



WESTMINSTER
COLORADO

December 22, 2003
7:00 P.M.

CITY COUNCIL AGENDA

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

Members of the audience are invited to speak at the Council meeting. Citizen Communication (item 5) and Citizen Presentations (item 12) are reserved for comments on items not contained on the printed agenda.

1. Pledge of Allegiance
2. Roll Call
3. Consideration of Minutes of Preceding Meetings
4. Presentations
 - A. Engineering Excellence Award for the Northwest Water Treatment Facility
5. Citizen Communication (5 minutes or less)
6. Report of City Officials
 - A. City Manager's Report
7. City Council Comments

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 citizen wishes to have an item discussed. Citizens then may request that the subject item be removed from the Consent Agenda for discussion separately.

8. Consent Agenda
 - A. November Financial Report
 - B. Hyland Hills/Farmers' High Line Canal Drainage Improvements Project License Agreement
 - C. Huron Street Design Addendum to Contract with Felsburg, Holt and Ullevig, Inc.
 - D. Authorization of City Participation Payment for Pecos Street Construction
 - E. Memorandum of Understanding for Adams County Mosquito Control
 - F. Thornton Treated Water Agreement Amendment
 - G. 2003 Sewer Improvements Contract Change Order
 - H. CB No. 79 re Single-Family Attached Parking Code Amendment (Hicks-McNally)
9. Appointments and Resignations
 - A. 2004 Council Assignments
10. Public Hearings and Other New Business
 - A. TABLED Construction of Reclaimed Waterline Extension at 113th and Pecos
 - B. Public Hearing re Mandalay Town Center First Amended PDP
 - C. First Amended PDP for the Mandalay Town Center and Vested Rights Agreement
 - D. Public Hearing re Chamberlain Property
 - E. Councillor's Bill No. 81 re annexation of the Chamberlain property
 - F. Councillor's Bill No. 82 re CLUP amendment re Chamberlain Property/designation Retail Commercial
 - G. Councillor's Bill No. 83 re zoning the Chamberlain property Planned Unit Development (PUD)
 - H. Public Hearing re Code Revisions for Public Land Dedication
 - I. Councillor's Bill No. 84 re Code Revisions for Public Land Dedication
 - J. Councillor's Bill No. 85 re Vacation of Rights-of-Way within the Highlands at Westbury
 - K. Councillor's Bill No. 86 re Vacation of Easements within the Bradburn Subdivision
 - L. Resolution No. 58 re Huntington Trails Service Commitment Award Extension
 - M. Councillor's Bill No. 87 re Public Safety Tax Amendments to the 2004 Budget
 - N. Resolution No. 59 re Amendments to the Adopted 2004 Pay Plan
 - O. Purchase of City Staff Cars and Patrol Vehicles

- 11. Old Business and Passage of Ordinances on Second Reading**
- 12. Citizen Presentations (longer than 5 minutes) and Miscellaneous Business**
 - A. Citizen Communication
 - B. City Council
 - C. Executive Session
 1. Economic Development Negotiations
- 13. Adjournment**

GENERAL PUBLIC HEARING PROCEDURES ON LAND USE MATTERS

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

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, DECEMBER 22, 2003 AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

Mayor Moss led Council, Staff and the audience in the Pledge of Allegiance.

ROLL CALL

Mayor Moss, Mayor Pro-Tem McNally, Councillors Dittman, Dixion, Hicks, Kauffman and Price were present at roll call. J. Brent McFall, City Manager; Martin McCullough, City Attorney; and Richelle Work, Acting City Clerk, were also present.

CONSIDERATION OF MINUTES

Councillor Hicks moved, seconded by McNally to approve the minutes of the meeting of December 8, 2003, with a correction under City Council Comments for Mayor Pro-Tem McNally that the items following the Boards & Commission Interviews were actually from Mayor Moss. The motion carried unanimously.

ENGINEERING EXCELLENCE AWARD FOR NORTHWEST WATER TREATMENT FACILITY

John France, Chairman of the Colorado Chapter of the American Council of Engineering Companies and Paul Fischer of Burns & McDonnell presented Mayor Moss and Kent Brugler, Senior Engineer, with an award for Engineering Excellence for the Northwest Water Treatment Facility.

CITY MANAGER COMMENTS

Brent McFall, City Manager, commented on the award for the Northwest Water Treatment Facility, on the status of the economy and Westminster's position and wished Happy Holidays to Council, Staff and citizens.

CITY COUNCIL COMMENTS

Councillor Dixion commented thanked Brent McFall, City Manager for his leadership of the City.

Councillor Dittman commented on the National League of Cities conference.

Councillor Hicks commented on City Council's efforts at saving money by being under budget for the year.

Mayor Moss commented on the designation from Money Magazine as being one of 14 cities selected as the "hottest cities" in the nation. Westminster was the only city selected from the state of Colorado. He also commented on the Westminster 303 training and the good quality employees of Westminster.

CONSENT AGENDA

The following items were considered as part of the consent agenda: November Financial Report; Hyland Hills/Farmers' High Line Canal Drainage Improvements Project License Agreement for \$1,500; Huron Street Design Addendum to Contract with Felsburg, Holt and Ullevig, Inc. for \$106,500; Authorization of City Participation Payment for Pecos Street Construction for \$52,467.18; Memorandum of Understanding for Adams County Mosquito Control for \$39,250; Thornton Treated Water Agreement Amendment; 2003 Sewer Improvements Contract Change Order for \$25,709; CB No. 79 re Single-Family Attached Parking Code Amendment.

The Mayor asked if there was any member of Council or anyone from the audience who would like to have any of the consent agenda items removed for discussion purposes or separate vote. There was no request.

Councillor Dittman moved, seconded by McNally to adopt the consent agenda items as presented. The motion carried unanimously.

2004 CITY COUNCIL ASSIGNMENTS

Mayor Pro-Tem McNally moved, seconded by Hicks to adopt the 2004 City Council Assignments as discussed and recommended at the December 13, 2003 Study Session. The motion carried unanimously. Mayor Moss stated that the Boards & Commission Appointment recommendations would be presented at the next City Council meeting.

TABLED CONSTRUCTION OF RECLAIMED WATERLINE EXTENSION AT 113TH AND PECOS

Councillor Kauffman moved, seconded by Dixon to remove this item from the TABLE. The motion carried unanimously.

Councillor Kauffman moved, seconded by Dixon to postpone indefinitely the construction of the reclaimed waterline extension at 113th & Pecos. The motion carried unanimously.

PUBLIC HEARING RE PDP FOR MANDALAY TOWN CENTER/VESTED RIGHTS AGREEMENT

At 7:19 p.m. the public hearing was opened for the First Amended Preliminary Development Plan and Vested Rights Agreement for Mandalay Town Center. Mayor Moss stated that the public hearing would be continued to the January 12, 2004 City Council meeting. The public hearing was declared closed at 7:20 P.M.

FIRST AMENDED PDP AND VESTED RIGHTS AGREEMENT FOR MANDALAY TOWN CENTER

Councillor Dixon moved, seconded by Dittman to continue the action on the proposed amended Preliminary Development Plan and the Vested Rights Agreement until the City Council's next regular Council Meeting on January 12, 2004. The motion carried unanimously.

PUBLIC HEARING RE CHAMBERLAIN PROPERTY

At 7:20 p.m. the public hearing was opened for the Chamberlain Property. David Falconieri, Planner III, entered the following information into the record: a copy of the Agenda Memorandum, and other related items. Munsey Ayers, Counsel for RED Development, addressed Council in favor of this item. No one spoke in opposition. The public hearing was declared closed at 7:30 P.M.

