short term. New major retail hubs developed in the last five years include The Orchard Town Center at 144<sup>th</sup> Avenue and I-25, The Shops at Walnut Creek at US 36 and Church Ranch Boulevard, multi-store centers at 136<sup>th</sup> Avenue and I-25, 72<sup>nd</sup> Avenue and Sheridan Boulevard, and 72<sup>nd</sup> Avenue and Federal Boulevard. Sales and use tax revenues generated through these developments are helping to buffer the effects of this recession.

While Staff feels confident that adequate measures are in place to address the 2009/2010 Budget, Staff has significant concerns about what lies ahead with the 2011/2012 Budget. Staff has been utilizing the General Fund Fiscal Model to identify potential scenarios for the future. Based on current scenarios, Staff is anticipating that the City may face a \$3-5 million shortfall in revenues for the General Fund in 2011, prior to any increases in costs being taken into consideration (such as salaries, benefits, contract services, etc). This is primarily due to the fact that the 2010 Budget is being balanced by approximately \$6.9 million in one-time revenues. These one-time revenues are as follows:

\$3,500,000	General Fund – transfer payment from the General Fund Stabilization Reserve
\$1,000,000	General Fund – use of projected 2009 carryover as a transfer payment from the General Capital Improvement Fund
\$680,000	Sales & Use Tax Fund – use of projected 2009 carryover as a transfer payment to the General Fund
\$1,710,000	General Capital Improvement Fund – use of projected 2009 carryover due to the 144 <sup>th</sup> Avenue widening project coming in significantly under original budget in 2009 (projected savings of \$2.71 million, of which \$1 million is proposed to assist the General Fund operating budget as noted)
\$6,890,840	Total one-time funds utilized to balance the proposed Amended 2010 Budget (these funds will not be available for 2011)

This fall, Staff will commence work in preparation for the difficult deliberations that may be necessary for the 2011/2012 Budget. Staff will be utilizing a consultant, Lyle Sumek, to assist with identifying core services the City provides. Staff will return with this information for City Council to use at their April Strategic Plan Retreat for prioritizing City services.

The modifications proposed to the Adopted 2010 Budget are summarized below by fund. City Council will note that some highlights included below are more of an accounting adjustment, but they are highlighted in an effort to keep City Council informed on the more significant changes proposed for better management and cost tracking.

**GENERAL FUND**

Staff revisited the General Fund projected revenues for 2010 and adjusted the projections based on projected collections in 2009. Additional revisions are projected in the General Fund for property tax (-\$381,192), building permit (-\$282,074), highway users tax fund (HUTF) (+\$250,000), EMS billings (-\$264,244) and the Westin accommodations tax (-\$165,500). A significant adjustment was made in the transfer from the Sales and Use Tax Fund (-\$6,432,509). This is directly a result of the recession and reduced retail sales. Due to a competitive bidding climate and Staff’s work to manage capital project costs, Staff is projecting carryover funds at the end of 2009 in the General Capital Improvement Fund (GCIF). Accordingly, Staff is proposing to apply \$1 million in GCIF carryover revenue as a transfer to the General Fund to assist in meeting operating needs. In addition, \$3.5 million of the newly created General Fund Stabilization Reserve is proposed for use in 2010. The use of these one-time revenue sources will help balance the 2010 Budget but they will not be available for the 2011/2012 Budget.

In preparing the Adopted 2009 Budget, departments in the General Fund received a 0% increase in their base allocation (excluding regular salary accounts), except the Police and Fire Departments, who received a 2% increase in their base budget allocation due to the growth in the public safety tax, which is excluded from any economic development agreements and urban renewal areas. In addition, the Utility Fund departments received a 1% increase in their base allocations in 2009 pursuant to water/wastewater rate increases to address ongoing operating and capital needs throughout the utility system. Some additional adjustments were made to department allocations for both 2009 and 2010 for certain items including energy, fuel, etc.

In preparing the Adopted 2010 Budget, departments in the General Fund received a 1% increase in their base allocation, except the Police and Fire Departments, who received a 2% increase in their base budget allocation due to the growth in the public safety tax. In addition, the Utility Fund departments received a 1.5% increase in their base allocations pursuant to water/wastewater rate increases to address ongoing operating and capital needs throughout the utility system. In most cases, these modest increases allowed departments to catch up with increasing costs in various areas.

In March of this year, departments in the General Fund were asked to identify \$750,000 in operating expenditure reductions for 2009 based on the declining revenue picture. Since revenues are not expected to rebound quickly in 2010, General Fund departments carried forward the \$750,000 in operating expenditure reductions made in 2009 into 2010. In addition, departments were asked to return the allocation increases (1% general and 2% public safety departments) included within the originally Adopted 2010 Budget, totaling \$541,272. These amounts total \$1,291,272 of permanent reductions to the Adopted 2010 General Fund Budget in addition to other reductions identified, such as the across-the-board pay plan increase, energy, fuel, and overtime reductions.

### Expenditure Adjustments

#### All Departments:

- Elimination of 1% Across-the-Board (ATB) Salary Adjustment. Originally, a 1% ATB adjustment was approved in the Adopted 2010 Budget. However, due to the current financial conditions and revenue challenges facing the City, Staff is proposing to eliminate the 1% ATB in 2010. While the elimination of the 1% ATB is not ideal, Staff feels that even with the elimination, the City's Pay Plan will remain within market and wages will remain competitive. Very few cities are making across-the-board adjustments for all employees. A total savings of \$512,147 is created through the elimination of the 1% ATB. (Net change = -\$512,147)
- Step and Merit Salary Adjustments: Originally Staff estimated step and merit increases for all eligible employees in 2008 for the 2010 Budget. Staff is still proposing to pursue step increases for Non-Exempt employees and merit adjustments for Exempt employees in 2010. Staff feels these adjustments are necessary to keep wages competitive and within market. However, Staff is proposing the elimination of merit increases for Administrative Officers in 2010 to assist with balancing budget costs to projected revenues. The Administrative Officers is a group that is comprised of 33 FTE, including department heads and division managers, plus three contractual employees (City Manager, City Attorney and Municipal Judge). The savings from freezing Administrative Officers' wages at the 2009 rate is projected at \$105,995. (Net change = -\$165,738)
- Reclassifications of Existing Positions: With the mid-year budget review, a limited number of existing positions were reviewed and are recommended for reclassification due to the reorganization of certain departmental operations or individual position restructuring based on organizational needs. (Net change = +\$34,315 General and General Capital Improvement Funds)
- Elimination of Positions: Staff is recommending the elimination of 3.0 indexed positions, an intern and 1.25 regular full time equivalents (FTE). These eliminations were the result of reduced workload as well as reorganization efforts. The net FTE change recommended from the Adopted 2010 Budget is a reduction of 4.25 FTE, with a total of 982.674 FTE proposed authorized positions for 2010. (Net change = -\$290,172)
- Career Development: In order to balance the General Fund Budget, Staff is proposing numerous reductions to career development across multiple departments (Adopted 2010 = \$448,216; Proposed Amended 2010 = \$332,958). Overall, Staff is proposing a 25.7% reduction to career development in the General Fund. (Net Change = -\$115,258)
- Electricity and Gas Reductions: Staff is proposing a reduction in the original 5% allocation increase that departments received for energy costs in 2010. Based on actual gas and electric rates, the amended allocation increase is proposed at 2.5%. Staff is also working to conserve energy where practical, which is helping to control costs. (Net Change = -\$100,321)
- Reductions to Overtime Compensation: Per Fair Labor Standards Act (FLSA) changes enacted by the City in 2009 (24-hour notice and hours worked/hours paid changes), Staff is anticipating a reduction in overtime expenditures for several departments and is reducing overtime budgets accordingly. Specific departmental overtime reductions are noted in appropriate department sections below. (Net change = -\$265,515)

#### Individual Departments:

##### City Council:

- Overall City Council Reductions: Per City Council review on August 17, \$18,080 in savings and reductions are proposed for City Council's revised 2010 budget. This reflects a 7.5% decrease compared to City Council's Adopted 2010 Budget. At the September 21 Study Session, City Council

confirmed that Staff accurately documented City Council's direction per the August 17 Study Session review. (Net change = -\$18,050)

- **MODIFIED PER THE SEPTEMBER 21 STUDY SESSION:** Reduction in telephone account: After reviewing the total citywide proposed amendment for the Adopted 2010 Budget, City Council noted that no one on City Council utilizes facsimile lines any more and therefore, the need for the \$100 for the installation of new line(s) for potential newly elected Councillors was unnecessary. Rather than reducing their overall budget and the resulting ripples of balancing the overall citywide budget, Staff recommended simply moving these funds from the telephone object account and into the special promotions account to be revisited with the 2011/2012 Budget. As a result, the overall net change to City Council's budget is \$0 since these funds were moved from one account to another. (Net change = \$0)

City Attorney's Office:

- Overall Department Reductions: Staff is proposing reductions in career development (\$2,050), reference materials (\$1,750) and professional services (\$1,500) as Department's contribution to overall General Fund reductions being proposed by Staff. (Net change = -\$5,300)

City Manager's Office:

- Overall Department Reductions: Staff is proposing a total reduction of \$16,786 that is reflected in several accounts in administration, economic development and public information. These cuts include a \$6,588 proposed reduction for contractual services for public information utilized for graphic design and associated professional services and a \$5,894 proposed reduction in contractual services for economic development utilized for real estate services, photography, advertising and prospect development. (Net change = -\$16,786)

Central Charges:

- Recommended health insurance premiums consistent with 2010 Budget: Staff originally budgeted for an anticipated 8% increase in health insurance costs in the Adopted 2010 Budget based on continued health care cost pressures. Renewals for medical and dental insurance for 2010 are 18.1%. Staff was able to maintain the recommended premium increase of 8% to both the City and employee premiums through adjustments to plan design, utilization of a refund from Kaiser due to overpayment, and recommended utilization of approximately \$484,000 of the estimated \$3.25 million dollar medical/dental fund balance at year-end 2009. Reductions in these accounts are the result of not funding the new 2.0 FTE authorized in 2010. (Net change = -\$20,877)
- Retirement contribution: This expense is projected to be \$25,000 less than originally budgeted based on past expenditures in this account. This reduction is not the result of any changes to the City's contribution to employees' pensions. (Net change = -\$25,000)
- Life, long term disability, survivor income insurance rates: Renewal for these insurances remained the same as 2009 rates. The original Adopted 2010 Budget included increases to rates for these benefits that are not occurring in 2010. (Net change = -\$83,200)
- Elimination of Cafeteria Benefit for all Exempt Employees: A cafeteria style reimbursement of up to \$600 for qualifying expenses has been available to all exempt employees (i.e., Administrative Officers and Exempt employees) for many years. This reimbursement to management level staff was recognition of additional professional expenses incurred as well as a differentiator in total compensation to recognize the additional work beyond a 40 hour work week. Due to the current financial challenges facing the City, Staff no longer feels that this benefit is sustainable and is proposing elimination of the program; the savings will be used to balance the Amended 2010 Budget. This benefit across all funds totals \$143,000. (Net Change = -\$115,000)
- Professional Services: This account includes funding for the City Lobbyist (\$42,000), the US 36 Metropolitan Mayors and Commissioners Coalition (US 36 MMCC) Lobbyist (\$25,000), Community Mediation Services (\$12,500) and the Citizen Survey (\$17,000). The account also traditionally covers costs associated with facilitators, trainings, miscellaneous special events and studies. This reduction will prohibit funding for these additional items. (Net change = -\$28,694)
- General Capital Outlay Replacement Fund (GCORF) Funding: Staff proposes additional funds to reflect minor adjustments to vehicle cost estimates for 2010. A majority of the projected cost increase



is associated with a replacement ambulance purchase. However, Staff is working to pre-order that vehicle yet this year, which could save the City several thousand dollars. (Net change = +\$12,250)

- City Council Community Outreach Program: Based on actual expenditure history, Staff is proposing reductions to miscellaneous accounts for the City Council's Community Outreach Program. These funds are utilized for City Council outreach events, such as the Mayor and Council's Breakfasts, We're All Ears events, community service projects and other associated events. Staff does not anticipate any impacts on the program's level of service associated with this reduction. (Net change = -\$12,000)
- Electronic Media: Staff is proposing a minor reduction in community events taped and aired on cable Channel 8. (Net change = -\$3,662)
- Senior Transit Consortium: The City has had \$50,000 budgeted for several years in this account, but has never fully expended all funds. This account funds senior transit organizations and services in Adams and Jefferson Counties. This proposed reduction will bring the account in line with actual expenditure history. No change to the current funding level for senior transit is proposed. (Net change = -\$8,500)

#### General Services:

- Spill Abatement and Compliance Auditing: Staff is proposing a reduction in environmental services funds (General Fund) for spill abatement and compliance auditing. Due to the purpose of the expense, which is primarily to protect water quality, more responsibility for these expenses is proposed to be shifted to the City's Storm Drainage Fund. The net change reflects the proposed reduction in General Fund dollars for this expense; no change in the Storm Drainage Fund budget is proposed as this expense is proposed to be absorbed within the General Services Department's existing Storm Drainage Fund budget. (Net change = -\$9,000)
- Employee Recruitment and Medical Expenses For New Hires: Due to reduction in hiring and less turnover, Staff is not anticipating the need for these funds in 2010. (Net change = -\$16,200)
- Facility Maintenance and Repair Reductions: These reductions will result in slightly slower turnaround times for certain maintenance needs. Staff will also look at shifting appropriate maintenance and repair expenditures to the BO&M Major Maintenance capital project included within the General Capital Improvement Fund. (Net change = -\$15,000)
- Custodial Services Reductions: These reductions will result in decreased frequency for certain custodial services at certain City facilities. For example, trash will be emptied from employees' wastebaskets fewer days of the week. These reductions were applied in 2009 as well. (Net change = -\$22,000)
- **MODIFIED SINCE SEPTEMBER 21 STUDY SESSION**: Additional minor proposed changes are recommended in Building Operations and Maintenance (BO&M) as part of a divisional reorganization. 2.0 FTE Building Repairworkers are recommended to be reclassified to Maintenanceworker/Senior Maintenanceworker. A pay progression is also being proposed to the BO&M Maintenanceworker classification to include Senior Maintenanceworker as a natural progression based on tenure and aptitude. As part of the proposed minor division reorganization, a 1.0 FTE Crewleader-Custodial will be downgraded to 1.0 FTE Custodian. This change reflects that this position no longer will have oversight of custodial contractors. From a cost perspective, the downgrade of this position will offset the proposed upgrade of the existing Maintenanceworker position to Maintenanceworker/Senior Maintenance worker. There is no financial impact to the reclassification of Building Repairworkers to Maintenanceworker/Senior Maintenanceworker. (Net change = \$0)

#### Finance:

- Overall Department Reductions: Staff is proposing a total reduction of \$4,004 that is reflected in several accounts throughout the department to provide ongoing savings into the future. (Net change = -\$4,004)

#### Police Department:

- Hiring Freeze for New 1.0 FTE Police Officer: This position was added to the Police Department per the Adopted 2010 Budget. Staff is proposing to retain authorization for this position, but due to the

City's current selective hiring freeze, Staff is not proposing any funds for this position in 2010. This would essentially keep the position "frozen" through 2010 and would reduce the salary budget for Patrol Services. (Net change = -\$48,131)

- Department Reorganization in Specialized Services Division: The Police Department is proposing a reorganization in Specialized Services, which includes the elimination of the Neighborhood Services Administrator position. Under the proposed reorganization, code enforcement, animal management and graffiti operations would report to the Police Commander who currently oversees records and property/evidence. Liquor enforcement operations would move under the purview of the Investigations Section. The savings produced by the proposed reorganization are due to the elimination of the Neighborhood Services Administrator position. (Net change = -\$78,600)
- Reduction in Overtime: Per Fair Labor Standards Act (FLSA) changes enacted by the City in 2009 (24-hour notice and hours worked/hours paid change), Staff is anticipating a reduction in overtime expenditures for several departments. In the Police Department, Staff proposes applying the reductions to overtime accounts in Investigations (\$25,000), Communications (\$25,000), Traffic (\$10,000) and Patrol (\$85,800). (Net change = -\$145,800)
- Reduction in City Costs for Mobile Data Terminals (MDTs): The Jefferson County E-911 Authority has agreed to cover the base price of replacement "vehicle ruggedized" MDT's, a 4-year warranty for each MDT and a 4-year battery for each MDT. This amounts to \$3,600 per unit. The City will have to fund a small portion of the cost per MDT. Thanks to the E-911 Authority's assistance, rather than the City lease-purchasing the replacement MDTs, the City will purchase the replacement MDTs outright in 2010. As a result, the City is anticipated to save \$74,097 in 2010 and approximately \$160,000 per year from 2011-2013, as the City will not have to fund lease-purchase costs for the MDTs. The amount reflected is the Police Department's proportionate savings. (Net change = -\$57,054)
- Career Development Reduction: The Police Department is proposing a 29% reduction to their career development budget. Staff does not anticipate any issues with certifications and the Department has traditionally had some savings in their career development accounts at year-end, which had been significantly increased after the original public safety tax was adopted. (Net change = -\$37,388)
- Organizational Funding for Juvenile Services: Staff is proposing to reduce budgeted funds for juvenile services provided to the City by the LINK (Adams County) and JAC (Jefferson County). The Adopted 2010 Budget contained additional funds in anticipation of cost increases for these services. However, Staff received notice on 2010 fee structures from both agencies and these fees will remain generally the same as in 2009. (Net change = -\$26,315)
- Capital Outlay Reductions: These capital outlay reductions include deferring the replacement of a document shredder in Records & Property (\$20,000) and deferring replacement of twelve light bars for Patrol vehicles (\$36,000). Since changing over to LED light bars, the equipment is lasting longer (4-5 years) compared to the Department's traditional light bars (2-3 years). (Net change = -\$56,000)

#### Fire Department:

- Hiring Freeze for New 1.0 FTE EMS Field Coordinator: This position was added to the Fire Department per the Adopted 2010 Budget. Staff is proposing to retain authorization for this position, but due to the City's current selective hiring freeze, Staff is not proposing any funds for this position in 2010. This would essentially keep the position "frozen" through 2010 and would reduce the salary budget for the Fire Department. The Fire Department has this position currently filled on an "acting" basis, and desires to permanently fill the position but will evaluate a permanent promotional process against the department's overall staffing needs. If the department identifies this as a priority and feasible in their overall staffing levels, the department may promote for the position and leave an entry-level firefighter position vacant in 2010. (Net change = -\$73,934)
- Reduction in Overtime: Per Fair Labor Standards Act (FLSA) changes enacted by the City in 2009 (24-hour notice and hours worked/hours paid change), Staff is anticipating a reduction in overtime expenditures for several departments. In the Fire Department, Staff proposes applying the reductions to overtime accounts in fire (\$74,200) and EMS (\$27,800). (Net change = -\$102,000)
- Reduction in City Costs for Mobile Data Terminals (MDTs): As noted in the Police Department section above, the Jefferson County E-911 Authority has agreed to assist financially with the purchase of replacement "vehicle ruggedized" MDT's. As a result, the City is anticipated to save \$74,097 in

2010 and approximately \$160,000 per year from 2011-2013, as the City will not have to fund lease-purchase costs for the MDTs. The amount reflected is the Fire Department's proportionate savings. (Net change = -\$17,043)

- Capital Outlay Reductions: The department is proposing to reduce its capital outlay for 2010 by \$23,242 to meet its target reduction for their portion of the \$750,000 city-wide savings and the allocation reduction. Some of the items that will not be purchased include four new cubicles for the office area in Fire Administration, new and replacement tools for the 2010 engine replacement, and a portion of the fire hose replacements. The delay of purchase of these items will not impact service delivery to the citizens. (Net change = -\$23,242)

#### Community Development:

- Department Reorganization: With the proposed amendment, Staff recommends returning a 0.5 FTE Code Enforcement Officer from the Police Department to Community Development that had been shifted to the Police Department in 2007 in efforts to streamline code enforcement operations. However, based on the primary focus of this 0.5 FTE on official development plan and sign regulation enforcement, the relocation will allow for more efficient and effective inspections associated with community development and planning. (Net change = \$0)
- Shoenberg Farm Preservation Costs: Costs for some historic preservation efforts are proposed to be absorbed within the Administrative Division's budget. The two items being absorbed include the annual loan payment to the Colorado Historical Foundation (\$3,500/year for interest only) for the dairy barn rehabilitation and annual Shoenberg Farm Common Area Maintenance (CAM) charges (\$5,400/year). The costs associated with Shoenberg Farms will be absorbed within the professional services account, reducing the level of funding available for studies, design work, and the like. (Net change = \$0)
- South Westminster Arts Group (SWAG) Grant: The Department is absorbing the third year of start-up funding for SWAG (\$20,000 in 2010), which is the non-profit organization that has developed through Staff and volunteer efforts over the previous year. SWAG is at a critical growth stage and has requested initial financial support until it has established itself as a viable 501c3 organization. At that point, SWAG would be qualified to attain alternative grant funding and would be able to make a transition to self-sufficiency. The requested \$20,000 would be provided to SWAG in the form of a grant that would mainly be used to pay SWAG's executive director and art cooperative manager, both of whom work as hourly contractors. SWAG plans to organize art shows and community-based programs, classes, and activities, with a specific goal of reaching out to people of all ages, abilities and ethnicities in south Westminster neighborhoods. SWAG received start up funding through the department in the amount of \$20,000 in 2008 and again in 2009 (partly funded via 2008 carryover). (Net change = \$0)
- Westminster Housing Authority Facilities' Maintenance: The Department is proposing to absorb \$5,000 in Westminster Housing Authority (WHA) facilities' maintenance through a reduction in the Planning and Building Divisions. As partners with the WHA, the City has been maintaining and improving several facilities owned by the WHA through the South Westminster Revitalization capital improvement project. In efforts to better track expenses, WHA contributions, such as this, are being called out within the budget. The facilities to be maintained include the Rodeo Market and the community theater noted previously. (Net change = \$0)
- Reduction of Temporary Salaries: The engineering division is eliminating a contract employee position for 2010. This temporary position was last filled in 2008. The temporary part-time position performed development review services, and due to the reduced demand for these services, the position will not be filled in 2010. (Net change = -\$26,600)

#### Public Works & Utilities:

- Reduction in Overtime: Per Fair Labor Standards Act (FLSA) changes enacted by the City in 2009 (24-hour notice and hours worked/hours paid change), Staff is anticipating a reduction in overtime expenditures for several departments. In the PW&U Department in the General Fund, Staff proposes applying the reductions to the overtime account in the Street Division. (Net change = -\$17,500)
- **MODIFIED PER THE SEPTEMBER 21 STUDY SESSION:** Elimination of the Large Item Clean-up Program: Based on City Council direction at the August 17 Study Session, Staff prepared

the amendment to the 2010 Budget to include fully funding the Large Item Clean-up program. This resulted in an increase to the large item clean-up budget from the adopted level of \$62,800 to \$105,000 based on actual costs incurred in 2009. Funds (\$42,200) were proposed to be moved from the Maintenance/Repair-Street Rehabilitation account, resulting in a reduction of 2 miles of street rehabilitation and repair. However, upon further review of the entire city budget, City Council directed Staff at the September 21 Study Session to discontinue this program due to budget constraints and refocus these funds on the core service of street maintenance. Although the City will not be offering the large item clean-up program, numerous alternatives are available to residents seeking to get rid of unwanted items. Additional information on these alternatives is available on the City's website and will be promoted in *City Edition*. (Net change = +\$62,800 in street rehabilitation)

- **MODIFIED PER THE SEPTEMBER 21 STUDY SESSION:** Changes in the Maintenance/Repair – Street Rehabilitation Account: The PW&U Department reduced the amount budgeted in this account to meet their cost savings target. In addition, this account was originally reduced to also provide funding for the large item cleanup program. However, per City Council direction at the September 21 Study Session, the \$42,200 originally moved from this account to offset the increased cost associated with the large item cleanup program were returned to this account to help fund this core service. In addition, the \$62,800 originally budgeted for the large item cleanup program was moved to this account to allow for additional street rehabilitation to occur in 2010. Aside from the changes to the large item cleanup program, the originally proposed reduction to the account totaled \$296,855, which equated to approximately 7.6 lane miles of street improvements such as new street construction, concrete repair, and concrete replacement. However, the FASTER legislation taking effect in 2009 allowed for an increase in this account of approximately \$250,000 from registration fees through the Highway Users Tax Fund (HUTF), keeping this account close to whole for 2010. If it were not for the increase resulting from these State-collected funds that must be used for road maintenance, residents and businesses would have seen reduction of approximately 7.6 lane miles of street rehabilitation in 2010. However, based on the discontinuation of the large item cleanup program, this account will have a net increase of \$58,145. (Net change = +\$58,145)
- Increase in Street Maintenance Materials: The division shifted funds between accounts to increase the amount of asphalt and paving materials available in 2010. The division is also reallocating \$17,000 from the Maintenance/Repair account and \$18,500 in savings from the early purchase of the tandem truck noted below. (Net change = +\$135,500)
- Decrease in Electricity Costs for Street Lights: The department reduced the amount budgeted for street light electricity and maintenance expenses by \$100,000 to offset additional expenses in the asphalt maintenance account based on expenditure history. CMO further reduced the account by \$54,048 due to lower than anticipated electrical rates. With the combined reductions, the remaining amount is expected to cover electrical and maintenance expenses in 2010. (Net change = -\$154,048)
- Capital Outlay Savings: Due to cost savings associated with ordering two tandem axle dump trucks at the same time during 2009, the division saved \$18,500 in its operating budget for 2010. (Net change = -\$18,500)

#### Parks, Recreation & Libraries:

- **MODIFIED SINCE SEPTEMBER 21 STUDY SESSION:** Department Reorganization for Pool Maintenance Activities: Staff is proposing to move a 1.0 FTE Electromechanic Specialist and 1.0 FTE Senior Maintenance Worker in the pool and aquatic equipment maintenance area of the Park Services Division to the Building Operations & Maintenance Division of the General Services Department. This proposed reorganization would streamline facility maintenance oversight and improve the coordination of pool maintenance activities. \$0 is shown here, as the current funds are proposed to be shifted from PR&L to GS. (Net change = \$0)
- Shift General Fund Expenses for Park Services to Community Enhancement Fund: To assist with balancing the 2010 General Fund Budget and to assist the City's Golf Course Fund, Staff is proposing to shift several expenses currently budgeted in Park Services Division to the City's Community Enhancement Program in the General Capital Improvement Fund. These include greenhouse expenses (\$47,000), forestry expenses (\$19,000), replacement signs for parks (\$5,000) and the City's Plant-A-Tree program (\$2,500). (Net change = -\$73,500)

- Shift To Contractual Custodial Services at Swim and Fitness Center and The MAC: Staff proposes shifting 1.25 FTE Custodian salary to contract services for custodial services for Swim and Fitness Center (\$46,000). Contracting custodial expenses at the Swim and Fitness Center occurred earlier in 2009 as a pilot project and Staff has been satisfied with the results; therefore the 1.25 FTE Custodian is proposed to be partially reallocated (1.0 FTE reallocated to and converted at Standley Lake operations) and partially eliminated (0.25 FTE permanently eliminated). Staff also proposes shifting an additional 1.0 FTE Custodian salary to contract services for custodial services for The MAC (\$44,000). Since this effort at The MAC will occur yet this year, Staff is not proposing to eliminate the 1.0 FTE at this time but rather utilize the remainder of 2009 and beginning of 2010 to evaluate the effectiveness at The MAC and renegotiate the intergovernmental agreement with Hyland Hill Park and Recreational District, who jointly owns the facility. With the development of the 2011/2012 Budget, Staff anticipates eliminating this 1.0 FTE Custodian position permanently. Based on experiences at other City facilities, Staff believes that moving to contractual custodial services at Swim and Fit and The MAC will save City resources and avoid certain liabilities. \$0 is shown here, as the current funds are proposed to be shifted from salaries and Central Charges into the department's contract services accounts for each of these facilities. (Net change = \$0)
- Reduction in Extra Duty Police Officers at Recreation Centers: At various times throughout the years, off duty Police Officers have been hired by the PR&L Department to provide additional security at various recreational facilities throughout the City. The issues have been addressed that led to the need for extra duty police services at City Park Recreation Center, so Staff does not anticipate the need for these funds in 2010. Some funds for off duty Police Officers remain for special events, but not at the funding levels previously budgeted. Staff does not anticipate any change in the recreational experience for its customers as a result of this reduction. (Net change = -\$9,700)
- Maintain Promenade Expenses at 2009 Levels: Staff is planning to maintain Common Area Maintenance (CAM) Charges at the Promenade at the 2009 level (Adopted 2009=\$370,040; Adopted 2010=\$375,800). Staff is proposing several minor reductions to several operating accounts to balance expenditures against CAM charges. (Net change = -\$5,760)
- Park Services Temporary Salaries Reduction: Staff is proposing to utilize Jefferson County Attributable share dollars (open space) to offset this reduction to the General Fund. The City currently funds 9.0 FTE out of these Jefferson County open space dollars in the General Capital Improvement Fund (2009 budget = \$455,000; 2010 budget = \$482,000). The net change reflects the proposed reduction to the General Fund, as funds are available within the existing capital improvement budget for this expense. (Net change = -\$23,400)
- Park San-o-Let Reductions: Staff is proposing to reduce funds for san-o-lets in parks based on actual costs (2008=\$17,300 total). This will maintain \$34,197 in the contract services account, which also funds Accela maintenance management software costs (\$10,000). Staff does not anticipate any impact on park user's experiences as a result of this funding adjustment. (Net change = -\$20,000)
- Right-of-Way Maintenance Contract for U.S. 36 and Federal Interchange: Due to Staff efforts and the favorable bidding environment, the actual contract for the newly-added maintenance area along U.S. 36 and Federal interchange is lower than originally anticipated. (Net change = -\$15,000)
- Irrigation of Parks, Rights-Of-Way and Medians: Staff is proposing a reduction to the irrigation budget in Park Services to reflect Staff's efforts towards more precise water application and management. Also, more areas are now served by Maxicom automated irrigation systems, which assists Staff in better managing irrigation throughout the City. (Net change = -\$50,000)
- Reallocation and Reclassification of Existing 1.0 FTE to Standley Lake: As discussed above, Staff proposes shifting 1.25 FTE Custodian salaries to contract services for custodial services for Swim and Fitness Center. Staff is proposing to reallocate 1.0 FTE of this total 1.25 FTE (0.25 is proposed to be eliminated) to Standley Lake for a 1.0 FTE Park Ranger position. This proposed change from 1.0 FTE Custodian (\$29,442) to 1.0 FTE Park Ranger would amount to an additional \$6,072 in salary cost. However, as an offset to create this permanent position, Staff proposes elimination of the current Standley Lake Intern position (-\$31,895), which was included in the Adopted 2010 Budget. This proposed elimination would offset most of the cost increase for the proposed change from custodian to park ranger. (Net change = \$3,619).
- Elimination of Career Development for Library Services: Staff is proposing an elimination of career development funds for Library Services. Library Staff preferred to meet necessary reductions

through an elimination of this account versus further reducing the budget for library materials noted below. (Net change = -\$4,300)

- Contractual Services Reduction for Library: Staff is anticipating savings due to negotiating a new copier contract, limiting costs for courier services between libraries and switching College Hill phones to City's system. These reductions should have minimal impact on services. (Net change = -\$18,293)
- Library Materials Reduction: Staff is proposing a reduction in funds for the purchase of new library materials (library books, DVDs, CDs, etc.). These reductions will create longer wait lists for popular new materials and difficult to replace, worn-out materials. Overall, Staff is proposing a library materials budget of \$309,300 in 2010. (Net change = -\$10,700)
- Temporary Salaries for Recreation Facilities: Staff is proposing to freeze temporary instructor salaries in 2010 and to reduce funds for temporary salaries for Fitness (\$8,653), City Park Fitness Center (\$2,900), City Park Recreation Center (\$10,967), West View Recreation Center (\$4,000) and Countryside (\$5,000). Staff will use less substitutes to fill hours and anticipates closing Countryside pool when school starts (about 2 weeks earlier than current practice). The proposed Fitness reduction will limit options for new programming. (Net change = -\$31,520)
- Recreation Facilities/Programs Career Development Reductions: This reduction will eliminate conferences for Staff. The remaining funds in these career development accounts will cover professional subscriptions and memberships. (Net change = -\$7,280)
- Youth Volleyball Elimination: Staff eliminated youth volleyball in 2009 due to lack of participation and the cost-prohibitive nature of the program. These savings will carry forward into 2010. (Net change = -\$4,200)

Below is a summary chart of the net changes made to the General Fund Department budgets. These numbers include all salary, benefit and other adjustments.

<u>General Fund Department</u>	<u>Net Change Proposed to Adopted Budget</u>
City Council	-\$18,050
City Attorney’s Office	-\$22,621
City Manager’s Office	-\$16,612
Central Charges (including transfer payments)	-\$1,497,964
General Services	-\$9,529
Finance	+\$36,777
Police	-\$671,223
Fire	-\$294,806
Community Development	-\$204,914
Public Works & Utilities	-\$96,911
Parks, Recreation & Libraries	-\$575,562
<b>TOTAL</b>	<b>-\$3,371,415</b>

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

**GENERAL RESERVE FUND**

The Adopted 2010 Budget projected a General Reserve Fund of \$10,127,095 (as of 12/31/10). However, based on higher than anticipated interest earnings during 2008 and 2009, the current General Reserve Fund cash balance is \$10,192,189. Staff recommends amending the 2010 Budget to reflect the current cash balance plus projected interest earnings for 2010. This will bring the General Reserve Fund up to \$10,512,088, which remains a healthy reserve, especially given these economic times. However, as noted in the subsequent Staff Report on Citizen Requests for the September 21 Study Session, Staff recommends retaining the General Reserve Fund at 10% of the General Fund operating budget, excluding contingency. If the current General Reserve Fund balance plus projected interest earnings remained, the General Reserve Fund would be at approximately 11% of the General Fund operating budget, or 1% higher than the City’s current policy level of 10%. As such, Staff is recommending the transfer of excess funds within the General Reserve Fund into the newly created General Fund Stabilization Reserve

(GFSR) so that these funds will be available during 2010 or 2011 should they be needed given the uncertain economy. This results in the proposed transfer of approximately \$1 million from the General Reserve Fund into the GFSR during 2010. (Net change to expenditures = +\$1,003,116)

<b>General Reserve Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
General Reserve Fund	+\$1,003,116
<b>TOTAL</b>	<b>+\$1,003,116</b>

GENERAL FUND STABILIZATION RESERVE

Staff has discussed ways to buffer future economic ups and downs. In recognition of the volatile nature of and our connection to the world economy, the need to prepare for future recessions becomes a higher priority. In the financial overview Staff provided City Council at the April 6 Study Session, Staff presented a recession strategy that included the identification of fund balance and carryover as options to help address a revenue shortfall. In August, City Council authorized the establishment of a new General Fund Stabilization Reserve (GFSR) and appropriated \$5,149,887 of 2008 carryover to this reserve. The GFSR is intended to level out revenue collections, particularly sales and use tax revenues, that may result from the unpredictable nature of the economy. 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. The creation of the GFSR was not intended to prevent all future expenditure reductions, as such reductions will always be necessary in significant economic downturns.

As discussed with City Council upon the creation of the GFSR, Staff anticipated that the fund would need to be utilized immediately. Based on the significant reduction anticipated in sales and use tax collections for 2010, Staff recommends the use of \$3.5 million as a stop gap measure to balance the 2010 Budget. The remaining balance in the fund will be \$1,649,887. Based on this remaining balance accruing interest earnings during 2010, the remaining balance in the fund at year-end is projected to be \$1,691,134.

However, as noted in the General Reserve Fund section above, Staff is recommending the transfer of excess funds within the General Reserve Fund into the GFSR so that these funds will be available during 2010 or 2011 should they be needed given the uncertain economy. This results in the proposed transfer of approximately \$1 million from the General Reserve Fund into the GFSR during 2010. The projected ending balance (12/31/10) reflects the starting balance of \$5,149,887 plus interest earnings on the remaining \$1,691,134 after the proposed transfer to the General Fund (\$3.5 million) plus the transfer from the General Reserve Fund of \$1,003,116 for an ending balance of \$2,804,394. (Net change to expenditures = +\$3,500,000)

<b>General Fund Stabilization Reserve</b>	<b>Net Change Proposed to Adopted Budget</b>
General Fund Stabilization Reserve	+\$3,500,000
<b>TOTAL</b>	<b>+\$3,500,000</b>

UTILITY FUND

Due to the unusually wet and cool summer impacting water/wastewater sales and the significant decline in residential and commercial construction impacting tap fees, the Utility Fund is anticipated to collect approximately \$10.8 million less in revenues in 2009 than originally budgeted. Some expenditure reductions have occurred in 2009, therefore, it is anticipated that approximately \$7.0 million of reserve funds will be utilized in 2009. Pursuant to the Utility Fund Fiscal Policies adopted by City Council, the majority of this projected shortfall will be covered by the Rate Stabilization Reserve (RSR) funds to offset the shortfall in operating revenues (projected at \$4.7 million). Also recommended is the use of additional Capital Project Reserve (CPR) funds to offset the shortfall in tap fees. These funds would be utilized to fund the 2009 Capital Improvement Program (CIP) in the Utility Fund (projected at \$2.3 million). Additional information is available in the Utility Reserve Fund section of this Agenda Memorandum.

While the Utility Fund has experienced a significant drop in water/wastewater sales in 2009, it is not anticipated that next year will incur the same experience. As such, the water/wastewater sales’ budgets for

2010 are projected to remain the same as originally approved in the Adopted 2010 Budget. Therefore, no adjustments are necessary in the operating budget. However, due to the significant decline in new construction in 2009, which is not anticipated to rebound quickly in the near future, the projected tap fees for 2010 have been reduced from \$7,167,230 to \$3,193,061. This represents a 55% reduction from the originally Adopted 2010 Budget. This directly impacts the Utility Fund's CIP. As previously discussed with City Council, modifications to the adopted CIP for 2010 are reflected in the proposed amendments to the Utility Fund CIP as a result of the Comprehensive Water Supply Plan (CWSP) presented to City Council in August. Originally, a \$16.155 million bond issue was proposed for the 2010 water CIP plus a transfer payment of \$1,435,842 from the water CPR. However, in anticipation of a larger debt issue (\$28.3 million) proposed for 2010 and reduction in operating budgets in the water fund (freeing additional rate revenues towards R&R), the transfer payment from the water CPR is proposed to be eliminated with this mid-year amendment. Overall, the amended CIP is proposed to be funded through additional rate revenues and a larger debt issuance. Additional information is provided in the CIP section below.