COUNCILLOR'S BILL NO. 81 RE ANNEXATION OF CHAMBERLAIN PROPERTY

Councillor Dittman moved, seconded by Dixon, to pass Councillor's Bill No. 81 on first reading annexing the Chamberlain property to the City of Westminster. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 82 RE CLUP AMENDMENT FOR CHAMBERLAIN PROPERTY

Councillor Dittman moved, seconded by Dixon, to pass Councillor's Bill No. 82 on first reading amending the Comprehensive Land Use Plan to add the Chamberlain property and designating it as Retail Commercial. This action is based on the following findings: the proposed amendment is in need of revision as proposed; the amendment is in conformance with the overall purpose and intent and the goals and policies of the Plan; the proposed amendment is compatible with existing and planned surrounding land uses; and the proposed amendment would not result in excessive detrimental impacts to the City's existing or planned infrastructure systems. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 83 RE ZONING THE CHAMBERLAIN PROPERTY

Councillor Dittman moved, seconded by Dixon, to pass Councillor's Bill No. 83 on first reading zoning the Chamberlain property Planned Unit Development. Upon roll call vote, the motion carried unanimously.

PUBLIC HEARING RE CODE REVISIONS FOR PUBLIC LAND DEDICATION

At 7:32 p.m. the public hearing was opened on the proposed code revisions for Public Land Dedication. Dave Shinneman, Planning Director, entered the following information into the record: a copy of the Agenda Memorandum, and other related items. No one spoke in opposition. The public hearing was declared closed at 7:35 p.m.

COUNCILLOR'S BILL NO. 84 RE CODE REVISIONS FOR PUBLIC LAND DEDICATION

Councillor Hicks moved, seconded by McNally to pass Councillor's Bill No. 84 repealing Title XIII, Chapter 4, W.M.C., and amending Title XI, Chapter 6, Section 8, W.M.C. regarding revisions to dedication of land for public purposes. Upon roll call vote, the motion carried with a dissenting vote from Councillor Dixon.

COUNCILLOR'S BILL NO. 85 VACATION OF RIGHTS-OF-WAY HIGHLANDS AT WESTBURY

Councillor Hicks moved, seconded by McNally, to pass Councillor's Bill No. 85 on first reading, vacating a portion of a certain street right-of-way located within the First Plat of the North Glenn Manor. Clarification was made that the subdivision name is different than the legal name. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 86 RE VACATION OF EASEMENTS FOR BRADBURN SUBDIVISION

Councillor Dittman moved, seconded by McNally to pass Councillor's Bill No. 86 on first reading vacating portions of certain easements that were recorded on the plat for Bradburn Subdivision, Filing No. 1 per File No. 18., Map 749 and Reception No. C1007109, in the County of Adams. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 58 HUNTINGTON TRAILS SERVICE COMMITMENT AWARD EXTENSION

Councillor Kauffman moved, seconded by Dittman to adopt Resolution NO. 58 extending the existing Category A-1 Service Commitment award to the Huntington Trails single-family detached residential project based on a finding that the Huntington Trails project meets Westminster Municipal Code Section 11-3-2(A)2 criteria of the City's Growth Management Program. Upon roll call vote, the motion carried unanimously.

COUNCILLOR'S BILL NO. 87 RE AMENDMENTS TO ADOPTED 2004 BUDGET

Mayor Pro-Tem McNally moved, seconded by Dixon to pass Councillor's Bill No. 87 as an emergency ordinance amending the FY2004 budgets of the General, Utility, Fleet Maintenance, Property Liability, Workers Compensation, Sales & Use Tax, General Capital Outlay Replacement and General Capital Improvements Funds. Upon roll call vote, the motion carried unanimously.

RESOLUTION NO. 59 RE AMENDMENTS TO ADOPTED 2004 PAY PLAN

Mayor Pro-Tem McNally moved, seconded by Dixon to adopt Resolution No. 59 amending the 2004 Adopted Pay Plan that was previously amended and adopted on October 13, 2003. Upon roll call vote, the motion carried unanimously.

PURCHASE OF CITY STAFF CARS AND PATROL VEHICLES

Councillor Dixon moved, seconded by Dittman to award the State of Colorado bid for nine staff cars to Daniels Chevrolet and award the State Bid for twelve patrol vehicles to Lakewood Fordland. Upon roll call vote, the motion carried unanimously.

EXECUTIVE SESSION

Mayor Moss stated there would be an executive session to discuss an economic development matter.

ADJOURNMENT:

The meeting was adjourned at 7:45 P.M.

ATTEST:

City Clerk

Mayor



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Engineering Excellence Award for the Northwest Water Treatment Facility

Prepared By: Kent W. Brugler, Senior Engineer

Recommended City Council Action

City Council and Mayor accept the American Council of Engineering Companies, Colorado Chapter Engineering Excellence Award for the Northwest Water Treatment Facility from Paul Fischer of Burns & McDonnell Engineering Company and a representative of the American Council of Engineering Companies, Colorado Chapter (ACEC/CO).

Summary Statement

The City Council and Mayor are requested to accept the Merit Award for the Northwest Water Treatment Facility issued by the Colorado Chapter of the American Council of Engineering Companies as part of its 2004 Engineering Excellence Awards Program.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

No policy issues identified.

Alternatives

No alternatives identified.

Background Information

The Colorado Chapter of the American Council of Engineering Companies' Engineering Excellence Awards Program recognizes and celebrates engineering achievements that demonstrate ingenuity and include significant technical, economic or social advancements. Each year, ACEC/CO member firms submit their entries for assessment and judging by a diverse group of local businesses, media and industry representatives. Entries cover categories ranging from research and studies to structural systems, transportation, water and wastewater, water resources and special projects.

The project's design engineer, Burns & McDonnell Engineering Company Inc, entered the City's Northwest Water Treatment Facility in the ACEC/CO's 2004 Engineering Excellence Awards Program, and the project received a Merit Award from the ACEC/CO. This award, from the City's perspective, recognizes not only the engineering work behind the project, but also the combined effort of the project team that worked diligently during the nearly two-year design, construction and start-up period. This project team included Kent Brugler, Senior Engineer and Project Manager; Diane Phillips, Capital Projects Coordinator; Tom Settle, Water Treatment Superintendent; Tom Scribner, Lead Plant Operator; and the entire operations and maintenance staff of the Water Treatment Facilities. These staff members played an important and involved role during the design, construction and start-up operation of this highly innovative and successful project.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Financial Report for November 2003

Prepared By: Mary Ann Parrot, Finance Director

Recommended City Council Action

Accept the Financial Report for November as presented.

Summary Statement

City Council is requested to review and accept the attached monthly financial statement and monthly revenue report. The Shopping Center Report is also attached to this monthly financial report; this reflects October sales and use tax receipts received in November. A summary of key points of the shopping center report is as follows and shows mixed results for the month and year to date.

- Westminster Mall sales and use tax returns year-to-date through November were down 11%. (Last month this figure was negative 10%). For the month, returns were down 24%, due primarily to a large department store filing late (they filed their November return in December.) Adjusting for this late filing, the Mall figure would have been down 10% year-to-date and 8% for the month, an improvement from the November 2002 figures.
- Overall shopping center sales and use tax returns (for 25 shopping centers) for the month of November 2003 were down 3% compared to last November. Adjusting for the late return from the department store at the Mall, this figure would have been positive 3%. Last month this figure was negative 6%.
- Overall shopping center sales and use tax returns (for 25 shopping centers) year-to-date through November were down 4%. Adjusting for the late return from the department store at the Mall, this figure would have been negative 3%. (Last month this figure was negative 4%).