#### All Departments:

- Elimination of 1% Across-the-Board (ATB) Salary Adjustment. Originally, a 1% ATB adjustment was approved in the Adopted 2010 Budget. However, due to current financial conditions and revenue challenges facing the City, Staff is proposing to eliminate the 1% ATB in 2010. The savings from not pursuing this 1% ATB would be utilized to balance the 2010 Budget. A total savings of \$89,121 is created through the elimination of the 1% ATB. (Net change = -\$89,121)
- Step and Merit Salary Adjustments: Originally Staff estimated step and merit increases for all eligible employees in 2008 for the 2010 Budget. Staff is still proposing to pursue step increases for Non-Exempt employees and merit adjustments for Exempt employees in 2010. However, Staff is proposing the elimination of merit increases for Administrative Officers in 2010 to assist with balancing budget costs to projected revenues. The savings from the freezing Administrative Officers' wages at the 2009 rate is projected at \$17,942. Additional savings projected for 2010 are the result of actual salary increases projected for 2009 that did not occur and the result of vacancies being filled with new staff hired at an entry level wage in the Pay Plan. (Net change = -\$42,770)
- Reclassifications of Existing Positions: With the mid-year budget review, a limited number of existing positions were reviewed and are recommended for reclassification due to the reorganization of certain departmental operations or individual position restructuring based on organizational needs. (Net change = -18,963)

#### Central Charges

- Recommended health insurance premiums consistent with 2010 Budget: As noted in the General Fund section, Staff originally budgeted for an anticipated 8% increase in health insurance costs in the Adopted 2010 Budget based on continued health care cost pressures. Reductions in these accounts are the result of expenditure history and only funding 6 months for the new 1.0 FTE authorized in 2010. (Net change = -\$53,869)
- Retirement contribution: This expense is projected to increase based on the lack of turnover anticipated in original projections. (Net change = +\$84,924)
- Life, long term disability, survivor income insurance rates: Renewal for these insurances remained the same as 2009 rates. The original Adopted 2010 Budget included increases to rates for these benefits that are not occurring in 2010. (Net change = -\$21,300)
- Elimination of Cafeteria Benefit for all Exempt Employees: As noted in the General Fund section, a cafeteria style reimbursement of up to \$600 for qualifying expenses is being eliminated. This benefit across all funds totals \$143,000. (Net Change = -\$25,000)
- Debt Service: In late 2008, the City refinanced 2002 variable rate bonds that funded Public Works and Utilities projects, resulting in a projected \$569,385 in savings in 2010. However, a debt issue of \$28.3 million is anticipated to be issued mid-year 2010 and will result in only 6 months of debt service payments projected at \$1.025 million in 2010. (Net change = -\$628,230)

#### Public Works and Utilities:

- Department Reorganization: Due to vacancies in certain positions, PW&U is proposing a reorganization of the department. Plants (water and wastewater) are recommended to move to the



Utilities Operations Division from the Water Resources and Treatment Division. The Water Resources and Treatment Division is recommended to be renamed the Utilities Planning and Engineering Division. The Asset Management Team is proposed to move to Utilities Operations Division from the Capital Project and Budget Management Division (CPBM). Engineers from CPBM will move to Utilities Planning and Engineering Division. The vacant Capital Projects and Budget Manager position is being reclassified to a Senior Management Analyst, who will report to the Public Works and Utilities Director. The CPBM Division will be merged into the Utilities Operations and Utilities Planning & Engineering Divisions. (Net change = -\$18,963)

- Reduction in Overtime: Per Fair Labor Standards Act (FLSA) changes enacted by the City in 2009 (24-hour notice and hours worked/hours paid change), Staff is anticipating a reduction in overtime expenditures for several departments. In the PW&U Department in the Utility Fund, Staff proposes applying the reductions to the overtime account in the Utilities Planning & Engineering and the Utilities Operations Divisions. (Net change = -\$70,000)
- Mid-Year Hiring for New 1.0 FTE Reclaimed Systems Analyst Position: This position was authorized in the Adopted 2010 Budget. Staff is proposing to retain authorization for this position, but due to the City's current selective hiring freeze, Staff is proposing funds for only 6 months in 2010 for this position. This would essentially keep the position "frozen" through June of 2010 and would reduce the salary budget for the PW&U Department. (Net change = -\$28,486)
- Increased Water Treatment Costs Associated with the Elimination of Thornton Treated Water: In May 2010, the City of Brighton will begin using the Thornton treated water the City currently purchases. Since 2 million gallons per day (MGD) of treated water from Thornton will not be available for customers' use, the Water Plants will need to increase production levels, for which the City has the water rights, resulting in increased energy and chemical costs. The increased costs equate to 8 months of producing an extra 2 MGD in Westminster water treatment facilities. (Net change = +\$63,550)
- Decreased Special Assessment from Metropolitan Wastewater: The Metropolitan Wastewater District has revised its 2010 costs based on 2009 actual use and reduced the amount owed by the City by \$354,495. (Net change = -\$354,495)
- Reduced Electricity & Gas Costs – Wastewater Plants: The original engineering estimate for energy consumption at the renovated Big Dry Creek Wastewater Treatment Facility proved to be higher than actual costs. The resulting cost savings are approximately \$300,000 in the wastewater fund. (Net change = -\$300,000)

#### Information Technology:

- Overall Department Reductions: Staff is proposing a total reduction of \$21,591 that is reflected in several accounts throughout the department, including training and reduced maintenance costs. (Net change = -\$21,591)

#### Water and Wastewater Capital Improvement Program (CIP):

Overall, the proposed Utility Fund 2010 CIP is proposed to increase by \$11,900,000 from \$26,538,000 to \$38,438,000. This increase is proposed to be funded through debt. These proposed changes reflect City Council's direction from the Study Session on August 3<sup>rd</sup> regarding the City's Comprehensive Water Supply Plan. While the actual change to the total CIP budget is \$11.9 million, the overall total CIP budget reflects a \$26,086,000 increase as a result of actually budgeting projected bond proceeds for 2010, which was not done in the original Adopted 2010 Budget.

The following list summarizes the proposed changes to the Utility Fund CIP for 2010:

- Reclaimed Water Treatment Plant Expansion (debt funded): This proposed reduction reflects reallocation of funding to 2009 to reflect when expenditures will occur. Originally, \$1.3 million was budgeted in 2009. Based on timing of debt issue, Staff anticipates that, technically, the City will spend \$8.8 million in 2009. Between 2009 and 2010, there is a \$0 net change for this project. The total project is budgeted at \$15,575,000. (Net change to 2010 = -\$7,390,000)
- Comprehensive Water Supply Plan – Wattenberg Gravel Lakes Storage: This proposed reduction of the full \$510,000 originally budgeted reflects the postponement of the project into future years in order to assist in the funding of the Northwest Treatment Facility Membrane Expansion in 2010. Due

to reduced development activity in the area, the gravel mining at the Wattenberg site has slowed down considerably. Therefore, the delay in funding for this project is not a concern. (Net change = -\$510,000)

- Open-Cut Water Line Replacements: A \$1,000,000 reduction is proposed in order to assist in the funding of the Northwest Treatment Facility Membrane Expansion in 2010. Based on funds available in this project account and current needs, Staff is comfortable with this reduction; \$2.5 million was originally budgeted for this project in 2010. (Net change = -\$1,000,000)
- Water Pressure Zone Improvements: A \$550,000 reduction is proposed in order to assist in the funding of the Northwest Treatment Facility Membrane Expansion in 2010. Based on funds available in this project account and current needs, Staff is comfortable with this reduction. Staff is planning to pursue additional funds for this project in 2011-2013; \$4.05 million was originally budgeted for this project in 2010. (Net change = -\$550,000)
- Northwest Treatment Facility (NWTF) Membrane Expansion: The addition of three membrane filtration racks will be necessary to replace the diminished potable water capacity resulting from elimination of Thornton treated water purchases commencing in 2010. With the end of the Thornton Agreement, the NWTF capacity will no longer be able to meet all indoor water demands in the event the Semper Water Treatment Facility is unable to produce water. These additional membranes would assure a basic drinking water supply under a variety of planned shutdown or emergency conditions. The added capacity will be equivalent to two to five million gallons per day based on water temperatures. Besides the membranes, no additional components or modifications are needed since the facility was designed for up to 20 million gallons per day. The membrane expansion of NWTF was originally planned for 2012-2013. However, the current bidding climate makes the project about \$2.5 million less expensive (revised projection = \$3,000,000; original projection = \$5,525,000). Therefore, Staff is recommending that the expansion occur in 2010. (Net change = +\$3,000,000)
- Comprehensive Water Supply Plan – Water Supply Development: This proposed funding increase involves developing water supply to meet the water demand of the City at build-out, which is projected for 2035. This project may include the construction of facilities, the acquisition of water rights, or other transactions to obtain sufficient water supply for the needs of the City into the future. This is an existing project and was formerly titled “Water Supply Development Account.” This proposal reflects City Council’s direction from the Study Session on August 3<sup>rd</sup> regarding development of the City’s water supply. Per the City’s Comprehensive Water Supply Plan and the direction provided by City Council, Staff is planning to return to City Council to request an additional \$4,250,000 for this account during the 2011/2012 Budget development process next year. (Net change = +\$15,750,000)
- Water Debt Cost of Issuance/Reserve – NEW: Staff is planning to proceed with a proposed bond issue in 2010 to fund water capital improvement projects. Due to the updated Comprehensive Water Supply Plan recently approved by City Council, the proposed bond issue in 2010 is estimated at \$28.3 million. \$2.6 million of this cost is anticipated for the cost of issuance fees and for bond reserve fund requirements. (Net change = +\$2,600,000)

Below is a summary chart of the net changes made to the Utility Fund department budgets. Note that the fund as a whole is proposed to increase as a result of the increased CIP budget. This increase is funded via an increase in the amount of operating funds transferred to the Utility Fund Capital Improvement Program for R&R, plus increasing the amount of debt proposed for 2010.

Utility Fund Department (Water/Wastewater)	Net Change Proposed to Adopted Budget
Central Charges (including Transfer Payments)	-\$861,302
Finance	+\$1,311
Public Works & Utilities	-\$783,854
Parks, Recreation and Libraries	+\$1,639
Information Technology	+\$20,591
Water/Wastewater Capital Improvements	+\$26,086,000
<b>TOTAL</b>	<b>+\$24,464,385</b>

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

UTILITY RESERVE FUND

- Elimination of the Transfer Payment to the Utility Fund from the Capital Project Reserve Fund: Elimination of the transfer payment is proposed as a result of the increased 2010 CIP based on the Comprehensive Water Supply Plan and the proposed increased debt issuance in 2010. Pursuant to the Utility Fund Fiscal Policy adopted by City Council in 2006, water and wastewater sales are first applied towards operating costs and then, an increasing amount each year is to be applied towards ongoing repair and replacement (R&R) budgeted within the Capital Improvement Program. The ultimate goal is that all R&R will be funded through water and wastewater rates. Pursuant to the Fiscal Policy, any shortfall between tap fee revenues and water/wastewater rate revenues being applied towards capital projects shall be made up from moneys in the Capital Reserve Fund. In the Adopted 2010 Budget, \$1,435,842 was budgeted as a transfer from the Utility Capital Reserve Fund based on a proposed bond issue of \$16.155 million and original operating budget. However, in light of the updated Comprehensive Water Supply Plan approved by City Council, the proposed bond issue in 2010 increases to \$28.3 million. In addition, as noted within the department section of the Utility Fund, savings on the operating side results in additional funds available for R&R in the CIP, thus eliminating the need for any transfers from the CPR. (Net change to the Utility Capital Reserve Fund transfer payment to the Utility Fund = -\$1,435,842)
- Overall Decrease to Reserve Fund Balance: The overall Reserve Fund balance for the Rate Stabilization Reserve (RSR) and the Capital Project Reserve (CPR) are proposed to decrease based on use of CPR funds during 2008 and 2009 and reduced projected interest earnings during 2009 and 2010. Significant adjustments have been made to the Reserve Fund since the 2009/2010 Budget was adopted in October 2008 that results in overall changes to the current fund balance, primarily in the CPR. Staff projects that at the end of September, the total RSR cash balance will be \$11,866,363 and the CPR cash balance will be \$11,309,722. However, based on lower than anticipated water/wastewater sales and tap fees, it is anticipated that approximately \$4.7 million of water RSR, approximately \$1.5 million of water CPR and approximately \$800,000 of wastewater CPR will be needed for the Utility Fund to remain balanced in 2009. As a result, Staff is projecting that the beginning fund balances for 2010 will be approximately \$27 million lower than the Adopted 2010 Budget reflected. With lower fund balances and a low projected interest rate of 2.5%, the revised Reserve Fund is projected to be \$9,290,125 by year-end 2010 versus the budgeted amount of \$39,537,982 (as of 12/31/10). (Net change to projected ending fund balance = -\$22,935,518)

Utility Reserve Fund	Net Change Proposed to Adopted Budget
Central Charges	-\$1,435,842
<b>TOTAL</b>	<b>-\$1,435,842</b>

STORM DRAINAGE FUND

- Miscellaneous Storm Drainage Improvements: Staff previously did not budget for interest earnings within the Storm Drainage Fund due to the small amount anticipated initially; however, due to better than anticipated interest earnings within the fund, Staff is proposing to amend the Adopted 2010 Budget to reflect projected interest earnings of \$80,000 in 2010. In addition, Staff is projecting higher than originally budgeted storm drainage fees based on actual history. The total Storm

Drainage System 2010 CIP budget is proposed to increase by \$130,000 from \$1,220,000 to \$1,350,000. Staff is projecting these additional funds be applied to necessary storm drainage capital improvements projects in 2010 in the Miscellaneous Storm Drainage Improvements project. This project provides funding for smaller storm drainage projects throughout the City. (Net change = +\$130,000)

<b>Storm Drainage Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
General Services	\$0
Community Development	\$0
Public Works & Utilities	\$0
Parks, Recreation and Libraries	\$0
Storm Drainage Capital Improvements	+\$130,000
<b>TOTAL</b>	<b>+\$130,000</b>

**FLEET MAINTENANCE FUND**

- **Reduced Fuel Costs:** Staff is proposing to reduce the budget for unleaded and diesel fuel. Staff has already locked in fuel prices for the first six months of 2010 (\$1.79 for unleaded and \$1.90 for diesel) and Staff will be looking to lock in fuel prices for the second half of 2010 later this year. The Adopted 2010 Budget assumed significantly higher fuel costs. These savings are being reflected in department operating budgets throughout the General and Utility Funds as this is an internal service fund. (Net change = -\$575,219)

<b>Fleet Maintenance Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
Fleet Maintenance Division	-\$579,219
<b>TOTAL</b>	<b>-\$579,219</b>

**GENERAL CAPITAL OUTLAY REPLACEMENT FUND (GCORF)**

- **Increased Costs for Replacement Vehicles:** Staff proposes additional funds to reflect minor adjustments to vehicle cost estimates for 2010. A majority of the projected cost increase is associated with a replacement ambulance purchase scheduled for 2010. However, Staff is working to pre-order that vehicle in 2009, which could save the City several thousand dollars. (Net change = +\$12,250)

<b>General Capital Outlay Replacement Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
GCORF	+\$12,250
<b>TOTAL</b>	<b>+\$12,250</b>

**GOLF COURSE FUND**

Due to current economic conditions and a dramatic decrease in tournament play, Staff is projecting a shortfall of approximately \$440,000 in revenues in 2010 compared to the Adopted 2010 Budget. This shortfall is proposed to be filled via transfer payments from the Sales and Use Tax, POST, and General Capital Improvement Funds. The 2010 revised revenues are projecting a slight turnaround from 2009, returning revenues to 2006 levels. In order to address this projected significant shortfall, Staff is proposing several steps to address the issue, many of which are short term in nature. A more comprehensive evaluation of the Golf Courses will need to take place prior to the development of the 2011/2012 Budget. The steps Staff is proposing to address the projected revenue shortfall in 2010 are outlined below:

- **Reduction in Operating Costs:** Staff is proposing \$103,365 in golf course operating budget reductions for 2010 (independent of salary and benefit adjustments). These reductions are anticipated to have some minor impacts on operations but Staff will do everything possible to minimize the impact on customers at the courses. The most significant adjustment is a 10% reduction to the temporary salaries accounts, which results in approximately 2,000 less manhours during the season. (Net change = -\$103,365)

- Increase in POST Fund Subsidy: Staff is proposing to transfer an additional \$95,000 in POST funds to the Golf Course Fund, bringing the total of POST funds supporting the Golf Course Fund from \$182,591 to \$277,591. These funds would be realized with a reduction to the open space land acquisition account (\$50,000) and a reduction to the Trail Development CIP project account (\$45,000). Staff is comfortable with the temporary reduction in the land acquisition account because POST bond funds will be available in 2010 for open space acquisitions. (Net change = +\$95,000)
- Proposed Use of Jefferson County Attributable Open Space Funds: Staff is proposing to eliminate the \$122,000 that was originally adopted for the City Park Phase IV CIP project in 2010 and utilize those funds to help balance The Heritage Golf Course Budget. This project was proposed to be funded through the City’s allocation of Jefferson County open space funds. (Net change = +\$122,000)
- Increase the Sales & Use Tax Fund Subsidy: As a final component of this budget balancing strategy, Staff is proposing to reduce \$120,000 from the General Fund portion of the Park Services Division operating budget, which frees funds that can be applied to the Golf Course Fund to assist in addressing the projected shortfall. The net result would be a decreased transfer of this amount from the Sales and Use Tax Fund to the General Fund, and an increased transfer of this amount from the Sales and Use Tax Fund to the Golf Course Fund. The Sales and Use Tax Fund transfer payment to the Golf Course would increase from \$285,000 to \$405,000. Staff is proposing to offset the \$120,000 in General Fund Park Services’ expenses through use of Community Enhancement Program funds as noted previously in the General Fund section of this Staff Report. Staff believes that these expenses reflect an appropriate use of the City’s Community Enhancement Program. The expenses would include the salary for a park maintenance contract coordinator (\$54,000), forestry supplies (\$19,000) and appropriate greenhouse expenses (\$47,000). (Net change = +\$120,000)

Other adjustments made to the Golf Course Fund are outlined below:

- Elimination of 1% Across-the-Board (ATB) Salary Adjustment. As noted previously, originally, a 1% ATB adjustment was approved in the Adopted 2010 Budget. However, due to current financial conditions and revenue challenges facing the City, Staff is proposing to eliminate the 1% ATB in 2010 to help balance the 2010 Budget. A total savings of \$11,074 is created through the elimination of the 1% ATB. (Net change = -\$11,074)
- Step and Merit Salary Adjustments: As noted previously, originally Staff estimated step and merit increases for all eligible employees in 2008 for the 2010 Budget. Staff is still proposing to pursue step increases for Non-Exempt employees and merit adjustments for Exempt employees in 2010. Step and merit projections have been revised based on current employee status. (Net change = -\$5,795)
- Recommended Health Insurance Premiums Consistent with 2010 Budget: As noted in the General Fund section, Staff originally budgeted for an anticipated 8% increase in health insurance costs in the Adopted 2010 Budget based on continued health care cost pressures. Increases in these accounts are the result of expenditure history. (Net change = +\$15,130)
- Elimination of Cafeteria Benefit for all Exempt Employees: As noted previously, a cafeteria style reimbursement of up to \$600 for qualifying expenses has been available to all exempt employees (i.e., Administrative Officers and Exempt employees). Due to the current financial challenges facing the City, Staff no longer feels that this benefit is sustainable and is proposing elimination of the program. (Net Change = -\$3,000)

<b>Golf Course Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
Legacy Ridge	+\$440
The Heritage	-\$99,058
<b>TOTAL</b>	<b>-\$98,618</b>

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

**SALES & USE TAX FUND**

As with most other municipalities in Colorado, sales and use tax provides the largest revenue source for the provision of services in the City of Westminster. In 2010, sales and use tax is projected to comprise

59.5% of total General Fund revenues (down from the adopted level of 65%). Over the last several years, multiple factors have put pressure on this revenue source, including an economic downturn, increased retail competition, instability in the economy and the continued decline of the Westminster Mall. To address these challenges, the City has moved forward with efforts to stabilize and diversify sales and use tax revenues in order to provide replacement revenue.

Despite significant progress made, the City remains below total sales and use tax collections in 2001 (excluding the public safety tax and POST). In 2008, actual sales and use tax collections (excluding POST and public safety taxes) totaled \$51.4 million, which was 4.3% less than the 2001 collection figure of \$53.7 million. Included in the 2008 carryover appropriation in August was a significant downward revision in sales and use tax collections from what was originally adopted in the 2009 Budget.

Looking forward to 2010, Staff is projecting lower-than-anticipated sales and use tax revenues. Including public safety tax dollars, Staff is proposing a total budgeted revenue figure of \$61,675,473. This represents an 11.2% decrease from the originally adopted 2010 sales and use tax total of \$69,487,982. The decreased revenues are a result of the continued negative trend in retail sales. (Net change = -\$7,812,509)

- Transfer to the General Capital Improvement Fund (GCIF): As a result of decreased sales and use tax revenues, the transfer payment to the GCIF is proposed to be reduced to \$0 from the previously budgeted amount of \$1,500,000. These funds are proposed to assist with ongoing operating budget needs in the General Fund. (Net change = -\$1,500,000)
- Transfer to the Golf Course Fund: As previously noted, the Golf Course Fund revenues have been severely impacted in 2009, and the trend is anticipated to continue into 2010 as a result of the recession. The Parks, Recreation & Libraries Department proposed shifting some General Fund expenses to General Capital Improvement Fund projects, thus freeing up Sales and Use Tax Fund revenues previously utilized within the PR&L Department in the General Fund to cover revenue shortfalls in the Golf Course Fund. The transfer payment to the Golf Course Fund is proposed to increase from \$285,000 to \$405,000. (Net change = +\$120,000)
- Transfer to the General Fund: The overall reduction in projected revenues for 2010 in the Sales and Use Tax Fund impacts moneys available for ongoing services provided in the General Fund. The transfer payment is proposed to reduce from \$63,796,610 to \$57,364,101. (Net change = -\$6,432,509)

<u>Sales &amp; Use Tax Fund</u>	<u>Net Change Proposed to Adopted Budget</u>
Sales & Use Tax	-\$7,812,509
<b>TOTAL</b>	<b>-\$7,812,509</b>

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

**PARKS, OPEN SPACE & TRAILS FUND (POST)**

Similar to the Sales and Use Tax Fund, projected revenues for 2009 and 2010 will not meet originally adopted budgeted figures. Staff revisited the POST Sales & Use Tax projected revenues for 2010 and adjusted the projections downward for sales tax returns and auto use tax proceeds based on actual collections in 2008 and 2009. As a result of this review, both revenues and expenditures in the POST Fund have been reduced by \$510,000 for 2010. The expenditure reductions include a \$255,000 reduction for the Park Renovation CIP project in the GCIF and a \$255,000 reduction to Community Development’s land acquisition account in the operating budget. Most upcoming open space land purchases will be funded through 2007 POST bond proceeds. The total reduction is reflected in the Community Development section of the budget since the transfer payments to the GCIF are budgeted there. (Net change = -\$510,000)

- Increased Transfer to Golf Course Fund: As stated above in the Golf Course Fund section, Staff is projecting a significant budget shortfall for the Golf Course Fund in 2010. As part of the strategy to address this shortfall, Staff is proposing to utilize an additional \$95,000 in POST funds to transfer to the Golf Course Fund. These funds would be realized with a reduction to the open space land

acquisition account (\$50,000) and a reduction in the transfer payment to the GCIF Trail Development capital project account (\$45,000). This POST funding is just one component of the budget balancing strategy for the Golf Course Fund in 2010. The net change to the POST Fund overall is \$0, as the \$95,000 in POST Fund is reallocated to The Heritage Golf Course. (Net change = \$0)

<u>Parks, Open Space, and Trails (POST) Fund</u>	<u>Net Change Proposed to Adopted Budget</u>
Community Development/Central Charges	-\$510,000
Park Services	\$0
<b>TOTAL</b>	<b>-\$510,000</b>

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

**GENERAL CAPITAL IMPROVEMENT FUND (GCIF)**

The General Capital Improvement Fund is proposed to increase a total of \$547,000 from \$7,919,000 to \$8,466,000 as a result of the projected carryover funds. The original \$1.5 million transfer payment from the Sales and Use Tax Fund to the GCIF included within the Adopted 2010 Budget is proposed to be eliminated and reallocated to the General Fund in efforts to minimize the revenue reductions and associated potential service impacts there. This would have resulted in a significant reduction to the general Capital Improvement Program (CIP); however, due to a competitive bidding climate and Staff’s work to manage capital project costs, Staff is projecting carryover funds at the end of 2009 in the General Capital Improvement Fund (GCIF) in the amount of \$2,771,000. Staff is proposing to apply \$1,000,000 in GCIF carryover revenue as a transfer to the General Fund in the Proposed Amended 2010 Budget to assist in meeting operating needs. This proposed \$1,000,000 transfer assists in balancing the 2010 General Fund Budget. The remaining balance of \$1,771,000 serves as an offset of the elimination of the Sales and Use Tax Fund transfer to the GCIF and other revenue reductions projected in the GCIF. These carryover funds are again a one-time revenue source and will not be available for the 2011/2012 Budget. The increase to the GCIF noted above is somewhat misleading as it includes the \$1.0 million transfer to the General Fund. If this item is excluded from the total, the GCIF would reflect a net decrease of \$453,000.

Staff’s proposed changes to the Adopted 2010 CIP are listed below.

- **New Development Participation:** The Adopted 2010 Budget for this project account is \$200,000. This project provides funding for the City’s share of certain public improvements installed by private developers. The proposed reduction is due to revised revenue projections (i.e., this project is tied to the projected cash-in-lieu for future capital revenues). No major projects are planned for the remaining funds in 2010. (Net change = -\$160,000)
- **Community Development/Project Manager:** This project funds a 1.0 FTE Engineer that is indexed to construction activity. The original budget (\$65,000) funded the existing Engineer. However, the individual filling this position will promote to the Senior Engineer level in January 2010 and additional funds are needed to cover the resulting increase in salary. (Net change = +\$9,000)
- **Sheridan Boulevard (west side, 98<sup>th</sup> to 104<sup>th</sup>):** Staff is proposing eliminating funds for this project in 2010 to provide funds for proposed new projects at Shoenberg Farm and to provide funds for the promotion to Senior Engineer for the Community Development Project Manager. Staff is recommending \$18,000 for Shoenberg Farm and \$9,000 for the Community Development Project Manager. Staff is planning to request funds for this project for 2011 and will do so as part of the 2011/2012 Budget development process next year. (Net change = -\$25,000)
- **Shoenberg Farm Restoration – NEW:** Staff is proposing \$18,000 for this project in 2010 by shifting funds originally adopted for the Sheridan Boulevard (west side, 98<sup>th</sup> to 104<sup>th</sup>) project. This new project would provide a cash match for a grant proposed to rehabilitate the concrete silo (\$12,000) and a cash match for a grant the City has been awarded for the preparation of construction documents for the rehabilitation of the house and garage (\$6,000). (Net change = +\$18,000)
- **Transfer to the General Fund – NEW:** Due to a competitive bidding climate and Staff’s work to manage capital project costs, Staff is projecting carryover funds at the end of 2009 in the General Capital Improvement Fund (GCIF) in the amount of \$2,771,000. Staff is proposing to apply

\$1,000,000 in GCIF carryover revenue as a transfer to the General Fund in the Proposed Amended 2010 Budget to assist in meeting operating needs. This proposed \$1,000,000 transfer assists in balancing the 2010 General Fund Budget. (Net change = +\$1,000,000)

- Community Enhancement Program (CEP): This reduction is proposed due to revised 2010 revenue projections for Accommodations Tax revenues, which fund the CEP. (Net change = -\$12,000)
- Trail Development: As detailed in the Golf Course Fund section of this Agenda Memorandum, Staff is proposing a reduction in this project account in order to help balance the Golf Course Fund in 2010. This reduction would reflect a shift of \$45,000 in POST revenues from this account to the Golf Course Fund. Under this proposed reduction, this account would reduce from \$125,000 to \$80,000 in 2010 funding. (Net change in GCIF = -\$45,000)
- City Park Phase IV: As detailed in the Golf Course Fund section of this Agenda Memorandum, Staff is proposing a reduction in this project account in order to help balance the Golf Course Fund in 2010. This reduction would reflect a shift of \$122,000 in Jefferson County Open Space revenues from this account to the Golf Course Fund. Staff is planning to request funds for this project in future years (original budget in 2010 = \$122,000). (Net change in GCIF = -\$122,000)
- Recreation Facilities Improvements: This reduction is proposed due to revised 2010 projections for Jefferson County Open Space revenue, which is one of three revenue sources that fund this project. The original budget reduces from \$300,000 to \$228,000. (Net change = -\$72,000)
- Park Renovation Program: As detailed in the POST section of this Agenda Memorandum, Staff is proposing to reduce \$255,000 from this project due to revised projections for POST revenues in 2010. Also, Staff is proposing to transfer \$50,000 from this project to the City Park Playground and Shelter Project. To offset some of these proposed reductions, Staff is proposing to transfer \$50,000 into this account from the Golf Course CIP project account and is reflecting other revenue adjustments in this account to lessen the impact of the overall reduction. The original budget reduces from \$650,000 to \$493,000. (Net change = -\$157,000)
- Golf Course Improvements: As detailed in the Golf Course Fund section of this Agenda Memorandum, Staff is proposing amendments to the City's General Fund, General Capital Improvement Fund and Parks, Open Space and Trails Fund to balance the Golf Course budget in 2010. In lieu of these proposed actions, Staff proposes to lessen the impact of these changes on capital improvement projects in parks by transferring the \$50,000 in the Golf Course CIP project originally included in the Adopted 2010 Budget to the City's Park Renovation Program. Given the current revenue situation in the Golf Course Fund, Staff believes it is prudent to utilize these capital funds as an offset to the other subsidies the Golf Course is receiving in 2010. (Net change = -\$50,000)
- Standley Lake Regional Park Improvements: Due to necessary expenditure reductions in the General Fund, Staff is proposing a reduction in this project account. This capital improvement reduction results in a decreased transfer from the General Fund to the GCIF for this project. (Net change = -\$9,000)
- City Park Playground and Shelter at Christopher Ballfields: The original \$150,000 appropriated for this project in 2009 would allow for a relatively small piece of playground equipment and safety surfacing. With the large number of community events and youth sports activities that occur at City Park, Staff feels that a larger playground that could accommodate more children is desirable. Staff is proposing to shift \$50,000 from the Park Renovation Program to this project to help fund grading work, additional playground pieces, a shade shelter, benches, tables and a possible drinking fountain. Staff is also planning to pursue a grant to assist with funding this project. (Net change = +\$50,000)
- Transfer to the Golf Course Fund – NEW: As noted in the Golf Course section of this Agenda Memorandum, Staff is proposing several actions in order to address the projected budget shortfall in the Golf Course Fund. This proposed item reflects a transfer of \$122,000 from the General Capital Improvement Fund to the Golf Course Fund. This will be offset by the proposed \$122,000 reduction to the City Park Phase IV project. (Net change = +\$122,000)



<b>General Capital Improvement Fund</b>	<b>Net Change Proposed to Adopted Budget</b>
Streets & Traffic Improvements	-\$176,000
Other Capital Improvements	+\$1,018,000
Public Safety Capital Improvements	\$0
Park Improvements	-\$295,000
<b>TOTAL</b>	<b>+\$547,000</b>

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

**SUMMARY OF MODIFICATIONS**

The table below summarizes the proposed net changes to each of the funds discussed in this Staff Report.

	<b>Adopted 2010 Budget</b>	<b>Revised 2010 Budget</b>	<b>Net Change</b>
General	\$99,795,264	\$96,423,849	-\$3,371,415
General Reserve Fund	\$0	\$1,003,116	+\$1,003,116
GF Stabilization Reserve	\$0	\$3,500,000	+\$3,500,000
Utility (water/wastewater)	\$50,589,114	\$75,053,499	+\$24,464,385
Utility Rate Stabilization Reserve	\$1,435,842	\$0	-\$1,435,842
Storm Drainage	\$1,950,000	\$2,080,000	+\$130,000
Fleet Maintenance	\$2,868,811	\$2,289,592	-\$579,219
General Capital Outlay Replacement	\$1,113,125	\$1,125,375	+\$12,250
Golf Course	\$3,873,928	\$3,775,310	-\$98,618
Sales & Use Tax	\$69,487,982	\$61,675,473	-\$7,812,509
Parks, Open Space, and Trails (POST)	\$5,723,834	\$5,213,834	-\$510,000
General Capital Improvement	\$7,919,000	\$8,466,000	+\$547,000

**HUMAN SERVICES BOARD RECOMMENDATIONS REVIEW**

At the July 15 Study Session, City Council reviewed and concurred with the Human Service Board’s (HSB) agency funding recommendations for 2010. A total funding level for HSB agencies for 2010 is proposed at \$156,000, which is a 1.3% increase over the 2009 funding level of \$154,000.

At the September 21 Budget Review, City Council reviewed the Citizen Request noted in the next section but chose to leave the HSB funding recommendations as originally proposed. As part of this Agenda Memorandum, City Council is requested to officially accept the HSB recommendations and authorize payment for 2010 funding as outlined in Attachment A, which identifies the agencies that the City of Westminster will provide financial support to during FY2010 and the associated dollar amounts

**CITIZEN REQUESTS REVIEW**

A public meeting on the Adopted 2010 Budget was held at the City Council meeting on Monday, September 14. During that meeting, time was allotted for the City Council to receive any citizen requests as part of the City’s mid-biennial Budget review process for the Adopted 2010 Budget. At that meeting, the City received one request for funding from the Senior Hub. That request is discussed in detail below. No other citizen budget requests were received for the Adopted 2010 Budget.

1. Request: Provide Human Services Board (HSB) Funding in 2010 for the Senior Hub.

Staff Research: Howard Yeoman and Renee Deese from the Senior Hub were present at the City’s public meeting on the Adopted 2010 Budget to request HSB funding for 2010. Mr. Yeoman explained that the Senior Hub did not submit their application for 2010 HSB funding on time due to the application getting buried with other paperwork on a Senior Hub staff member’s desk. Mr. Yeoman stated that the Senior Hub had completed the application before the application deadline, but

did not submit it to the City by that deadline. Mr. Yeoman stated that City funding of the Senior Hub is important to his organization and that without this funding, providing services to seniors in the community will be more difficult in 2010.

The deadline for all agencies submitting applications to request HSB funding for 2010 was April 30, 2009. City Staff received the application from the Senior Hub on June 1, 2009. City Staff did not receive any communication from the Senior Hub during the period of time between April 30 and June 1, 2009.

Following the application deadline, the City’s HSB conducted several meetings to review submitted applications and determine funding recommendations to City Council. At the Study Session meeting on July 20, Staff presented the HSB’s 2010 funding recommendations for City Council’s consideration. At that meeting, Staff noted that the Senior Hub had missed the submission deadline and therefore was not recommended for funding in 2010. City Council expressed unanimous support for the funding recommendations of the HSB. HSB funding for the Adopted 2010 Budget totals \$156,000. Based on the HSB’s recommendations and City Council’s concurrence at the July 20 Study Session meeting, this would provide funding to 33 different human services agencies.

The City has provided HSB funds to the Senior Hub in previous years. Most recently, the City provided \$12,000 in HSB funding to the Senior Hub in 2008 and \$14,000 to the Senior Hub in 2009.

Staff Recommendation: Based on the recommendations of the HSB and City Council’s direction at the July 20 Study Session meeting, Staff does not recommend HSB funding for the Senior Hub in 2010. All agencies requesting HSB funds must meet the application deadline. The Senior Hub did not submit their application on time nor did they notify City Staff that their application would be late. Staff would encourage the Senior Hub to seek HSB funds in 2011. If City Council desires to provide funds for the Senior Hub in 2010, Staff would need to reduce recommended HSB funding levels for other agencies or reduce other accounts in the General Fund operating budget.

Council Direction: City Council concurred with Staff’s recommendation not to fund this request due to deadline parameters established with HSB funded agencies. City Council does support the Senior Hub in its endeavors, encourages them to apply again during 2010 for the 2011 funding cycle and strongly recommends meeting HSB established application deadlines.

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Prop Tax ADCO	1000.40035.0010	\$2,452,607	(\$202,607)	\$2,250,000
Prop Tax JEFFCO	1000.40035.0020	2,028,585	(178,585)	1,850,000
Bus Tax Qwest	1000.40040.0050	173,353	(3,353)	170,000
Admis Tax Movie Theaters	1000.40050.0006	465,275	(11,375)	453,900
Admis Tax Bowling Alleys	1000.40050.0810	79,568	(3,568)	76,000
Admis Cover Chgs	1000.40050.0820	4,000	12,000	16,000
Admis Butterfly Pav	1000.40050.0830	25,000	7,500	32,500
Accommodations Tax	1000.40055.0000	995,500	(165,500)	830,000
License Contractors	1000.40160.0000	80,000	1,000	81,000
License Beer & Liquor	1000.40165.0000	68,000	10,500	78,500
Other Licenses	1000.40170.0000	45,000	13,000	58,000
Bldg Permit Com ADCO	1000.40185.0010	416,160	(16,160)	400,000
Bldg Permit Com JEFFCO	1000.40185.0020	208,080	35,346	243,426
Bldg Permit Res ADCO	1000.40190.0010	676,260	(301,260)	375,000
HUTF	1000.40330.0000	2,893,601	250,001	3,143,602
Cigarette	1000.40340.0000	275,000	(59,000)	216,000
Auto Ownership ADCO	1000.40350.0010	236,385	(21,385)	215,000

Auto Ownership JEFFCO	1000.40350.0020	200,096	(28,096)	172,000
Vehicle Reg ADCO	1000.40360.0010	208,080	(9,080)	199,000
Vehicle Reg JEFFCO	1000.40360.0020	156,060	(6,060)	150,000
Road & Bridge ADCO	1000.40400.0010	415,000	15,000	430,000
Road & Bridge JEFFCO	1000.40400.0020	650,000	14,000	664,000
Federal Grants	1000.40610.0000	30,695	19,305	50,000
Admissions MAC	1000.40820.0017	245,000	15,000	260,000
Admissions City Park Fit	1000.40820.0861	804,168	(54,168)	750,000
Admissions Swim & Fit	1000.40820.0963	412,250	2,750	415,000
Admissions Kings Mill	1000.40820.0964	20,808	692	21,500
Admissions Countryside	1000.40820.0965	72,828	(3,828)	69,000
Admissions West View	1000.40820.0967	471,016	23,984	495,000
Rentals Park	1000.40900.0105	29,175	825	30,000
Ice Centre	1000.41010.0000	1,021,765	78,235	1,100,000
Adult Activities	1000.41030.0503	1,208,454	(10,454)	1,198,000
Franchise Fees	1000.41180.0000	4,523	(2,023)	2,500
Franchise Fees Public Service	1000.41180.0040	3,248,846	1,154	3,250,000
Franchise Fees Comcast Cable	1000.41180.0052	1,065,000	(7,000)	1,058,000
EMS Service Fee	1000.41220.0000	2,274,244	(264,244)	2,010,000
Street Cut Fee	1000.41230.0000	180,000	(55,000)	125,000
Concrete Replace Fee	1000.41240.0000	350,855	5,145	356,000
Street Light Fee	1000.41245.0000	694,708	18,292	713,000
WHA Service Fee	1000.41250.0000	70,000	(70,000)	0
WEDA Service Fee	1000.41251.0000	294,983	(212,492)	82,491
GID Service Fee	1000.41252.0000	50,168	(13)	50,155
Maintenance Promenade	1000.41250.0106	375,800	(5,560)	370,240
Security Promenade	1000.41290.0106	90,768	5,232	96,000
Recording & Filing	1000.41300.0000	192,452	(90,452)	102,000
Gen Fee Conference Center	1000.41310.0000	145,000	(50,000)	95,000
Lg Item Cleanup Fee	1000.41315.0000	10,000	(10,000)	0
CDOT Signal Reimb	1000.41380.0000	21,932	8,068	30,000
Passport Fees	1000.41450.0000	106,050	(31,050)	75,000
Interest Earnings Pooled	1000.42510.0000	494,400	(69,400)	425,000
General	1000.43060.0000	285,000	(42,646)	242,354
Lease Misc Facilities	1000.43170.0555	319,599	8,424	328,023
TRF GFSR	1000.45000.0115	0	3,500,000	3,500,000
TRF Sales & Use Tax	1000.45000.0530	63,796,610	(6,432,509)	57,364,101
TRF Gen Capital Improve	1000.45000.0750	0	1,000,000	1,000,000
Total Change to Revenue			(\$3,371,415)	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
<b>City Council</b>				
Meeting Expense	10001010.61400.0000	\$10,750	(\$3,000)	\$7,750
Career Dev	10001010.61800.0000	39,425	(10,050)	29,375
Telephone	10001010.66900.0000	3,550	(100)	3,450
Spec Promo	10001010.67600.0000	3,200	1,500	4,700
Contract Svcs	10001010.67800.0000	46,584	(6,400)	40,184
<b>City Attorney's Office</b>				
Regular Salaries	10003120.60200.0000	722,562	(25,933)	696,629
Regular Salaries Pros	10003120.60200.0125	212,055	6,249	218,304

Regular Salaries PST	10003120.60200.0911	139,700	2,363	142,063
Career Dev	10003120.61800.0000	13,445	(1,050)	12,395
Career Dev Pros	10003120.61800.0125	3,847	(700)	3,147
Career Dev PST	10003120.61800.0911	1,453	(300)	1,153
Prof Serv	10003120.65100.0000	12,000	(1,500)	10,500
Train & Ref Mtrls	10003120.71400.0000	14,858	(1,750)	13,108
<b>City Manager's Office - Administration</b>				
Regular Salaries	10005050.60200.0000	779,919	(9,628)	770,291
Regular Salaries PIO	10005050.60200.0387	235,317	28	235,345
Meeting Expense	10005050.61400.0000	7,800	(2,004)	5,796
Employ Recruitment	10005050.61600.0000	300	(300)	0
Maint/Rep Equip	10005050.66100.0000	6,903	(500)	6,403
Printing	10005050.66600.0000	4,100	(1,000)	3,100
Postage	10005050.66700.0000	4,000	(500)	3,500
Contract Svcs PIO	10005050.67800.0387	53,510	(6,588)	46,922
<b>City Manager's Office- Economic Development</b>				
Regular Salaries	10005340.60200.0000	269,996	9,774	279,770
Contractual Services	10005340.67800.0000	41,600	(5,894)	35,706
<b>Central Charges</b>				
Regular Salaries	10010900.60200.0000	1,198,221	(1,178,221)	20,000
Reg Salaries - Outreach Prog	10010900.60200.0704	1,000	(1,000)	0
Salaries O/T - Outreach Prog	10010900.60400.0704	1,000	(1,000)	0
Salaries Temp	10010900.60600.0000	7,500	(2,500)	5,000
Career Dev - Outreach Prog	10010900.61800.0704	1,500	(1,500)	0
Cafeteria Benefits	10010900.62200.0000	115,000	(115,000)	0
Retire City Contrib	10010900.62600.0000	4,783,000	(25,000)	4,758,000
Non Med Ins ER Life/AD&D	10010900.62800.0590	180,000	(9,000)	171,000
Non Med Ins ER LTD	10010900.62800.0591	615,000	(55,000)	560,000
Non Med Ins ER Surv Ben	10010900.62800.0592	299,200	(19,200)	280,000
Med Ins ER SELF	10010900.63000.0594	4,575,526	(12,526)	4,563,000
Med Ins ER Kaiser	10010900.63000.0596	2,283,351	(8,351)	2,275,000
Prof Serv	10010900.65100.0000	128,694	(28,694)	100,000
Prof Serv - Sponsorships	10010900.65100.0045	20,000	(5,000)	15,000
Equip Rental - Capital Replacement	10010900.66000.0450	920,500	12,250	932,750
Printing - Outreach Prog	10010900.66600.0704	3,600	(2,000)	1,600
Postage	10010900.66700.0000	11,340	(4,000)	7,340
Postage - Outreach Prog	10010900.66700.0704	5,500	(4,000)	1,500
Telephone Long Dist Chgs	10010900.66900.0254	5,250	(1,000)	4,250
City Memberships	10010900.67500.0000	148,237	(4,500)	143,737
Lease Pay- Energy Audit	10010900.67700.0925	254,400	(5,060)	249,340
Contract Svcs Elec Media	10010900.67800.0385	57,512	(3,662)	53,850
Contract Svcs Recycling	10010900.67800.0535	7,500	(3,500)	4,000
Contract Svcs - Outreach Prog	10010900.67800.0704	6,407	(2,500)	3,907
Contract Svcs SR Transit Consortium	10010900.67800.0705	50,000	(8,500)	41,500
Supplies	10010900.70200.0000	6,150	(500)	5,650
Transfers GCIF	10010900.79800.0750	88,000	(9,000)	79,000

<b>General Services - Administration</b>				
Regular Salaries	10012050.60200.0000	211,069	5,984	217,053
Regular Salaries - Vol Prog	10012050.60200.0015	56,955	1	56,956
Regular Salaries - Environmental Svcs	10012050.60200.0552	140,054	2,260	142,314
Salaries OT - Environmental Svcs	10012050.60400.0552	2,600	(1,000)	1,600
Career Dev	10012050.61800.0000	8,920	(3,000)	5,920
Career Dev - Environmental Svcs	10012050.61800.0552	3,250	(1,000)	2,250
Prof Svcs - Environmental Svcs	10012050.65100.0552	38,000	(9,000)	29,000
Maint/Rep - Environmental Svcs	10012050.66100.0552	500	(200)	300
Printing - Environmental Svcs	10012050.66600.0552	500	(132)	368
Postage - Environmental Svcs	10012050.66700.0552	200	(100)	100
Telephone - Environmental Svcs	10012050.66900.0552	700	(600)	100
Contract Svc - Vol Prog	10012050.67800.0015	13,500	(100)	13,400
Supplies - Vol Prog	10012050.70200.0015	5,000	(276)	4,724
Supplies - Environmental Svcs	10012050.70200.0552	6,290	(435)	5,855
Train & Ref Mtrls	10012050.71400.0000	1,100	(1,000)	100
<b>General Services - Human Resources</b>				
Regular Salaries	10012060.60200.0000	740,889	(5,569)	735,320
Regular Salaries Wellness	10012060.60200.0544	56,955	1	56,956
Regular Salaries - Training	10012060.60200.0612	131,637	3	131,640
Regular Salaries PST	10012060.60200.0911	57,669	2,862	60,531
Employee Recruitment	10012060.61600.0000	15,800	(9,200)	6,600
Career Development	10012060.61800.0000	16,200	(3,500)	12,700
Employee Med Expense	10012060.64000.0000	23,800	(7,000)	16,800
<b>General Services - City Clerk</b>				
Regular Salaries	10012070.60200.0000	247,638	(199)	247,439
Regular Salaries	10012070.60200.0135	95,271	1,047	96,318
Motor Fuel Charges	10012070.65900.0000	6,105	(2,268)	3,837
Printing	10012070.66600.0000	3,000	(3,000)	0
<b>General Services - Municipal Court</b>				
Regular Salaries	10012130.60200.0000	917,321	(8,064)	909,257
Regular Salaries Probation	10012130.60200.0130	189,688	(2,705)	186,983
Regular Salaries PST	10012130.60200.0911	90,217	2,205	92,422
Career Dev	10012130.61800.0000	8,560	(750)	7,810
Career Dev Probation	10012130.61800.0130	1,000	(500)	500
Jury & Witness Fees	10012130.65700.0000	8,068	(500)	7,568
Maint/Rep Equip	10012130.66100.0000	38,000	(6,500)	31,500
Postage	10012130.66700.0000	10,650	(2,000)	8,650
Postage Probation	10012130.66700.0130	1,631	(600)	1,031
Electricity & Gas	10012130.67200.0000	32,742	(4,500)	28,242
Lease Pay to Others	10012130.67700.0000	7,260	(1,500)	5,760

Supplies	10012130.70200.0000	10,550	(1,200)	9,350
Supplies Probation	10012130.70200.0130	2,250	(250)	2,000
<b>GS-Building Operations and Maintenance</b>				
Regular Salaries	10012390.60200.0000	598,821	111,165	709,986
Salaries Overtime	10012390.60400.0000	10,000	3,000	13,000
Career Dev	10012390.61800.0000	12,300	(7,000)	5,300
Fleet Rental Chgs	10012390.65800.0000	10,167	375	10,542
Motor Fuel Chgs	10012390.65900.0000	28,385	(7,943)	20,442
Maint/Rep Infra	10012390.66200.0000	160,386	(15,000)	145,386
Maint/Rep Infra Cust Svc	10012390.66200.0702	446,319	(22,000)	424,319
Telephones	10012390.66900.0000	13,221	(5,000)	8,221
Electricity & Gas	10012390.67200.0000	415,046	(10,875)	404,171
Solid Waste Collect Cust Serv	10012390.67300.0702	23,610	6,034	29,644
<b>Finance - Administration</b>				
Regular Salaries	10015050.60200.0000	314,055	33,711	347,766
Maint/Rep Equip	10015050.66100.0000	6,573	(4,004)	2,569
Lease Payments to Others	10015050.67700.0000	123	3,569	3,692
Contract Svcs	10015050.67800.0000	2,520	(1,000)	1,520
Supplies	10015050.70200.0000	10,664	(3,376)	7,288
Office Equip	10015050.75200.0000	500	(500)	0
<b>Finance - Accounting</b>				
Regular Salaries	10015220.60200.0000	525,106	8,716	533,822
Regular Salaries PST	10015220.60200.0911	81,111	1,138	82,249
Salaries Overtime	10015220.60400.0000	4,000	(1,000)	3,000
Salaries Temp	10015220.60600.0000	3,000	(600)	2,400
Printing	10015220.66600.0000	6,880	(2,500)	4,380
<b>Finance - Treasury</b>				
Regular Salaries	10015240.60200.0000	309,048	(6,448)	302,600
Contractual Services	10015240.67800.0000	4,264	(66)	4,198
<b>Finance - Sales Tax</b>				
Regular Salaries	10015250.60200.0000	498,794	11,136	509,930
Regular Salaries PST	10015250.60200.0911	32,909	1	32,910
Printing	10015250.66600.0000	5,350	(1,000)	4,350
Postage	10015250.66700.0000	3,850	(1,000)	2,850
<b>Police - Administration</b>				
Regular Salaries	10020050.60200.0000	247,907	4,508	252,415
Career Development	10020050.61800.0000	7,330	(1,847)	5,483
Electricity & Gas	10020050.67200.0000	145,530	(3,534)	141,996
Lease Payments to Others	10020050.67700.0000	129,034	(57,054)	71,980
<b>Police - Specialized Services</b>				
Regular Salaries	10020300.60200.0000	161,648	4,513	166,161
Regular Salaries-Professional Svcs	10020300.60200.0341	683,600	(3,853)	679,747
Regular Salaries-Neighborhood Svcs	10020300.60200.0342	844,190	(174,013)	670,177
Reg Sal - Records and Property	10020300.60200.0343	939,360	24,544	963,904
Reg Sal - Investigations Section	10020300.60200.0344	3,057,206	21,799	3,079,005
Reg Sal -Communication Section	10020300.60200.0345	1,634,399	17,263	1,651,662

Salaries OT-Investigation Section	10020300.60400.0344	210,500	(25,000)	185,500
Salaries OT - Communication Section	10020300.60400.0345	160,000	(25,000)	135,000
Career Development	10020300.61800.0000	1,935	(941)	994
Career Dev-Professional Services	10020300.61800.0341	8,000	(3,500)	4,500
Career Dev-Neighborhood Services	10020300.61800.0342	3,000	(450)	2,550
Career Dev-Records & Property	10020300.61800.0343	8,300	(4,450)	3,850
Career Dev-Investigations Section	10020300.61800.0344	20,500	(5,000)	15,500
Career Dev - Communication Section	10020300.61800.0345	8,400	(4,000)	4,400
Motor Fuel Charges	10020300.65900.0000	2,940	(1,092)	1,848
Motor Fuel Charges-Professional Svcs	10020300.65900.0341	8,039	(2,987)	5,052
Motor Fuel Chgs-Neighborhood Svcs	10020300.65900.0342	43,757	(16,259)	27,498
Mtr Fuel Chgs-Records&Property	10020300.65900.0343	817	(304)	513
Motor Fuel Chgs-Investigation Section	10020300.65900.0344	62,744	(23,314)	39,430
Motor Fuel Chgs-Communication Section	10020300.65900.0345	1,634	(607)	1,027
Other Equip-Records & Property	10020300.76000.0343	20,000	(20,000)	0
<b>Police - Patrol Services</b>				
Regular Sal-Patrol Admin Section	10020500.60200.0000	845,083	4,139	849,222
Regular Salaries-Promenade	10020500.60200.0106	255,326	17,935	273,261
Regular Salaries-Traffic	10020500.60200.0348	1,583,292	52,824	1,636,116
Reg Salaries-Patrol Section	10020500.60200.0349	7,115,167	(81,807)	7,033,360
Salaries OT-Traffic	10020500.60400.0348	70,000	(10,000)	60,000
Salaries OT-Patrol Section	10020500.60400.0349	299,741	(85,800)	213,941
Career Dev-Patrol Admin Section	10020500.61800.0000	6,200	(3,600)	2,600
Career Dev Promenade	10020500.61800.0106	4,400	(4,400)	0
Career Dev-Traffic	10020500.61800.0348	9,000	(4,000)	5,000
Career Dev-Patrol Section	10020500.61800.0349	32,005	(5,200)	26,805
Prof Serv-Patrol Services	10020500.65100.0713	105,315	(26,315)	79,000
Mtr Fuel Chgs-Patrol Adm Section	10020500.65900.0000	494,817	(183,865)	310,952
Motor Fuel Chgs - Promenade	10020500.65900.0106	12,261	(4,556)	7,705
Other Equip-Patol Admin Section	10020500.76000.0000	36,000	(36,000)	0
<b>Fire - Emergency Services</b>				
Regular Salaries	10025260.60200.0000	6,656,771	(15,307)	6,641,464
Regular Salaries EMS	10025260.60200.0546	2,543,759	(24,762)	2,518,997
Regular Salaries Fire Prevention	10025260.60200.0547	458,021	65,296	523,317

Salaries Overtime	10025260.60400.0000	256,412	(74,200)	182,212
Salaries Overtime EMS	10025260.60400.0546	99,550	(27,800)	71,750
Unif & Equip Allow	10025260.61000.0000	102,211	(16,930)	85,281
Unif & Equip Allow EMS	10025260.61000.0546	32,580	(1,160)	31,420
Career Dev	10025260.61800.0000	41,722	(18,840)	22,882
Career Dev EMS	10025260.61800.0546	20,300	(14,100)	6,200
Career Dev Fire Prevention	10025260.61800.0547	9,250	(2,200)	7,050
Prof Services	10025260.65100.0000	45,620	(5,326)	40,294
Prof Serv EMS	10025260.65100.0546	13,170	(60)	13,110
Motor Fuel Chgs	10025260.65900.0000	99,465	(36,960)	62,505
Motor Fuel Chgs EMS	10025260.65900.0546	42,316	(15,724)	26,592
Motor Fuel Chgs Fire Prevention	10025260.65900.0547	12,829	(4,767)	8,062
Equip Rental	10025260.66000.0000	8,750	(2,500)	6,250
Maint/Rep Equipment	10025260.66100.0000	98,425	(2,000)	96,425
Electricity & Gas	10025260.67200.0000	89,863	(2,182)	87,681
Spec Promo	10025260.67600.0000	23,650	(4,500)	19,150
Lease Pay to Others	10025260.67700.0000	522,265	(53,042)	469,223
Contract Svcs	10025260.67800.0000	13,612	(3,500)	10,112
Contract Svcs EMS	10025260.67800.0546	138,550	(10,000)	128,550
Train & Ref Mtrls	10025260.71400.0000	9,750	(1,000)	8,750
Office Equip	10025260.75200.0000	21,500	(12,000)	9,500
Other Equip	10025260.76000.0000	123,900	(11,242)	112,658
<b>Community Development - Admin</b>				
Regular Salaries	10030050.60200.0000	485,794	(11,652)	474,142
Career Dev	10030050.61800.0000	8,000	(1,000)	7,000
Prof Services	10030050.65100.0000	29,008	10,000	39,008
Motor Fuel Charges	10030050.65900.0000	152	(57)	95
Contract Services	10030050.67800.0000	33,283	(1,283)	32,000
<b>Community Development - Planning</b>				
Regular Salaries	10030360.60200.0000	932,382	(29,560)	902,822
Meeting Expense	10030360.61400.0000	1,600	(200)	1,400
Prof Services	10030360.65100.0000	118,403	(5,000)	113,403
Motor Fuel Charges	10030360.65900.0000	2,779	(1,033)	1,746
Printing	10030360.66600.0000	6,500	(1,000)	5,500
Telephone	10030360.66900.0000	1,572	(300)	1,272
Supplies	10030360.70200.0000	6,540	(1,000)	5,540
<b>Community Development - Building</b>				
Regular Salaries	10030370.60200.0000	1,086,195	(122,638)	963,557
Regular Salaries PST	10030370.60200.0911	62,826	(3,756)	59,070
Mileage Reimbursement	10030370.61200.0000	12,000	(1,000)	11,000
Professional Services	10030370.65100.0000	50,000	(7,927)	42,073
Motor Fuel Chgs	10030370.65900.0000	12,170	(4,522)	7,648
Printing	10030370.66600.0000	5,000	(1,000)	4,000
Telephone	10030370.66900.0000	6,945	(500)	6,445
<b>Community Development - Engineering</b>				
Regular Salaries	10030380.60200.0000	1,024,074	13,486	1,037,560
Salaries Temp	10030380.60600.0000	26,600	(26,600)	0
Prof Serv	10030380.65100.0000	34,586	(1,725)	32,861
Motor Fuel Chgs	10030380.65900.0000	16,263	(6,043)	10,220



Electricity & Gas	10030380.67200.0000	24,998	(604)	24,394
<b>Public Works &amp; Utilities - Street Maintenance</b>				
Regular Salaries	10035450.60200.0000	1,334,183	19,811	1,353,994
Salaries Overtime	10035450.60400.0000	65,000	(17,500)	47,500
Motor Fuel Charges	10035450.65900.0000	154,796	(57,519)	97,277
Maint/Rep - Street Rehabilitation	10035450.66200.0232	2,976,407	58,145	3,034,552
Solid Waste Collect	10035450.67300.0000	62,800	(62,800)	0
Street Lights	10035450.67400.0000	2,124,000	(154,048)	1,969,952
Maint Const Materials	10035450.72400.0000	373,000	135,500	508,500
Other Equip	10035450.76000.0000	20,000	(18,500)	1,500
<b>Parks, Recreation &amp; Libraries - Admin</b>				
Regular Salaries	10050050.60200.0000	612,121	2,550	614,671
Motor Fuel Chgs	10050050.65900.0000	1,160	(431)	729
Spec Promo	10050050.67600.0000	30,315	(2,500)	27,815
Contract Svcs	10050050.67800.0000	58,006	(9,770)	48,236
<b>Parks, Recreation &amp; Libraries - Park Svcs</b>				
Regular Salaries	10050550.60200.0000	1,075,484	(112,194)	963,290
Regular Salaries Promenade	10050550.60200.0106	215,241	(1,210)	214,031
Salaries Overtime	10050550.60400.0000	80,436	(3,000)	77,436
Salaries Temp	10050550.60600.0000	355,085	(52,400)	302,685
Unif & Equip Allow	10050550.61000.0000	11,750	(5,826)	5,924
Unif & Equip Allow Promenade	10050550.61000.0106	2,500	(750)	1,750
Fleet Rental Chgs	10050550.65800.0000	82,871	(375)	82,496
Motor Fuel Chgs	10050550.65900.0000	168,963	(65,389)	103,574
Maint/Rep Equip	10050550.60900.0000	54,197	(20,000)	34,197
Maint/Rep Equip Promenade	10050550.66100.0106	4,500	(500)	4,000
Maint/Rep Infra	10050550.66200.0000	564,521	(15,000)	549,521
Wtr & Sewer	10050550.67100.0000	1,291,188	(52,000)	1,239,188
Electricity & Gas	10050550.67200.0000	234,357	(10,719)	223,638
Electricity & Gas Promenade	10050550.67200.0106	25,520	(2,718)	22,802
Solid Waste Collect Promenade	10050550.67300.0106	2,855	(849)	2,006
Supplies	10050550.70200.0000	16,530	(5,000)	11,530
Supplies Promenade	10050550.70200.0106	4,000	(500)	3,500
Supplies Right Of Way	10050550.70200.0969	2,200	(2,200)	0
Landscape Sup	10050550.71000.0000	40,000	(5,000)	35,000
Landscape Sup Promenade	10050550.71000.0106	8,000	(1,000)	7,000
Landscape Sup Right Of Way	10050550.71000.0969	27,000	(27,000)	0
Build & Grd Mtrls	10050550.71800.0000	49,500	(5,000)	44,500
Build & Grd Mtrls Promenade	10050550.71800.0106	2,000	(500)	1,500
Signing Mtrls	10050550.72600.0000	8,000	(5,000)	3,000
Chemicals Promenade	10050550.73000.0106	2,000	(250)	1,750
Parts	10050550.73600.0000	22,000	(2,000)	20,000
Parts Promenade	10050550.73600.0106	3,600	(200)	3,400

<b>Parks, Recreation &amp; Libraries - Library Svcs</b>				
Regular Salaries	10050620.60200.0000	1,907,141	28,398	1,935,539
Mileage Reimbursement	10050620.61200.0000	1,200	(1,000)	200
Meeting Expense	10050620.61400.0000	100	(100)	0
Career Development	10050620.61800.0000	4,300	(4,300)	0
Postage	10050620.66700.0000	7,242	(500)	6,742
Bank Charges	10050620.66800.0000	2,870	(500)	2,370
Electricity & Gas	10050620.67200.0000	52,332	(989)	51,343
Contract Svcs	10050620.67800.0000	295,036	(18,293)	276,743
Supplies	10050620.70200.0000	45,402	(7,598)	37,804
Library Mtrls	10050620.71600.0000	320,000	(10,700)	309,300
<b>Parks, Recreation &amp; Libraries - Standley Lake</b>				
Regular Salaries	10050660.60200.0000	193,076	328	193,404
Motor Fuel Chgs	10050660.65900.0000	22,857	(8,493)	14,364
Electricity & Gas	10050660.67200.0000	5,235	(145)	5,090
Contract Services	10050660.67800.0000	51,000	(1,000)	50,000
Supplies	10050660.70200.0000	6,576	310	6,886
<b>Parks, Recreation &amp; Libraries - Design Development</b>				
Regular Salaries	10050690.60200.0000	398,671	(46,848)	351,823
Salaries Temp	10050690.60600.0000	16,521	(770)	15,751
Unif & Equip Allow	10050690.61000.0000	1,900	(150)	1,750
Meeting Expense	10050690.61400.0000	300	(74)	226
Career Dev	10050690.61800.0000	3,741	(800)	2,941
Motor Fuel Charges	10050690.65900.0000	27,421	(10,189)	17,232
Supplies	10050690.70200.0000	2,850	(200)	2,650
<b>Parks, Recreation &amp; Libraries - Recreation Facilities</b>				
Regular Salaries	10050720.60200.0000	51,948	(453)	51,495
Regular Salaries Fitness	10050720.60200.0505	72,265	1,252	73,517
Regular Salaries City Park Rec	10050720.60200.0860	1,016,337	7,564	1,023,901
Regular Salaries City Park Fit	10050720.60200.0861	315,922	1,119	317,041
Regular Salaries Swim & Fit	10050720.60200.0963	565,009	(36,063)	528,946
Regular Salaries West View	10050720.60200.0967	361,701	(3,762)	357,939
Salaries Overtime City Park Rec	10050720.60400.0860	3,000	(165)	2,835
Salaries Overtime Cty Park Fit	10050720.60400.0861	915	(50)	865
Salaries Temp Fitness	10050720.60600.0505	241,813	(8,653)	233,160
Salaries Temp City Park Rec	10050720.60600.0860	175,330	(10,967)	164,363
Salaries Temp Cty Park Fit	10050720.60600.0861	52,855	(2,900)	49,955
Salaries Temp Countryside	10050720.60600.0965	113,600	(5,000)	108,600
Salaries Temp West View	10050720.60600.0967	41,300	(4,000)	37,300
Career Dev	10050720.61800.0000	4,400	(3,900)	500
Equip Rental Swim & Fit	10050720.66000.0963	1,000	(500)	500

Maint/Rep Equip City Park Rec	10050720.66100.0860	5,000	(3,000)	2,000
Maint/Rep Equip City Park Fit	10050720.66100.0861	3,924	(1,200)	2,724
Maint/Rep Equip Swim & Fit	10050720.66100.0963	4,500	(500)	4,000
Maint/Rep Infra City Park Fit	10050720.66200.0861	3,700	(2,715)	985
Maint/Rep Infra Swim & Fit	10050720.66200.0963	1,600	(300)	1,300
Bank Chgs-West View Rec Ctr	10050720.66800.0967	7,500	(1,000)	6,500
Telephone City Park Rec	10050720.66900.0860	4,226	(2,232)	1,994
Wtr & Sewer City Park Rec	10050720.67100.0860	66,707	(1,900)	64,807
Electricity & Gas City Park Rec	10050720.67200.0860	314,747	(834)	313,913
Electricity & Gas City Park Fit	10050720.67200.0861	100,275	(3,000)	97,275
Electricity & Gas Swim & Fit	10050720.67200.0963	216,398	(3,000)	213,398
Electricity & Gas Countryside	10050720.67200.0965	25,461	(2,000)	23,461
Electricity & Gas West View	10050720.67200.0967	121,720	(2,000)	119,720
Contract Svcs Fitness	10050720.67800.0505	22,600	(3,000)	19,600
Contract Svcs Aquatics	10050720.67800.0511	12,500	(1,000)	11,500
Contract Svcs City Park Rec	10050720.67800.0860	10,648	(586)	10,062
Contract Svcs City Park Fit	10050720.67800.0861	5,860	(800)	5,060
Contract Svcs Swim & Fit	10050720.67800.0963	5,640	46,000	51,640
Supplies City Park Fit	10050720.70200.0861	13,687	(700)	12,987
Supplies Swim & Fit	10050720.70200.0963	18,145	(388)	17,757
Supplies Countryside	10050720.70200.0965	6,801	(1,500)	5,301
Supplies West View	10050720.70200.0967	11,211	(500)	10,711
Build & Grd Mtrls City Park Rec	10050720.71800.0860	4,000	(220)	3,780
Build & Grd Mtrls City Park Fit	10050720.71800.0861	2,000	(610)	1,390
Build & Grd Mtrls Swim & Fit	10050720.71800.0963	2,800	(500)	2,300
Chemicals Aquatics	10050720.73000.0511	66,300	(200)	66,100
Merch for Resale Swim & Fit	10050720.73400.0963	8,000	(500)	7,500
Merch for Resale West View	10050720.73400.0967	5,500	(2,000)	3,500
Parts Aquatics	10050720.73600.0511	10,000	(884)	9,116
<b>Parks, Recreation &amp; Libraries - Recreation Programs</b>				
Regular Salaries	10050760.60200.0000	462,380	5,981	468,361
Regular MAC	10050760.60200.0017	287,783	(35,571)	252,212
Regular Salaries Sports Ctr	10050760.60200.0035	24,938	(97)	24,841
Regular Salaries Arts	10050760.60200.0532	17,605	9	17,614

Salaries Temp Sports Center	10050760.60600.0035	47,000	(1,500)	45,500
Salaries Temp Adult Act	10050760.60600.0503	10,780	(500)	10,280
Salaries Temp Arts	10050760.60600.0532	32,439	(500)	31,939
Unif & Equip Allow	10050760.61000.0000	1,000	(1,000)	0
Career Dev	10050760.61800.0000	3,000	(2,500)	500
Career Dev MAC	10050760.61800.0017	1,000	(880)	120
Motor Fuel Chgs	10050760.65900.0000	11,385	(4,230)	7,155
Electricity & Gas MAC	10050760.67200.0017	64,091	(3,000)	61,091
Electricity & Gas Sports Ctr	10050760.67200.0035	36,629	(8,672)	27,957
Contract Svcs MAC	10050760.67800.0017	74,517	43,000	117,517
Contract Svcs Adult Act	10050760.67800.0503	17,000	(500)	16,500
Contract Svcs Youth Sports	10050760.67800.0507	25,000	(4,200)	20,800
Contract Svcs Preschool	10050760.67800.0508	14,500	(700)	13,800
Contract Svcs Youth Act	10050760.67800.0529	46,695	(500)	46,195
Contract Svcs Westy Faire	10050760.67800.0564	20,449	(2,385)	18,064
Supplies	10050760.70200.0000	3,800	(500)	3,300
Supplies Westy Faire	10050760.70200.0564	2,242	(500)	1,742
Rec Supplies MAC	10050760.71200.0017	45,371	(1,000)	44,371
Rec Supplies Sports Ctr	10050760.71200.0035	40,429	(2,426)	38,003
Rec Supplies Preschool	10050760.71200.0508	11,255	(500)	10,755
Rec Supplies Youth Act	10050760.71200.0529	85,111	(500)	84,611
Rec Supplies Arts	10050760.71200.0532	13,988	(1,500)	12,488
Build & Grd Mtrls	10050760.71800.0000	11,122	(500)	10,622
Build & Grd Mtrls MAC	10050760.71800.0017	4,251	(500)	3,751
Build & Grd Mtrls Sports Ctr	10050760.71800.0035	3,000	(1,500)	1,500
Merch for Resale Sports Center	10050760.73400.0035	500	(500)	0
Total Change to Expense			<u>(\$3,371,415)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	1100.40020.0000	(\$342,462)	\$1,098,826	\$756,364
Interest Earnings Pooled	1100.42510.0000	342,462	<u>(95,710)</u>	246,752
Total Change to Revenue			<u>\$1,003,116</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Trsfr to GFSR	11010900.79800.0120	\$0	<u>\$1,003,116</u>	\$1,003,116
Total Change to Expense			<u>\$1,003,116</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	1200.40020.0000	\$0	\$2,399,361	\$2,399,361
Interest Earnings Pooled	1200.42510.0000	0	97,523	97,523
TRF from General Reserve	1200.45000.0110	0	<u>1,003,116</u>	1,003,116
Total Change to Revenue			<u>\$3,500,000</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Trsfr to General Fund	1201090.79800.0100	\$0	\$3,500,000	\$3,500,000
Total Change to Expense			<u>\$3,500,000</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2000.40020.0000	(\$200,835)	\$200,835	\$0
Water Sales Wholesale-Brighton	2000.40710.0055	0	1,373,561	1,373,561
Water Tap Residential	2000.40720.0027	3,000,000	(2,000,000)	1,000,000
Water Tap Commercial	2000.40720.0028	2,860,000	(1,260,000)	1,600,000
TRF Utility Reserve Fund	2000.45000.0205	1,435,842	(1,435,842)	0
Bond Proceeds	2000.46020.0000	0	<u>28,300,000</u>	28,300,000
Total Change to Revenue			<u>\$25,178,554</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
<b>Central Charges</b>				
Regular Salaries	20010900.60200.0000	\$184,106	(\$182,106)	\$2,000
Cafeteria Benefits	20010900.62200.0000	25,000	(25,000)	0
Retire City Contrib	20010900.62600.0000	663,000	80,000	743,000
Non Med Ins ER Life	20010900.62800.0590	48,500	(16,500)	32,000
Non Med Ins ER LTD	20010900.62800.0591	99,500	(5,500)	94,000
Non Med Ins ER Surv Ben	20010900.62800.0592	48,300	700	49,000
Med Ins ER SELF	20010900.63000.0594	726,269	(36,269)	690,000
Med Ins ER Delta Dental	20010900.63000.0595	65,250	(14,250)	51,000
Medicare	20010900.63600.0000	82,000	3,000	85,000
Principal	20010900.78200.0000	3,912,760	(320,000)	3,592,760
Interest Payments	20010900.78400.0000	1,679,428	(289,045)	1,390,383
Paying Agent Fees Water Reclaim	20010900.78600.0169	277,830	(19,185)	258,645
<b>Finance - Treasury</b>				
Regular Salaries	20015240.60200.0000	253,888	1,311	255,199
Bank Charges	20015240.66800.0000	88,423	(2,500)	85,923
Contract Services	20015240.67800.0000	168,430	(4,000)	164,430
Supplies	20015240.70200.0000	21,377	6,500	27,877
<b>PW&amp;U Administration</b>				
Regular Salaries	20035050.60200.0000	212,790	55,005	267,795
Maint/Rep Equipment	20035050.66100.0000	942	(340)	602
<b>PW&amp;U Capital Projects &amp; Budget Management</b>				
Regular Salaries	20035430.60200.0000	749,474	(167,657)	581,817
Salaries Overtime	20035430.60400.0000	300	(90)	210
<b>PW&amp;U Water Field Operations</b>				
Regular Salaries	20035470.60200.0000	996,420	98,233	1,094,653

Regular Salaries-Meter Shop	20035470.60200.0402	385,402	251	385,653
Regular Salaries-waterline replacement	20035470.60200.0497	492,251	13,018	505,269
Salaries Overtime	20035470.60400.0000	41,200	(11,038)	30,162
Salaries OT - Meter Shop	20035470.60400.0402	20,600	(6,180)	14,420
Salaries OT-waterline replacement	20035470.60400.0497	39,150	(11,745)	27,405
Motor Fuel Chgs	20035470.65900.0000	59,621	(22,154)	37,467
Motor Fuel Chgs - Meter Shop	20035470.65900.0402	39,131	(14,541)	24,590
Motor Fuel Chgs-waterline replacement	20035470.65900.0497	89,586	(33,288)	56,298
Vehicles - Meter shop	20035470.75600.0402	30,000	6,000	36,000
Vehicles-Waterline Replacement	20035470.75600.0497	194,500	(18,500)	176,000
<b>PW&amp;U Water Resources &amp; Treatment</b>				
Regular Salaries	20035480.60200.0000	711,589	(7,843)	703,746
Regular Salaries Wtr Qual	20035480.60200.0943	96,223	300,613	396,836
Overtime Wtr Qual	20035480.60400.0943	0	700	700
Unif & Equip Allow Wtr Qual	20035480.61000.0943	0	2,070	2,070
Meeting Expense Wtr Qlty	20035480.61400.0943	200	200	400
Career Dev Wtr Qual	20035480.61800.0943	0	2,550	2,550
Prof Serv-Wtr Qual	20035480.65100.0943	173,265	48,739	222,004
Motor Fuel Chgs	20035480.65900.0000	4,032	(1,498)	2,534
Maint/Rep Equip Wtr Qual	20035480.66100.0943	0	9,524	9,524
Telephone Wtr Qual	20035480.66900.0943	420	1,300	1,720
Supplies Wtr Qual	20035480.70200.0943	0	6,000	6,000
Lab Supl Wtr Qual	20035480.70800.0943	0	14,420	14,420
Train & Ref Mtrls Wtr Qual	20035480.71400.0948	0	550	550
<b>PW&amp;U Water Plants Section</b>				
Regular Salaries	20035490.60200.0000	952,539	15,570	968,109
Regular Salaries Reclaimed Svcs	20035490.60200.0023	43,943	1,099	45,042
Regular Salaries Water Quality	20035490.60200.0943	301,680	(301,680)	0
Salaries Overtime	20035490.60400.0000	62,000	(17,278)	44,722
Salaries Overtime Reclaimed Svcs	20035490.60400.0023	2,000	(600)	1,400
Salaries Overtime Water Quality	20035490.60400.0943	1,000	(1,000)	0
Unif & Equip Allow Water Quality	20035490.61000.0943	2,070	(2,070)	0
Meeting Expense Water Quality	20035490.61400.0943	200	(200)	0
Career Dev-Water Quality	20035490.61800.0943	2,550	(2,550)	0
Prof Serv Water Quality	20035490.65100.0943	88,739	(88,739)	0