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Key features of the monthly financial report for November are as follows:

- At the end of November, eleven months of 12 months of the year, or 91.7% of the year, has passed.
- The Sales and Use Tax Fund revenues are currently \$2,316,329 under pro-rated budget for the year. The November figures reflect the sales in October, tax receipts received in November. Sales tax returns are even for November 2003 compared to November 2002. However, adjusting for the late return for the large department store at the Mall, this figure would have been positive 2.3%. Sales Tax Returns are up 0.2% year-to-date over last year, (adjusted 0.4%) or \$83,946 above year-to-date 2002, due in part to vendor fee receipts of \$596,749.
- For the entire Sales and Use Tax Fund (Sale and Use Tax Returns plus Audits), the fund is 0.3% above last year on a year-to-date basis. Adjusting for the large return filed late for the department store at the Mall, this figure would have been 0.5% year to date. This is above the level of 0.1% from last month. Staff anticipates that the fund will still be \$2.0 million to \$2.5 million under budget through year-end. Staff presented to City Council at the annual budget retreat on September 29 a revised set of recommendations to address this short fall, which City Council approved. Staff has also begun reducing the Sales Tax transfer to the General Fund by \$1 million per month, which is reflected in the monthly financial statements.

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- The General Fund revenue is currently at 99% of pro-rated budget for eleven months, assisted by surpluses in property tax collections, licenses and permits, charges for recreation and other services (franchise fee receipts, EMS receipts and Housing Authority service fee to the General Fund) and miscellaneous payments (primarily the \$194,950 DIA noise litigation award, \$86,303 state snow removal grant, and \$45,720 of passport revenues). This figure is below 100% due to the reduction in the sales tax transfer to the General Fund discussed above.

Policy Issues

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

Alternatives

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

Background Information

This section is broken down into a discussion of highlights of each fund presented.

For revenues, a positive indicator is a pro-rated budget percentage at or above 100%. For expenditures, a positive indicator is a pro-rated budget percentage that is below 100%.

General Fund

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

At the end of November, the General Fund is in the following position regarding both revenues and expenditures:

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- Revenues under pro-rated budget (99% of budget) by \$880,859. This is due mostly to the reduction of the transfer of funds from the Sales and Use Tax fund to the General Fund by \$1.0 million for this month, to accommodate the projected shortfall. Other line items are over pro-rated budget such as property taxes, licenses & permits, and miscellaneous payments. Further adjustments will be made in December to ensure the Sales & Use Tax Fund is in a positive cash position.
- Expenditures under pro-rated budget (90% of pro-rated budget) by \$6.75 million. This is due to several factors: 38 positions are still frozen and the salary savings are included in these numbers and lastly, the unspent contingency funds are reflected in Central Charges.

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

These funds are the repositories for the 3.25% City Sales & Use Tax for the City. The Sales & Use Tax Fund provides monies for the General Fund, the Capital Projects Fund and the Debt Service Fund. The Open Space Sales & Use Tax Fund revenues are pledged to meet debt service on the POST bonds, buy open space, and make park improvements on a pay-as-you-go basis. At the end of November, the position of these funds is as follows:

- Sales & Use Tax Fund revenues are under pro-rated budget (95% of pro-rated budget) by \$2,316,329.
- Sales & Use Tax Fund expenditures are under pro-rated budget by \$2 million because of the reduction of transfers to the General Fund by \$1.0 million per month for both October and November.

- Open Space Sales & Use Tax Fund revenues are under pro-rated budget (95.8% of pro-rated budget) by \$174,958, due to overall returns being below budget.
- Open Space Sales & Use Tax Fund expenditures are under pro-rated budget (88% of pro-rated budget) by \$649,515, due primarily to appropriating carryover from 2002 this past July. This increased the budget by \$1.4 million. Expenditures since August are still below the \$1.4 million, leaving the fund's expenditures in a positive position.

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

This fund reflects the operating results of the City's water, wastewater and storm water systems. It is important to note that net operating revenues are used to fund capital projects. At the end of November, the Enterprise is in a positive position.

- Combined Water & Wastewater revenues are over pro-rated budget (109% of budget) by \$3,110,805, due mostly to increases in water revenues from monthly charges and tap fees.
 - Water fund revenues are over pro-rated budget (112% of pro-rated budget) by \$2,693,952, due mostly to increases in fees and charges and tap fees. Water sales are slightly over pro-rated budget (100.2% of pro-rated budget) for the year by \$30,589, for the first time this year.
 - Wastewater revenues are over pro-rated budget (104% of pro-rated budget) by \$416,852.
 - Storm Water Drainage revenues are over pro-rated budget (106% of pro-rated budget) by \$43,048.
- Combined Water & Wastewater expenses are under pro-rated budget (83% of budget) by \$4.42 million due primarily to under-spending in personnel and contractual services at this time of year:
 - Water expenses are under pro-rated budget (82% of pro-rated budget) by \$3.21 million.
 - Wastewater expenses are under pro-rated budget (86% of pro-rated budget) by \$1.22 million.
 - Storm Water Drainage expenses are under pro-rated budget (67% of pro-rated budget) by \$72,924.

Golf Course Enterprise (Legacy and Heritage Golf Courses)

This enterprise reflects the operations of the City's two municipal golf courses. The report for the Golf Courses shows an adjustment for the impact of the 1997 Sales Tax Bonds. The 1997 Sales Tax Bonds are not a legal obligation of the Legacy Ridge Golf Course. The Legacy Ridge statement reflects Operating Income and Net Income. The difference is that Operating Income does not reflect debt service while Net Income does reflect debt service. By showing the debt service separately, this will indicate the operating performance of the golf courses as a whole. This is highlighted in the footnotes.

- Legacy – Revenues are under pro-rated budget (92% of pro-rated budget) by \$136,657.
- Legacy – Expenses are under pro-rated budget (89% of pro-rated expenses) by \$146,131.
- Heritage – Revenues are under pro-rated budget (73% of pro-rated budget) by \$526,487
- Heritage – Expenses are under pro-rated budget (89% of pro-rated budget) by \$162,507.

Staff will attend the December 22nd City Council Meeting to address any questions.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Hyland Hills/Farmers' High Line Canal Drainage Improvements Project – License Agreement

Prepared By: Dave Downing, City Engineer

Recommended City Council Action

Authorize the City Manager to execute the attached License Agreement between the City of Westminster and the Farmers' High Line Canal and Reservoir Company to allow the City to construct certain drainage improvements within the Company's property located adjacent to the Hyland Hills Golf Course.

Summary Statement

- The City of Westminster, the Hyland Hills Park & Recreation District (HHPRD) and the Farmers' High Line Canal and Reservoir Company (FHLC) have collaborated on the preparation of plans for the installation of drainage improvements to the canal that will protect Westminster residents from future flooding damage.
- The FHLC has asked for assurances that the improvements will be installed in accordance with the construction plans that they have reviewed and approved, that the City will maintain the proposed improvements, and that any damage to their facilities during the construction activities will be repaired by the City. These requirements are outlined in the attached License Agreement, which has been reviewed and approved by the City Attorney's Office.
- On November 10, 2003, the City Council authorized the construction of the proposed drainage improvements project. The work will be completed before April of 2004.

Expenditure Required: \$1,500 (for the license fee)

Source of Funds: Hyland Hills/Farmers High Line Canal Drainage Improvements Project
General Capital Improvement Fund

Policy Issues

Should the City Council agree to the terms of the attached License Agreement?