Motor Fuel Chgs	20035490.65900.0000	7,287	(5,439)	1,848
Maint/Rep Equip Water Quality	20035490.66100.0943	9,524	(9,524)	0
Telephone - Water Quality	20035490.66900.0943	1,300	(1,300)	0
Electricity & Gas	20035490.67200.0000	505,563	20,000	525,563
Supplies Water Quality	20035490.70200.0943	6,000	(6,000)	0
Lab Supplies-Water Quality	20035490.70800.0943	14,420	(14,420)	0
Train & Ref Mtrls Water Quality	20035490.71400.0943	550	(550)	0
Chemicals	20035490.73000.0000	510,987	43,550	554,537
Fuel	20035490.74000.0000	5,000	(1,000)	4,000
Fuel Rec Svc	20035490.74000.0023	2,500	(2,500)	0
Lubricants	20035490.74100.0000	0	1,000	1,000
Lubricants Rec Svc	20035490.74100.0023	0	2,500	2,500
<b>PR&amp;L - Standley Lake</b>				
Motor Fuel	20050660.65900.0000	2,940	1,639	4,579
<b>Information Technology</b>				
Regular Salaries	20060230.60200.0000	2,024,303	38,800	2,063,103
Regular Salaries PST	20060230.60200.0911	69,081	3,391	72,472
Career Dev	20060230.61800.0000	40,300	(7,000)	33,300
Career Dev Telecom	20060230.61800.0707	4,365	(1,000)	3,365
Prof Serv Telecom	20060230.65100.0707	36,232	2,400	38,632
Maint/Rep Equip	20060230.66100.0000	164,720	(10,000)	154,720
Maint/Rep Equip Tele	20060230.66100.0707	110,200	(6,000)	104,200
<b>Capital Improvement Program</b>				
Comprehensive Water Supply Plan - Wattenberg Gravel Lakes Storage	80120035078.80400.8888	510,000	(510,000)	0
Open-Cut Water Line Replacement	80720035754.80400.8888	2,500,000	(1,000,000)	1,500,000
Water Pressure Zone Improvements	80820035785.80400.8888	4,050,000	(550,000)	3,500,000
Northwest Treatment Facility - Membrane Expansion	81020035888.80400.8888	0	3,000,000	3,000,000
Comprehensive Water Supply Plan - Water Supply Development	80420035618.80400.8888	0	15,750,000	15,750,000
Reclaimed WTF Expansion	80920035858.80400.8888	7,813,232	6,796,000	14,609,232
Debt Administrative Cost	81020015889.80400.8888	0	<u>2,600,000</u>	2,600,000
<b>Total Change to Expense</b>			<u>\$25,178,554</u>	

These appropriations will amend Utility Rate Stabilization Fund revenue and expense accounts as follows:

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2050.40020.0000	\$98,809	(\$277,134)	(\$178,325)
Int Earnings RSR Water	2050.42510.0201	372,203	(216,703)	155,500
Int Earnings CPR Water	2050.42510.0202	836,607	(836,607)	0

Int Earnings RSR Wastewater	2050.42510.0211	30,920	(8,095)	22,825
Int Earnings CPR Wastewater	2050.42510.0212	97,303	(97,303)	0
Total Change to Revenue			<u>(\$1,435,842)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers to Water	20510900.79800.0200	\$1,435,842	<u>(\$1,435,842)</u>	\$0
Total Change to Expense			<u>(\$1,435,842)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
WW Taps Residential	2100.40740.0027	\$719,230	(\$551,169)	\$168,061
WW Taps Commercial	2100.40740.0028	588,000	<u>(163,000)</u>	425,000
Total Change to Revenue			<u>(\$714,169)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
<b>Central Charges</b>				
Regular Salaries	21010900.60200.0000	\$40,721	(\$38,721)	\$2,000
Retire City Contrib	21010900.62600.0000	153,576	4,924	158,500
Med Ins ER Dental	21010900.63000.0595	15,350	(3,350)	12,000
<b>PW&amp;U Wastewater Field Operations</b>				
Regular Salaries	21035470.60200.0000	356,310	2,453	358,763
Salaries Overtime	21035470.60400.0000	26,265	(7,987)	18,278
Motor Fuel Chgs	21035470.65900.0000	14,607	(5,427)	9,180
<b>PW&amp;U Water Resources &amp; Treatment Division - Water Quality</b>				
Regular Salaries Wtr Qual	21035480.60200.0943	0	269,868	269,868
Salaries Overtime Wtr Qual	21035480.60400.0943	0	1,050	1,050
Unif & Equip Allow Wtr Qual	21035480.61000.0943	0	2,120	2,120
Career Dev Wtr Qual	21035480.61800.0943	0	2,300	2,300
Prof Serv Wtr Qual	21035480.65100.0943	0	46,938	46,938
Maint/Repair Infra Wtr Qual	21035480.66200.0943	0	5,600	5,600
Supplies Wtr Wual	21035480.70200.0943	0	1,500	1,500
Lab Sup Wtr Qual	21035480.70800.0943	0	29,850	29,850
<b>PW&amp;U Wastewater Plants</b>				
Regular Salaries	21035490.60200.0000	736,731	40,034	776,765
Regular Salaries Biosolids	21035490.60200.0401	166,085	1	166,086
Regular Salaries Wtr Quality	21035490.60200.0943	266,728	(266,728)	0
Salaries Overtime	21035490.60400.0000	42,000	(12,600)	29,400
Salaries Overtime Biosolids	21035490.60400.0401	5,775	(1,732)	4,043



Salaries Overtime Wtr Quality	21035490.60400.0943	1,500	(1,500)	0
Unif & Equip Allow Wtr Quality	21035490.61000.0943	2,120	(2,120)	0
Career Dev Wtr Quality	21035490.61800.0943	2,300	(2,300)	0
Prof Serv Wtr Qual	21035490.65100.0943	46,938	(46,938)	0
Motor Fuel Chgs	21035490.65900.0000	9,277	(3,447)	5,830
Motor Fuel Chgs Biosolids	21035490.65900.0401	98,264	(36,512)	61,752
Maint/Repair Infra Wtr Quality	21035490.66200.0943	5,600	(5,600)	0
Special Assess MWRD Regular	21035490.66500.0513	2,536,088	(354,495)	2,181,593
Electricity & Gas	21035490.67200.0000	831,600	(300,000)	531,600
Supplies Wtr Quality	21035490.70200.0943	1,500	(1,500)	0
Lab Sup Wtr Quality	21035490.70800.0943	29,850	(29,850)	0
Fuel	21035490.74000.0000	20,000	(9,000)	11,000
Lubricants	21035490.74100.0000	0	9,000	9,000
Total Change to Expense			<u>(\$714,169)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Rentals Legacy Ridge	2200.40900.0220	\$13,000	(\$500)	\$12,500
Merch Legacy Ridge	2200.40920.0220	206,025	(31,025)	175,000
Lessons	2200.41040.0000	13,130	1,370	14,500
Green Fees	2200.41050.0000	1,114,188	(129,188)	985,000
Cart Rental	2200.41060.0000	283,669	(53,669)	230,000
Driving Range	2200.41070.0000	136,350	(8,350)	128,000
Jr. Golf Camp	2200.41808.0000	3,750	250	4,000
TRF Open Space	2200.45000.0540	0	29,433	29,433
Misc Heritage	2300.40850.0230	39,000	(11,181)	27,819
Merch Heritage	2300.40920.0230	143,000	(18,000)	125,000
Lessons	2300.41040.0000	8,100	1,900	10,000
Green Fees	2300.41050.0000	1,031,923	(131,923)	900,000
Cart Rental	2300.41060.0000	255,302	(45,302)	210,000
Driving Range	2300.41070.0000	70,000	(10,000)	60,000
TRF Open Space	2300.45000.0540	182,591	65,567	248,158
TRF Sales & Use Tax	2300.45000.0530	285,000	120,000	405,000
TRF GCIF	2300.45000.0750	0	<u>122,000</u>	122,000
Total Change to Revenue			<u>(\$98,618)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
<b>Legacy Ridge - Central Charges</b>				
Regular Salaries	22010900.60200.0000	\$13,693	(\$13,693)	\$0
Cafeteria Benefits	22010900.62200.0000	2,100	(2,100)	0
Med Ins ER SELF	22010900.63000.0594	44,300	8,800	53,100
Med Ins ER Dental	22010900.63000.0595	5,600	(1,000)	4,600
Med Ins ER Kaiser	22010900.63000.0596	31,350	7,530	38,880
Medicare	22010900.63600.0000	9,225	2,675	11,900
<b>Legacy Ridge - Facilities</b>				

Regular Salaries	22050720.60200.0000	325,470	44,238	369,708
Regular Salaries Club Ops	22050720.60200.0249	182,370	5,365	187,735
Salaries Overtime Club Ops	22050720.60400.0249	1,675	(1,675)	0
Salaries Temp	22050720.60600.0000	90,993	(9,000)	81,993
Unif & Equip Allow	22050720.61000.0000	4,000	(2,000)	2,000
Unif & Equip Allow Club Ops	22050720.61000.0249	5,000	(2,500)	2,500
Mileage Reimb Club Ops	22050720.61200.0249	1,100	(700)	400
Meeting Expense	22050720.61400.0000	1,700	(1,700)	0
Career Dev	22050720.61800.0000	1,790	(1,615)	175
Career Dev Club Ops	22050720.61800.0249	2,060	(1,160)	900
Prof Serv Club Ops	22050720.65100.0249	32,701	(2,775)	29,926
Motor Fuel Chgs	22050720.65900.0000	24,000	(10,000)	14,000
Equip Rental Club Ops	22050720.66000.0249	5,000	(1,000)	4,000
Bank Chgs-Club Operations	22050720.66800.0249	40,086	(4,000)	36,086
Electricity & Gas	22050720.67200.0000	55,440	(6,000)	49,440
Solid Waste Collect	22050720.67300.0000	5,000	(2,000)	3,000
Contract Svcs	22050720.67800.0000	4,000	(1,500)	2,500
Build & Grd Mtrls Club Ops	22050720.71800.0249	750	(750)	0
Merch for Resale Club Ops	22050720.73400.0249	149,400	(1,500)	147,900
Parts Club Ops	22050720.73600.0249	1,500	(1,500)	0
<b>Heritage - Central Charges</b>				
Regular Salaries	23010900.60200.0000	13,748	(13,748)	0
Cafeteria Benefits	23010900.62200.0000	900	(900)	0
Med Ins ER SELF	23010900.63000.0594	19,000	(11,000)	8,000
Med Ins ER Dental	23010900.63000.0595	5,400	(1,300)	4,100
Med Ins ER Kaiser	23010900.63000.0596	58,900	12,100	71,000
Medicare	23010900.63600.0000	9,430	2,500	11,930
<b>Heritage - Facilities</b>				
Regular Salaries	23050720.60200.0000	363,804	(39,915)	323,889
Regular Salaries Club Ops	23050720.60200.0249	182,826	5,195	188,021
Salaries Overtime Club Ops	23050720.60400.0249	1,875	(1,875)	0
Salaries Temp	23050720.60600.0000	94,929	(9,000)	85,929
Salaries Temp Golf Instrs	23050720.60600.0011	13,000	(1,000)	12,000
Unif & Equip Allow	23050720.61000.0000	4,500	(2,500)	2,000
Unif & Equip Allow Club Ops	23050720.61000.0249	5,000	(2,500)	2,500
Mileage Reimb Club Ops	23050720.61200.0249	1,000	(1,000)	0
Meeting Expense	23050720.61400.0000	1,700	(1,700)	0
Meeting Expense Club Ops	23050720.61400.0249	1,000	(1,000)	0
Career Dev	23050720.61800.0000	1,790	(1,615)	175
Career Dev Club Ops	23050720.61800.0249	1,800	(900)	900
Prof Serv	23050720.65100.0000	9,000	(2,000)	7,000
Prof Serv Club Ops	23050720.65100.0249	27,154	(1,000)	26,154
Motor Fuel Chgs	23050720.65900.0000	24,000	(10,000)	14,000
Equip Rental Club Ops	23050720.66000.0249	1,000	(400)	600
Bank Chgs-Club Operations	23050720.66800.0249	33,062	(4,000)	29,062
Electricity & Gas	23050720.67200.0000	55,440	(5,000)	50,440
Solid Waste Collect	23050720.67300.0000	4,800	(2,000)	2,800
Solid Waste Collect Club Ops	23050720.67300.0249	1,000	(100)	900
Supplies Club Ops	23050720.70200.0249	30,650	(1,900)	28,750

Merch for Resale Club Ops	23050720.73400.0249	132,678	<u>(2,500)</u>	130,178
Total Change to Expense			<u>(\$98,618)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Storm Drainage Fee	2500.41260.0000	\$1,950,000	(\$1,950,000)	\$0
SD Residential Fees	2500.41260.0027	0	980,000	980,000
SD Commercial Fees	2500.41260.0028	0	1,020,000	1,020,000
Interest Earnings-Pooled	2500.42510.0000	0	<u>80,000</u>	80,000
Total Change to Revenue			<u>\$130,000</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Miscellaneous Storm Drainage Improvements	80125030082.80400.8888	\$155,000	<u>\$130,000</u>	\$285,000
Total Change to Expense			<u>\$130,000</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Internal Billings	3000.43140.0000	\$2,868,811	<u>(\$579,219)</u>	\$2,289,592
Total Change to Revenue			<u>(\$579,219)</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Regular Salaries	30012460.60200.0000	\$664,567	(\$36,450)	\$628,117
Regular Salaries PST	30012460.60200.0911	63,112	(3,598)	59,514
Salaries Overtime	30012460.60400.0000	25,000	10,000	35,000
Equip Rental	30012460.66000.0000	57,740	4,920	62,660
Parts	30012460.73600.0000	203,527	25,492	229,019
Fuel & Lubricants	30012460.74000.0000	1,091,523	(435,817)	655,706
Fuel & Lubricants PST	30012460.74000.0911	467,640	(203,766)	263,874
Lubricants	30012460.74100.0000	0	30,000	30,000
Lubricants PST	30012460.74100.0911	0	<u>30,000</u>	30,000
Total Change to Expense			<u>(\$579,219)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Internal Billings-GF	4500.43140.0100	\$1,113,125	<u>\$12,250</u>	\$1,125,375
Total Change to Revenue			<u>\$12,250</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Vehicles	80645010900.80400.8888	\$424,200	(\$3,850)	\$420,350
Vehicles PST	80645010911.80400.8888	496,300	16,100	512,400

PC Replacement Fee	80645010921.80400.8888	192,625	0	192,625
Total Change to Expense			\$12,250	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	5300.40020.0000	\$0	\$680,000	\$680,000
Sales Tax Returns	5300.40070.0000	45,548,140	(5,151,765)	40,396,375
Sales Tax Returns-PS	5300.40070.0911	11,000,277	(694,250)	10,306,027
Sales Tax Audit-PS	5300.40075.0911	79,357	40,643	120,000
Use Tax Returns	5300.40095.0000	2,368,528	(374,177)	1,994,351
Use Tax Returns-PS	5300.40095.0911	491,607	(78,376)	413,231
Use Tax Building	5300.40100.0000	2,313,020	(463,020)	1,850,000
Use Tax Building-PS	5300.40100.0911	583,386	(312,645)	270,741
Use Tax Auto	5300.40105.0000	4,839,927	(1,417,975)	3,421,952
Use Tax Auto-PS	5300.40105.0911	967,613	(275,489)	692,124
Use Tax Audit	5300.40110.0000	792,558	(7,558)	785,000
Use Tax Audit-PS	5300.40110.0911	53,590	143,410	197,000
Use Tax Refunds	5300.40115.0000	(105,000)	20,000	(85,000)
Use Tax Refunds-PS	5300.40115.0911	(19,020)	4,020	(15,000)
Use Tax Collection Fees	5300.40120.0000	(241,996)	70,898	(171,098)
Use Tax Collect Fees-PS	5300.40120.0911	(48,381)	13,775	(34,606)
Interest Earnings-Pooled	5300.42510.0000	215,000	(15,000)	200,000
Interest Earnings-PS	5300.42510.0911	30,000	5,000	35,000
Total Change to Revenue			(\$7,812,509)	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers General Fund	53010900.79800.0100	\$63,796,610	(\$6,432,509)	\$57,364,101
Transfer Heritage	53010900.79800.0230	285,000	120,000	405,000
Transfers GCIF	53010900.79800.0750	1,500,000	(1,500,000)	0
Total Change to Expense			(\$7,812,509)	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Sales Tax Returns	5400.40070.0000	\$4,443,090	(\$157,083)	\$4,286,007
Sales Tax Audit	5400.40075.0000	30,000	10,000	40,000
Use Tax Returns	5400.40095.0000	210,928	(48,928)	162,000
Use Tax Building	5400.40100.0000	250,306	(178,306)	72,000
Use Tax Auto	5400.40105.0000	431,766	(158,766)	273,000
Use Tax Audit	5400.40110.0000	55,000	2,000	57,000
Use Tax Collection Fees	5400.40120.0000	(21,588)	7,938	(13,650)
Interest Earnings-Pooled	5400.42510.0000	37,000	18,000	55,000
General	5400.43060.0000	80,000	(4,523)	75,477
Gen Misc Rentals	5400.43060.0540	8,832	(332)	8,500
Total Change to Revenue			(\$510,000)	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
<b>Community Development</b>				
Regular Salaries	54010900.60200.0000	\$92,093	\$964	\$93,057
Land Purchases	54010900.76600.0000	363,718	(305,964)	57,754
Transfers Legacy Ridge	54010900.79800.0220	0	29,433	29,433
Transfers Heritage	54010900.79800.0230	182,591	65,567	248,158
Transfers GCIF	54010900.79800.0750	472,000	(300,000)	172,000
<b>Park Services</b>				
Regular Salaries	54050550.60200.0000	59,458	(1,458)	58,000
Prof Serv	54050550.65100.0000	49,000	1,458	50,458
Total Change to Expense			<u>(\$510,000)</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	7500.40020.0000	\$0	\$2,771,000	\$2,771,000
Cash in lieu-Fut Cap Proj	7500.40210.0751	200,000	(160,000)	40,000
SID Assessments	7500.40255.0065	200,000	(140,000)	60,000
General	7500.43060.0000	470,000	(129,000)	341,000
TRF Sales & Use Tax	7500.45000.0530	1,500,000	(1,500,000)	0
Accommodations Tax	7501.40055.0000	1,236,000	(12,000)	1,224,000
Park Development Fee	7501.40200.0000	100,000	(25,000)	75,000
Cash in Lieu Parks	7501.40210.0105	97,000	(47,000)	50,000
OS Attrib Shares ADCO	7501.40450.0010	315,000	88,000	403,000
OS Attrib Shares JEFFCO	7501.40450.0020	1,220,000	10,000	1,230,000
TRF General Fund	7501.45000.0100	88,000	(9,000)	79,000
TRF Open Space	7501.45000.0540	472,000	<u>(300,000)</u>	172,000
Total Change to Revenue			<u>\$547,000</u>	

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfer to General Fund	75010900.79800.0100	\$0	\$1,000,000	\$1,000,000
Transfer to the Golf Course Fund	75010900.79800.0230	0	122,000	122,000
New Development Participation	80175030011.80400.8888	200,000	(160,000)	40,000
Community Development Project Manager	80175030037.60200.8888	65,000	9,000	74,000
Sheridan Boulevard (westside, 98th to 104th Avenues)	81075030836.80400.8888	25,000	(25,000)	0
Shoenberg Farm Restoration	80875030834.80400.8888	0	18,000	18,000
Community Enhancement Program - Art/Sculpture	80175050336.80400.8888	24,720	(12,000)	12,720
Trail Development (Jefferson County)	80975050135.80400.8888	13,000	25,000	38,000
Trail Development (POST)	80975050136.80400.8888	112,000	(70,000)	42,000

City Park Phase IV	81075050850.80400.8888	122,000	(122,000)	0
Recreation Facilities Improvements (Jefferson County)	80975050027.80400.8888	168,000	(40,000)	128,000
Recreation Facilities Improvements (POST)	80975050028.80400.8888	32,000	(32,000)	0
Park Renovation Program (POST)	80975050306.80400.8888	265,000	(220,000)	45,000
Park Renovation Program (Jefferson County)	80975050305.80400.8888	150,000	(50,000)	100,000
Park Renovation Program (Adams County)	80975050315.80400.8888	35,000	113,000	148,000
Golf Course Improvements (Jefferson County)	80975050045.80400.8888	25,000	(25,000)	0
Golf Course Improvements (Adams County)	80975050145.80400.8888	25,000	(25,000)	0
Standley Lake Regional Park Improvements	80775050747.80400.8888	88,000	(9,000)	79,000
Recreation Facilities Major Maintenance (General)	80875012806.80400.8888	145,000	(50,000)	95,000
Recreation Facilities Major Maintenance (Jefferson County)	80975012806.80400.8888	260,000	50,000	310,000
City Park Playground/Shelter at Christopher Ballfields	80975050851.80400.0000	0	<u>50,000</u>	50,000
Total Change to Expense			<u>\$547,000</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2070.40020.0000	\$0	(\$226,589)	(\$226,589)
Int Earnings CPR Water	2070.42510.0000	0	186,586	186,586
Int Earnings CPR Wastewater	2070.42510.0212	0	<u>40,003</u>	40,003
Total Change to Revenue			<u>\$0</u>	

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

EXPENSE

Description	Account Number	Current Budget	Amendment	Revised Budget
Regular Salaries	46010900.60200.0000	\$120,423	(\$5,168)	\$115,255
Regular Salaries PST	46010900.60200.0911	28,795	2,414	31,209
Contract Svcs	46010900.67800.0000	522,505	<u>2,754</u>	525,259
Total Change to Expense			<u>\$0</u>	

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

REVENUE

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	8000.40020.0000	(\$20,357)	(\$44,989)	(\$65,346)
Other Intergovernmental	8000.40345.0000	0	255,000	255,000
TRF 136th Ave GID	8000.45000.0630	210,011	<u>(210,011)</u>	0
Total Change to Revenue			<u>\$0</u>	

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

## 2010 Human Services Board Fund Recommendations

Agency	2009 Award	2010 Request	2010 Recommended
Access Housing	\$3,000	\$5,000	\$3,500
Adams County Housing Authority	\$11,000	\$20,000	\$11,400
Alternatives to Family Violence	\$11,000	\$20,000	\$11,500
Arvada Community Food Bank	\$1,000	\$2,500	\$1,500
Audio Information Network	\$1,500	\$1,500	\$1,500
CASA of Adams County	\$2,000	\$3,500	\$2,500
CASA of Jefferson & Gilpin Counties	\$1,000	\$500	\$500
Catholic Charities of Denver	\$5,000	N/A	N/A
Children's Outreach Project	\$3,500	\$3,500	\$3,500
Clinica Campesina Family Health Services, Inc.	\$12,000	\$20,000	\$12,500
Colorado Homeless Families	\$11,000	\$20,000	\$11,400
Colorado Rural Housing Development Corp.	\$1,000	\$5,000	\$1,500
Commerce City Community Health Services	\$15,000	\$20,000	\$15,000
<b>Community of Faith United - New 2010</b>	<b>N/A</b>	<b>\$3,000</b>	<b>\$1,000</b>
Community Reach Center	\$12,000	\$15,000	\$12,000
<b>Denver Hospice - Returning 2010</b>	<b>N/A</b>	<b>\$7,000</b>	<b>\$4,500</b>
Family Tree Foundation, Inc.	\$10,000	\$6,700	\$6,700
FACES (Family, Advocacy, Care, Education, Support)	\$2,000	\$3,000	\$2,500
Food Bank of the Rockies	\$3,500	\$6,000	\$4,000
<b>Growing Home - Returning 2010</b>	<b>N/A</b>	<b>\$12,000</b>	<b>\$8,000</b>
Have a Heart Project	\$4,500	\$12,000	\$5,000
<b>Hope House Inc.- New 2010</b>	<b>N/A</b>	<b>\$3,000</b>	<b>N/A</b>
Inter-Church ARMS	\$4,500	\$5,000	\$5,000
Jefferson Center for Mental Health	\$7,000	\$16,000	\$7,500
<b>Kempe Foundation - Returning 2010</b>	<b>N/A</b>	<b>\$2,000</b>	<b>\$1,000</b>
Platte Valley/North Metro CAC	\$2,000	\$5,000	\$2,500
Project Angel Heart	\$2,000	\$14,000	\$2,500
RAAP	\$2,000	\$2,000	\$2,000
Ralston House	\$4,000	\$5,000	\$4,500
<b>SANE/St. Anthony Health Foundation - Returning 2010</b>	<b>N/A</b>	<b>\$5,000</b>	<b>\$2,000</b>
<b>Santa Claus Workshop - Returning 2010</b>	<b>N/A</b>	<b>\$3,000</b>	<b>N/A</b>
Senior Hub	\$14,000	N/A	N/A
Seniors Resource Center	\$1,000	\$5,000	\$1,500
Westminster Area CAAT	\$500	\$5,000	\$500
Westminster FISH, Inc.	\$5,000	\$6,500	\$5,500
Wilderness on Wheels	\$1,500	\$1,500	\$1,000
Yellow Ribbon Suicide Prevention Program	\$500	\$2,500	\$500
<b>TOTAL</b>	<b>\$154,000</b>	<b>\$266,700</b>	<b>\$156,000</b>

**Bold = New or Returning Agency Interviewed for 2010 HSB Funds**

N/A = Agency not funded by HSB during this calendar year



**– 2010 HSB AGENCY DESCRIPTIONS –**

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

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

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

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

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

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

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

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

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

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

**Colorado Rural Housing Development Corp.** – Provides housing counseling, credit counseling and repair, foreclosure prevention, financial education and home maintenance courses to our community.

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

**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.

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

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

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

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

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

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

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

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

**RAAP (Rape Assistance and Awareness Program)** – Agency assists victims of sexual violence while educating the public about preventing sexual violence. Services provided include: rape crisis hotline, victim advocacy, counseling services, community outreach, and abuse prevention training program, and personal safety skills for women.

**Ralston House** – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

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

**Westminster Area Community Awareness Action Team (CAAT)** – Facilitates programs that will be effective in the prevention of the use of alcohol, tobacco and other drugs by children and teens.

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

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

**Yellow Ribbon Suicide Prevention Program** – Focuses on suicide prevention training. The group provides educational materials and hotline to assist in addressing and preventing suicides.

– New/Returning Agency Requesting Funds –

**Community of Faith United – New Agency 2010** – Provides food and/or clothing to the needy and under sourced in our community with the goal of creating self-reliance through the Life Plus program.

**Denver Hospice – Returning 2010 (last funded in 2008)** – Agency provides specialized care and support for terminally ill individuals and their families while increasing community awareness of death and grief as a natural part of life.

**Growing Home – Returning 2010 (last funded in 2008)** – Provides shelter, meals and comprehensive assistance to homeless families and increase community involvement in direct service and advocacy.

**Kempe Foundation – Returning 2010 (last funded in 2008)** – Provides an on-call physician and social worker 24 hours a day, seven days a week, to evaluate and treat approximately 1,000 children who are suspected victims of sexual, physical or emotional abuse each year.

**SANE/St Anthony’s North – Returning Agency 2010 (funded in 1997-2000, last funded in 2004)** –Provides comprehensive healthcare, including evidence collection, to survivors and perpetrators of sexual assault, and is trained to effectively provide expert witness testimony in a court of law through the 17<sup>th</sup> Judicial District Sexual Assault Nurse Examiner (SANE).

**Santa Claus Workshop – Returning Agency 2010 (funded in 1993-2007, not funded in 1995 or 2005, last funded in 2007)** – Provides free toys, books, games, and gifts to needy families living in Adams County who have children between the ages of birth and twelve years old.

– Agencies Not Funded –

**Catholic Charities of Denver – Did not submit an application for 2010** – Provides emergency services that meet the human needs existing within the broader community. Services provided include: limited financial assistance for rent, medical prescriptions, job-related transportation costs, temporary shelter, and a 2-3 day supply of emergency food with a referral to a larger food bank.

**The Senior Hub – Did not submit an application for 2010 – Meals on Wheels** delivers hot or frozen meals to homebound residents that are unable to prepare nutritious meals themselves, are unable to travel independently to a senior center or restaurant to obtain a balance meal and unable to afford the purchase of meals. **Respite & In-Home Supportive Services** assists those living at home alone with simple, non-medical assistance.

**Hope House, Inc. – New Agency 2010 – Did not receive an interview date and time letter and missed scheduled interview; declined make-up time for interview** – Serves as a source of emergency housing and shelter to women, their children and pets in involved in domestic violence situations.

**Ralston House – Did not receive an interview date and time letter and missed scheduled interview; interviewed at make-up time** – Offers a child-friendly, safe place for young children to come during the investigative process of their outcries of sexual abuse.

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **35**

SERIES OF 2009

INTRODUCED BY COUNCILLORS

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**A BILL**

**FOR AN ORDINANCE AMENDING THE 2010 BUDGETS OF THE GENERAL, GENERAL RESERVE, GENERAL STABILIZATION RESERVE, WATER, UTILITY RATE STABILIZATION RESERVE, WASTEWATER, GOLF COURSE, STORM DRAINAGE, FLEET MAINTENANCE, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES & USE TAX, PARKS OPEN SPACE & TRAILS, AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION OR UN-APPROPRIATION FROM THE 2010 ESTIMATED REVENUES IN THE FUNDS.**

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2010 appropriation for the General, General Reserve, General Stabilization Reserve, Water, Utility Rate Stabilization Reserve, Wastewater, Golf Course, Storm Drainage, Fleet Maintenance, General Capital Outlay Replacement, Sales & Use Tax, Parks Open Space & Trails, and General Capital Improvement Funds initially appropriated by Ordinance No. 3432 are hereby increased in aggregate by \$15,849,148. This appropriation is due a budget amendment for revised revenue projections and expense estimates for 2010.

Section 2. The net amount of increases or (decreases) of \$15,849,148 shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10 A dated October 12, 2009 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

General Fund	(\$3,371,415)
General Reserve Fund	1,003,116
General Stabilization Reserve Fund	3,500,000
Water Fund	25,178,554
Utility Rate Stabilization Reserve Fund	(1,435,842)
Wastewater Fund	(714,169)
Golf Course Funds	(98,618)
Storm Drainage Fund	130,000
Fleet Maintenance Fund	(579,219)
General Capital Outlay Replacement Fund	12,250
Sales & Use Tax Fund	(7,812,509)
Parks Open Space & Trails Fund	(510,000)
General Capital Improvement Fund	<u>547,000</u>
Total	<u>\$15,849,148</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 12<sup>th</sup> day of October, 2009.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 26<sup>th</sup> day of October, 2009.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**WESTMINSTER  
COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 44 re 2010 Amended Employee Pay Plan

**Prepared By:** Debbie Mitchell, Human Resources Manager

**Recommended City Council Action**

Adopt Resolution No. 44 amending the 2010 City Employee Pay Plan and benefit package previously approved by Council.

**Summary Statement**

Staff recommends the following modifications to the approved 2010 Pay Plan and associated budget:

- Elimination of 1% Across-the-Board (ATB) Salary Adjustment. Originally, a 1% ATB adjustment was approved in the Adopted 2010 Budget; however, due to the current financial conditions and revenue challenges facing the City, Staff is proposing to eliminate the 1% ATB in 2010. While the elimination of the 1% ATB is not ideal, Staff feels that even with the elimination, the City's Pay Plan will remain within market and wages will remain competitive. (Net change = -\$602,283)
- Step and Merit Salary Adjustments: Staff estimated step and merit increases for all eligible employees in 2008 for the 2010 Budget. Staff is still proposing to continue funding Non-Exempt employees step increases and merit adjustments for Exempt employees. Staff is proposing the elimination of merit increases for Administrative Officers (Department and Division Heads) in 2010 to assist with balancing budget costs to projected revenues. In addition, savings are anticipated based on more accurate salary projections, which are less than the original estimate in the 2010 budget. (Net change = -\$214,292)
- Reclassifications of Existing Positions: With the mid-year budget review, a limited number of existing positions are recommended for reclassification due to the reorganization of certain departmental operations or individual position restructuring based on organizational needs. (Net change = +\$3,318)
- Elimination of Positions: Staff is recommending the elimination of 3.0 indexed positions, an intern and 1.25 regular full time equivalents (FTE). The net FTE change recommended from the Adopted 2010 Budget is a reduction of 4.25 FTE, with a total of 982.674 FTE proposed authorized positions for 2010. (Net change = -\$290,172)
- A total of 3.0 new FTE were authorized in the Adopted 2010 Budget. It is recommended that the new positions approved in the 2010 Budget remain authorized but that the funding for these positions in 2010 be significantly reduced. (Net Change = -\$150,074 salaries only)
- Elimination of Cafeteria benefit for Exempt employees: Staff no longer feels that this benefit is sustainable and is proposing elimination of the program. (Net Change = -\$143,000)

**Expenditure Required:** \$1,278,086 Reduction in budgeted staffing costs  
\$143,000 Reduction in central charges accounts

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

**Policy Issue**

Should City Council approve revisions to the previously approved 2010 Pay Plan described in this Staff report?

**Alternative**

Approve a Pay Plan that does not incorporate the changes requested for 2010. Staff does not recommend this as an alternative since the recommended actions will allow the City to meet budgetary constraints anticipated in 2010 based on revenue reductions resulting from the economic recession.

**Background Information**

Pay and Classification

Staff completed the biennial review of the pay and classification system in 2008 for the Adopted 2009/2010 Budget. As a result of this review, in 2009 City Council adopted 98 upgrades and classification adjustments impacting 214 employees in the Adopted 2009 Budget. A 2% across-the-board (ATB) market adjustment was made to Non-Exempt and Exempt Pay Plans, with incumbents eligible to receive this increase either through a merit increase review or through an automatic adjustment in the Non-Exempt pay system. The Administrative Officer Pay Plan was modified to increase the width of the Pay Plan to 25%, similar to the Exempt Pay Plan. City Staff recommended a 4.5% increase to existing salary budgets, which equated to a \$2.59 million in salary increases for 2009. Council also earmarked a 1% market adjustment to all benefited Pay Plans for 2010. This thorough market survey will be conducted again on a biennial basis in conjunction with the 2-year budget process; the next market survey will be conducted during 2010 in preparation for the 2011/2012 Budget.

A total of 3.0 new FTE were authorized in the Adopted 2010 Budget. The Adopted 2010 Budget includes all salary and benefit expenses for the following positions in the General and Utility Funds, with funding sources noted below.

<b>Department</b>	<b>FT E</b>	<b>Title</b>	<b>Salary &amp; Benefit Cost</b>
<b>GENERAL FUND</b>			
Police Department – Patrol Services Division	1.0	Police Officer (salary \$47,654; benefits \$8,101)	\$55,755
Fire Department – EMS Section	1.0	EMS Field Coordinator (salary \$73,934; benefits \$12,569)	\$86,503
<b>UTILITY FUND</b>			
Public Works & Utilities Department – Utilities Planning & Engineering Division	1.0	Reclaimed System Analyst (salary \$56,972; benefits \$9,685)	\$66,657

It is recommended that the new positions approved in the 2010 Budget remain authorized but that the funds for staffing these positions be eliminated in the General Fund. For the new position in the Utility Fund, Staff proposes funding this position for six months. It is anticipated that the selective hiring freeze will continue through 2010. If these new positions are released for hiring in 2010, existing operating funds would be utilized to cover the cost of filling the new positions.

Staff is recommending the City eliminate the 1% ATB adjustment previously adopted for 2010 based on a review of anticipated adjustments of survey cities in 2010 and actual adjustments made in 2009 as well as a tool to offset the impacts of the economic downturn on the budget. Few cities are making full pay plan adjustments with an increase to all incumbents. The elimination of the ATB is necessary to balance the 2010 Budget. In addition, based on what comparison cities are projecting for 2010, elimination of the ATB will not significantly impact the City's Pay Plan competitiveness or the ability to attract and retain quality staff. A total savings of \$602,283 is created through the elimination of the 1% ATB.

As part of the 2010 mid-budget review process, the 2010 recommended amended pay plan includes a number of classification and titles changes due to reorganization and restructuring of position responsibilities. Eighteen (18) total position changes are recommended. There are also a number of account number changes due to department reorganizations in Public Works and Utilities, General Services and the Police Department. Key position vacancies provided an opportunity for each department to review their current structures and make adjustments to enhance their department effectiveness through better utilization of staff. The reorganizations resulted in overall savings to the City by reducing one classification and eliminating a high level management position. These recommended changes are outlined in the attachment 2010 Proposed Change Sheet. The total impact of recommended classification changes is an increase of \$3,318.

The Building Operations and Maintenance (BO&M)/General Services reorganization is an addition to the recommended amended 2010 Pay Plan previously reviewed with Council. The reorganization addresses an equity issue among staff citywide by reclassifying 2.0 fte Building Repairworkers to Maintenanceworker/Senior Maintenanceworker. A pay progression is also being added to the BO&M Maintenanceworker classification to include Senior Maintenanceworker as a natural progression based on tenure and aptitude paralleling the use of the classification in other City departments. The Department will absorb any associated costs with these recommended changes in 2010. As part of the proposed division reorganization, a 1.0 fte Crewleader - Custodial will be downgraded to 1.0 Custodian. This change reflects that this position no longer will have oversight of custodial contractors.