Alternative

Do not authorize the execution of this License Agreement. This alternative is not recommended due to the desire to attain FHLC permission to construct the proposed drainage improvements to the canal so that Westminster residents can be protected from future flooding damage.

Background Information

The proposed drainage improvements to the Farmers' High Line Canal consist of the construction of a spillway on the canal adjacent to the Hyland Hills Golf Course and related downstream erosion protection features. This spillway will allow excess storm water that flows into the canal at points upstream (west) of the Hyland Hills Golf Course to be diverted into a natural drainageway that flows through the golf course rather than be transported in the canal to the east. In past storm events, the canal would fill with storm water and overtop its banks in the vicinity of Hyland Greens Place, a street in the Hyland Greens Subdivision, causing flooding damage to private properties. The spillway has been designed as to only permit a volume of water capable of being easily contained within the canal to flow past the point of diversion.

The FHLC and the HHPRD have been very cooperative participants in the planning of this project. With this License Agreement, the FHLC will be assured that its ability to operate its irrigation service is not compromised. Naturally, the FHLC also wants to verify that the City will perform any necessary, future maintenance to the new improvements. City Staff recommends that Council authorize the execution of this Agreement.

Respectfully submitted,

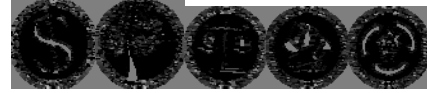
J. Brent McFall
City Manager

Attachment



WESTMINSTER
COLORADO
Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Huron Street Design—Addendum to Contract with Felsburg, Holt and Ullevig, Inc.

Prepared By: Stephen Baumann, Assistant City Engineer

Recommended City Council Action

Authorize the City Manager to sign a contract amendment with Felsburg, Holt and Ullevig to cover additional design costs for water main relocations and landscape design necessary in the Huron Street project between 128th Avenue and 140th Avenues.

Summary Statement

- In February 2003, City Council authorized a contract with Felsburg, Holt and Ullevig, Inc., (FHU) for final design of major improvements to Huron Street from 128th Avenue to 136th Avenue. In June, the scope of that contract was modified to include another half-mile in the project, extending it to 140th Avenue on the north. The amended contract total was then \$524,205.
- Huron Street is a significant utility corridor, both for service providers like Xcel and Qwest, and for the City itself. Major trunk sewer and water mains exist and the roadway design will necessitate the relocation of these facilities at several locations. The 30" water main in Huron Street must be relocated in early 2004 in order to build the bridge that will carry Huron Street over Big Dry Creek. Relocations are also necessary at the proposed pedestrian crossing under Huron St at Quail Creek, and at the Southwest Tributary, a proposed drainage crossing under Huron Street just south of Lexington Subdivision. Lastly, the Utilities Division will take the opportunity that the Huron Street construction affords to also make modifications to water system pressure zones at 136th/Huron Street to prepare for water needs of this developing area.
- FHU has advanced the roadway design to the point that all expected utility relocations have been identified. Because the 30" water main is a critical component in the City's water system and because it is specialized design, the Utilities Division and FHU are recommending that the design work be performed by a firm with that expertise. Proposals were received from HDR Engineering, Inc. and from Black and Veatch Corporation, both of whom have an intimate knowledge and experience with the City's water system. The design team is recommending the Black and Veatch proposal be accepted and that they work as a subcontractor to FHU by amending the FHU contract by \$86,700.
- Since the Huron Street project got underway, there has been an ongoing dialogue with the residential neighbors in Quail Crossing, Casa Estates and Lexington subdivisions. Council previously agreed that the City would install landscaping and replacement fencing along the Lexington frontage, and while not specifically agreed to, similar amenities which upgrade the appearance of the corridor are recommended at the other residential subdivisions. In each of these cases, the intent is to install landscaping and fencing, if appropriate, on the condition the residents take responsibility for future maintenance. The cost to design those improvements was not included in the original design contract, but is estimated to be \$19,800. This is the second component of the recommended contract amendment, bringing the total for additional design work to \$106,500.

Expenditure Required: \$106,500

Source of Funds: Huron Street project account in the General Capital Improvement Fund; and Utility Fund Capital Improvement Project Account

Policy Issues

Should the City contract for additional engineering services for design of utility relocations in conjunction with Huron Street reconstruction?

Should the City design and install landscape and fencing improvements along all of the Huron Street residential frontages as part of the Huron Street improvements projects? City Council made this commitment to the Lexington Subdivision residents already, so the question applies to the other residential areas in the Huron Street corridor, such as Casa Estates and Quail Crossing. Installation of fencing and landscaping will greatly improve the appearance of the street corridor and enhance the desirability of the area for future economic development activity.

Alternative

Council could decide not to contract for engineering services for utility relocations. Staff does not recommend this alternative in that it would result in bringing planned Huron Street improvements to a halt.

Council could limit the City-installed landscape and fence improvements to only the Lexington Subdivision where that commitment followed considerable input to Council from those homeowners on the Foster Preliminary Development Plan. Other neighborhoods did not organize and present similar concerns or demand such improvements. However, the concerns of the Lexington homeowners would likely be echoed by others adjacent to Huron Street, and assuming the other residential sites will accept responsibility for future maintenance, this cost would respond to some of those concerns and improve the appearance of the corridor.

Background Information

Design of the Huron Street improvements projects has been underway since spring of 2003, when City Council awarded a contract to Felsburg, Holt and Ullevig (FHU) for final design of the roadway improvements between 128th Avenue and 136th Avenue. An amendment to that contract in June extended the project area another half-mile to 140th Avenue, and brought the contract total to \$524,205. The design contract includes the identification of utility conflicts that would result from the project, since Huron Street is a main service corridor used by Xcel, Qwest, AT&T and the City's own water and sewer system. The City's facilities include 30" and 24" water mains that are the primary feed to the north Huron area to the City limits at 150th Avenue.

The roadway design includes a three-span bridge that will carry Huron Street over Big Dry Creek, a combination drainage and pedestrian crossing at Quail Creek and drainage culverts to carry the Southwest Tributary under Huron Street just south of the Lexington Subdivision. It was determined that the foundations of the Big Dry Creek bridge would have to straddle the 30" water main if were left in its present location. While there is little reason to think the water main would fail, its location under the new structure would put the bridge at great risk if it did. Given that both facilities need to provide uninterrupted service over the foreseeable future, the design team and the Utilities Division are recommending the water main be relocated out from under the structure. This will eliminate all future interference between them and reduce the chance that problems with one would negatively affect the other. This relocation will be designed and bid so as to be under construction in March of 2004, ahead of the roadway improvements project, which should get underway a few months later. It also must be completed before the water demands increase in spring and summer.

The drainage crossings of Huron Street at Quail Creek and at the Southwest Tributary-McKay Lake must be placed at elevations that will satisfy the requirement that drainage flows be conveyed without overtopping Huron Street, and in the case of Quail Creek, a grade-separated pedestrian trail crossing of a busy arterial street. These circumstances put the crossings in conflict with the 30" water main and its 24" counterpart farther north.

A water system upgrade that refines the pressure zones in the north area was also recommended by the Utilities Division for inclusion in the Huron Street project. The zone modifications will be necessary when the north area develops, particularly the commercial and business uses between Huron Street and I-25. These changes will need to occur at the intersection of 136th and Huron Street, and to delay them would mean the disturbance of the improved Huron Street at some point in the future.

The design of the four water main modifications described above is extremely important because it affects one of the most important facilities and service responsibilities of the City. This was recognized when developing the scope of work for the roadway project, but a determination of what adjustments had to be done was necessary before the detailed design could proceed. FHU and the City representatives received proposals from HDR Engineering, Inc. (at a proposed fee of \$65,000) and Black and Veatch Corporation (at a fee of \$86,700) to subcontract to FHU for the design of the relocations and the pressure zone modifications. Both firms are familiar with the project area and Black and Veatch's proposed design team includes engineers who actually worked on the original design of the water mains being adjusted! This kind of experience is extremely valuable and should result in a shorter time period to get familiar with the facilities with which they'll work. Since the relocation needs to be done before the roadway construction can get underway, that shorter design time is an advantage for Black and Veatch and a benefit to the City. The Black and Veatch team has more experience in large main design and has suggested an approach that incorporates input from contractors and material suppliers during design to facilitate the construction of the Big Dry Creek relocation before April of 2004. Staff believes that Black and Veatch will be in a better position to address the critical timing on this design work and has identified cost savings that will help offset future costs in the project. Staff is recommending that the Black and Veatch proposal be accepted and that the FHU contract be increased by \$86,700 to add Black and Veatch to the team and cover their design costs.

The second component of the contract adjustment is for the design of landscaping and replacement fencing along the residential subdivisions at Casa Estates, Quail Crossing and Lexington subdivisions. The design of Huron shifts the roadway somewhat to the east, providing an increased buffer to those homes. Staff is concerned that without the addition of improvements, these areas will be eyesores. In response to the concerns of the Lexington residents regarding the Preliminary Development Plan (1999) for the Foster property, Council agreed that the design of Huron Street would include landscaping and replacement fencing along their frontage. This same commitment was not made for any of the other residential subdivisions, although it is certain that similar concerns for development activity and the expansion of Huron Street exist in Casa Estates and Quail Crossing. That feedback is prompting City Staff to recommend that similar accommodations be made for the other existing residential frontages in the Huron Street projects. For the three subdivisions the cost to construct should be in the range of \$200,000 to \$250,000. This would address questions of fairness in the City providing those improvements only at Lexington, and would be a relatively significant enhancement of the corridor. The condition for installation at all of these locations would be an assurance that these improvements would be maintained by the homeowners.

The design team has had several meetings with the residents in the Huron Street corridor and concepts for these improvements have been developed. The costs of design and plan preparation were not included in the original contract with Felsburg Holt and Ullevig. The estimated cost is \$19,800.

Staff is recommending that the combined additional cost of \$106,500 for the described design work be amended into Felsburg, Holt and Ullevig's existing contract. In the case of the water main relocations, time is of the essence to minimize impact on the system. The cost of the landscape design and the water main relocations will use appropriations in the Huron Street project account in the General Capital Improvement Fund. The cost of the water system zone modifications will be covered in the Waterline Maintenance account in the Utility Capital Improvement Fund.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Authorization of City Participation Payment for Pecos Street Construction

Prepared By: Dave Downing, City Engineer

Recommended City Council Action

Authorize the expenditure of \$52,467.18 to Neumann Homes of Colorado, LLC for City participation in the developer's construction of Pecos Street in the vicinity of Arapahoe Ridge Elementary School, and charge the expense to the New Development Participation Capital Improvement Project of the General Capital Improvement Project Fund.

Summary Statement

- It has been the City's and local residents' desire to attain enhanced access to Arapahoe Ridge Elementary School, which is located near the intersection of West 132nd Avenue and Pecos Street.
- An additional source of access to the school that was identified several years ago was the potential extension of Pecos Street to the south into Harmony Park Subdivision. City Staff determined that the most feasible means of achieving this new access would be to direct the developer of Harmony Park Subdivision to construct the connection at the same time that he installed streets within his subdivision.
- A portion of this Pecos Street connection abuts City park property. In accordance with the City Code, the City is obligated to pay for the installation of required roadways that are adjacent to City-owned property.
- Council appropriated funds for this street construction participation payment in the 2001 City budget.
- Neumann Homes of Colorado, LLC, the developer of Harmony Park, completed the installation of the Pecos Street extension and submitted an invoice to the City in the amount of \$52,467.18. Staff has reviewed the invoice and has determined that it is appropriate.

Expenditure Required: \$52,467.18

Source of Funds: New Development Participation Capital Improvement Project in the General Capital Improvement Project Fund

Policy Issues

Shall the City Council authorize the expenditure of this street participation payment at this time?

Alternative

Staff is unable to offer a feasible and fair alternative to the proposed action. Adequate funds have been previously appropriated for this expense, and representations have been made to the developer that the City would reimburse him for the cost of the portion of the street that is the City's responsibility once the work was successfully completed.

Background Information

In 1997, Arapahoe Ridge Elementary School was opened with only one access road – West 132nd Avenue – leading to the site. Within weeks of the opening, several residents of Quail Crossing Subdivision approached the City Council with complaints about a significant amount of traffic from West 134th Avenue that was cutting through residential streets to gain access to West 132nd Avenue and the school. One year later, Council authorized the construction of Pecos Street between West 134th Avenue and the elementary school (see attached map) to alleviate this problem. Council also promised residents of the neighborhood that the City would continue to pursue the construction of additional access roads to the school to further disperse the traffic.

One very obvious additional access to Arapahoe Ridge was the future extension of Pecos Street to the south. However, in 1998, the privately owned land to the south of the school was undeveloped, and it would have been impractical for the City to attempt to define a street alignment that might not coincide with the future development plans for the land. So, it was determined that the prudent approach would be to wait for the development of the property to the south of the school and require the developer of this land to install the desired connection to existing Pecos Street.

In 2002, Neumann Homes of Colorado, LLC commenced with the development of the portion of Harmony Park Subdivision that is located immediately south of Arapahoe Ridge Elementary School. The developer readily agreed to configure the streets of his subdivision in a manner that would accommodate an extension of Pecos Street. Neumann Homes also agreed to install the portion of Pecos Street that abuts City-owned parkland in expectation that the City would reimburse the developer for this expense. The construction of Pecos Street was completed earlier this year, and, in accordance with the terms of the City Code, the developer has submitted all invoices for the portion of the work that is the City's financial obligation. City Staff has reviewed these invoices, and it has been determined that the \$52,467.18 requested payment is appropriate.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Memorandum of Understanding for Adams County Mosquito Control

Prepared By: Richard Dahl, Park Services Manager

Recommended City Council Action

Authorize the Mayor to sign the Adams County Mosquito Control Memorandum of Understanding.

Summary Statement

- Staff from Adams County and the Cities of Arvada, Aurora, Bennett, Brighton, Commerce City, Federal Heights, Northglenn, Thornton and Westminster have determined that the West Nile Virus presents a serious threat to the citizens of Adams County and, through the Memorandum of Understanding (MOU), the parties agree to participate in a collaborative effort to prevent the spread of West Nile Virus in 2004.

Expenditure Required: \$ 39,250 budgeted for the Mosquito Abatement Program

Source of Funds: Parks, Recreation and Libraries 2004 Budget

Policy Issue

Should the City Council authorize the Mayor to sign the Memorandum of Understanding and agree to uphold its provisions in an effort to better coordinate efforts to control mosquito populations resulting in improved control of the West Nile Virus in 2004?

Alternative

Do not sign the MOU, but continue the City's practice of sharing data and research with other Cities in Adams County and with the Tri-County Health Department. This MOU is a cooperative effort to deal with the very serious problem of the West Nile Virus and Staff believes the City should participate in this effort.

Background Information

The Adams County Mosquito Control Group, a task force of Tri-County Health, Adams County, and employees of the Cities of Arvada, Aurora, Bennett, Brighton, Commerce City, Federal Heights, Northglenn, Thornton and Westminster have met over the past several months to discuss the potential spread of West Nile Virus in 2004.