One component of the mid-cycle budget review of the Adopted 2010 Budget is a re-projection of regular salary accounts with current employment data, projected step and merit increases. Step increases for non-exempt employees and merit increases for Exempt staff have been maintained in the 2010 revised calculations. All merit increases for Administrative Officers have been eliminated to assist with balancing budget costs to projected revenues. This is a group comprised of 37 Department Heads and Division Managers with a projected savings to the budget of \$123,937. Recalculation of existing salaries resulted in an additional reduction of anticipated salaries by \$24,583. A savings of \$290,142 is included in the proposed Amended 2010 Budget as a result of the 4.25 FTE eliminations. These eliminations were the result of reduced workload as well as reorganization efforts. New position costs were reduced by eliminating the expenditure for the two General Fund positions and reducing the cost for the Utility Fund position by 50% resulting in an overall savings from the 2010 Budget of \$150,074.

The total recommended change to the 2010 Budget for all the noted changes (existing salaries, 0% ATB, classification changes, Administrative Officer pay freeze, position elimination/addition) is a reduction of \$1,278,086. The attached Proposed 2010 Amended Pay Plans reflects the changes to positions identified in the attached Proposed 2010 Amended Budget Change Sheet, the Proposed 2010 Amended Budget Position Eliminations and the 2010 Adopted New Position Sheet. They also reflect the elimination of the 1% ATB. A minor change to the Seasonal Pay Plan is recommended to consolidate two golf attendant classifications. No changes are proposed to the Hourly, Golf Instructor or Emergency Relief Pay Plans with the mid-year review.

In 2008, Council authorized a full-time equivalent (FTE) staffing level of 986.924 for 2010. Staff is recommending an amendment to the 2010 authorized staffing levels through the elimination of 4.25 FTE from the Adopted 2010 Budget. The proposed authorized positions for 2010 are 982.674.



Benefits

General Services Staff conducts a survey of the benefits provided in selected cities and special districts on an every other year basis. This survey was conducted in 2008 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. The 2008 survey confirmed that the City benefit package is comparable to other entities surveyed, keeping the City in a competitive position. Staff conducts the benefits survey every two years; the next benefits survey will be conducted in 2010 in preparation for the 2011/2012 Budget. Some plan design changes were made to medical coverage to reduce the percentage increase to premiums (which is discussed in further detail in the 2010 City Employee Health Insurance Renewals and Rates agenda memorandum in Council's packet).

A cafeteria style reimbursement of up to \$600 for qualifying expenses has been available to all exempt employees (i.e., Administrative Officers and Exempt employees) for many years. This reimbursement to management level staff was recognition of additional professional expenses incurred as well as a differentiator in total compensation to offset ineligibility for compensation for work beyond a 40 hour work week. Due to the current financial challenges facing the City, Staff no longer feels that this benefit is sustainable and is proposing elimination of the program; the savings will be used to balance the Amended 2010 Budget. This benefit across all funds totals \$143,000.

Maintaining a healthy, market-based total compensation package is an important element in recruiting and retaining a top notch work force. The proposed pay and classification changes, step and merit increases and benefit package are in alignment with market information and will allow the City to continue to attract and retain our quality workforce, while also being fiscally responsible in difficult economic conditions. This amended pay plan action impacts all of our strategic goals by facilitating the attraction and retention of quality employees charged with the achievement of these goals.

Funding for all the proposed pay plan and benefit changes has been included in the recommended 2010 Amended Budget.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **44**

INTRODUCED BY COUNCILLORS

SERIES OF 2009

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**2010 AMENDED PAY PLAN AND BENEFIT CHANGE**

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

WHEREAS, City Council previously approved the 2010 salary schedule as part of the 2009/2010 City Budget approval process; and

WHEREAS, the City Manager is recommending a 0% across-the-board salary increase for regular employees; and

WHEREAS, the City Manager is recommending the elimination of merit increases for Administrative Officers in 2010; and

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

WHEREAS, the City Manager is recommending the elimination of an up to \$600 per exempt employee Cafeteria Reimbursement Benefit;

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

1. The attached 2010 Proposed Amended Pay Plan is hereby adopted and approved and shall be put into effect on January 1, 2010.
2. The \$600 per exempt employee Cafeteria Reimbursement Benefit is hereby eliminated.

PASSED AND ADOPTED this 12<sup>th</sup> day of October, 2009.

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Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

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City Clerk

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City Attorney



W E S T M I N S T E R

**2010**  
**Proposed**  
**Amended**  
**Pay Plan**

City of Westminster  
Department of General Services  
Human Resources Division

4800 West 92nd Avenue  
Westminster, CO 80031

Phone (303) 658-2150  
Fax (303) 706-3924

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>General Fund</b>			
<b>City Attorney's Office</b>			
<b>Business Unit: 10003120</b>			
City Attorney	1.000	1.000	1.000
Assistant City Attorney I/II	3.450	3.450	3.450
Legal Administrator	1.000	1.000	1.000
Legal Secretary	2.000	2.000	2.000
Secretary	1.000	1.000	1.000
<b>City Attorney's Office</b>	<b>8.450</b>	<b>8.450</b>	<b>8.450</b>
<b>Prosecuting Section</b>			
<b>Business Unit: 100031200125</b>			
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
<b>Prosecuting</b>	<b>3.450</b>	<b>3.450</b>	<b>3.450</b>
<b>City Attorney's Office - Public Safety</b>			
<b>Business Unit: 100031200911</b>			
Assistant City Attorney I/II	0.250	0.250	0.250
Assistant Prosecuting Attorney	1.050	1.050	1.050
Lead Prosecuting Attorney	0.250	0.250	0.250
Legal Secretary	0.500	0.500	0.500
<b>Prosecuting - Public Safety</b>	<b>2.050</b>	<b>2.050</b>	<b>2.050</b>
<b>City Attorney's Office Total</b>	<b>13.950</b>	<b>13.950</b>	<b>13.950</b>
<b>City Manager's Office</b>			
<b>Business Unit: 10005050</b>			
City Manager	1.000	1.000	1.000
Assistant City Manager	1.000	1.000	1.000
Budget and Special Projects Manager	1.000	1.000	1.000
Executive Secretary to City Manager	1.000	1.000	1.000
Administrative Secretary	2.000	2.000	2.000
Senior Management Analyst	1.000	1.000	1.000
Management Analyst	1.000	1.000	1.000
Neighborhood Outreach Coordinator	0.800	0.800	0.800
Secretary	0.500	0.500	0.500
<b>City Manager's Office</b>	<b>9.300</b>	<b>9.300</b>	<b>9.300</b>
<b>Public Information Section</b>			
<b>Business Unit: 100050500387</b>			
Public Information Officer	0.800	0.800	0.800
Public Information Specialist	1.800	1.800	1.800
Senior Public Information Specialist	1.000	1.000	1.000
<b>Public Information</b>	<b>3.600</b>	<b>3.600</b>	<b>3.600</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Economic Development Division</b>			
<b>Business Unit: 10005340</b>			
Economic Development Manager	1.000	1.000	1.000
Economic Development Administrator	1.000	1.000	1.000
Economic Development Specialist	1.000	1.000	1.000
Secretary	1.000	1.000	1.000
<b>Economic Development Subtotal</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>
<b>City Manager's Office Total</b>	<b>16.900</b>	<b>16.900</b>	<b>16.900</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Community Development</b>			
<b>Administration Division</b>			
<b>Business Unit: 10030050</b>			
Community Development Director	1.000	1.000	1.000
Capital Projects Coordinator	1.000	1.000	1.000
Senior Projects Coordinator	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000
Secretary	1.600	1.600	1.600
<b>Administration Subtotal</b>	<b>5.600</b>	<b>5.600</b>	<b>5.600</b>
<b>Planning Division</b>			
<b>Business Unit: 10030360</b>			
Planning Manager	1.000	1.000	1.000
Planner I-III	4.200	4.200	4.200
<i>Planning Coordinator</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Principal Planner	0.000	0.000	1.000
Senior Projects Planner	1.000	1.000	1.000
<i>(I) Planner I-III</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Planning Technician	2.000	2.000	2.000
Official Development Plan Inspector	1.000	1.000	1.000
Landscape Planner / Landscape Architect I/II	1.000	1.000	1.000
Code Enforcement Officer	0.000	0.000	0.500
Secretary	0.500	0.500	0.500
Planning Aide	1.000	1.000	1.000
Records Management Technician	1.000	1.000	1.000
<b>Planning Subtotal</b>	<b>14.700</b>	<b>14.700</b>	<b>14.200</b>
<b>Building Division</b>			
<b>Business Unit: 10030370</b>			
Chief Building Official	1.000	1.000	1.000
Building Inspection Supervisor	1.000	1.000	1.000
Building Plans Analyst	1.000	1.000	1.000
Electrical Inspector	1.000	1.000	1.000
(I) Electrical Inspector	2.000	2.000	1.000
General Building Inspector	3.000	3.000	3.000
(I) General Building Inspector	2.000	2.000	1.000
Lead Housing Inspector	1.000	1.000	1.000
(I) Housing Inspector	1.000	1.000	1.000
Secretary	1.500	1.500	1.500
Building Permit Technician	1.000	1.000	1.000
(I) Assistant Building Plans Analyst	2.000	2.000	2.000
<b>Building</b>	<b>17.500</b>	<b>17.500</b>	<b>15.500</b>
<b>Building Division - Public Safety</b>			
<b>Business Unit: 100303700911</b>			
Assistant Building Plans Analyst	1.000	1.000	1.000
<b>Building - Public Safety</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Building Subtotal</b>	<b>18.500</b>	<b>18.500</b>	<b>16.500</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Engineering Division</b>			
<b>Business Unit: 10030380</b>			
City Engineer	1.000	1.000	1.000
Assistant City Engineer	1.000	1.000	1.000
Senior Engineer (Transportation)	1.000	1.000	1.000
Engineer / Senior Engineer (Civil)	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000
Capital Projects Inspector	1.000	1.000	1.000
Senior Projects Engineer	1.000	1.000	1.000
Transportation Systems Coordinator	1.000	1.000	1.000
Engineering Construction Inspector	2.000	2.000	2.000
(I) Engineering Construction Inspector	1.000	1.000	1.000
Traffic Technician	1.000	1.000	1.000
Secretary	0.500	0.500	0.500
GIS Specialist	1.000	1.000	1.000
<b>Engineering Subtotal</b>	<b>13.500</b>	<b>13.500</b>	<b>13.500</b>
<b>Community Development Department Total</b>	<b>52.300</b>	<b>52.300</b>	<b>49.800</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Finance Department</b>			
<b>Administration Division</b>			
<b>Business Unit: 10015050</b>			
Finance Director	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000
Purchasing Officer	1.000	1.000	1.000
Retirement Administrator	1.000	1.000	1.000
Accounting Technician/Retirement	1.000	1.000	1.000
<b>Administration Subtotal</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>
<b>Treasury Division</b>			
<b>Business Unit: 10015240</b>			
Treasury Manager	1.000	1.000	1.000
Revenue Services Representative	2.000	2.000	2.000
Senior Financial Analyst	1.000	1.000	1.000
Financial Analyst	1.000	1.000	1.000
<b>Treasury Subtotal</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>
<b>Accounting Division</b>			
<b>Business Unit: 10015220</b>			
Accounting Manager	1.000	1.000	1.000
Accountant	3.000	3.000	3.000
Internal Auditor	0.500	0.500	0.500
Accounting Specialist	1.000	1.000	1.000
Accounting Technician	3.500	3.500	3.500
<b>Accounting</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>
<b>Accounting Division - Public Safety</b>			
<b>Business Unit: 100152200911</b>			
Accountant	0.500	0.500	0.500
Accounting Technician	1.000	1.000	1.000
<b>Accounting - Public Safety</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>
<b>Accounting Subtotal</b>	<b>10.500</b>	<b>10.500</b>	<b>10.500</b>
<b>Sales Tax Division</b>			
<b>Business Unit: 10015250</b>			
Sales Tax Manager	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 Technician	1.000	1.000	1.000
Revenue Agent	1.000	1.000	1.000
<b>Sales Tax</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>
<b>Sales Tax Division - Public Safety</b>			
<b>Business Unit: 100152500911</b>			
Accountant	0.500	0.500	0.500
<b>Sales Tax - Public Safety</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>
<b>Sales Tax Subtotal</b>	<b>8.500</b>	<b>8.500</b>	<b>8.500</b>
<b>Finance Department Total</b>	<b>29.000</b>	<b>29.000</b>	<b>29.000</b>



**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Fire Department</b>			
<b>Emergency Services Division</b>			
<b>Business Unit: 10025260</b>			
Fire Chief	1.000	1.000	1.000
Deputy Chief/Administration	1.000	1.000	1.000
Deputy Chief/Operations	1.000	1.000	1.000
Battalion Chief	3.000	3.000	3.000
Administrative Secretary	1.000	1.000	1.000
Management Analyst	1.000	1.000	1.000
Fire Captain	6.000	6.000	6.000
Fire Lieutenant	15.000	15.000	15.000
Fire Field Training Officer	1.000	1.000	1.000
Fire Lieutenant/Technical Services Coordinator	1.000	1.000	1.000
Fire Engineer	21.000	21.000	21.000
Firefighter I/II	42.000	42.000	42.000
Secretary	3.500	3.500	3.500
Fire Training Coordinator	1.000	1.000	1.000
<b>Emergency Services</b>	<b>98.500</b>	<b>98.500</b>	<b>98.500</b>
<b>EMS Section</b>			
<b>Business Unit: 100252600546</b>			
Fire Paramedic	33.000	33.000	33.000
EMS Field Coordinator	3.000	4.000	4.000
EMS Coordinator	1.000	1.000	1.000
<b>EMS</b>	<b>37.000</b>	<b>38.000</b>	<b>38.000</b>
<b>Emergency Services Subtotal</b>	<b>135.500</b>	<b>136.500</b>	<b>136.500</b>
<b>Fire Prevention Division</b>			
<b>Business Unit: 100252600547</b>			
Emergency Management Coordinator	1.000	1.000	1.000
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 Lieutenant/Fire Prevention Specialist	1.000	1.000	1.000
Fire Lieutenant/Fire Investigator	1.000	1.000	1.000
<b>Fire Prevention Subtotal</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>
<b>Fire Department Total</b>	<b>142.500</b>	<b>143.500</b>	<b>143.500</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>General Services Department</b>			
<b>Administration Division</b>			
<b>Business Unit: 10012050</b>			
Deputy City Manager	1.000	1.000	1.000
Secretary	0.500	0.500	0.500
Administrative Secretary	1.000	1.000	1.000
<b>Administration</b>	<b>2.500</b>	<b>2.500</b>	<b>2.500</b>
<b>Environmental Services Section</b>			
<b>Business Unit: 100120500552</b>			
Environmental and Administrative Services Officer	1.000	1.000	1.000
Environmental Analyst	1.000	1.000	1.000
<b>Administration - Environmental Services</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>Volunteer Programs Section</b>			
<b>Business Unit: 100120500015</b>			
Volunteer Coordinator	1.000	1.000	1.000
<b>Administration - Volunteer Programs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Administration Subtotal</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>
<b>Human Resources Division</b>			
<b>Business Unit: 10012060</b>			
Human Resources Manager	1.000	1.000	1.000
Human Resources Administrator	1.800	1.800	1.800
Human Resources Analyst / Senior Human Resources Analyst	3.000	3.000	3.000
Human Resources Analyst/HRIS	1.000	1.000	1.000
Human Resources Technician	2.000	2.000	2.000
(I) Secretary	1.000	1.000	1.000
Secretary	1.050	1.050	1.050
<b>Human Resources</b>	<b>10.850</b>	<b>10.850</b>	<b>10.850</b>
<b>Wellness Section</b>			
<b>Business Unit: 100120600544</b>			
Recreation Specialist - Wellness	1.000	1.000	1.000
<b>Human Resources - Wellness</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Employee Development and Training Section</b>			
<b>Business Unit: 100120600612</b>			
Employee Development Analyst	2.000	2.000	2.000
<b>Human Resources - Employee Development and Training</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>Human Resources Division - Public Safety</b>			
<b>Business Unit: 100120600911</b>			
Human Resources Analyst/Recruitment	1.000	1.000	1.000
<b>Human Resources - Public Safety</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Human Resources Subtotal</b>	<b>14.850</b>	<b>14.850</b>	<b>14.850</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>City Clerk's Office</b>			
<b>Business Unit: 10012070</b>			
City Clerk	1.000	1.000	1.000
Deputy City Clerk	1.000	1.000	1.000
Secretary	0.500	0.500	0.500
Switchboard Operator	1.126	1.126	1.126
Messenger	1.000	1.000	1.000
<b>City Clerk</b>	<b>4.626</b>	<b>4.626</b>	<b>4.626</b>
<b>City Clerk's Office</b>			
<b>Business Unit: 100120700135</b>			
Print Shop Coordinator	1.000	1.000	1.000
Press Operator Assistant	1.000	1.000	1.000
<b>City Clerk - Print Shop</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>City Clerk Subtotal</b>	<b>6.626</b>	<b>6.626</b>	<b>6.626</b>
<b>Municipal Court</b>			
<b>Business Unit: 10012130</b>			
Municipal Judge	1.000	1.000	1.000
Associate Judge	0.800	0.800	0.800
Court Administrator	1.000	1.000	1.000
Deputy Court Administrator	1.000	1.000	1.000
Collections Supervisor	1.000	1.000	1.000
Deputy Court Clerk	11.300	11.300	11.300
<b>Municipal Court</b>	<b>16.100</b>	<b>16.100</b>	<b>16.100</b>
<b>Municipal Court - Public Safety</b>			
<b>Business Unit: 100121300911</b>			
Deputy Court Clerk	1.500	1.500	1.500
<b>Municipal Court - Public Safety</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>
<b>Probation Section</b>			
<b>Business Unit: 100121300130</b>			
Probation Supervisor	1.000	1.000	1.000
Probation Officer	1.500	1.500	1.500
Deputy Court Clerk	1.000	1.000	1.000
<b>Probation</b>	<b>3.500</b>	<b>3.500</b>	<b>3.500</b>
<b>Probation - Public Safety</b>			
<b>Business Unit: 100121300911</b>			
Probation Officer	0.500	0.500	0.500
<b>Probation - Public Safety</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>
<b>Municipal Court Subtotal</b>	<b>21.600</b>	<b>21.600</b>	<b>21.600</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Building Operations &amp; Maintenance Division</b>			
<b>Business Unit: 10012390</b>			
Facilities Manager	1.000	1.000	1.000
Electromechanic Specialist	1.000	1.000	1.000
HVAC Specialist	1.000	1.000	1.000
Foreman	1.000	1.000	1.000
Carpenter	1.000	1.000	1.000
HVAC Technician	1.000	1.000	1.000
<i>Maintenanceworker</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>Building Repairworker</i>	<i>2.000</i>	<i>2.000</i>	<i>0.000</i>
<i>Crewleader, Custodial</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Custodian	0.250	0.250	1.250
Electromechanic Specialist	0.000	0.000	1.000
Maintenanceworker/Senior Maintenanceworker	0.000	0.000	4.000
Secretary	1.000	1.000	1.000
<b>Building and Operations Subtotal</b>	<b>11.250</b>	<b>11.250</b>	<b>13.250</b>
<b>General Services Department Total</b>	<b>59.826</b>	<b>59.826</b>	<b>61.826</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Parks, Recreation and Libraries Department</b>			
<b>Administration Division</b>			
<b>Business Unit: 10050050</b>			
Parks, Recreation and Libraries Director	1.000	1.000	1.000
Regional Parks and Golf Manager	1.000	1.000	1.000
Management Assistant	1.200	1.200	1.200
Administrative Coordinator	1.000	1.000	1.000
Secretary	4.000	4.000	4.000
Applications Specialist	1.000	1.000	1.000
<b>Administration Subtotal</b>	<b>9.200</b>	<b>9.200</b>	<b>9.200</b>
<b>Park Services Division</b>			
<b>Park Services Section</b>			
<b>Business Unit: 10050550</b>			
Park Services Manager	1.000	1.000	1.000
Foreman	2.000	2.000	2.000
Crewleader	4.000	4.000	4.000
Equipment Mechanic	2.000	2.000	2.000
Parkswoker I/II	7.000	7.000	7.000
Parks Specialist	3.000	3.000	3.000
<i>Electromechanic Specialist</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>Senior Maintenanceworker</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<b>Park Services</b>	<b>21.000</b>	<b>21.000</b>	<b>19.000</b>
<i>Standley Lake Section</i>			
<i>Business Unit: 10050660</i>			
<i>Lake Operations Coordinator</i>	<i>1.000</i>	<i>0.000</i>	<i>0.000</i>
<i>Senior Park Ranger</i>	<i>1.000</i>	<i>0.000</i>	<i>0.000</i>
<i>Park Ranger</i>	<i>1.000</i>	<i>0.000</i>	<i>0.000</i>
<i>Standley Lake</i>	<i>3.000</i>	<i>0.000</i>	<i>0.000</i>
<b>Design/Development Section</b>			
<b>Business Unit: 10050690</b>			
Landscape Architect I/II	1.000	1.000	1.000
Park Supervisor	1.000	1.000	1.000
<i>Parks Contract Maintenance Specialist</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Parks Specialist	1.000	1.000	1.000
Equipment Operator I	1.000	1.000	1.000
Equipment Operator II	2.000	2.000	2.000
<b>Design/Development</b>	<b>7.000</b>	<b>7.000</b>	<b>6.000</b>
<b>Parks Services Subtotal</b>	<b>31.000</b>	<b>31.000</b>	<b>25.000</b>
<b>Regional Parks and Golf Division</b>			
<b>Standley Lake Section</b>			
<b>Business Unit: 10050660</b>			
Lake Operations Coordinator	<i>0.000</i>	1.000	1.000
Senior Park Ranger	<i>0.000</i>	1.000	1.000
Park Ranger	<i>0.000</i>	1.000	2.000
<b>Standley Lake</b>	<b>0.000</b>	<b>3.000</b>	<b>4.000</b>
<b>Regional Parks and Golf Subtotal</b>	<b>0.000</b>	<b>3.000</b>	<b>4.000</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Library Services Division</b>			
<b>Business Unit: 10050620</b>			
Library Services Manager	1.000	1.000	1.000
Librarian I	6.100	6.100	6.100
Librarian II	2.000	2.000	2.000
Library Services Coordinator	5.000	5.000	5.000
Library Supervisor	1.000	1.000	1.000
Library Specialist	1.000	1.000	1.000
Library Associate I/II	8.150	8.150	8.150
Library Network Specialist	1.000	1.000	1.000
Secretary	1.000	1.000	1.000
Library Clerk I/II	10.250	10.250	10.250
Library Shelver	5.700	5.700	5.700
<b>Library Services Subtotal</b>	<b>42.200</b>	<b>42.200</b>	<b>42.200</b>
<b>Recreation Programs Division</b>			
<b>Business Unit: 10050760</b>			
Recreation Services Manager	0.500	0.500	0.500
Recreation Specialist	5.000	5.000	5.000
Recreation Specialist - Facilities and Programs	1.000	1.000	1.000
Recreation Program Assistant	2.250	2.250	2.250
<b>Recreation Programs</b>	<b>8.750</b>	<b>8.750</b>	<b>8.750</b>
<i>Mature Adult Center "THE MAC"</i>			
<b>The MAC</b>			
<b>Business Unit: 100507600017</b>			
<i>Recreation Supervisor/Senior Center</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Recreation Supervisor - The MAC	0.000	0.000	1.000
Recreation Specialist	1.000	1.000	1.000
Facility Assistant	0.500	0.500	0.500
(I) Facility Assistant	0.500	0.500	0.500
Guest Relations Clerk I/II	1.000	1.000	1.000
(I) Guest Relations Clerk I/II	0.900	0.900	0.900
(I) Recreation Aide	0.600	0.600	0.600
Custodian	1.000	1.000	1.000
<b>The MAC</b>	<b>6.500</b>	<b>6.500</b>	<b>6.500</b>
<b>Recreation Programs/Arts Program Section</b>			
<b>Business Unit: 100507600532</b>			
Recreation Program Assistant	0.500	0.500	0.500
<b>Arts Program</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>
<b>Westminster Sports Center</b>			
<b>Business Unit: 100507600035</b>			
Recreation Program Assistant	0.750	0.750	0.750
<b>Sports Center</b>	<b>0.750</b>	<b>0.750</b>	<b>0.750</b>
<b>Recreation Programs Subtotal</b>	<b>16.500</b>	<b>16.500</b>	<b>16.500</b>
<b>Recreation Facilities Division</b>			
<b>Administration Section</b>			
<b>Business Unit: 10050720</b>			
Recreation Services Manager	0.500	0.500	0.500
<b>Administration</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>

**City of Westminster  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised</b>
<b>Administration/Fitness Section</b>			
<b>Business Unit: 100507200505</b>			
Recreation Specialist	1.000	1.000	1.000
Recreation Program Assistant	0.500	0.500	0.500
<b>Administration/Fitness</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>
<b>City Park Recreation Center</b>			
<b>Business Unit: 100507200860</b>			
Recreation Supervisor - City Park	1.000	1.000	1.000
Assistant Recreation Supervisor	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000
Facility Assistant	3.000	3.000	3.000
Guest Relations Clerk I/II	7.900	7.900	7.900
Custodian	2.500	2.500	2.500
Assistant Pool Manager	2.000	2.000	2.000
Lead Lifeguard	9.948	9.948	9.948
Recreation Aide	1.000	1.000	1.000
<b>City Park Recreation Center</b>	<b>29.348</b>	<b>29.348</b>	<b>29.348</b>
<b>City Park Fitness Center</b>			
<b>Business Unit: 100507200861</b>			
Facility Assistant	1.500	1.500	1.500
Guest Relations Clerk I/II	4.800	4.800	4.800
Recreation Specialist	0.500	0.500	0.500
Custodian	1.000	1.000	1.000
Recreation Aide	1.000	1.000	1.000
<b>City Park Fitness Center</b>	<b>8.800</b>	<b>8.800</b>	<b>8.800</b>
<b>Swim and Fitness Center</b>			
<b>Business Unit: 100507200963</b>			
Recreation Supervisor - Swim and Fitness	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000
Facility Assistant	1.600	1.600	1.600
Guest Relations Clerk I/II	3.500	3.500	3.500
Custodian	1.250	1.250	0.000
Assistant Pool Manager	2.000	2.000	2.000
Lead Lifeguard	5.100	5.100	5.100
Recreation Aide	1.000	1.000	1.000
<b>Swim and Fitness Center</b>	<b>16.450</b>	<b>16.450</b>	<b>15.200</b>
<b>West View Recreation Center</b>			
<b>Business Unit: 100507200967</b>			
Recreation Supervisor - West View	1.000	1.000	1.000
Facility Assistant	1.800	1.800	1.800
Recreation Aide	1.000	1.000	1.000
Guest Relations Clerk I/II	3.900	3.900	3.900
Custodian	1.000	1.000	1.000
<b>West View Recreation Center</b>	<b>8.700</b>	<b>8.700</b>	<b>8.700</b>
<b>Recreation Facilities Subtotal</b>	<b>65.298</b>	<b>65.298</b>	<b>64.048</b>
<b>Parks, Recreation and Libraries Department Total</b>	<b>164.198</b>	<b>164.198</b>	<b>160.948</b>

**City of Westminster  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Police Department</b>			
<b>Administration Division</b>			
<b>Business Unit: 10020050</b>			
Police Chief	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000
Senior Management Analyst	1.000	1.000	1.000
<b>Administration Subtotal</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>
<b>Police Specialized Services Division</b>			
<b>Administration Section</b>			
<b>Business Unit: 10020300</b>			
Deputy Police Chief	1.000	1.000	1.000
Secretary	1.000	1.000	1.000
<b>P.S.S. - Administration</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>Professional Services Section</b>			
<b>Business Unit: 100203000341</b>			
Police Commander	1.000	1.000	1.000
Senior Police Officer	8.000	8.000	8.000
Secretary	1.000	1.000	1.000
<b>P.S.S. - Professional Services</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>
<b>Neighborhood Services Section</b>			
<b>Business Unit: 100203000342</b>			
<i>Neighborhood Services Administrator</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Neighborhood Services Specialist	1.000	1.000	1.000
Code Enforcement Officer	5.500	5.500	5.000
Code Enforcement Supervisor	1.000	1.000	1.000
Code Enforcement Technician	1.000	1.000	1.000
Animal Management Supervisor	1.000	1.000	1.000
Animal Management Officer	4.500	4.500	4.500
<i>Liquor Investigations Officer</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<b>P.S.S. - Neighborhood Services</b>	<b>16.000</b>	<b>16.000</b>	<b>13.500</b>
<b>Records and Property Section</b>			
<b>Business Unit: 100203000343</b>			
Police Commander	1.000	1.000	1.000
Police Projects Specialist	0.000	0.000	1.000
Property Evidence Technician	3.000	3.000	3.000
Police Records Supervisor	1.000	1.000	1.000
Lead Police Records Technician	2.000	2.000	1.000
Police Records Technician	12.300	12.300	12.300
<b>P.S.S. - Records and Property</b>	<b>19.300</b>	<b>19.300</b>	<b>19.300</b>
<b>Communications Section</b>			
<b>Business Unit: 100203000345</b>			
Public Safety Communications Administrator	1.000	1.000	1.000
Communications Supervisor	4.000	4.000	4.000
Communications Specialist I/II	24.500	24.500	24.500
Technical Services Coordinator	1.000	1.000	1.000
<b>P.S.S. - Communications</b>	<b>30.500</b>	<b>30.500</b>	<b>30.500</b>



**City of Westminster**  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised</b>
<b>Investigations Section</b>			
<b>Business Unit: 100203000344</b>			
Police Commander	1.000	1.000	1.000
Sergeant	4.000	4.000	4.000
Criminalist/Senior Criminalist	4.000	4.000	4.000
Police Officer/Senior Police Officer	31.000	31.000	31.000
Victim Services Coordinator	1.000	1.000	1.000
Victim Advocate	3.000	3.000	3.000
Secretary	1.500	1.500	1.500
Liquor Investigations Officer	0.000	0.000	1.000
<b>P.S.S. - Investigations</b>	<b>45.500</b>	<b>45.500</b>	<b>46.500</b>
<b>Police Specialized Services Subtotal</b>	<b>123.300</b>	<b>123.300</b>	<b>121.800</b>
<b>Police Patrol Services Division</b>			
<b>Administration Section</b>			
<b>Business Unit: 10020500</b>			
Deputy Police Chief	1.000	1.000	1.000
Police Commander	1.000	1.000	1.000
Equipment Services Assistant	1.000	1.000	1.000
Police Officer / Senior Police Officer	8.000	8.000	8.000
Secretary	1.000	1.000	1.000
<b>P.P.S. Administration</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>
<b>Traffic Section</b>			
<b>Business Unit: 100205000348</b>			
Police Commander	1.000	1.000	1.000
Sergeant	2.000	2.000	2.000
Police Officer / Senior Police Officer	15.000	15.000	15.000
Traffic Enforcement Technician	1.000	1.000	1.000
Traffic Accident Investigator	6.000	6.000	6.000
<b>P.P.S. Traffic</b>	<b>25.000</b>	<b>25.000</b>	<b>25.000</b>
<b>Patrol Section</b>			
<b>Business Unit: 100205000349</b>			
Police Commander	3.000	3.000	3.000
Sergeant	13.000	13.000	13.000
Police Officer / Senior Police Officer	89.000	90.000	90.000
Report Specialist	3.000	3.000	3.000
<b>P.P.S. Patrol</b>	<b>108.000</b>	<b>109.000</b>	<b>109.000</b>
<b>Police Patrol Services Subtotal</b>	<b>145.000</b>	<b>146.000</b>	<b>146.000</b>
<b>Police Department Total</b>	<b>271.300</b>	<b>272.300</b>	<b>270.800</b>

**City of Westminster  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Public Works &amp; Utilities Department</b>			
<b>Street Maintenance Division</b>			
<b>Business Unit: 10035450</b>			
Street Operations Manager	1.000	1.000	1.000
Street Supervisor	2.000	2.000	2.000
Street Inspector	3.000	3.000	3.000
Equipment Operator I	4.000	4.000	4.000
Equipment Operator II	3.000	3.000	3.000
Lead Street Operator	3.000	3.000	3.000
Maintenanceworker / Senior Maintenanceworker	9.000	9.000	9.000
Secretary	1.000	1.000	1.000
<b>Streets Subtotal</b>	<b>26.000</b>	<b>26.000</b>	<b>26.000</b>
<b>Public Works and Utilities Department Total</b>	<b>26.000</b>	<b>26.000</b>	<b>26.000</b>
<b>Westminster Promenade Activities</b>			
<b>Parks, Recreation and Libraries Department - Parks Promenade</b>			
<b>Business Unit: 100505500106</b>			
(I) Operations Coordinator (PR&L)	1.000	1.000	1.000
(I) Parkworker I/II	3.000	3.000	3.000
(I) Custodian	0.400	0.400	0.400
<b>Parks Promenade Subtotal</b>	<b>4.400</b>	<b>4.400</b>	<b>4.400</b>
<b>Police Department - Patrol Promenade</b>			
<b>Business Unit: 100205000106</b>			
Police Officer / Senior Police Officer	4.000	4.000	4.000
<b>Police (Patrol) Promenade Subtotal</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>
<b>Promenade Activities Total</b>	<b>8.400</b>	<b>8.400</b>	<b>8.400</b>
<b>General Fund Total</b>	<b>784.374</b>	<b>786.374</b>	<b>781.124</b>

**City of Westminster  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Utility Fund</b>			
<b>Community Development</b>			
<b>Engineering Division</b>			
<b>Business Unit: 25030380</b>			
GIS Technician	1.000	1.000	1.000
(I) Engineer / Senior Engineer	1.000	1.000	0.000
Engineer/Senior Engineer	0.000	0.000	1.000
<b>Engineering</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>Community Development Department Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>Finance Department</b>			
<b>Treasury Division</b>			
<b>Business Unit: 20015240</b>			
Utility Billing Supervisor	1.000	1.000	1.000
Revenue Services Representative	4.250	4.250	4.250
<b>Finance Department Total</b>	<b>5.250</b>	<b>5.250</b>	<b>5.250</b>
<b>Information Technology Department</b>			
<b>Business Unit: 20060230</b>			
Information Technology Director	1.000	1.000	1.000
Lead Software Engineer	2.000	2.000	2.000
Software Engineering Manager	1.000	1.000	1.000
Internet Software Engineer	2.000	2.000	2.000
Software Engineer I/II	6.000	6.000	6.000
Senior Telecommunications Administrator	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000
Information Systems Manager	1.000	1.000	1.000
Systems Analyst Supervisor	2.000	2.000	2.000
Systems Analyst / Senior Systems Analyst	6.200	6.200	6.200
Help Desk Technician	1.000	1.000	1.000
Network Administrator	1.600	1.600	1.600
<b>Information Technology</b>	<b>25.800</b>	<b>25.800</b>	<b>25.800</b>
<b>Information Technology - Public Safety</b>			
<b>Business Unit: 200602300911</b>			
Software Engineer I/II	0.300	0.300	0.300
Systems Analyst / Senior Systems Analyst	0.300	0.300	0.300
Network Administrator	0.400	0.400	0.400
<b>Information Technology - Public Safety</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Information Technology Department Total</b>	<b>26.800</b>	<b>26.800</b>	<b>26.800</b>

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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Public Works and Utilities Department</b>			
<b>Water Administration Division</b>			
<b>Business Unit: 20035050</b>			
Public Works and Utilities Director	1.000	1.000	1.000
Senior Management Analyst	0.000	0.000	1.000
<i>Administrative Secretary</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Secretary	0.000	0.000	1.000
(I) Special Projects Coordinator	0.250	0.250	0.250
<b>Water Administration Subtotal</b>	<b>2.250</b>	<b>2.250</b>	<b>3.250</b>
<i>Capital Projects and Budget Management Division</i>			
<i>Business Unit: 20035430</i>			
<i>Capital Projects and Budget Manager</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>Engineer/Senior Engineer</i>	<i>4.000</i>	<i>4.000</i>	<i>0.000</i>
<i>(I) Engineer/Senior Engineer</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>GIS Specialist</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>Maintenance Management System Coordinator</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>(I) Secretary</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
<i>Secretary</i>	<i>1.500</i>	<i>1.500</i>	<i>0.000</i>
<i>Capital Projects Subtotal</i>	<i>10.500</i>	<i>10.500</i>	<i>0.000</i>
<b>Utilities Planning and Engineering Division</b>			
<i>Water Resources and Treatment Division</i>			
<b>Water Resources Section</b>			
<b>Business Unit: 20035480</b>			
Utilities Planning and Engineering Manager	0.000	0.000	1.000
<i>Water Resources and Treatment Manager</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Engineer / Senior Engineer	2.000	2.000	2.000
Water Resources Engineering Coordinator	1.000	1.000	1.000
Water Resources Technician	1.000	1.000	1.000
(I) Water Resources Analyst	1.000	1.000	1.000
Management Analyst	1.000	1.000	1.000
Official Development Plan Inspector	1.000	1.000	1.000
Reclaimed System Analyst	0.000	1.000	1.000
Reclaimed Water System Coordinator	1.000	1.000	1.000
Secretary	1.000	1.000	1.000
<b>Water Resources</b>	<b>10.000</b>	<b>11.000</b>	<b>11.000</b>