Tri-County Health and Adams County are concerned that some communities may reduce their mosquito control efforts in 2004 in belief that any outbreak of West Nile Virus will be less than in 2003. However, Tri-County Health estimates the spread of West Nile Virus will be just as severe in 2004 and could rise to new levels if conditions are right.

The MOU for each City, which Council is being asked to support, addresses the following points:

- Implementing a mosquito control program for Westminster that includes surveying, controlling and monitoring mosquito populations
- Sharing mosquito control data with Tri-County Health and other local jurisdictions
- Committing financial resources at a level that is at least as great as City mosquito control expenditures in 2003
- Participation with the Adams County Mosquito Control Group on an as-needed basis to discuss supplemental controls if Tri-County declares West Nile Virus a county health crisis in 2004
- Participation in county-wide mosquito control group meetings in April, June and November of 2004
- This Memorandum of Understanding will expire at the end of 2004

The City of Westminster currently meets all the standards of the Memorandum of Understanding through its existing mosquito management program. For 2004, the Parks, Recreation and Libraries Department has budgeted \$39,250 (a 3% increase over 2003) for mosquito control through Colorado Mosquito Control, Inc., which has been the City's contractor since 1986.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Thornton Treated Water Agreement Amendment

Prepared By: Michael Happe, Water Resources and Treatment Division Manager

Recommended City Council Action

Authorize the City Manager to exercise Westminster's option to reduce the lease of treated water from the City of Thornton from 3 million gallons per day to 2 million gallons per day permanently pursuant to an amendment to the Treated Water Agreement between Thornton and Westminster dated January 7, 1982.

Summary Statement

- On July 22, 2002 City Council authorized the City Manager to execute an amendment to an Intergovernmental Agreement entered into in 1982, whereby Thornton was to deliver to Westminster 3 million gallons per day (MGD) of treated water into Westminster's water system on a continuous basis.
- The 2002 amendment called for the temporary reduction of water leased from Thornton from 3 million gallons per day to 2 million gallons per day for a one-year period in order to assist Thornton.
- On May 12, 2003 the amendment was extended until December 31, 2003 by City Council.
- The amendment also gave Westminster the option of making the reduction from 3 million gallons per day to 2 million gallons per day permanent, and gave Westminster until December 31, 2003 to make that determination.
- Staff recommends making a permanent amendment to reduce delivery of treated water from 3 MGD to 2 MGD.
- The City of Westminster will save approximately \$750,000 each year in reduced lease payments to Thornton through this reduction in the amount of water leased from Thornton.
- Westminster's water supply is fully capable of supplying additional demand in the future and the City can pursue the opportunity to replace the relatively expensive water from Thornton with more cost effective sources of water in the future.

Expenditure Required: There will be a \$750,000 savings each year.

Source of Funds: Utility Fund

Policy Issues

Should the City permanently lower the amount of treated water received from Thornton in order to reduce expenditures and pursue replacing the Thornton treated water with more cost effective permanent sources of water?

Alternatives

Allow the terms of the amendment of the Thornton treated water contract to expire on December 31, 2003 and resume full 3.0 MGD deliveries of Thornton treated water. This is not recommended as the City has the opportunity to pursue more cost effective water supply than the Thornton water.

Background Information

The Thornton treated water contract entered into in 1982 accounts for approximately 9% of Westminster's current water supply. In the early 1980's Westminster's rate of growth was outpacing its water supply and this contract was viewed as a way to increase Westminster's supply. At the time, Thornton's water rates were favorable and Westminster did not have to pay system development charges (tap fees) for this water. However, since the agreement was entered into, Thornton's rate structure has changed and the water rate has increased at a faster pace than Westminster's, causing this water to become very expensive to Westminster. In addition, Thornton is in the process of developing several major water supply projects that will potentially dramatically increase the cost of Thornton water.

In order to help alleviate a potential water shortage during the 2002 drought, Thornton Staff approached Westminster with the concept of temporarily reducing its treated water deliveries for the next year. Council approved this amendment in July of 2002 and in May 2003 Council extended the terms of the 2002 contract amendment until December 31, 2003.

Staff is recommending making the terms of the 2002 contract amendment permanent by December 31, 2003. Making the terms of the amendment permanent will have two positive consequences for Westminster:

1. Westminster will save approximately \$750,000 in payments to Thornton each year.
2. Westminster can pursue more cost effective sources of water to replace the relatively expensive water from Thornton.

It is Staff's belief that Westminster can meet the anticipated demand for the foreseeable future with these reduced treated water deliveries from Thornton, and Westminster's water supply situation will not be impacted in any significant manner.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
January 26, 2003



SUBJECT: Change Order for Lowell Blvd Waterline Contract

Prepared By: Diane M. Phillips, Capital Improvement Coordinator
Richard Clark, Utilities Operations Manager

Recommended City Council Action

Authorize the City Manager to approve a change order to the Farner Enterprises, Inc. contract in the amount of \$36,655 for additional services on the Lowell Blvd waterline project.

Summary Statement

- The existing 6-inch waterline in Lowell Blvd was replaced with a 12-inch waterline because it was undersized and need numerous repairs.
- The original contract price with Farner Enterprises for construction was \$220,050 plus a contingency of \$22,000.
- There is a change order for \$36,655 for this project because of various unforeseeable field conditions that occurred that had to be addressed immediately during construction to prevent interruption of water service.
- Funds are available in the Utility Fund CIP account for this expense.

Expenditure Required: \$36,655

Source of Funds: Utility Fund Capital Improvement

Policy Issue

Should the City approve a change to the Farner Enterprises, Inc. contract for additional work on the Lowell Blvd waterline project.

Alternative

There are no recommended alternatives to this change. These changes were due to unforeseen circumstances that arose during the course of the project. Due to the continuous operations nature of the utilities systems, these changes needed to be carried out immediately. The required work has already been performed and the contractor must be paid for the additional work.

Background Information

The existing 6-inch waterline in Lowell Boulevard was aging and required continued repair. It was undersized and needed to be replaced with 1,600 feet of 12-inch waterline to provide adequate flow.