**City of Westminster  
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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>PW&amp;U Engineering Section</b>			
<i>Capital Projects and Budget Management Division</i>			
<b>Business Unit: 20035430</b>			
<i>Capital Projects and Budget Manager</i>	1.000	1.000	0.000
Senior Projects Engineer	0.000	0.000	1.000
Engineer / Senior Engineer	4.000	4.000	4.000
(I) Engineer/Senior Engineer	1.000	1.000	1.000
Utilities Systems Specialist	0.000	0.000	1.000
<i>GIS Specialist</i>	1.000	1.000	0.000
<i>Maintenance Management System Coordinator</i>	1.000	1.000	0.000
<i>(I) Secretary</i>	1.000	1.000	0.000
<i>Secretary</i>	1.500	1.500	0.000
<b>PW&amp;U Engineering Subtotal</b>	<b>10.500</b>	<b>10.500</b>	<b>7.000</b>
<b>Water Plant Section</b>			
<b>Business Unit: 20035490</b>			
<i>Plant Superintendent (Water)</i>	1.000	1.000	0.000
<i>Electromechanic Specialist</i>	1.000	1.000	0.000
<i>Lead Plant Operator</i>	1.000	1.000	0.000
<i>Plant Operator Trainee - Plant Operator IV</i>	8.000	8.000	0.000
<i>Maintenanceworker/Senior Maintenanceworker</i>	2.000	2.000	0.000
<i>Utilities Technician</i>	2.000	2.000	0.000
<i>Control Systems Specialist</i>	0.500	0.500	0.000
<i>Control Systems Engineer/Senior Engineer</i>	0.500	0.500	0.000
<i>Water Plant</i>	<b>16.000</b>	<b>16.000</b>	<b>0.000</b>
<b>Water Quality Section</b>			
<b>Business Unit: 200354800943</b>			
Water Quality Administrator	1.000	1.000	1.000
<b>Water Quality</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Business Unit: 200354800943</b>			
<i>Business Unit: 200354900943</i>			
Laboratory Analyst	1.000	1.000	1.000
Chemist	2.000	2.000	2.000
Water Quality Specialist	1.000	1.000	1.000
Laboratory Aide	0.750	0.750	0.750
<b>Water Quality</b>	<b>4.750</b>	<b>4.750</b>	<b>4.750</b>
<b>Water Quality Section</b>	<b>5.750</b>	<b>5.750</b>	<b>5.750</b>
<b>Wastewater Plant Section</b>			
<b>Business Unit: 21035490</b>			
<i>Plant Superintendent (Wastewater)</i>	1.000	1.000	0.000
<i>Electromechanic Specialist</i>	1.000	1.000	0.000
<i>Lead Plant Operator</i>	1.000	1.000	0.000
<i>Plant Operator Trainee - Plant Operator IV</i>	8.000	8.000	0.000
<i>Maintenanceworker/Senior Maintenanceworker</i>	1.000	1.000	0.000
<i>Control Systems Specialist</i>	0.500	0.500	0.000
<i>Control Systems Engineer/Senior Engineer</i>	0.500	0.500	0.000
<i>Wastewater Plants</i>	<b>13.000</b>	<b>13.000</b>	<b>0.000</b>

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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Laboratory Services Section</b>			
<b>Business Unit: 210354800943</b>			
Laboratory Services Coordinator	0.000	0.000	1.000
Laboratory Analyst	0.000	0.000	1.000
Chemist	0.000	0.000	1.000
Water Quality Specialist	0.000	0.000	1.000
<b>Laboratory Services</b>	<b>0.000</b>	<b>0.000</b>	<b>4.000</b>

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<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<i>Laboratory Services Section</i>			
<i>Business Unit: 210354900943</i>			
<i>Laboratory Services Coordinator</i>	1.000	1.000	0.000
<i>Laboratory Analyst</i>	1.000	1.000	0.000
<i>Chemist</i>	1.000	1.000	0.000
<i>Water Quality Specialist</i>	1.000	1.000	0.000
<i>Laboratory Services</i>	<b>4.000</b>	<b>4.000</b>	<b>0.000</b>
<b>Utilities Planning and Engineering Subtotal</b>	<b>52.750</b>	<b>53.750</b>	<b>27.750</b>
<i>Biosolids</i>			
<i>Business Unit: 210354900401</i>			
<i>Equipment Operator II</i>	3.000	3.000	0.000
<i>Biosolids</i>	<b>3.000</b>	<b>3.000</b>	<b>0.000</b>
<i>PWU Water Plants/Reclaimed</i>			
<i>Business Unit: 200354900023</i>			
<i>Maintenanceworker/Senior Maintenanceworker</i>	1.000	1.000	0.000
<i>Water Reclaimed</i>	<b>1.000</b>	<b>1.000</b>	<b>0.000</b>
<i>Water Resources and Treatment Subtotal</i>	<b>52.750</b>	<b>53.750</b>	<b>0.000</b>
<b>Utilities Operations Division</b>			
<b>Water Field Operations Section</b>			
<b>Business Unit: 20035470</b>			
<i>Utilities Operations Manager</i>	1.000	1.000	1.000
<i>Utilities Supervisor</i>	1.000	1.000	0.000
<i>Distribution and Collection Superintendant</i>	0.000	0.000	1.000
<i>Utilities Systems Specialist</i>	1.000	1.000	0.000
<i>Utilities Technician</i>	1.000	1.000	1.000
<i>Foreman</i>	1.000	1.000	1.000
<i>Maintenanceworker / Senior Maintenanceworker</i>	2.000	2.000	2.000
<i>GIS Specialist</i>	0.000	0.000	1.000
<i>Maintenance Management System Coordinator</i>	0.000	0.000	1.000
<i>Secretary</i>	2.000	2.000	3.500
<i>(I) Secretary</i>	0.000	0.000	1.000
<i>(I) Maintenanceworker / Senior Maintenanceworker</i>	2.000	2.000	2.000
<i>Equipment Operator I</i>	2.000	2.000	2.000
<i>Equipment Operator II</i>	2.000	2.000	2.000
<i>Engineer / Senior Engineer</i>	1.000	1.000	0.000
<i>Utilities Operations Coordinator</i>	1.000	1.000	0.000
<i>Senior Management Analyst</i>	0.000	0.000	1.000
<b>Water Field Operations</b>	<b>17.000</b>	<b>17.000</b>	<b>19.500</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Water Plant Section</b>			
<b>Business Unit: 20035490</b>			
Plant Superintendent (Water)	0.000	0.000	1.000
Electromechanic Specialist	0.000	0.000	1.000
Lead Plant Operator	0.000	0.000	1.000
Plant Operator Trainee / Plant Operator IV	0.000	0.000	8.000
Maintenanceworker / Senior Maintenanceworker	0.000	0.000	2.000
Utilities Technician	0.000	0.000	2.000
Control Systems Specialist	0.000	0.000	0.500
Control Systems Engineer / Senior Engineer	0.000	0.000	0.500
<b>Water Plant</b>	<b>0.000</b>	<b>0.000</b>	<b>16.000</b>
<b>Wastewater Plant Section</b>			
<b>Business Unit: 21035490</b>			
Plant Superintendent (Wastewater)	0.000	0.000	1.000
Electromechanic Specialist	0.000	0.000	1.000
Lead Plant Operator	0.000	0.000	1.000
Plant Operator Trainee / Plant Operator IV	0.000	0.000	8.000
Maintenanceworker / Senior Maintenanceworker	0.000	0.000	1.000
Control Systems Specialist	0.000	0.000	0.500
Control Systems Engineer / Senior Engineer	0.000	0.000	0.500
<b>Wastewater Plants</b>	<b>0.000</b>	<b>0.000</b>	<b>13.000</b>
<b>Biosolids</b>			
<b>Business Unit: 210354900401</b>			
Equipment Operator II	0.000	0.000	3.000
<b>Biosolids</b>	<b>0.000</b>	<b>0.000</b>	<b>3.000</b>
<b>PWU Water Plants/Reclaimed</b>			
<b>Business Unit: 200354900023</b>			
Maintenanceworker / Senior Maintenanceworker	0.000	0.000	1.000
<b>Water Reclaimed</b>	<b>0.000</b>	<b>0.000</b>	<b>1.000</b>
<b>Meter Shop Section</b>			
<b>Business Unit: 200354700402</b>			
Foreman	1.000	1.000	1.000
Lead Meter Repairworker	1.000	1.000	1.000
Meter Technician	2.000	2.000	2.000
Meter Repairworker	4.000	4.000	4.000
<b>Meter Shop</b>	<b>8.000</b>	<b>8.000</b>	<b>8.000</b>
<b>Water Field Operations/Water Line Replacement</b>			
<b>Business Unit: 200354700497</b>			
Equipment Operator I	2.000	2.000	2.000
Equipment Operator II	2.000	2.000	2.000
Maintenanceworker / Senior Maintenanceworker	4.000	4.000	4.000
(I) Maintenanceworker / Senior Maintenanceworker	2.000	2.000	2.000
Foreman	1.000	1.000	1.000
<b>Water Line Replacement</b>	<b>11.000</b>	<b>11.000</b>	<b>11.000</b>



**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Wastewater Field Operations Section</b>			
<b>Business Unit: 21035470</b>			
Special Projects Coordinator	0.00	0.00	1.000
<i>Utilities Supervisor</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Foreman	1.000	1.000	1.000
Utilities Specialist	1.000	1.000	1.000
Utilities Technician	3.000	3.000	3.000
<b>Wastewater Field Operations</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>
<b>Utilities Operations Subtotal</b>	<b>42.000</b>	<b>42.000</b>	<b>77.500</b>
<b>Public Works and Utilities Total</b>	<b>107.500</b>	<b>108.500</b>	<b>108.500</b>
<b>Utility Fund Total</b>	<b>141.550</b>	<b>142.550</b>	<b>142.550</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b><u>Fleet Maintenance Fund</u></b>			
<b>General Services Department</b>			
<b>Fleet Division</b>			
<b>Business Unit: 30012460</b>			
Fleet Manager	1.000	1.000	1.000
Foreman	1.000	1.000	1.000
Mechanic I/II	6.000	6.000	6.000
Senior Maintenanceworker	1.000	1.000	1.000
Fleet Specialist	1.000	1.000	1.000
Secretary	1.000	1.000	1.000
<b>Fleet Maintenance</b>	<b>11.000</b>	<b>11.000</b>	<b>11.000</b>
<b>Fleet Division - Public Safety</b>			
<b>Business Unit: 300124600911</b>			
Fire Mechanic	1.000	1.000	1.000
<b>Fleet Maintenance - Public Safety</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Fleet Maintenance Fund Total</b>	<b>12.000</b>	<b>12.000</b>	<b>12.000</b>
<b><u>Property Liability Fund</u></b>			
<b>General Services Department</b>			
<b>Administration/Risk Management Section</b>			
<b>Business Unit: 46010900</b>			
Risk Management Officer	1.000	1.000	1.000
Risk Management Specialist	0.500	0.500	0.500
<b>Administration/Risk Management</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>
<b>Administration/Risk Management - Public Safety</b>			
<b>Business Unit: 460109000911</b>			
Risk Management Specialist	0.500	0.500	0.500
<b>Administration/Risk Management - Public Safety</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>
<b>Property Liability Fund Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b><u>Medical/Dental Fund</u></b>			
<b>General Services Department</b>			
<b>Human Resources Division - Benefits</b>			
<b>Business Unit: 49010900</b>			
Benefits Specialist	1.000	1.000	1.000
Human Resources Technician	0.500	0.500	0.500
<b>Medical/Dental Fund Total</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>
<b><u>Open Space Fund</u></b>			
<b>Community Development Department</b>			
<b>Administration - Open Space</b>			
<b>Business Unit: 54010900</b>			
Open Space Coordinator (CD)	1.000	1.000	1.000
Open Space Technician (CD)	0.500	0.500	0.500
<b>Community Development Open Space Subtotal</b>	<b>1.500</b>	<b>1.500</b>	<b>1.500</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Parks, Recreation &amp; Libraries Department</b>			
<b>Administration - Open Space</b>			
<b>Business Unit: 54050550</b>			
Open Space Volunteer Coordinator	1.000	1.000	1.000
<b>Parks, Recreation and Libraries Open Space Subtotal</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Open Space Fund Total</b>	<b>2.500</b>	<b>2.500</b>	<b>2.500</b>
 <b>Community Development Block Grant Fund</b>			
<b>Community Development Department</b>			
<b>Community Development Admin/CD Block Grant</b>			
<b>Business Unit: 76030350</b>			
Community Development Program Coordinator	1.000	1.000	1.000
CDBG Technician	1.000	1.000	1.000
<b>Community Development Block Grant Fund Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>Golf Course Enterprise Fund</b>			
<b>Parks, Recreation, &amp; Libraries Department</b>			
<b>Golf Course Enterprise Fund/Legacy</b>			
<b>Legacy Ridge Golf Course Maintenance</b>			
<b>Business Unit: 22050720</b>			
Golf Superintendent	0.500	0.500	0.500
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 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
<b>Legacy Maintenance</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>
<b>Legacy Ridge Club House</b>			
<b>Business Unit: 220507200249</b>			
Golf Professional	1.000	1.000	1.000
Assistant Golf Professional	1.000	1.000	1.000
Second Assistant Golf Professional	1.000	1.000	1.000
Guest Relations Clerk I/II	0.500	0.500	0.500
<b>Legacy Club House</b>	<b>3.500</b>	<b>3.500</b>	<b>3.500</b>
<b>Golf Course Enterprise Fund/Legacy Subtotal</b>	<b>10.500</b>	<b>10.500</b>	<b>10.500</b>
<b>Golf Course Enterprise Fund/Heritage</b>			
<b>Heritage Golf Course Maintenance</b>			
<b>Business Unit: 23050720</b>			
Golf Superintendent	0.500	0.500	0.500
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 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
<b>The Heritage Maintenance</b>	<b>7.000</b>	<b>7.000</b>	<b>7.000</b>
<b>The Heritage Club House</b>			
<b>Business Unit: 230507200249</b>			
Golf Professional	1.000	1.000	1.000
Assistant Golf Professional	1.000	1.000	1.000
Second Assistant Golf Professional	1.000	1.000	1.000
Guest Relations Clerk I/II	0.500	0.500	0.500
<b>The Heritage Club House</b>	<b>3.500</b>	<b>3.500</b>	<b>3.500</b>
<b>Golf Course Enterprise Fund/The Heritage Subtotal</b>	<b>10.500</b>	<b>10.500</b>	<b>10.500</b>
<b>Golf Course Enterprise Fund Total</b>	<b>21.000</b>	<b>21.000</b>	<b>21.000</b>

**City of Westminster  
2010 Proposed Amended  
Full-Time Equivalent Employees**

<b>Position Title</b>	<b>2009 Actual</b>	<b>2010 Proposed</b>	<b>2010 Revised Proposed</b>
<b>General Capital Improvement Fund</b>			
<b>Parks, Recreation and Libraries Department</b>			
<b>Parks Services - Capital Projects</b>			
<b>Business Unit: 80175050037</b>			
Landscape Architect I/II	1.000	1.000	1.000
<b>General Capital Improvement Fund</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>Community Enhancement Program</b>			
<b>Business Unit: 80175050340</b>			
(I) Landscape Architect I/II	1.000	1.000	1.000
Park Supervisor	1.000	1.000	1.000
Crewleader	1.000	1.000	1.000
City Forester	1.000	1.000	1.000
Parks Contract Maintenance Specialist	0.000	0.000	1.000
Parks Specialist	1.000	1.000	1.000
<b>Community Enhancement Program</b>	<b>5.000</b>	<b>5.000</b>	<b>6.000</b>
<b>Parks Services Capital Projects Subtotal</b>	<b>6.000</b>	<b>6.000</b>	<b>7.000</b>
<b>Parks, Recreation and Libraries Department</b>			
<b>Parks Services - Capital Projects</b>			
<b>Park Maintenance (JCOS)</b>			
<b>Business Unit: 80275050512</b>			
Parksworker I/II	3.000	3.000	3.000
Parks Specialist	2.000	2.000	2.000
(I) Parksworker I/II	1.000	1.000	1.000
(I) Crewleader	1.000	1.000	1.000
Crewleader	2.000	2.000	2.000
<b>Jeffco Attributable Share Subtotal</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>
<b>Community Development Department</b>			
<b>Engineering - Capital Projects</b>			
<b>Community Development Project Manager</b>			
<b>Business Unit: 80175030037</b>			
(I) Engineer / Senior Engineer (Civil)	1.000	1.000	1.000
<b>CD Engineering Capital Projects Subtotal</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>General Services Department</b>			
<b>Building Operations &amp; Maintenance Division - Major Maintenance</b>			
<b>Business Unit: 80375012312</b>			
<i>Facilities Project Coordinator</i>	<i>1.000</i>	<i>1.000</i>	<i>0.000</i>
Energy and Facilities Projects Coordinator	0.000	0.000	1.000
<b>General Capital Improvement Fund Total</b>	<b>17.000</b>	<b>17.000</b>	<b>18.000</b>
<b>OTHER FUND TOTAL</b>	<b>58.000</b>	<b>58.000</b>	<b>59.000</b>
<b>FTE GRAND TOTAL</b>	<b>983.924</b>	<b>986.924</b>	<b>982.674</b>

**City of Westminster  
2010 Proposed Amended  
Administrative Officer Titles**

<b>Grade</b>	<b>Position</b>	<b>Class Code</b>
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  
2010 Proposed Amended  
Administrative Officer Pay Plan**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
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  
2010 Proposed Amended  
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	5616
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
E10	Fire Training Coordinator	6126
E10	GIS Coordinator	3347
E7	Golf Professional	3911
E9	Golf Superintendent	3918



City of Westminster  
2010 Proposed Amended  
Exempt Position Titles

Grade	Position	Class Code
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) Special Projects Coordinator	3354
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
E6	Library Supervisor	3604
E8	Maintenance Management System Coordinator	4315
E5	Management Analyst	7130
E5	Management Assistant	7113

City of Westminster  
2010 Proposed Amended  
Exempt Position Titles

Grade	Position	Class Code
E2	Management Intern II	7119
E5	Neighborhood Outreach Coordinator	7124
E11	Neighborhood Services Administrator	6223
E9	Network Administrator	3210
E8	Open Space Coordinator	7101
E4	Open Space Volunteer Coordinator	7120
E4	Paralegal	3510
E8	Park Supervisor	5320
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	Prinicpal 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
E5	Recreation Specialist - Facilities and Programs	3907
E8	Recreation Supervisor - City Park	3904
E7	Recreation Supervisor - Swim and Fitness	3905
E7	Recreation Supervisor - The MAC	3925
E7	Recreation Supervisor - West View	3916
E8	Retirement Administrator	3116
E5	Revenue Agent	3111
E9	Risk Management Officer	7126

City of Westminster  
2010 Proposed Amended  
Exempt Position Titles

Grade	Position	Class Code
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	Street Supervisor	5519
E8	Special Projects Coordinator	5617
E5	Systems Analyst	3220
E9	Systems Analyst Supervisor	3222
E8	Technical Services Coordinator	6227
E6	Transportation Systems Coordinator	3315
E6	Utility Billing Supervisor	3114
E6	Victim Services Coordinator	3503
E4	Volunteer Coordinator	7112
E11	Water Resources Engineering Coordinator	3351
E11	Water Quality Administrator	3339
E8	Water Quality Specialist	3336

**City of Westminster  
2010 Proposed Amended  
Exempt Pay Plan**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
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  
2010 Proposed Amended  
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
N11	Building Repairworker	5108
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
N11	Crewleader - Custodial	5105
N13	Crewleader	5716

**City of Westminster  
2010 Proposed Amended  
Non-Exempt Position Titles**

Grade	Position	Class Code
N13	Criminalist	6209
N7	Custodian	5111
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
N18	Fire Field Training Officer	6128
NF17	Fire Lieutenant	6108
N17	Fire Lieutenant - Fire Investigator	6121
N17	Fire Lieutenant - Fire Prevention Specialist	6113
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

**City of Westminster  
2010 Proposed Amended  
Non-Exempt Position Titles**

Grade	Position	Class Code
N12	Golf Irrigator	3919
N10	Golf Worker	3920
N5	Guest Relations Clerk I	4206
N7	Guest Relations Clerk II	4209
N12	Help Desk Technician	4311
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
N7	(I) Custodian	5112
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) Maintenanceworker	5613
N16	(I) Operations Coordinator	5327
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

**City of Westminster  
2010 Proposed Amended  
Non-Exempt Position Titles**

Grade	Position	Class Code
N16	Lead Housing Inspector	3424
N4	Lead Lifeguard	5416
N13	Lead Meter Repairworker	5615
N16	Lead Plant Operator	3314
N12	Lead Police Records Technician	4415
N14	Lead Street Operator	5520
N8	Library Associate I	3606
N10	Library Associate II	3609
N6	Library Clerk I	3607
N7	Library Clerk II	3610
N3	Library Shelver	3617
N11	Library Specialist	3616
N13	Liquor Investigations Officer	6224
N9	Maintenanceworker	5511
N11	Management Intern I	7110
N12	Mechanic I	5709
N13	Mechanic II	5707
N8	Messenger	4205
N10	Meter Repairworker	5606
N13	Meter Technician	5605
N13	Neighborhood Services Specialist	5521
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



**City of Westminster  
2010 Proposed Amended  
Non-Exempt Position Titles**

Grade	Position	Class Code
N11	Plant Operator I	3324
N12	Plant Operator II	3322
N13	Plant Operator III	3320
N14	Plant Operator IV	3316
N9	Plant Operator Trainee	3346
N14	Police Officer	6207
N11	Police Officer Trainee	6218
N15	Police Records Supervisor	4416
N11	Police Records Technician	4417
N10	Press Operator Assistant	5714
N13	Print Shop Coordinator	5721
N13	Probation Officer	3509
N12	Property Evidence Technician	6226
N12	Records Management Technician	3333
N6	Recreation Aide	5407
N7	Recreation Program Assistant	5405
N12	Report Specialist	6213
N10	Revenue Services Representative	4514
N15	Risk Management Specialist	3704
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
N7	Switchboard Operator	4207

**City of Westminster  
2010 Proposed Amended  
Non-Exempt Position Titles**

Grade	Position	Class Code
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  
2010 Proposed Amended  
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  
2010 Proposed Amended  
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 Westminster  
2010 Proposed Amended  
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 Westminster  
2010 Proposed Amended  
Non-Exempt Pay Plan**

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

**City of Westminster  
2010 Proposed Amended  
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 Westminster  
2010 Proposed Amended  
Non-Exempt Pay Plan**

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



**City of Westminster  
2010 Proposed Amended  
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  
2010 Proposed Amended  
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  
2010 Proposed Amended  
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  
2010 Proposed Amended  
Pay Plan**

<b>Seasonal Pay Plan</b>					
<b>Class Code</b>	<b>Grade</b>	<b>Position</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>
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>					

<b>Golf Instructor Pay Plan</b>				
<b>Class Code</b>	<b>Grade</b>	<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>
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

<b>Emergency Relief Pay Plan</b>				
<b>Class Code</b>	<b>Grade</b>	<b>Position</b>	<b>Entry</b>	<b>Maximum</b>
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  
2010 Proposed Amended  
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
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
9128	H12	Preschool Program Director (Licensed-Large)	13.02	13.96	14.97

**City of Westminster  
2010 Proposed Amended  
Hourly (Non-benefited) Pay Plan**

Class Code	Grade	Position	Step 1	Step 2	Step 3
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

**2010 Proposed Amended Budget  
Change Sheet  
(sorted by fund)**

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Name	Current Grade	FTE	Changes	New Grade	Justification	2009 Min	2009 Max	Actual 2010 Pay Projections	Current w/ 0% ATB	Pay Rate Adjust	Pay Range Change	Subtotal	Salary w/ 0% ATB	Cost per FTE	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU	
Exempt	General	CD	Planning	10030360	Planning Coordinator	vacant	E9	1.00	Title Change to Principal Planner, Reclassification to E10	E10	Special Survey/audit	66,613	83,266	71,587	71,587	6.12%	7.50%	75,968	75,968	\$4,381	\$4,381	10030360	1.00	
Non Exempt	General	PRL	Recreation Facilities Division	100507200963	Custodian	vacant	N7	1.00	Reclassify, upgrade (22.5%) and title change to Park Ranger, account change	N10	Department Request	28,024	35,872	28,912	28,912	21.00%	22.50%	34,984	34,984	\$6,072	\$6,072	10050660	1.00	
Exempt	General	PRL	Recreation Programs Division/Mature Adult Center	100507600017	Recreation Supervisor - Senior Center	Kate Amack	E7	1.00	Title Change Only to Recreation Supervisor - The MAC	E7	Pay Plan Clean Up									\$0	\$0	100507600017	1.00	
Non Exempt	General	PD	Police Specialized Services Division/Records and Property Section	100203000343	Police Records Supervisor	Darrin Bacca	N15	1.00	Reclassify to Exempt, (4.76%) and title change to Police Projects Specialist	E6	Department Re- Org	49,979	63,977	63,977	63,977	2.5%	4.76%	65,576	65,576	\$1,599	\$1,599	100203000343	1.00	
Non Exempt	General	PD	Police Specialized Services Division/Records and Property Section	100203000343	Lead Police Records Technician	Rhoda Kyle	N12	1.00	Reclassify, upgrade (22.5%) and title change to Police Records Supervisor	N15	Department Re- Org	40,231	51,499	50,572	50,572	5.0%	22.50%	53,101	53,101	\$2,529	\$2,529	100203000343	1.00	
Hourly	General	PRL	Recreation Facilities Division		Child Care Attendant		H2		No change to grade, but change Step 2 to \$7.78	H2	Pay Plan Clean Up													
Non Exempt					Senior Maintenanceworker		N11		Add index classification to Senior Maintenanceworker in pay plan		Pay Plan Clean Up									\$0	\$0			
Non Exempt	General	GS	Building Operations & Maintenance	10012390	Building Repairworker	Shane Zimmerman, Dale Hendershot	N11	2.00	Reclassify and title change to Maintenance/Senior Maintenanceworker (no change to grade)	N11	Department Re- org and internal equity									\$0	\$0	10012390	2.00	
Non Exempt	General	GS	Building Operations & Maintenance	10012390	Maintenanceworker	Joel Davis	N9	1.00	Reclassify and create progression to Maintenance/Senior Maintenanceworker	N9/N11	Department Re- Org and internal equity									\$0	\$0	10012390	1.00	
Non Exempt	General	GS	Building Operations & Maintenance	10012390	Crewleader - Custodial	Sharon McDowd	N11	1.00	Reclassify, downgrade (30%) to N7 and title change to Custodian	N7	Department Re- Org	37,424	47,906	47,906		-25.12%	-30.00%			-\$12,034	-\$12,034	10012390	1.00	
<b>General Total</b>								9.00				<b>GF Total</b>											<b>\$2,547</b>	

Admin	Utility	PWU	Capital Projects and Budget Management Division	20035430	Capital Projects and Budget Manager	vacant	A1	1.00	Reclassify to exempt payplan, downgrade (-37.5%) and title change to Senior Management Analyst, move to PWU Administration Division	E7	Department Re- Org	79,285	99,106	84,240	84,240	-27.30%	-37.50%	61,242	57,642	-\$26,598	-\$26,598	20035050	1.00
Exempt	Utility	PWU	Water Administration Division	20035050	Administrative Secretary	Lili Cox	E3	1.00	Reclassify and downgrade to Secretary (-17%)	N10	Department Re- Org	43,163	53,953	53,953	53,953	-17.00%	-17.00%	44,781	44,781	-\$9,172	-\$9,172	20035050	1.00
Exempt	Utility	PWU	Capital Projects and Budget Management Division	20035430	Engineer/Senior Engineer	vacant	E10	1.00	Reclassify, title change and upgrade to Senior Projects Engineer	E13	Department Re- Org	71,609	89,511	76,084	76,084	17.00%	22.50%	89,018	89,018	\$12,934	\$12,934	20035430	1.00
Exempt	Utility	PWU	Utilities Operations Division/Water Field Operations Section	20035470	Utilities Supervisor	Bobby Booze	E8	1.00	Reclassify, upgrade (22.50%) and title change to Distribution and Collection Superintendent	E11	Department Re- Org	61,965	77,457	77,457	77,457	5.00%	22.50%	81,330	81,330	\$3,873	\$3,873	20035470	1.00
Admin	Utility	PWU	Water Resources and Treatment Division	20035480	Water Resources and Treatment Manager	Mike Happe	A4	1.00	Title change to Utilities Planning and Engineering Manager, no change to pay	A4	Department Re- Org	98,495	123,119	113,113	113,113			113,113	113,113	\$0	\$0	20035480	1.00
Exempt	Utility	PWU	Utilities Operations Division	21035470	Utilities Supervisor	Jack Rudey	E8	1.00	Title change to Special Projects Coordinator, no change to pay	E8	Department Re- Org	61,965	77,457	77,457	77,457			77,457	77,457	\$0	\$0	21035470	1.00
Exempt	Utility	CD	Engineering	25030380	(I) Engineer/Senior Engineer	John Burke	E10	1.00	Drop Indexed status, no change to grade		Department Request									\$0	\$0	25030380	1.00
Exempt	Utility	PWU	Utilities Operations Division	20035470	Utilities Operations Coordinator	Andy Mead	E7	1.00	Title change to Senior Management Analyst, no change to pay	E7	Department Re- Org	57,642	72,053	72,053	72,053			72,053	72,053	\$0	\$0	20035470	1.00
	Utility	PWU	Water Plant Section	20035490					Move Section to Utilities Operations, no account change		Department Re- Org											20035490	
	Utility	PWU	Wastewater Plant Section	21035490					Move Section to Utilities Operations, No account change		Department Re- Org											21035490	
	Utility	PWU	PWU Water Plants/Reclaimed	200354900023					Move Unit to Utilities Operations, no account change		Department Re- Org											200354900023	

**2010 Proposed Amended Budget  
Change Sheet  
(sorted by fund)**

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Name	Current Grade	FTE	Changes	New Grade	Justification	2009 Min	2009 Max	Actual 2010 Pay Projections	Current w/ 0% ATB	Pay Rate Adjust	Pay Range Change	Subtotal	Salary w/ 0% ATB	Cost per FTE	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
	Utility	PWU	Biosolids	210354900401					Move Unit to Utilities Operations, no account change		Department Re- Org											210354900401	
	Utility	PWU	Water Resources and Treatment Division	20035480					Change Division Name to Utilities Planning and Engineering Division		Department Re- Org											20035480	

**Utility Fund Total** **Utility Fund Total** **-\$18,963**

Seasonal	Other	PRL	Golf Course Enterprise Fund		Golf Course Attendant		S3		No change to grade, but change to 1st, 2nd and 3rd year steps to \$7.29, \$7.65 and \$8.03, respectively	n/a	Department Request									\$0	\$0		
Seasonal	Other	PRL	Golf Course Enterprise Fund		Range Attendant		S6		Eliminate Title and Class Code (9014) from Seasonal Pay Plan		Department Request									\$0	\$0		
Exempt	Other	GS	BO&M	80375012312	Facilities Project Coordinator	vacant	E8	1.00	Title Change to Energy and Facilities Projects Coordinator, Reclassification to E10	E10	Special Survey	61,965	77,457	67,813	67,813	29.10%	15.00%	87,547	87,547	\$19,734	\$19,734	80375012312	1.00

**Other Total** **Other Funds Total** **\$19,734**

**Grand Total** **Grand Total** **\$3,317**



**2010 Proposed Amended Budget Change Sheet**  
(Account Changes Only)

Pay Plan	Fund	Dept.	Div.	Beginning BU	Classification	Name	Current Grade	FTE	Changes	Justification	Cost per FTE	Ending BU	Total by BU
Non Exempt	General	PD	Police Specialized Services Division/Neighborhood Services Section	100203000342	Liquor Investigations Officer	Diane Smart	N13	1.00	Account change only to Investigations Section	Department Re-Org	\$54,365	100203000344	\$54,365
Non Exempt	General	PD	Police Specialized Services Division/Neighborhood Services Section	100203000342	Code Enforcement Officer	Harvey Morris	N13	0.50	Account change only to Community Development/Planning	Department Re-Org	\$27,681	10030360	\$27,681
Non Exempt	General	PRL	Park Services Division/Design Development Section	10050690	Parks Contract Maintenance Specialist	Marty Chase	N13	1.00	Account change only to Community Enhancement Program	CMO Request	\$54,365	80175050340.60200.8888	\$54,365
Non Exempt	General	PRL	Recreation, Facilities and Programs	100507200963	Custodian	vacant	N7	1.00	Account Change from Swim and Fitness to Standley Lake	Department Re-Org	\$28,912	10050660	\$28,912
Non Exempt	General	PRL	Park Services Division	10050550	Electromechanic Specialist		N15	1.00	Account change only to General Services/BO&M	Department Re-Org	\$62,826	10012390	\$62,826
Non Exempt	General	PRL	Park Services Division	10050550	Senior Maintenance worker	Shawn Johnson	N11	1.00	Account change only to General Services/BO&M	Department Re-Org	\$47,044	10012390	\$47,044
Exempt	Utility	PWU	Capital Projects and Budget Management Division	20035430	Maintenance Management System Coordinator	Keith Alvis	E8	1.00	Account change only to Utilities Operations Division	Department Re-Org	\$77,457	20035470	\$77,457
Non Exempt	Utility	PWU	Capital Projects and Budget Management Division	20035430	GIS Specialist	Bill Jeffrey	N16	1.00	Account change only to Utilities Operations Division	Department Re-Org	\$52,824	20035470	\$52,824
Non Exempt	Utility	PWU	Capital Projects and Budget Management Division	20035430	(I) Secretary	Yolanda Montano	N10	1.00	Account change only to Utilities Operations Division	Department Re-Org	\$44,564	20035470	\$44,564
Non Exempt	Utility	PWU	Capital Projects and Budget Management Division	20035430	Secretary	Susan Ackerman, Carolyn Schierkolk	N10	1.50	Account change only to Utilities Operations Division	Department Re-Org	\$65,003	20035470	\$65,003
Exempt	Utility	PWU	Utilities Operations Division	20035470	Senior Engineer	Andy Walsh	E10	1.00	Account Change Only to Utilities Planning and Engineering Division	Department Re-Org	\$89,511	20035430	\$89,511
Non Exempt	Utility	PWU	Utilities Operations Division	20035470	Utilities Systems Specialist	Tom Pageler	N15	1.00	Account Change Only to Utilities Planning and Engineering Division	Department Re-Org	\$63,978	20035430	\$63,978
	Utility	PWU	Water Resources and Treatment Division	200354900943	Water Quality Laboratories			4.75	Account Change to Water Quality Section	Department Re-Org	\$300,611	200354800943	\$300,611
	Utility	PWU	Water Resources and Treatment Division	210954900943	Laboratory Services Section			4.00	Account Change Only	Department Re-Org	\$269,867	210354800943	\$269,867

**Proposed 2010 Proposed Amended Budget  
Position Eliminations**

Pay Plan	Fund	Dept.	Div.	Business Unit	Classification	Name	Current Grade	FTE	Salary w/0% ATB	Cost per FTE	BU	Total FTEs impacted per BU	Total by BU
Non Exempt	General	CD	Building	10030370	(I) Electrical Inspector	Bob Chappel	N15	1.00	53822	\$53,822	10030370	1.00	-\$53,822
Non Exempt	General	CD	Building	10030370	(I) General Building Inspector	Matthewson/Schall	N15	1.00	60895	\$60,895	10030370	1.00	-\$60,895
Exempt	General	CD	Planning	10030360	(I) Planner I-III	Hazel Cho	E5	1.00	53604	\$53,604	10030360	1.00	-\$53,604
Exempt	General	PD	Police Specialized Services	100203000342	Neighborhood Services Administrator	Rich Kopp	E11	1.00	82728	\$82,728	100203000342	1.00	-\$82,728
Non Exempt	General	PRL	Recreation Facilities Division	100507200963	Custodian	vacant	N7	0.25	28912	\$7,228	100507200963	0.25	-\$7,228
Non Exempt	Intern	PRL	Regional Parks and Golf	10050660	Intern	Rusty Lyon	N7	0.00	31895	\$31,895	10050660	0.00	-\$31,895
<b>General Fund Total:</b>												4.25	-\$290,172

### 2010 Adopted New Positions

Fund	Department	Division	Home Business Unit	Position Title	FTE	Exempt/ Non- Exempt	Grade	Step	2010 Total Salary without Benefits	Benefit Expense	Total Cost with Benefits
General	PD	Patrol	100205000349	Police Officer	1.000	NE	N14	2	\$47,654	\$8,101	\$55,755
General	Fire	EMS Section	100252600546	EMS Field Coordinator	1.000	NE	N17	11	\$73,934	\$12,569	\$86,503
<b>GENERAL FUND TOTAL</b>					<b>2.000</b>				<b>\$121,588</b>	<b>\$20,670</b>	<b>\$142,258</b>
Utility Fund	PWU	Utilities Planning and Engineering	20035480	Reclaimed System Analyst	1.000	Exempt	E6		\$56,972	\$9,685	\$66,657
<b>UTILITY FUND TOTAL</b>					<b>1.000</b>				<b>\$56,972</b>	<b>\$9,685</b>	<b>\$66,657</b>
<b>TOTAL</b>					<b>3.000</b>				<b>\$178,560</b>	<b>\$30,355</b>	<b>\$208,915</b>



**WESTMINSTER**  
**COLORADO**

**Agenda Memorandum**

City Council Meeting  
October 12, 2009



**SUBJECT:** 2010 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, Kaiser Permanente and Delta Dental; and authorize the continuation of a four-tier rate structure with the employer and employee premium rates as presented.

**Summary Statement**

- Staff is recommending the adoption of a two-option medical care plan continuing the Kaiser Permanente HMO plan, and combining the existing Point of Service (POS) and Preferred Provider Organization (PPO) options provided through Great-West Healthcare (owned by CIGNA) into Great West’s Open Access Plus Plan.
- The proposed healthcare benefit package will require increases of 8% in premiums for both the City and employees for all plan options effective January 1, 2010, as well as continue the use of a “blended” rate for all the plan options (see attachment). The original renewal estimates from the City’s broker, Gallagher Benefits, was an 18.1% increase from our current premium rates. This increase was reduced through plan design adjustments and the draw down of approximately \$484,000 from the Self Funded Plan reserve balance to get back to the 8% increase that was budgeted in the originally adopted 2010 Budget.
- Medical plan design changes include adjustments to office visit, prescription co-pays, and annual deductibles.
- The City’s cost for these benefits is within the amount included in the proposed 2010 budget for employee benefits.

**Expenditure Required:** \$8,806,643

<b>Source of Funds:</b>	General Fund	\$7,256,500
	Water Fund	\$1,105,513
	Wastewater Fund	\$ 264,950
	Golf Course Funds	\$ 179,680

**Policy Issue**

Should the City maintain essentially the same level of medical and dental coverage with the present sharing of premium costs 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 2008 demonstrated that the City of Westminster benefits were very competitive but not beyond the market. 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, a Health Maintenance Organization (HMO), and two self-insured options administered by Great-West Healthcare – a preferred provider organization plan (PPO) and point of service plan (POS). These plan options were put in place in 2003 when the City moved to Great-West Healthcare from Anthem Blue Cross Blue Shield. Great West was purchased by CIGNA in 2007 and is currently maintaining Great West and its operating philosophy and design. A summary of the plan benefits is attached.