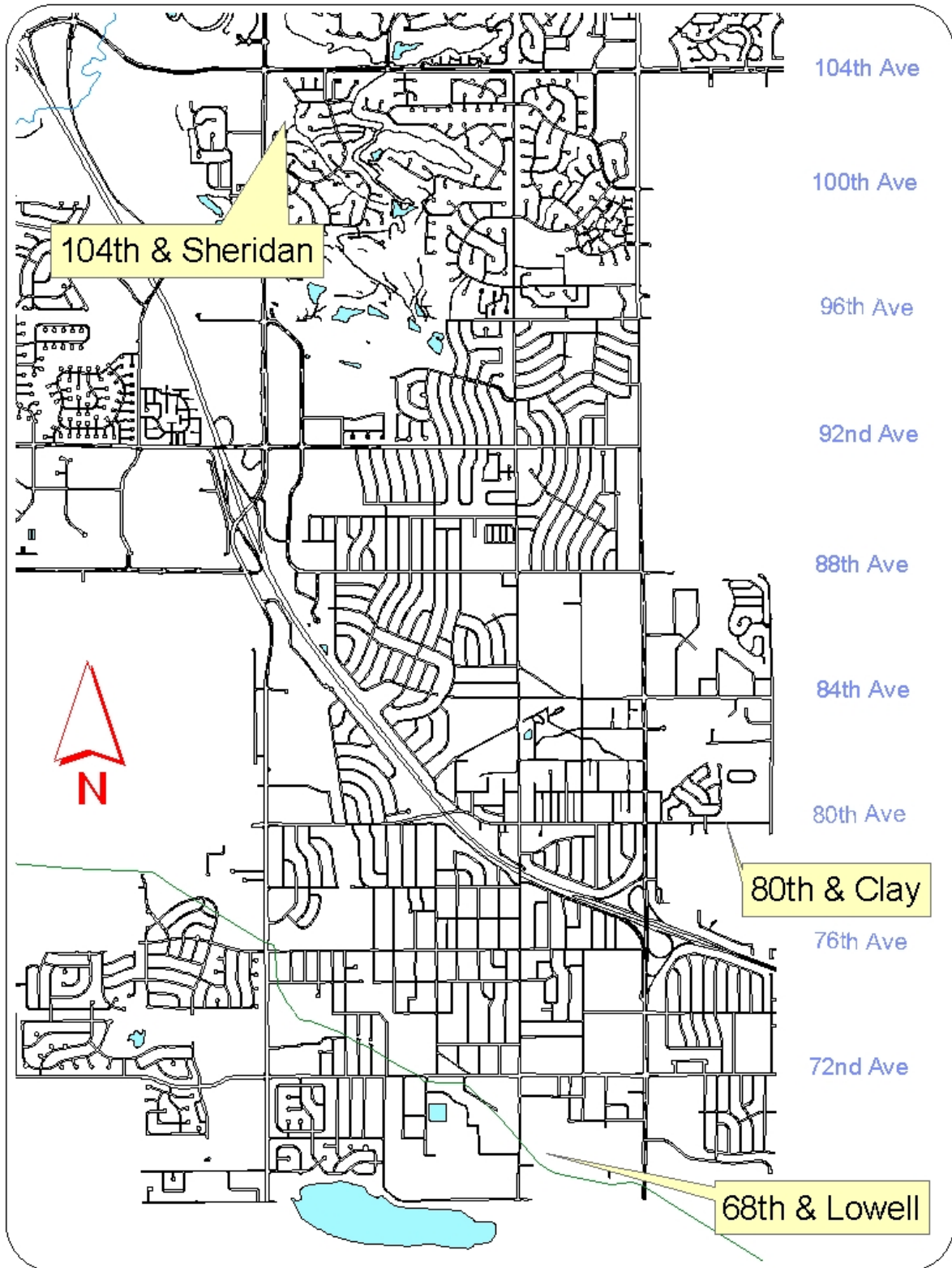
JR Engineering completed the design and Farner Enterprises, Inc. performed the construction. The contract for these improvements with Farner Enterprises, Inc. for construction was for \$220,050 and was approved by City Council earlier this year. During construction of the waterline additional work was required for a total change to the project of \$36,655.

Funds are available in the Utility Fund CIP account for this expense.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment





WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Second Reading of Councillor's Bill No. 79 re Single-Family Attached Parking Code Amendment

Prepared By: Shannon Sweeney, Planning Coordinator

Recommended City Council Action:

Pass Councillor's Bill No. 79 on second reading amending Title XI, Chapter 7 of the Westminster Municipal Code regarding off-street parking requirements for single-family attached projects.

Summary Statement

- City Council action is requested to pass the attached Councillor's Bill on second reading amending Section 11-7-4 (B) 2 (a) (2) of the Westminster Municipal Code revising the off-street parking requirements for single-family attached projects.
- This Councillor's Bill was passed on first reading on December 8, 2003.

Expenditure Required: \$0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

ORDINANCE NO.

COUNCILLOR'S BILL NO. **79**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING CHAPTER 7 OF TITLE XI OF THE WESTMINSTER MUNICIPAL CODE CONCERNING OFF-STREET PARKING STANDARDS FOR SINGLE-FAMILY ATTACHED PROJECTS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 11-7-4(B)2(a)(2), W.M.C., is hereby AMENDED as follows:

11-7-4: OFF-STREET PARKING STANDARDS:

(B) OFF STREET VEHICLE PARKING:

2. MINIMUM OFF STREET VEHICLE PARKING SPACES:

(a) Residential

- (2) Single family attached: ~~One and one half (1.5)~~ TWO (2) spaces per ~~one bedroom unit~~ ~~or~~ efficiency, ONE-BEDROOM, TWO-BEDROOM, AND THREE-BEDROOM unit; ~~Two (2)~~ THREE (3) spaces per ~~two~~ FOUR or more bedroom unit; ~~plus~~ and one (1) space per three units for guest parking.

Section 2. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 8th day of December, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 22nd day of December, 2003.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: 2004 City Council Assignments

Prepared By: Mary Joy Barajas, Executive Secretary

Recommended City Council Action

Adopt the attached 2004 Council Assignments as discussed and recommended at the December 15, 2003 Study Session.

Summary Statement

- Council discussed at their December 15th Study Session the 2004 assignments paying special attention to vacancies left by Herb Atchison.
- These assignments pertain to internal committees of the City organization as well as numerous external organizations in which the City has an involvement.
- Staff recommended that Council make assignments to any vacancies left by Herb Atchison's retirement and make assignments to fill those vacancies and any other changes effective December 22, 2003.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issue

No policy issue was identified.

Alternative

Council could choose not to make assignments at this time to committees that Herb previously served on. This alternative is not recommended, as the City should have necessary representation for organizations such as Jefferson County Mayor/Commissioner/Manager group.

Background Information

The City of Westminster is involved in a number of organizations that are external to the city government. These include a wide range of both standing committees as well as groups that are formed to address current issues. The assignments range from regional air quality and transportation issues to representation on the Denver Regional Council of Governments (DRCOG) and the Urban Drainage and Flood Control District (UDFCD). In addition, City Council and Staff are active participants on a number of committees related to regional issues such as the U.S. 36 EIS.

Also, there are 13 City Boards and Commissions to which a City Council liaison is assigned. The purpose of such Council assignments is to assure open and time sensitive communications between City Council and the respective Board or Commission. These particular assignments are to be handled on an "on-call" basis. The Chairperson of each respective Board or Commission shall be responsible to contact the Council representative when he or she is needed to be at the respective meeting. Otherwise, the Council representative is not required to be in attendance at the Board/Commission meeting.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

**CITY COUNCIL ASSIGNMENTS
December 2004**

<u>Organization</u>	Meeting Time/Date/Place	Council/Staff Representatives
Adams County Airport Coordinating	4-6 times a year, no set meeting schedule	ChrisDittman/Butch Hicks/Nancy McNally
ADCOG Dinner	4 th Wednesday, (except Dec which varies due to holidays).	All
Adams County Economic Development	3 rd Thursday, 11:30 a.m.-1:30 p.m. 12050 Pecos St, Suite 200.	Sam Dixon/Susan Grafton
ADCO Mayors Executive Committee	3 rd Thursday, 7:30 a.m., location varies per municipality.	Ed Moss/Brent McFall
CML Affordable Housing Committee	No set meeting schedule. Will send notices.	Butch Hicks
CML General Municipal Issues Committee	Varies	Butch Hicks/Steve Smithers
CML Policy Committee	Three times a year at CML offices (2/6 9:30am-3pm at CML offices – final meeting in May)	Sam Dixon/Brent McFall
CML Sales Tax Simplification Committee	No set meeting schedule. Will send notices.	Barb Dolan/Butch Hicks
CML Tax Policy Committee	Varies	Butch Hicks/Steve Smithers
CML Youth Issues Committee	No set meeting schedule. Will send notices.	Butch Hicks
Community Artist Series	4 th Thursday, 4:30 p.m. at Dist. 50 Admin Bldg. (except January. 1/8 @ 4:30p)	Sam Dixon, JoAnn Price
DRCOG Board Meeting	3 rd Wednesday, 7:00-9:00 p.m.	Ed Moss/Nancy McNally/Barbara Opie
DRCOG Metro Vision Issue Committee	1 st Wednesday, 4-6 p.m..	Ed Moss by virtue of board appointment