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

Great-West PPO Plan	75
Great-West POS Plan	514
Kaiser Permanente HMO	313
Number of employees opting out of plans	105

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

The City pays for approximately 80% of the total cost of the medical and dental plans. 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.

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, and specific claim excess insurance beyond the threshold of \$150,000. The Self Funded balance is anticipated to be a healthy \$3.1 million in January of 2010.

The biennial comprehensive benefit survey was conducted in 2008 and gathered information from the City's survey organizations on medical, dental, pension, Medicare, life, long term disability and survivor income benefits. The total contribution for all benefits by the City currently is \$15.6 million. Under the proposed Amended 2010 City Budget, the City will be committing an additional \$836,000 for benefit expenses to maintain this competitive package. Rate renewals for healthcare coverage estimated an 18.1% increase in costs with no changes to our current coverage. However, Staff is recommending a premium increase of only 8%. This increase was reduced through additional plan design adjustments, the estimated use of \$484,000 from the Self Funded Plan balance as well as a one time refund based on an overcharge from Kaiser of \$97,000.

The specific plan design changes are listed below:

**Great West Changes**

- Great West conversion to a replacement platform from PPO/POS to a single Open Access Plus Option (current options will no longer be available in 2010) This new standardized platform required minor changes to coverage in various areas including ambulance service, X-Ray, durable medical equipment and various therapy treatments. Some of these changes improved the coverage and others resulted in reductions in the benefit. The provider network is very close to the existing network of PPO/POS combined. Only five physicians in the POS Plan were not on the Open Access Plus network currently in place.

Additional cost savings adjustments with Great West include:

- Increase Calendar Year Deductibles from individual \$300 /\$500 In Network/Out Network to \$300 individual/\$600 family (times 2 family)
- Respective \$100 increases to Out of Pocket maximums based on calendar year deductible increases in and out of network
- Office Visit co-pay modification from \$25/any visit to \$15/Preventative, \$25/Primary Care Provider, \$40/Specialist
- Change prescription benefit from \$10/\$25/\$40 for generic, brand name and non-formulary, respectively to a co-insurance of 20%/30%/40% with a maximum co-pay of \$20/\$50/\$80
- Change in prescription mail order from 2 times monthly co-pay to 2.5 times co-pay for 90 day supply
- Urgent Care reduction from \$100/co-pay to \$50/co-pay to encourage use of Urgent Care versus the more expensive emergency room option
- Additional coverage based on new Mental Health Parity Law, Autism and Hearing Aide legislative changes in 2010

**Kaiser Changes**

- Change Kaiser Prescription Retail from \$10/\$20 - 30 day to \$15/\$30
- Change Kaiser Prescription Mail from \$20/\$40 - 90 day to \$30/\$60

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

Respectfully submitted,

J. Brent McFall  
City Manager  
Attachments

**City of Westminster  
2010 Medical/Dental Rates  
Exempt Employees  
Effective 1/1/10**

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 + child(ren) or spouse, \$30.00 employee + spouse + 1 or more child(ren).

<b>FULL-TIME (1.0FTE) (40 Hours/week)</b>	<b>Total Monthly Premium</b>	<b>Employee Portion</b>	<b>City Portion</b>
Employee only	\$492.16	\$48.82	\$443.34
Employee + child(ren)	\$1,039.62	\$137.16	\$902.46
Employee + spouse	\$1,067.98	\$140.94	\$927.04
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$240.82	\$1,300.06
<b>PART-TIME (.9FTE) (36 Hours/week)</b>			
Employee only	\$492.16	\$93.06	\$399.10
Employee + child(ren)	\$1,039.62	\$227.40	\$812.22
Employee + spouse	\$1,067.98	\$233.68	\$834.30
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$331.40	\$1,209.48
<b>PART-TIME (.8FTE) (32 Hours/week)</b>			
Employee only	\$492.16	\$137.40	\$354.76
Employee + child(ren)	\$1,039.62	\$317.70	\$721.92
Employee + spouse	\$1,067.98	\$326.40	\$741.58
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$495.54	\$1,045.34
<b>PART-TIME (.7FTE) (28 Hours/week)</b>			
Employee only	\$492.16	\$167.34	\$324.82
Employee + child(ren)	\$1,039.62	\$353.48	\$686.14
Employee + spouse	\$1,067.98	\$363.10	\$704.88
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$515.00	\$1,025.88
<b>PART-TIME (.6FTE) (24 Hours/week)</b>			
Employee only	\$492.16	\$182.04	\$310.12
Employee + child(ren)	\$1,039.62	\$384.66	\$654.96
Employee + spouse	\$1,067.98	\$395.16	\$672.82
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$560.40	\$980.48
<b>PART-TIME (.5FTE) (20 Hours/week)</b>			
Employee only	\$492.16	\$196.88	\$295.28
Employee + child(ren)	\$1,039.62	\$415.86	\$623.76
Employee + spouse	\$1,067.98	\$427.18	\$640.80
Employee + spouse + 1 or more child(ren)	\$1,540.88	\$605.88	\$935.00

**City of Westminster**  
**Open Access Plus and HMO Plan Design**  
**January 1, 2010**

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 cross accumulates & includes deductibles (exclusions do apply)			
- Individual	\$1,800	\$6,600	\$2,000
- Family	\$3,600	\$13,200	\$4,500
Lifetime Maximum	Unlimited	\$2,000,000	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%	60% of allowable charges after deductible	\$250 copay/admission, then 100%
Outpatient Hospital	90%	60% of allowable charges after deductible	\$100 copay/visit
Emergency Room/Urgent Care Copay	ER: \$100 copay/visit Urgent Care: \$50 Copay/visit (ER: waived if admitted)	60% of allowable charges after deductible	ER: \$100 copay/visit Urgent Care: \$50 copay/visit (ER: waived if admitted)
Well Baby (7 days - 24 months)	\$15 copay	60% of allowable charges after deductible	\$0 Preventative
Rx			
- Retail, 30 day supply	20% / 30% / 40% \$20 / \$50 / \$80 (maximum copay)	N/A	\$15/\$30 20% coinsurance for office or self administered drugs
- Mail Order, 90 day supply	20% / 30% / 40% \$50 / \$125 / \$200 (maximum copay)		\$30/\$60
Ambulance	90% after deductible	90% after deductible	20%, to maximum of \$500/trip
X-Ray & Lab	100% for preventive; 90% no deductible for other X-ray and lab	No deductible, 60% of allowable charges	100% (diagnostic) \$20 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	\$40 copay	60% of allowable charges after deductible	\$20 Copay/visit
Occupational, Speech, Hearing & Physical Therapy			
- Inpatient	90%	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%	60% of allowable charges after deductible	20% coinsurance, \$2,000 maximum/year (oxygen 20% coinsurance not included in maximum)
	\$10,000 annual maximum, no maximum for life-sustaining DME		
Home Health Care	100%	100% of allowable charges	100%
	100 day maximum combined in & out of network		
Hospice	100%	60% of allowable charges	100%
	180 day maximum combined in & out of network		
Skilled Nursing	100%	60% of allowable charges	100%, 100 day maximum
	100 day maximum combined in & out of network		
Chiropractic	\$25 copay	60% of allowable charges after deductible	\$10 copay, 20 visit maximum
	Maximum of 20 visits for either in &/or out of network		

**Disclaimer:** This summary is a brief overview of your benefits. In the event of a discrepancy between this summary and the contract, the contract will prevail. You can receive a detailed Summary Plan Description which describes your benefits in greater detail online.

**Note: Employees 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)**





## Agenda Item 10 D

**WESTMINSTER**  
**COLORADO**

### Agenda Memorandum

City Council Meeting  
October 12, 2009



**SUBJECT:** Councillor's Bill No. 36 re Amending Ordinance #3462 Extending the Temporary Moratorium on Special Use Permits

**Prepared By:** Jane Greenfield, Assistant City Attorney II  
Terri Hamilton, Planner III

### Recommended City Council Action

Pass Councillor's Bill No. 36 on first reading amending Ordinance #3462 extending the temporary moratorium on Special Use Permits.

### Summary Statement

- On May 11, 2009, City Council imposed a temporary 180-day moratorium on the submittal and processing of applications for special use permits to allow for the review and development by City Staff of possible amendments to the City's special use permit process and criteria.
- Due to the volume of changes required by these revisions and the need to present the revisions to various boards and commissions prior to bringing the final ordinance changes to Council for its consideration, Staff is requesting a 90 day extension of the existing ordinance in order to complete this work effort.

**Expenditure Required:** \$ 0

**Source of Funds:** N/A

**Policy Issue**

Should the City Council extend the time frame of the temporary moratorium on special use permits?

**Alternative**

Do not extend the time frame. Staff does not recommend this alternative because the impact of the moratorium has been minimal and additional time is needed to develop a comprehensive ordinance.

**Background Information**

Special use permits are currently required for childcare centers, large daycare homes, specialized group homes, personal care homes, correction homes, substance abuse rehabilitation homes, domestic violence shelter homes, hospitals, cemeteries, churches, schools and other places of assembly, used merchandise and thrift stores, and indoor entertainment establishments. The majority of uses currently regulated by special permit can also be reviewed and permitted through the PUD zoning process. Therefore, the moratorium does not prevent the review and approval of these uses - only review and approval via the special use permit process. (This dual option of review and approval is one of the aspects of the special use permit process that is being evaluated during the moratorium.)

There has not been a comprehensive review and update of this section of the Westminster Municipal Code (WMC) since 1997 when the group home requirements were first put into place. In the meantime, there have been numerous changes to state and federal laws that apply to the issuance of many of the special use permits authorized by the WMC, with the result that it has become difficult for City staff to determine exactly which criteria, local, state or federal, apply to some of the special use permits authorized by the WMC, particularly in the area(s) of group homes.

City staff is also evaluating criteria to be used in review of special use permits, as well as the relationship of the special use permit land use to that of the Planned Unit Development (PUD) zoning system.

During the current moratorium, staff has received only a few inquiries regarding potential applications and information regarding special use permits. Impact of the moratorium, and an extension, appears to be minimal.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **36**

SERIES OF 2009

INTRODUCED BY COUNCILLORS

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**A BILL  
AMENDING ORDINANCE #3462 EXTENDING THE TEMPORARY MORATORIUM ON  
SPECIAL USE PERMITS**

The City of Westminster Ordains:

Section 1. The City Council finds as follows:

A. Emergency Ordinance #3462 was adopted on May 11, 2009 establishing a 180-day temporary moratorium for the purpose of providing a reasonable period of time for the development and enactment of appropriate amendments to the special use permit section of the City Code;

B. Pursuant to City Charter Chapter XI.V, City Council has the responsibility to take appropriate action to mitigate potentially adverse effects of land development and to promote coordinated, innovative, high-quality planning to produce a well-balanced, technologically advanced City;

C. The City staff has diligently pursued the revisions to the Westminster Municipal Code ("W.M.C.") affecting special use permits but, due to the volume of conforming changes required by these revisions and the need to present the revisions to various boards and commissions prior to bringing the final ordinance changes to Council for its consideration, an additional period of time will be needed to complete the proposed Code revisions;

D. City Council finds that the public health, welfare, and safety of the citizens of the City of Westminster would be best served by the extension of the 180-day temporary moratorium for an additional period of time not to exceed 90 days.

Section 2. The provisions of Ordinance #3462 shall continue in effect for an additional period of no more than ninety (90) days, up to and including February 6, 2010, and Ordinance #3462 is so amended. All other applicable provisions of Ordinance #3462 shall remain in full force and effect.

Section 3. 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 12th day of October, 2009.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 26th day of October, 2009.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
City Attorney's Office

**WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY**  
**WESTMINSTER CITY HALL, 4800 W. 92<sup>ND</sup> AVENUE**  
**MONDAY, October 12, 2009**  
**7:00 P.M.**

- 1. Roll Call**
- 2. Minutes of Previous Meeting** (August 24, 2009)
- 3. New Business**
  - A. Public Hearing re WEDA 2010 Proposed Amended Budget
  - B. Resolution No. 116 re WEDA 2010 Proposed Amended Budget Adoption and Fund Appropriation
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY  
MONDAY, AUGUST 24, 2009 AT 7:28 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, Jane Greenfield, Assistant Attorney for the Authority, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Briggs moved, seconded by Kaiser, to approve the minutes of the meeting of July 27, 2009 with no additions or corrections. The motion carried unanimously.

RESOLUTION NO. NO. 115 RE 2009 TAX INCREMENT REVENUE REFUNDING BONDS

Secretary's Note: Citing a potential conflict of interest due to employment, Chairperson McNally recused herself, passed the gavel to the Vice Chairperson, and left the meeting room.

It was moved by Board Member Winter, seconded by Kaiser, to adopt Resolution No. 115 approving the issuance of up to \$36.250 million in Westminster Economic Development Authority Tax Increment Revenue Refunding Bonds, (Mandalay Gardens Urban Renewal Project), Series 2009, as well as approving bond documents including but not limited to the Bond Indenture of Trust; Bond Purchase Agreement; Remarketing Agreement; Reimbursement Agreement; Cooperation Agreement with the City; and Final Official Statement. At roll call, the motion carried by a vote of 6:1 with Chairperson McNally abstaining.

Secretary's Note: Chairperson McNally returned to the meeting room, reclaimed the gavel, and presided over the remainder of the meeting.

ADJOURNMENT

There being no other business to be considered, it was moved by Kaiser and seconded by Major to adjourn. The motion carried. The time was 7:30 p.m.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

# WEDA Agenda Item 3 A&B

## Agenda Memorandum

Westminster Economic Development Authority Meeting  
October 12, 2009



**SUBJECT:** Public Hearing and Resolution No. 116 re 2010 Proposed Amended Westminster Economic Development Authority Budget

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

### Recommended Board Action

1. Hold a Public Hearing on the Westminster Economic Development Authority (WEDA) 2010 Proposed Amended Budget.
2. Adopt Resolution No. 116 adopting the 2010 proposed amended budget for WEDA as presented, including the appropriation of funds as set forth.

### Summary Statement

- At the October 5 Study Session, Staff reviewed with the Board proposed amendments to the 2010 WEDA budget adopted on October 13, 2008.
- This agenda memo includes a summary of the items presented at the budget review. In addition, as requested by City Council at the study session, a map of the seven urban renewal areas is attached.
- The Board is requested to adopt the attached Resolution approving the 2010 proposed amended budget for WEDA that reflects all current proposed operations and services to be provided in 2010. This budget includes all current obligations. If new projects are proposed, the budget will be amended via a regularly scheduled housekeeping supplemental appropriation.
- Local Government Budget Law (Budget Law), C.R.S. 29-1-103, requires an annual budget to be adopted for WEDA.
- WEDA currently consists of seven Urban Renewal Areas (URAs): Holly Park, Mandalay Gardens, North Huron, South Sheridan, South Westminster, Westminster Center East Sub-Area and Westminster Center Urban Reinvestment Plan Area.
- The preliminary 2009 estimated incremental assessed valuation from Adams County and Jefferson County for WEDA is \$81,544,030 and is used to calculate property tax increment paid to WEDA in 2010. The combined estimated property tax increment from this valuation is \$9,061,632 for 2010.
- Total revenues including increment revenues and governmental revenues are estimated at \$12,141,007 for 2010.
- Projected operating costs for 2010 are \$1,970,248 and include contractual obligations, property tax collection fees and a contingency for unanticipated expenditures.
- Projected debt service costs for 2010 are \$9,366,580 and include principal, interest and fees.

**Expenditure Required:** \$11,336,828

**Source of Funds:** WEDA Incremental tax revenues and intergovernmental revenues

## **Policy Issue**

Should the attached WEDA 2010 proposed amended budget be adopted by the Board?

## **Alternative**

The WEDA Board could direct Staff not to amend the budget for 2010, or to include additional priorities in the 2010 operating budget for WEDA. Staff believes that the proposed budget presents the best option based on revenue forecasts, current contractual obligations and statutory restrictions for the Urban Renewal Areas (URA).

## **Background Information**

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

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

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

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

Below is a detailed description of items that pertain to more than one URA. The details are explained here instead of being repeated under each URA.

### *Interest earnings*

Interest earnings on the bond proceeds are not included in the proposed revenues, as the debt covenants restrict how those earnings can be spent. Interest earnings will be appropriated through quarterly housekeeping supplemental appropriations in order to more easily track their use for Federal Internal Revenue Code arbitrage purposes and to ensure compliance with bond covenants. Additionally, pooled and investment interest earnings are not typically included in the proposed revenues. 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, and the payment of contractual liabilities. Interest earnings in the URAs are included as part of the budget when needed to meet obligations. Otherwise, the earnings will be appropriated when necessary or will increase fund balance for use at a later date.

### *Contingency*

No contingency is included in the budgets of URAs that have debt. Instead, any revenue that exceeds expenditures will increase fund balance in the URA to be used at a later date. Contingency for unanticipated expenditures is budgeted in URAs without debt.

*Change in reporting certain contractual obligation payments*

Because the URAs capture the property tax on the incremental assessed valuation of all overlapping jurisdictions within the respective URA, WEDA has entered into several intergovernmental agreements (IGAs) to return to the jurisdiction property tax attributable to that jurisdiction's mill levy. In the past, payments related to these obligations have been recorded as a reduction to the property tax increment revenue account, thereby reflecting only the net revenue received on WEDA's financial statements. GASB now requires the new revenues to be fully recorded as received, and the applicable return of revenues to be recorded as expenditures. This change caused the property tax increment revenue and the related expenditure to increase from the 2010 adopted budget.

*Change in Intergovernmental Cooperation Agreement (ICA) with City of Westminster*

In the original budget process for 2009 and 2010, Staff had contemplated the need for WEDA to enter into intergovernmental cooperation agreements with the City of Westminster whereby WEDA would reimburse the City for certain capital and maintenance expenditures. With the refinancing of the various WEDA bond issues and the corresponding reduction of the sales tax pledges in certain URAs, Staff feels that such agreements are currently not necessary for the URAs with debt. The reduction of the sales tax pledge allows the City to retain some sales tax increment in those URAs. The Westminster Center East URA currently does have an ICA with the City for the construction and maintenance of City Center Park (which is located within the URA).

As with the City budget, Staff has taken a conservative approach to preparing the WEDA budget. Property tax increment projections are based on preliminary assessed valuation information for 2009. Sales tax increment projections are based on existing retail and adjusted for changes to retail establishments located within each URA. Summarized below are the highlights of the 2010 proposed amended budget for each URA including revenue and expenditure information.

Holly Park URA

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

After a protracted legal battle, on April 11, 2006 WEDA was granted title to the Holly Park property and immediately thereafter moved to demolish the abandoned structures. WEDA will ultimately realize revenue from the redevelopment of the project, in the form of a purchase price from a to-be-named developer who will complete the project, and in the form of incremental tax revenue generated by the completed project. It has always been Staff's intent that such revenue would be used to repay the City for total amounts loaned of \$1,245,000 to WEDA for the Holly Park redevelopment. Due to current real estate market conditions, redevelopment within the Holly Park URA has not yet occurred. Staff recently extended the listing contract with Coldwell Banker for an additional six months.

Based on the status of the property, no operating budget was originally budgeted for 2010 and no amendments are recommended at this time. When the property status changes, a supplemental appropriation will be brought to the Board to amend the budget as necessary.



Mandalay Gardens URA

WEDA initiated a redevelopment project in 2003 known as the Shops at Walnut Creek. This redevelopment project is generally bound by US 36, Church Ranch Boulevard, and the Burlington Northern/Santa Fe railroad line. In 2003, variable rate taxable tax increment revenue bonds were issued for the development of the Shops at Walnut Creek located within in the URA. Debt service on the bonds is paid with tax increment revenues. The City pledged the 3% general sales tax as security for the bonds. That pledge was reduced to 1.75% in October 2007. The bonds were refunded to variable rate tax exempt tax increment revenue bonds in March 2006. Unexpectedly in late 2008, the WEDA 2006 bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$35,830,000 on the bonds were successfully refunded in September of this year. This bond refinancing required some significant changes to the 2010 adopted budget.

Prior to the refinancing, the sales tax pledge was 1.75%. As part of the refinancing, the sales tax pledge will increase to 3% until approximately March, 2010. At that time, Staff expects property tax increment and intergovernmental revenues received by the URA to be sufficient to meet operating and debt service obligations and the sales tax pledge to be reduced to 0%.

Intergovernmental revenues consist of the net revenues paid to WEDA by the City of Westminster Mandalay Town Center General Improvement District (District). These revenues assist the Mandalay Gardens URA with the debt service payments on the outstanding bonds. The 2009 estimated base assessed valuation for the District decreased from 2008; however, ownership taxes remain stable. It is anticipated that the transfer from the District to this URA will be \$60,000 in 2010.

The preliminary 2009 estimated tax increment valuation certified by Jefferson County is used to calculate property tax increment paid to WEDA in 2010. Current market values resulted in a preliminary tax increment valuation of \$21,337,290 for 2009, an increase of \$6,074,000 from 2008. This valuation will produce an estimated \$2,511,740 in property tax increment for 2010.

Total 2010 proposed amended revenues of \$3,205,566 for Mandalay Gardens URA include property tax increment revenues of \$2,511,740, sales tax increment revenues of \$633,826 and intergovernmental revenues of \$60,000. This is a decrease of \$324,666 from the 2010 adopted budget.

Total 2010 proposed amended expenditures of \$3,114,272 for Mandalay Gardens URA include property tax collection fees of \$37,676 and debt service of \$3,076,596. This is an increase of \$208,057 from the 2010 adopted budgeted.

Any excess revenues over expenditures will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

North Huron URA

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

Unexpectedly, in late 2008, the bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$65,990,000 on the bonds, net of a \$2,510,000 principal pay down from excess bond proceeds, were successfully refunded in May of this year. This bond refinancing required some significant changes to the 2010 adopted budget.

Prior to the refinancing, the sales tax pledge was 2%, exclusive of the 1% pledged to Thornton per a revenue sharing agreement dated November 10, 2004. (Per a second IGA, Thornton will use some or all of this revenue as needed to pay their share of the cost of the 144<sup>th</sup> Avenue Interchange.) As part of the refinancing, the sales tax pledge will decrease to 0% in March, 2010. At that time, Staff expects property tax increment received by the URA to be sufficient to meet operating and debt service obligations.

The preliminary 2009 estimated tax increment valuation certified by Adams County is used to calculate property tax increment paid to the URA in 2010. Current market values resulted in a preliminary tax increment valuation of \$45,388,110 for 2009, an increase of \$14,608,590 from 2008. This valuation will produce an estimated \$5,288,869 in property tax increment for 2010.

Total 2010 proposed amended revenues of \$5,885,450 for North Huron URA include property tax increment revenues of \$5,288,869 and sales tax increment revenues of \$596,581. This is a decrease of \$4,814,946 from the 2010 adopted budget.

Total 2010 proposed amended expenditures of \$5,362,772 for North Huron URA include property tax collection fees of \$79,333, contractual obligations of \$366,008 and debt service of \$4,917,431. This is a decrease of \$299,345 from the 2010 adopted budget.

Any excess revenues over expenditures 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 70<sup>th</sup> Avenue, east of Depew Street, south of 75<sup>th</sup> Avenue, and west of Xavier Street. On June 22, 2007, WEDA issued variable rate tax exempt tax increment revenues bonds of \$8,320,000 to finance the construction of public infrastructure improvements in the URA. Debt service on the bonds will be paid with tax increment revenues. Unexpectedly, in late 2008, the bonds converted from variable rate bonds to bank bonds when the Letter of Credit bank's credit rating was downgraded. Outstanding principal of \$8,075,000 on the bonds were successfully refunded in June of this year. This bond refinancing required some minor changes to the 2010 adopted budget.

The preliminary 2009 estimated tax increment valuations certified by Jefferson County and Adams County are used to calculate property tax increment paid to the URA in 2010. Current market values resulted in a preliminary tax increment valuation of \$5,267,810 for 2009, an increase of \$2,850,160 from 2008. This valuation will produce an estimated \$408,951 in property tax increment for 2010.

Total 2010 proposed amended revenues of \$2,175,565 for South Sheridan URA include property tax increment revenues of \$408,951 and sales tax increment revenues of \$1,766,614. This is a decrease of \$271,413 from the 2010 adopted budget.

Total 2010 proposed amended expenditures of \$1,590,252 for South Sheridan URA include property tax collection fees of \$6,134, contractual obligations of \$957,278 and debt service of \$626,840. This is a decrease of \$223,074 from the 2010 adopted budget.

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

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

The preliminary 2009 estimated tax increment valuation certified by Adams County is used to calculate property tax increment paid to the URA in 2010. Current market values resulted in a preliminary tax increment valuation of \$3,833,150 for 2009, a increase of \$133,650 from 2008. This valuation will produce an estimated \$358,633 in property tax increment for 2010.

Total 2010 proposed amended revenues of \$380,987 for South Westminster URA include property tax increment revenues of \$358,633 and sales tax increment revenues of \$22,354. This is a decrease of \$325,665 from the 2010 adopted budget.

Total 2010 proposed amended expenditures of \$776,093 for South Westminster URA include property tax collection fees of \$5,380, contractual obligations of \$25,000 and debt service of \$745,713. This is a decrease of \$209,588 from the 2010 adopted budget.

In order to meet its obligations in 2010, South Westminster URA will use a portion of fund balance.

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 98<sup>th</sup> Avenue, west of Sheridan Boulevard and east of Harlan Street. The URA boundaries do include City Center Park at the northeastern corner of 92<sup>nd</sup> and Yates, but do not include the Westminster Mall.

The preliminary 2009 estimated tax increment valuations certified by Jefferson County and Adams County are used to calculate property tax increment paid to the URA in 2010. Current market values resulted in a preliminary tax increment valuation of \$5,717,670 for 2009, an increase of \$979,150 from 2008. This valuation will produce an estimated \$493,439 in property tax increment for 2010.

Total 2010 proposed amended revenues of \$493,439 for Westminster Center East URA. This is an increase of \$29,295 from the 2010 adopted budget.

Total 2010 proposed amended expenditures of \$493,439 for South Westminster URA include property tax collection fees of \$7,402, contractual obligations of \$128,957 and a contingency of \$357,080 for unanticipated expenditures. This is an increase of \$29,295 from the 2010 adopted budget.

Any excess revenues over expenditures and contingency will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

**Westminster Center Urban Reinvestment Plan Area**

On April 13, 2009, City Council approved Resolution 12, Series 2009 which established the Westminster Center Urban Reinvestment Plan Area and the Reinvestment Plan. Tax increment financing approval was not requested at that time. Therefore, no budget for 2010 is proposed. When the status of the project changes, a supplemental appropriation will be brought to the Board to amend the budget as necessary.

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

**REVENUES**

Description	Account Number	Adopted Budget	Proposed Amendment	Revised Budget
Property Tax Increment	6800.40035.0182	\$ 1,839,980	\$ 671,760	\$ 2,511,740
Property Tax Increment	6800.40035.0183	4,230,369	1,058,500	5,288,869
Property Tax Increment	6800.40035.0184	365,608	(6,975)	358,633
Property Tax Increment	6800.40035.0189	464,104	29,335	493,439
Property Tax Increment	6800.40035.0190	268,464	140,487	408,951
Sales Tax Increment	6800.40065.0182	1,690,252	(1,056,426)	633,826
Sales Tax Increment	6800.40065.0183	6,470,027	(5,873,446)	596,581
Sales Tax Increment	6800.40065.0184	341,044	(318,690)	22,534
Sales Tax Increment	6800.40065.0190	2,178,514	(411,900)	1,766,614
Intergovernmental	6800.40345.0000	0	60,000	60,000
Miscellaneous	6800.43060.0189	40	(40)	0
Transfers-in	6800.45000.0650	277,282	(277,282)	0
Carryover	6800.40200.0182	(901,299)	810,005	(91,294)
Carryover	6800.40200.0183	(5,038,279)	4,515,601	(522,678)
Carryover	6800.40200.0184	279,029	116,077	395,106
Carryover	6800.40200.0189	(633,652)	48,339	(585,318)
Total Change to Revenues			<u>\$(494,655)</u>	

**EXPENDITURES**

Description	Account Number	Current Budget	Amendment	Revised Budget
Contractual Services	68010900.67800.0183	\$ 460,276	\$(94,268)	\$366,008
Contractual Services	68010900.67800.0184	273,177	(248,177)	25,000
Contractual Services	68010900.67800.0189	133,675	(4,718)	128,957
Contractual Services	68010900.67800.0190	1,197,159	(239,881)	957,278
Principal	68010900.78200.018	1,415,000	(290,000)	1,125,000
Principal	68010900.78200.0183	2,230,000	(105,000)	2,125,000
Principal	68010900.78200.0184	460,000	95,000	555,000
Principal	68010900.78200.0190	280,000	(20,000)	260,000
Interest Expense	68010900.78400.0182	1,305,348	124,030	1,429,378
Interest Expense	68010900.78400.0183	2,579,167	211,264	2,790,431
Interest Expense	68010900.78400.0184	196,067	(5,354)	190,713
Interest Expense	68010900.78400.0190	296,251	70,589	366,840

Paying Agent Fees	68010900.78600.0182	158,267	363,951	522,218
Paying Agent Fees	68010900.78600.0183	329,218	(327,218)	2,000
Paying Agent Fees	68010900.78600.0184	50,953	(50,953)	0
Paying Agent Fees	68010900.78600.0190	35,889	(35,889)	0
Other Financing Use	68010900.78800.0182	27,600	10,076	37,676
Other Financing Use	68010900.78800.0183	63,456	15,877	79,333
Other Financing Use	68010900.78800.0184	5,484	(104)	5,380
Other Financing Use	68010900.78800.0189	6,962	440	7,402
Other Financing Use	68010900.78800.0190	4,027	2,107	6,134
Contingency	68010900.79900.0189	323,507	33,573	357,080
Total Change to Expenses			<u>\$(494,655)</u>	

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

**BUDGET MESSAGE**

The attached 2010 budget for the Westminster Economic Development Authority (WEDA) includes these important features:

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

The total budget for 2010 is inclusive of the following URA’s within WEDA, although no appropriations are proposed for Holly Park or Westminster Center Urban Reinvestment Project:

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

- Due to current real estate market conditions, redevelopment within the Holly Park URA has not yet occurred.
- Turmoil in the credit market resulted in a downgrade of the credit rating of the Letter of Credit bank for three WEDA bond issues, and one bank chose not to renew the Letter of Credit on one WEDA bond issue, necessitating the refinancing of these issues in 2009.
- Debt service schedules were temporarily accelerated in 2009 for four WEDA bond issues due to the conversion to bank bonds.
- The budget for WEDA anticipates stabilization of the economic climate in 2010.
- Retail space in the Mandalay Gardens URA is expected to be leased by the end of 2013.
- Additional commercial development in the North Huron URA is expected to be completed in the next five years with tax increment revenue continuing to grow with the additional development; the opening of the anchor store as part of the Northgate Center redevelopment in the South Westminster URA is providing a boost to the overall tax increment in the URA.

- Incremental revenues continue to grow in the South Sheridan URA with the opening of the additional businesses in the Shoenberg Farms Center.
- The increment for Westminster Center East Sub-area URA has declined with competitive development occurring outside the URA.

The preliminary 2009 estimated incremental assessed valuation from Adams and Jefferson County for WEDA is \$81,544,030, an increase of \$24,645,550 from 2008. This valuation will be used to calculate property tax increment paid to the URAs in 2010, resulting in approximately \$9,061,632 in property tax increment in 2010. Sales tax increment is estimated to be \$3,019,375 for 2010 with intergovernmental revenues estimated at \$60,000. Total proposed amended revenues for 2010 are \$12,141,007.

Debt service expenditures for 2010 are estimated at \$9,366,580. WEDA has four debt issues outstanding: 2009 WEDA Tax Increment Revenue Refunding Bonds (South Westminster), 2009 WEDA Tax Increment Adjustable Rate Revenue Refunding Bonds (Mandalay Gardens), a loan with Compass Mortgage (North Huron) and a loan with Vectra Bank (South Sheridan). Additional estimated expenditures for WEDA for 2010 of \$1,970,248 include contractual obligation payments of \$1,477,243, property tax collection fees of \$135,925 and a contingency of \$357,080 for unanticipated expenditures. Total proposed amended expenditures for 2010 are \$11,336,828. WEDA will be using fund balance (carryover) in 2010 to meet some of its obligations.

No contingency is included in the budgets of URAs that have debt. Instead, any revenue that exceeds expenditures and contingency will increase fund balance in the individual URA to be used at a later date. Contingency for unanticipated expenditures is budgeted in URAs without 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. **116**

INTRODUCED BY COMMISSIONERS

Series 2009

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**2010 PROPOSED AMENDED BUDGET**

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

WHEREAS, a proposed amended budget for 2010 was prepared and submitted to the Board of Directors on October 5, 2009 for review;

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 2010 proposed amended budget;

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

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

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

1. That the attached amended budget is hereby approved and the amounts stated herein are hereby appropriated for the fiscal year 2010.

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 12th day of October, 2009.

ATTEST:

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Chairperson

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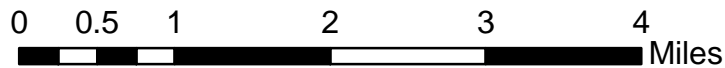
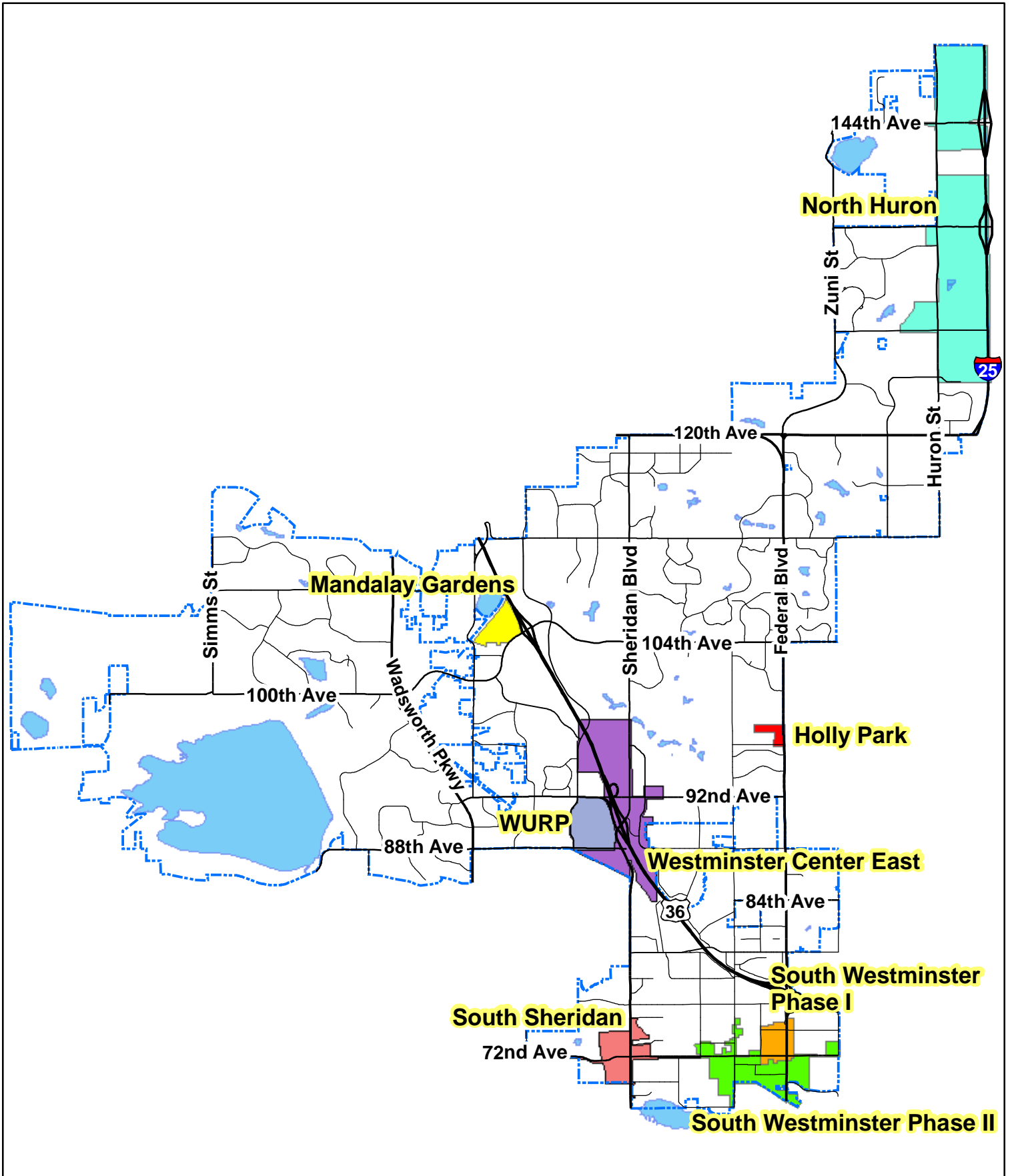
Secretary

**Westminster Economic Development Authority - LGID# 64189**  
**Consolidated Budget for All URAs**  
**2010 Proposed Amended Budget**

	2008 Actual	2009 Budget	2009 Actual Estimated	2010 Adopted	2010 Proposed Amended
<b>OPERATING</b>					
Revenues					
Property Tax Increment	\$ 4,417,684	\$ 6,219,492	\$ 6,020,706	\$ 7,168,525	\$ 9,061,632
Sales Tax Increment	6,316,734	7,494,159	6,835,652	10,679,837	3,019,375
Total Tax Increment	<u>10,734,418</u>	<u>13,713,651</u>	<u>12,856,358</u>	<u>17,848,362</u>	<u>12,081,007</u>
Intergovernmental	-	-	93,000	-	60,000
Miscellaneous	41	57	10	40	-
Investment Interest Earnings	522,628	25,872	124,435	-	-
Pooled Interest Earnings	275,908	-	147,260	-	-
Total Other Revenues	<u>798,577</u>	<u>25,929</u>	<u>364,705</u>	<u>40</u>	<u>60,000</u>
Total Revenues	<u>11,532,995</u>	<u>13,739,580</u>	<u>13,221,063</u>	<u>17,848,402</u>	<u>12,141,007</u>
Expenditures:					
Operating Activities					
Contractual	1,359,027	1,932,473	1,457,804	2,171,816	1,613,168
Other	165,675	-	-	-	-
Contingency	-	287,589	-	323,507	357,080
Total Operating Expenditures	<u>1,524,702</u>	<u>2,220,062</u>	<u>1,457,804</u>	<u>2,495,323</u>	<u>1,970,248</u>
Debt Service					
Principal Paid	330,000	11,407,875	10,753,875	4,385,000	4,065,000
Interest Paid	3,555,636	4,922,892	5,226,207	4,376,833	4,777,362
Agent Fees	549,669	596,057	538,503	574,327	524,218
Bond issuance costs	-	635,596	1,038,816	-	-
Total Debt Service	<u>4,435,305</u>	<u>17,562,420</u>	<u>17,557,401</u>	<u>9,336,160</u>	<u>9,366,580</u>
Total Expenditures	<u>5,960,007</u>	<u>19,782,482</u>	<u>19,015,205</u>	<u>11,831,483</u>	<u>11,336,828</u>
Net Operating Revenue (Expenditure)	<u>5,572,988</u>	<u>(6,042,902)</u>	<u>(5,794,142)</u>	<u>6,016,919</u>	<u>804,179</u>
Other Financing Sources (Uses)					
Payment to refunding escrow agent	-	(81,857,032)	(106,109,000)	-	-
Proceeds from bonds	-	5,330,000	35,830,000	-	-
Proceeds from loan	-	77,100,000	70,450,000	-	-
Transfers out	(173,887)	(278,454)	-	-	-
Transfers In	755,544	93,000	-	277,282	-
Total Other Financing Sources (Uses)	<u>581,657</u>	<u>387,514</u>	<u>171,000</u>	<u>277,282</u>	<u>-</u>
Excess Revenue over (under) Expenditures	6,154,645	(5,655,388)	(5,623,142)	6,294,201	804,179
Beginning Balance Operating - January 1	<u>14,443,474</u>	<u>16,569,799</u>	<u>20,598,119</u>	<u>20,625,341</u>	<u>14,974,977</u>
Ending Balance Operating - December 31	<u>\$ 20,598,119</u>	<u>\$ 10,914,411</u>	<u>\$ 14,974,977</u>	<u>\$ 26,919,542</u>	<u>\$ 15,779,156</u>
<b>CAPITAL PROJECTS</b>					
<i>For informational purposes only. All capital project funds have been previously appropriated with no additional requests in 2009/2010.</i>					
Revenue	\$ 412,221	\$ -	\$ -	\$ -	\$ -
Debt expense	-	-	-	-	-
Project expense	(9,024,185)	-	(4,060,383)	-	(5,444,186)
Excess Revenue over (under) Expenditures	(8,611,964)	-	(4,060,383)	-	(5,444,186)
Beginning Balance Capital - January 1	<u>18,160,414</u>	<u>18,238,036</u>	<u>9,548,450</u>	<u>19,340,729</u>	<u>5,488,067</u>
Ending Balance Capital - December 31	<u>\$ 9,548,450</u>	<u>\$ 18,238,036</u>	<u>\$ 5,488,067</u>	<u>\$ 19,340,729</u>	<u>\$ 43,881</u>
Total Ending Balance	<u>\$ 30,146,569</u>	<u>\$ 29,152,447</u>	<u>\$ 20,463,044</u>	<u>\$ 46,260,271</u>	<u>\$ 15,823,037</u>



# Westminster Urban Renewal Areas



**CITY OF WESTMINSTER GENERAL IMPROVEMENT DISTRICTS**  
**WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE**  
**MONDAY, October 12, 2009**  
**7:00 P.M.**

1. Roll Call
  
2. Minutes of Previous Meetings
  - A. 136<sup>th</sup> Avenue GID (October 13, 2008)
  - B. 144<sup>th</sup> Avenue GID (October 13, 2008)
  - C. Amherst GID (October 13, 2008)
  - D. Mandalay Town Center GID (October 13, 2008)
  - E. Promenade Parking GID (October 13, 2008)
  - F. Sheridan Crossing GID (October 13, 2008)
  
3. New Business
  - A. Public Hearing re City of Westminster GIDs re 2010 Budgets
  - B. 136<sup>th</sup> Avenue GID 2010 Budget and Mill Levy (Resolution No. 12)
  - C. 144<sup>th</sup> Avenue GID 2010 Budget and Mill Levy (Resolution No. 6)
  - D. Amherst GID 2010 Budget and Mill Levy (Resolution No. 28)
  - E. Mandalay Town Center GID 2010 Budget and Mill Levy (Resolution No. 12)
  - F. Promenade Parking GID 2010 Budget and Mill Levy (Resolution No. 10)
  - G. Sheridan Crossing GID 2010 Budget and Mill Levy (Resolution No. 25)
  
4. Adjournment

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE 136<sup>TH</sup> AVENUE GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of December 17, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 11 ADOPTING 136<sup>TH</sup> AVENUE GID 2009 BUDGET AND MILL LEVY

It was moved by Board Member Major and seconded by Winter to adopt Resolution No. 11 adopting the 2009 Budget for the 136<sup>th</sup> Avenue General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 15.719 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE 144<sup>TH</sup> AVENUE GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of October 8, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 5 ADOPTING 144<sup>TH</sup> AVENUE GID 2009 BUDGET AND MILL LEVY

It was moved by Board Member Briggs and seconded by Dittman to adopt Resolution No. 5 adopting the 2009 Budget for the 144<sup>th</sup> Avenue General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 20 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE AMHERST GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of October 8, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 27 ADOPTING AMHERST GID 2009 BUDGET AND MILL LEVY

It was moved by Board Member Lindsey and seconded by Kaiser to adopt Resolution No. 27 adopting the 2009 Budget for the Amherst General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 5 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of December 17, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 11 ADOPTING MANDALAY TOWN CENTER GID 2009 BUDGET/MILL LEVY

It was moved by Vice Chair Dittman and seconded by Lindsey to adopt Resolution No. 11 adopting the 2009 Budget for the Mandalay Town Center General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 35 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE PROMENADE PARKING GARAGE GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of October 8, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 9 RE PROMENADE PARKING GARAGE GID 2009 BUDGET/MILL LEVY

It was moved by Board Member Winter and seconded by Major to adopt Resolution No. 9 adopting the 2009 Budget for the Promenade Parking Garage General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 5.5 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

CITY OF WESTMINSTER, COLORADO  
MINUTES OF THE SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT  
MONDAY, OCTOBER 13, 2008 AT 7:32 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 Stephen P. Smithers, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Major moved, seconded by Kaiser to approve the minutes of the meeting of October 8, 2007 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING ON 2009 BUDGET AND MILL LEVY

At 7:33 p.m. a hearing was opened to receive public comment on the proposed 2009 Budgets of the City of Westminster's General Improvement Districts (GID), which included the 136<sup>th</sup> Avenue GID, the 144<sup>th</sup> 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 7:33 p.m.

RESOLUTION NO. 24 ADOPTING SHERIDAN CROSSING GID 2009 BUDGET AND MILL LEVY

It was moved by Board Member Lindsey and seconded by Winter to adopt Resolution No. 24 adopting the 2009 Budget for the Sheridan Crossing General Improvement District, as presented, appropriating funds therein budgeted, and setting the District's mill levy for the taxable year 2008 for collection in 2009 at 12 mills. At roll call, the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary



# City of Westminster GIDs Agenda Item 3 A

## Agenda Memorandum

General Improvement Districts Meeting  
October 12, 2009



**SUBJECT:** Public Hearing re General Improvement Districts' 2010 Budgets

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

### Recommended Board Action

Hold a Public Hearing on the 2010 Budgets for the following General Improvement Districts (GID): 136<sup>th</sup> Avenue GID, 144<sup>th</sup> Avenue GID, Amherst GID, Mandalay Town Center GID, Promenade Parking Garage GID and Sheridan Crossing GID.

### Summary Statement

- City Council acts as the Board of Directors of the GIDs within the boundaries of the City of Westminster, including 136<sup>th</sup> Avenue GID, 144<sup>th</sup> Avenue GID, Amherst GID, Mandalay Town Center GID, Promenade Parking Garage GID and Sheridan Crossing GID.
- Local Government Budget Law (Budget Law), 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 six of the GIDs is legally permissible and administratively more efficient. Therefore, for the 2010 budgets of the GIDs, one consolidated public hearing notice was published in the Westminster Window on October 1, 2009. 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 on each of the GID budgets are included in the individual GID agenda items.

Respectfully submitted,

J. Brent McFall  
Executive Director

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

## Agenda Memorandum

136th Avenue General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 12 re 2010 City of Westminster 136th Avenue General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 12 that sets the mill levy for the taxable year 2009 for collections in 2010 at 16 mills for the City of Westminster 136<sup>th</sup> Avenue General Improvement District (District), formally adopts the 2010 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 2010 Budget for the City of Westminster 136th Avenue General Improvement District that reflects all proposed District operations and services to be provided in 2010.
- The State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary total assessed valuation for the District is \$14,628,080 and is used to calculate property taxes paid in 2010. The incremental value is \$13,245,290 with a base valuation of \$1,382,790.
- Adams County certifies the final valuation in early December each year.
- The operating mill levy is recommended to be increased from the prior year level of .719 mills to 1 mill which is within the maximum mill levy range approved by the electors. The 15 mill levy for debt remains unchanged from the previous year. The total mill levy will be 16 mills for 2010 collections and must be certified with Adams County by December 15th each year.
- Based on the preliminary net assessed valuation, the 16 mill levy will generate \$22,125 in property tax revenue. Total revenue including ownership tax, interest earnings and intergovernmental revenue are estimated at \$252,167.
- Projected expenditures in 2010 are \$10,000 for administrative fees, \$332 for property tax collection fees and a contractual payment of \$255,000 to the City of Westminster (City). Total expenditures are estimated at \$265,332.
- An emergency reserve of \$7,565 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

**Expenditure Required:** \$265,332

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

**Policy Issue**

Should the attached proposed 2010 Budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 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 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) authorized maximum debt service repayment of 15 mills, which will end in 2021 or when the aggregate collections of principal equal \$11,000,000, whichever is greater, (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 \$7,565 is still required and has been established. The operating mill levy will be increased to 1 from .719 which will generate property tax revenue within the \$10,000 allowable annual maximum revenue range.

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 136<sup>th</sup> 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 monthly 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 \$211,924 for 2010.

The City financed and constructed an interchange at 136<sup>th</sup> 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 \$255,000 for 2010.

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 2010 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 Board of Directors of the District. 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 136<sup>th</sup> 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 monthly 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 \$211,924 for 2010.

The City of Westminster (City) financed and constructed an interchange at 136<sup>th</sup> 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 principal 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 \$255,000 for 2010.

The District's 2009 preliminary assessed valuation is \$14,628,080 with an incremental valuation of \$13,245,290 leaving the base assessed valuation of \$1,382,790. This is an increase in the base assessed valuation of \$163,160 from the 2008 base assessed valuation. The District will certify a 16 mill levy, which will generate property tax revenues of \$22,125, based on the preliminary net assessed valuation. Total estimated revenue including ownership taxes, interest and intergovernmental revenue is \$252,167.

Projected expenditures in 2010 are \$10,000 for administrative fees, \$332 for property tax collection fees and a contractual payment of \$255,000 to the City. Total expenditures are estimated to be \$265,332 for 2010.

An emergency reserve of \$7,565, 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

**136<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

RESOLUTION NO. **12**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 BUDGET AND MILL LEVY**

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

WHEREAS, a proposed budget for 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 \$265,332 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 16 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary

**City of Westminster**  
**136th Avenue General Improvement District - LGID# 01084/1**  
**2010 Proposed Budget**

	2008 <u>Actual</u>	2009 <u>Budget</u>	2009 <u>Estimated</u>	2010 <u>Proposed</u>
<b>Revenues</b>				
Taxes:				
Property taxes - operating	\$ 1,237	\$ 877	\$ 947	\$ 1,383
Property taxes - debt	25,813	9,115	19,750	20,742
<i>Subtotal property taxes</i>	27,050	9,992	20,697	22,125
Ownership taxes	16,812	16,500	16,133	16,133
Intergovernmental	0	208,454	198,250	211,924
Interest	6,292	3,500	1,985	1,985
<b>Total Revenues</b>	<u>50,154</u>	<u>238,446</u>	<u>237,065</u>	<u>252,167</u>
<b>Operating expenditures:</b>				
Administration	10,000	19,428	19,428	10,000
Contractual services	0	263,007	263,007	255,000
Contingency	0	0	0	0
Treasurer's fees	405	287	310	332
<i>Total operating</i>	<u>10,405</u>	<u>282,722</u>	<u>282,745</u>	<u>265,332</u>
<i>Excess of revenue over (under) expenditures</i>	<u>39,749</u>	<u>(44,276)</u>	<u>(45,680)</u>	<u>(13,165)</u>
<b>Other financing sources (uses):</b>				
Transfers in from WEDA	173,887	0	0	0
Transfers out to City	(195,000)	0	0	0
<b>Total other financing sources (uses)</b>	<u>(21,113)</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Excess of revenue over (under) expenditures and other sources (uses)</i>	18,636	(44,276)	(45,680)	(13,165)
Beginning balance	50,621	65,561	69,257	23,577
Ending balance	<u>\$ 69,257</u>	<u>\$ 21,285</u>	<u>\$ 23,577</u>	<u>\$ 10,412</u> *

\* Ending balance includes \$7,565 budgeted for emergency reserves to comply with TABOR Amendment.

<b>Mill Levy</b>				<b>Net Assessed Valuation</b>	
Budget Year	Operating	Debt Svc	Total	Year	Amount
2010	1.000	15.00	16.000	2009	1,382,790
2009	0.719	15.00	15.719	2008	1,316,690
2008	0.781	15.00	16.00	2007	1,713,340
<i>Maximum levy is 16 mills</i>					

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

## Agenda Memorandum

144th Avenue General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 6 re City of Westminster 2010 144th Avenue General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 6 that sets the mill levy for the taxable year 2009 for collections in 2010 at 20 mills for the City of Westminster 144<sup>th</sup> Avenue General Improvement District (District), formally adopts the 2010 budget for the District, and appropriates the funds as budgeted.

### Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2010 budget for the City of Westminster 144th Avenue General Improvement District that reflects all proposed District operations and services to be provided in 2010.
- The State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary total assessed valuation for the District is \$27,908,670 and is used to calculate property taxes paid in 2010. The incremental value is \$25,270,470 with a base valuation of \$2,638,200.
- Adams County certifies the final valuation in early December each year.
- The mill levy will be 20 mills for 2010 collections and must be certified with Adams County by December 15. This mill levy remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the operating mill levy of 20 mills will generate \$52,764 in property tax revenue. Total revenues including ownership taxes and interest earnings are estimated at \$77,556.
- Projected costs in 2010 are \$10,000 for administrative fees, \$791 for property tax collection fees and a contractual payment of \$61,800 to the City of Westminster (City). Total expenditures are estimated at \$72,591.
- An emergency reserve of \$2,327 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

**Expenditure Required:** \$72,591

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



**Policy Issue**

Should the attached 2010 budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 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) authorized an unlimited debt mill levy to pay annual debt service, 3) approved a mill levy, not to exceed 20 mills, to pay for annual operating expenditures of the District, 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 \$2,327 is still required and has been established.

The District overlaps the 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. Therefore, the District receives property tax based in its mill levy on only the base assessed valuation of property in the District. Property tax on the incremental assessed valuation of property in the District will flow to WEDA.

The City's financing arm, the Westminster Building Authority, issued Certificates of Participation (COPs) in 2005 for the construction of the east side of the interchange at I-25 and 144<sup>th</sup> Avenue, which 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 10, 2005. This IGA provides for the District to make annual payments to the City to augment the City's lease payment on the 2005 COPs. This payment is budgeted in contractual services and is estimated to be \$61,800 for 2010.

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 2010 budget for the City of Westminster 144<sup>th</sup> Avenue General Improvement District (District) includes these important features:

Westminster City Council organized the District on August 30, 2004. The Westminster City Council is the 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 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. Therefore, the District receives property tax based in its mill levy on only the base assessed valuation of property in the District. Property tax on the incremental assessed valuation of property in the District will flow to WEDA.

The Westminster Building Authority, the City of Westminster's (City) financing entity, issued Certificates of Participation (COPs) in 2005 for the construction of the east side of the interchange at I-25 and 144<sup>th</sup> Avenue which 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 10, 2005. This IGA provides for the District to make annual payments to the City to augment the City's lease payment on the 2005 COPs. This payment is budgeted in contractual services and is estimated to be \$61,800 for 2010.

The District's 2009 preliminary total assessed valuation is \$27,908,670 with an incremental valuation of \$25,270,470 leaving a base assessed valuation of \$2,638,200. This is an increase in the net assessed valuation of \$1,047,600 from the 2008 base assessed valuation. The District will certify an operating mill levy of 20 mills which will generate property tax revenues of \$52,764. Total revenues including ownership taxes and interest earnings are estimated at \$77,556.

Projected expenditures for 2010 are \$10,000 for administrative fees, and property tax collection fees of \$791 and a contractual payment to the City of \$61,800. Total expenditures are estimated to be \$72,591 for 2010.

An emergency reserve of \$2,327 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

**144<sup>th</sup> AVENUE GENERAL IMPROVEMENT DISTRICT**

RESOLUTION NO. **6**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 BUDGET AND MILL LEVY**

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

WHEREAS, a proposed budget for 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 144<sup>th</sup> Avenue General Improvement District of Adams County, Colorado:

1. That the attached budget for \$72,591 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 20 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary

**City of Westminster**  
**144th Avenue General Improvement District - LGID# 65462/1**  
**2010 Proposed Budget**

	2008 Actual	2009 Budget	2009 Estimated	2010 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes	\$ 22,804	\$33,844	\$ 32,959	\$ 52,764
Ownership taxes	14,180	30,000	24,650	24,650
Interest	918	710	613	142
<i>Total Revenues</i>	37,902	64,554	58,222	77,556
<b>General Operating Expenditures:</b>				
Administration	20,000	20,000	20,000	10,000
Contractual services	0	56,000	51,800	61,800
Contingency	0	0	0	0
Treasurer's fees	342	508	494	791
<i>Total general operating</i>	20,342	76,508	72,294	72,591
<b>Other financing uses:</b>				
Transfers to General Fund	1,700	0	0	0
<i>Total Expenditures and other financing uses</i>	22,042	76,508	72,294	72,591
<i>Excess of revenue over (under) expenditures and other uses</i>	15,860	(11,954)	(14,072)	4,965
Beginning Balance	1	30,893	15,861	1,789
Ending Balance	\$15,861	\$18,939	\$1,789	\$6,754 *

\* Ending balance includes \$2,327 budgeted for emergency reserves to comply with TABOR Amendment.

<b>Mill Levy</b>	
Year	Amount
2009	20
2008	20
2007	20

<b>Net Assessed Valuation</b>	
Year	Amount
2009	2,638,200
2008	1,590,600
2007	1,140,210

# Amherst GID Agenda Item 3 D

## Agenda Memorandum

Amherst General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 28 re 2010 City of Westminster Amherst General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 28 that sets the mill levy for the taxable year 2009 for collections in 2010 at 5 mills for the City of Westminster Amherst General Improvement District (District), formally adopts the 2010 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 2010 budget for the City of Westminster Amherst General Improvement District that reflects all proposed District operations and services to be provided in 2010.
- State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary total assessed valuation for the District is \$12,258,790 and is used to calculate property taxes due in 2010.
- Adams County certifies the final valuation in early December each year.
- The mill levy will be 5 mills for 2010 collections and must be certified with Adams County by December 15. This mill levy remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 5 mill levy will generate \$61,294 in property tax revenue. Total revenues including ownership tax and interest earnings are estimated at \$71,044.
- Projected costs in 2010 are \$10,000 for administrative fees, \$919 for property tax collection fees, \$48,000 for landscape maintenance and improvement repair expenditures and a contingency of \$5,000 for unanticipated expenditures. Total expenditures are estimated at \$63,919.
- Remaining revenues will accumulate in fund balance in order to pay for capital expenditures in future years.
- An emergency reserve of \$2,131 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

**Expenditure Required:** \$63,919

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

**Policy Issue**

Should the attached 2010 budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 \$2,131 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 2010 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 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 2009 preliminary total assessed valuation is \$12,258,790. This is a decrease of \$297,210 from 2008. The assessed valuation certified by Adams County for 2009 is used to calculate property taxes due in 2010. The District will certify a 5 mill levy, which will generate property tax revenues of \$61,294, based on the preliminary assessed valuation. Total revenues including ownership taxes and interest earnings are estimated at \$71,044.

Projected expenditures for 2010 are \$10,000 for administrative fees; \$919 for 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 \$63,919 for 2010. Revenues over expenditures at the end of 2010 will be utilized to build a reserve to cover required major maintenance and/or certain capital improvements in future years.

**SUBJECT:** Resolution re Amherst GID 2010 Budget and Mill Levy

Page 3

An emergency reserve of \$2,131 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. **28**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 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 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 \$63,919 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 5 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary



**City of Westminster**  
**Amherst General Improvement District - LGID# 01053/1**  
**2010 Proposed Budget**

	2008 <u>Actual</u>	2009 <u>Budget</u>	2009 <u>Estimated</u>	2010 <u>Proposed</u>
<b>Revenues</b>				
Taxes:				
Property taxes	\$ 62,947	\$ 62,780	\$ 62,780	\$ 61,294
Ownership taxes	5,256	5,300	4,600	4,600
Total taxes	<u>68,203</u>	<u>68,080</u>	<u>67,380</u>	<u>65,894</u>
Interest	8,487	4,244	5,831	5,150
<i>Total Revenues</i>	<u>76,690</u>	<u>72,324</u>	<u>73,211</u>	<u>71,044</u>
<b>Expenditures</b>				
General operating:				
Professional services	14,886	30,000	30,000	40,000
Administration	10,000	10,000	10,000	10,000
Water-sewer	7,533	10,000	3,767	8,000
Irrigation materials	0	0	0	0
Contingency	0	5,000	0	5,000
Treasurer's fees	944	942	942	919
<i>Total Expenditures</i>	<u>33,363</u>	<u>55,942</u>	<u>44,709</u>	<u>63,919</u>
<i>Excess Revenue over (under) Expenditures</i>	43,327	16,382	28,502	7,125
Beginning balance	<u>118,909</u>	<u>144,832</u>	<u>162,236</u>	<u>190,738</u>
Ending balance	<u>\$ 162,236</u>	<u>\$ 161,214</u>	<u>\$ 190,738</u>	<u>\$ 197,863</u> *

\* Ending balance includes \$2,131 budgeted for emergency reserves to comply with TABOR Amendment.

<b>Mill Levy</b>	
	Operating
2010	5.00
2009	5.00
2008	5.00
<i>Maximum levy is 5 mills</i>	

<b>Assessed Valuation</b>	
Year	Value
2009	12,258,790
2008	12,556,000
2007	12,558,940

# Mandalay Town Center GID Agenda Item 3 E

## Agenda Memorandum

Mandalay Town Center General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 12 re 2010 City of Westminster Mandalay Town Center General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 12 that sets the mill levy for the taxable year 2009 for collections in 2010 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District (District), formally adopts the 2010 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 2010 budget for the Mandalay Town Center General Improvement District, which reflects all proposed District operations and services to be provided in 2010.
- State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary total assessed valuation for the District is \$22,159,030 and is used to calculate property taxes paid in 2010. The incremental value is \$21,310,980 with a base valuation of \$848,050.
- Jefferson County certifies the final valuation in early December each year.
- The mill levy will be 35 mills for 2010 collections and must be certified with Jefferson County by December 15th each year. This mill levy remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 35 mill levy will generate \$29,682 in property tax revenue. Total revenues including ownership tax and interest earnings are estimated at \$70,641.
- Projected costs in 2010 are \$10,000 for administrative fees, \$445 for property tax collection fees and a contractual payment of \$60,000 to the Westminster Economic Development Authority (WEDA). Total expenditures are estimated at \$70,445.
- An emergency reserve of \$2,119 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

**Expenditure Required:** \$70,445

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

**Policy Issue**

Should the attached 2010 budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 approved: 1) 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 \$2,119 is still required and has been established.

The District overlaps the Mandalay Gardens Urban Renewal Area established in March 2003 under the 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 of this year. 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, all other net revenues received by the District are paid to WEDA. This payment is budgeted as contractual services and is estimated to be \$60,000 for 2010.

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 2010 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 Board of Directors of the District. The District overlaps the Mandalay Gardens Urban Renewal Area (URA) established in March 2003 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. The principal purpose of the District is to finance a portion of the cost of street improvements and other necessary and related appurtenant facilities. Because the District overlaps the Mandalay Gardens URA, the District receives the property tax attributable to the base assessed valuation only.

The District's 2009 preliminary total assessed valuation is \$22,159,030 with an incremental valuation of \$21,310,980 leaving a base assessed valuation of \$848,050. This is a decrease of \$517,110 in the base valuation from 2008. The District will certify a 35 mill levy, which will generate property tax revenues of \$29,682 based on the preliminary base assessed valuation. Total revenues including ownership taxes and interest earnings are estimated to be \$70,641.

Projected expenses for 2010 are \$10,000 for administrative fees, \$445 for property tax collection fees and a contractual payment of \$60,000 to WEDA. Total expenditures are estimated to be \$70,445 for 2010.

An emergency reserve of \$2,119 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. **12**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 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 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 \$70,445 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 35 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary

**City of Westminster**  
**Mandalay Town Center General Improvement District - LGID# 65368/1**  
**2010 Proposed Budget**

	2008 Actual	2009 Budget	2009 Estimated	2010 Proposed
<b>Revenues</b>				
Taxes:				
Property Taxes	\$ 47,052	\$ 46,631	\$ 46,631	\$ 29,682
Ownership taxes	39,760	40,400	40,400	40,400
Interest	1,542	950	1,117	559
<b>Total Revenues</b>	<b>88,354</b>	<b>87,981</b>	<b>88,148</b>	<b>70,641</b>
<b>General Operating Expenditures:</b>				
Administration	10,000	10,000	10,000	10,000
Contractual services	0	93,000	93,000	60,000
Treasurer's fees	706	699	699	445
<b>Total general operating</b>	<b>10,706</b>	<b>103,699</b>	<b>103,699</b>	<b>70,445</b>
<b>Other financing uses:</b>				
Transfers to WEDA	62,445	0	0	0
<b>Total Expenditures and other financing uses</b>	<b>73,151</b>	<b>103,699</b>	<b>103,699</b>	<b>70,445</b>
<b>Excess of revenue over (under) expenditures and other uses</b>	<b>15,203</b>	<b>(15,718)</b>	<b>(15,551)</b>	<b>196</b>
Beginning Balance	3,774	19,026	18,977	3,426
Ending Balance	<b>\$ 18,977</b>	<b>\$ 3,308</b>	<b>\$ 3,426</b>	<b>\$ 3,622 *</b>

\* Ending balance includes \$2,119 budgeted for emergency reserves to comply with TABOR Amendment.

<b>Mill Levy</b>	
Budget Year	Mills
2010	35.00
2009	35.00
2008	35.00

<b>Net Assessed Valuation</b>	
Year	Amount
2009	848,050
2008	1,365,160
2007	1,344,310

# Promenade Parking Garage GID Agenda Item 3 F

## Agenda Memorandum

Promenade Parking Garage General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 10 re 2010 City of Westminster Promenade Parking Garage  
General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 10 that sets the mill levy for the taxable year 2009 for collections in 2010 at 5.5 mills for the City of Westminster Promenade Parking Garage General Improvement District (District), formally adopts the 2010 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 2010 budget for the City of Westminster Promenade Parking Garage General Improvement District that reflects all proposed District operations and services to be provided in 2010.
- State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary assessed valuation for the District is \$28,510 and is used to calculate property taxes paid in 2010.
- Jefferson County certifies the final valuation in early December each year.
- The operating mill levy will be 5.5 mills for 2010 collections and must be certified with Jefferson County by December 15. This mill levy remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the operating mill levy of 5.5 mills will generate \$157 in property tax revenue. This is the only revenue estimated for the District.
- Projected costs in 2010 are \$155 for administrative fees and \$2 for property tax collection fees. Total expenditures are estimated at \$157.
- An emergency reserve of \$5 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

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

**Expenditure Required:** \$157

**Source of Funds:** Estimated property tax revenues for the District

**Policy Issue**

Should the attached 2010 budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 capacity to operate.

**Background Information**

The Promenade Parking General Improvement District was organized by City Council on August 14, 2000. The principal purpose of the District is to facilitate the construction of a Promenade Parking Garage and to operate and maintain it once constructed. Pursuant to the creation ordinance, the Westminster City Council is the Board of Directors of the District.

On November 7, 2000, the property owners in the District took the following actions: 1) Approved \$100,000 annually for expenditures of the District, provided by a mill levy not to exceed 5.5 mills; 2) Authorized debt of \$9,885,000 to finance the costs of constructing a parking facility and related costs; 3) Authorized refunding of the District's debt in the amount of \$10,500,000; and 4) Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure revenue raising or other limitation contained within the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of \$5 is still required and has been established.

The District entered into an agreement on May 15, 2001 with the City of Westminster (City), Inland Pacific Colorado, LLC (IPC) and Westminster Promenade Development Company, LLC (WPDC). The agreement sets the District's total mill levy not to exceed 32 mills unless approved by WPDC, facilitates the completion of the Promenade Parking Facility and each party's obligations thereto, and outlines the repayment of the construction costs to the City and WPDC through the District's mill levy.

Development of the parking garage has stalled due to continued vacant office space in the US 36 Corridor and the Denver Metropolitan area, as well as the down turn in the economy. Staff believes that it is important to keep the District in place to be able to address the parking demand that might be created by the alternative uses being considered. If none of the alternatives move forward in the next few years, Staff will bring a recommendation to the Board on the future of the District.

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 2010 budget for the City of Westminster Promenade Parking General Improvement District (District) includes these important features:

Westminster City Council organized the District on August 14, 2000. Pursuant to the creation ordinance, the Westminster City Council is the Board of Directors of the District. The principal purpose of the District is to facilitate the construction of the Promenade Parking Garage and to operate and maintain the parking garage once constructed.

Staff continues to pursue alternative uses for the property in the District. Staff believes that it is important to keep the District in place to be able to address the parking demand that might be created by the alternative uses being considered. If none of the alternatives move forward in the next few years, Staff will bring a recommendation to the Board on the future of the District.



The District's 2009 preliminary assessed valuation is \$28,510. This is a decrease of \$2,000 from 2008. The District will certify a 5.5 operating mill levy that will generate property tax revenues of \$157 based on the preliminary assessed valuation. Property taxes are the only estimated revenues for 2010.

Projected expenditures for 2010 are \$155 for administrative fees and \$2 for property tax collection fees. Total expenditures are estimated to be \$157 for 2010.

An emergency reserve of \$5 as required by the TABOR Amendment is included in the ending fund balance.

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

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

Respectfully submitted,

J. Brent McFall  
Executive Director

Attachments

**PROMENADE PARKING GARAGE GENERAL IMPROVEMENT DISTRICT**

RESOLUTION NO. **10**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 BUDGET AND MILL LEVY**

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

WHEREAS, a proposed budget for 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

WHEREAS, no objections have been filed by any member of the public to the proposed budget;

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

1. That the attached budget for \$157 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 5.5 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary

**City of Westminster**  
**Promenade Parking Garage General Improvement District - LGID# 30150/1**  
**2010 Proposed Budget**

	2008 Actual	2009 Budget	2009 Estimated	2010 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes-gen operating	\$ 185	\$ 168	\$ 173	\$ 157
Ownership taxes	0	0	0	0
Total taxes	<u>185</u>	<u>168</u>	<u>173</u>	<u>157</u>
Interest	8	0	0	0
<b>Total Revenues</b>	<u><u>193</u></u>	<u><u>168</u></u>	<u><u>173</u></u>	<u><u>157</u></u>
<b>Expenditures</b>				
General Operating:				
Administration	172	165	165	155
Treasurer's fees	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>
<b>Total Expenditures</b>	<u><u>175</u></u>	<u><u>168</u></u>	<u><u>168</u></u>	<u><u>157</u></u>
<i>Excess Revenue over (under) Expenditures</i>	18	0	5	0
Beginning Balance	<u>407</u>	<u>407</u>	<u>425</u>	<u>430</u>
Ending Balance	<u><u>\$ 425</u></u>	<u><u>\$ 407</u></u>	<u><u>\$ 430</u></u>	<u><u>\$ 430</u></u> *

\* Ending balance includes \$5 budgeted for emergency reserves to comply with TABOR Amendment.

Mill Levy				Assessed Valuation	
Budget Year	Operating	Debt Svc	Total		
2009	5.50	0.00	5.50	2009	\$28,510
2008	5.50	0.00	5.50	2008	\$30,510
2007	5.50	0.00	5.50	2007	\$30,510
<i>Maximum levy is 32 mills by contract, inclusive of max 5.5 mills general operating</i>					

# Sheridan Crossing GID Agenda Item 3 G

## Agenda Memorandum

Sheridan Crossing General Improvement District Meeting  
October 12, 2009



**SUBJECT:** Resolution No. 25 re 2010 City of Westminster Sheridan Crossing General Improvement District Budget

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

### Recommended Board Action

Adopt Resolution No. 25 that sets the mill levy for the taxable year 2009 for collections in 2010 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District (District), formally adopts the 2010 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 2010 Budget for the City of Westminster Sheridan Crossing General Improvement District that reflects all proposed District operations and services to be provided in 2010.
- The State of Colorado Local Government Budget Law (Budget Law), 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 2009 preliminary total assessed valuation for the District is \$8,632,440 and is used to calculate property taxes due in 2010.
- Adams County certifies the final valuation in early December each year.
- The mill levy will be 12 mills for 2010 collections and must be certified with Adams County by December 15. This mill levy remains unchanged from the previous year.
- Based in the preliminary total assessed valuation, the 12 mill levy will generate \$103,589 in property tax revenue. Total revenues including ownership tax and interest earnings are estimated at \$134,251.
- Projected costs in 2010 are \$10,000 for administrative fees, \$1,554 for property tax collection fees and \$47,256 for landscape maintenance and improvement repair expenditures and a contingency of \$5,000 for unanticipated expenditures. Total expenditures are estimated at \$63,810.
- Remaining revenues will fall to fund balance to fund capital expenditures in future years.
- An emergency reserve of \$4,028 as required under Article X, Section 20, of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.

**Expenditure Required:** \$63,810

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

**Policy Issue**

Should the attached 2010 Budget be adopted by the Board?

**Alternative**

The alternative would be to not adopt a budget for 2010. 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 120<sup>th</sup> 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 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 \$4,028 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 2010 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 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 of \$8,632,440 for 2009. This is an increase of \$336,530 from 2008. The assessed valuation certified by Adams County for 2009 is used to calculate property taxes due in 2010. The District will certify a 12 mill levy, which will generate property tax revenues of \$103,589 based on the preliminary assessed valuation. Total revenues including ownership taxes and interest are estimated at \$134,251.

Projected costs in 2010 are \$10,000 for administrative fees, \$1,554 for property tax collection fees, \$47,256 for landscape maintenance expenditures and a \$5,000 contingency for unanticipated expenditures. Total expenditures are estimated at \$63,810. Any excess revenues over expenditures will be utilized to build a reserve for the capital repair and improvement of infrastructure, including three bridges appurtenant to the easement.

An emergency reserve of \$4,028 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. **25**

INTRODUCED BY BOARD MEMBERS

SERIES 2009

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**2010 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 2010 was prepared and submitted to the Board of Directors on October 12, 2009 for its review; and

WHEREAS, proper notice was published on October 1, 2009 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 12, 2009 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 \$63,810 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2010.
2. That the tax levy of 12 mills is fixed for the taxable year 2009 for collections in 2010.
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 12<sup>th</sup> day of October 2009.

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Chairperson

ATTEST:

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Secretary

**City of Westminster**  
**Sheridan Crossing General Improvement District - LGID# 01061/1**  
**2010 Proposed Budget**

	2008 Actual	2009 Budget	2009 Estimated	2010 Proposed
<b>Revenues</b>				
Taxes:				
Property taxes	\$ 99,740	\$ 99,551	\$ 99,551	\$ 103,589
Ownership taxes	8,365	8,400	7,300	7,300
Total taxes	108,105	107,951	106,851	110,889
Interest	35,048	22,574	23,640	23,362
<b>Total Revenues</b>	<b>143,153</b>	<b>130,525</b>	<b>130,491</b>	<b>134,251</b>
<b>Expenditures</b>				
General Operating:				
Professional services	0	30,000	30,000	32,400
Administration	10,000	10,000	10,000	10,000
Maint/Repair infrastructure	6,892	7,000	6,800	7,344
Water-sewer	5,160	10,000	3,446	7,512
Contingency	0	5,000	0	5,000
Treasurer's fees	1,496	1,493	1,493	1,554
<b>Total Expenditures</b>	<b>23,548</b>	<b>63,493</b>	<b>51,739</b>	<b>63,810</b>
<b>Excess Revenue over (under) Expenditures</b>	<b>119,605</b>	<b>67,032</b>	<b>78,752</b>	<b>70,441</b>
Beginning Balance	555,995	644,517	675,600	754,352
Ending Balance	<u>\$ 675,600</u>	<u>\$ 711,549</u>	<u>\$ 754,352</u>	<u>\$ 824,793</u>

\*Ending balance includes \$4,028 budgeted for emergency reserves to comply with the TABOR Amendment.

<b>Mill Levy</b>	
Budget Year	Mills
General Operating-2009	12.00
General Operating-2008	12.00
General Operating-2007	12.00

<b>Assessed Valuation</b>	
Assessed Valuation	Year
\$8,632,440	2009
\$8,295,910	2008
\$8,327,370	2007