<u>Organization</u>	<u>Meeting Time/Date/Place</u>	<u>Council/Staff Representatives</u>
Jefferson County-wide Transportation Issues – Policy Committee	4 th Wednesday, 3-5pm at Jeffco Human Resources Building	Tim Kauffman/Mike Normandin
Jeffco Economic Council	3 rd Friday, 7:30 – 9:30 a.m., Jeffco Admin. Building	Tim Kauffman/Susan Grafton
JEFFCO Mayor/Commissioner/Manager Breakfast	7:15 a.m.-8:45 a.m. @ Jeffco Admin Bldg. – Lookout Mtn Rm. on 2/4; 4/7; 6/2; 8/4; 10/64	Tim Kauffman/other Council invited/Brent McFall
Jefferson Parkway	Meeting schedule not yet established.	Tim Kauffman/Brent McFall/Dave Downing
Jeffco Youth Alcohol Intervention Program Board	Quarterly on a Thursday, 11:30am-1:30pm, Jeffco Admin Bldg. Will send notices.	JoAnn Price/Butch Hicks
Metro Mayors Caucus	1/11, 2/11, 4/14, 6/9, 8/11, 10/13 at Denver Metro Chamber of Commerce from 9:00 – noon. Except 1/11 meeting runs from 9:00 am to 3:00 pm.	Ed Moss/Nancy McNally
NLC – Community & Economic Development Steering Committee	Meeting schedule to be determined at the March NLC Conference in Washington, D.C.	Sam Dixon
NLC Information Technology Policy Committee	Two times a year	Butch Hicks
North Metro Community Diversion Board	2 nd Thursday, 1:30 p.m. Locations vary.	JoAnn Price
Rocky Flats Coalition of Local Governments	1 st Monday, 8:30 – 11:30 a.m., Jeffco Airport. No meeting March 1- meet Feb 23 instead.	Sam Dixon/JoAnn Price/Hellbusch
Transit Alliance	Meets quarterly (3/25, 6/24, 9/23 & 12/9), location varies around the metro area, from noon – 2:00.	Nancy McNally/Ed Moss
Volunteer Firefighter Pension Board	As needed, will send notices.	Ed Moss/Gary Doane & Gary Buschy/Sam Dixon

Organization	Meeting Time/Date/Place	Council/Staff Representatives
US 36 TMO	2 nd Tuesday, 7:30-9:00 a.m. at the TMO offices, 4 Garden Center.	Ed Moss/Nancy McNally/Dave Downing/Steve Smithers
U.S. 36 Mayors/Commissioners Coalition	As needed, will send notices.	Ed Moss/Nancy McNally/Steve Smithers /Dave Downing
Westminster Historical Society	3 rd Saturday, 10:00 – 11:30 am at the Bowles House.	Chris Dittman/JoAnn Price

City Boards/Commission	Meeting Time/Date/Place	Council Representatives
Board of Adjustment Staff Liaison – Dave Falconieri/Terrilyn Willette	3 rd Tuesday of the month @ 7:00 p.m. in Council Chambers	Butch Hicks
Board of Building Code Appeals Staff Liaison – Dave Horras	Meets on an as needed basis, typically Wednesday evening.	Chris Dittman
Election Commission – Staff Liaison - Michele Kelley	As needed basis in the GS Conf Rm.	Chris Dittman
Environmental Advisory Board Staff Liaison - Rachel Harlow-Schalk	Last Thursday of every month @ 6:30 p.m.	Butch Hicks
Human Services Board Staff Liaison – James Mabry	Two to Seven times a year. (Location: TBD)	Sam Dixon
Library Board Staff Liaison – Kathy Sullivan	Meets every other month on the 2 nd Wednesday @ 6:00 p.m. in the Bruchez Room, College Hill Library	JoAnn Price
Open Space Advisory Board Staff Liaison – Lynn Wodell	One Wednesday per month (when items warrant) @ 5:00 p.m. in CD Conf Room C	Nancy McNally
Planning Commission Staff Liaison – Betty Losasso	2 nd & 4 th Tuesday of each month @ 7:00 p.m. in Council Chambers	Chris Dittman/Butch Hicks
Parks & Recreation Advisory Board Staff Liaison – Brad Chronowski	3 rd Thursday of each month (except December) @ 5:30 p.m. in the PRL Conf Rm.	Chris Dittman
Personnel Board Staff Liaison – Debbie Mitchell	Meets 2 times per year for legal updates and training of Board’s choice and as needed for personnel hearings.	JoAnn Price
Special Permit & License Board Staff Liaison – Michele Kelley	On January 7, 2004 @ 7:00 p.m. in Council Chambers (Other meetings TBD through the year and will advise)	Chris Dittman/Butch Hicks
Transportation Commission Staff Liaison – Dave Downing/Frances Velasquez	2 nd Wednesday of every odd month @ 7:00 p.m. in CD Conf Rm. C	Nancy McNally
Youth Advisory Panel Staff Liaison – Cindy McDonald	1 st Wednesday of each month @ 5:30 p.m. in the Council Boardroom	Butch Hicks/Chris Dittman



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Action on the First Amended Preliminary Development Plan for Mandalay Town Center and Vested Right Agreement

Prepared By: David Falconieri, Planner III

Recommended City Council Action:

- Open the Public Hearing.
- Continue action on the proposed amended Preliminary Development Plan and the Vested Right Agreement until the City Council's next regular Council Meeting on January 12, 2004.

Summary Statement:

- Staff is recommending that this case be continued in order to allow additional time to resolve several issues with affected parties and property owners.
- The Developer also requires additional time to conclude negotiations with lenders that may affect the final design of the project.

Expenditure Required: \$ 0

Source of Funds: NA

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Public Hearing and Action on the Chamberlain Property Annexation, Comprehensive Land Use Plan Amendment and Zoning

Prepared By: David Falconieri, Planner III

Recommended City Council Action:

1. Hold a public hearing.
2. Pass Councillor's Bill No. 81 on first reading annexing the Chamberlain property to the City, conditioned on the final purchase of the property by the City prior to second reading of the Annexation Ordinance by City Council.
3. Pass Councillor's Bill No. 82 on first reading amending the Comprehensive Land Use Plan to add the Chamberlain Property and designating it as Retail Commercial. This action is based on the following findings:
 - a. The proposed amendment is in need of revision as proposed; and
 - b. The amendment is in conformance with the overall purpose and intent and the goals of the Plan; and
 - c. The proposed amendment is compatible with existing and planned surrounding land uses; and
 - d. The proposed amendment would not result in excessive detrimental impacts to the City's existing or planned infrastructure systems.
4. Pass Councillor's Bill No. 83 on first reading zoning the Chamberlain property Planned Unit Development (PUD).

Summary Statement:

- The BP service station that is currently located on the north side of Church Ranch Boulevard within the boundaries of the Mandalay Town Center project, is planned to be relocated in accordance with the proposed development plans. The relocation site selected is the Chamberlain property across Church Ranch Boulevard, which is currently unincorporated.
- The annexation covers only the westernmost portion of the Chamberlain property and is a total of 1.38 acres in size. The balance of the property will remain unincorporated until it is proposed for development. (Please refer to the attached vicinity map.)
- The City has proposed purchase and annexation of the property. The property would then be purchased by the developer as a site for the relocated service station.

Expenditure Required: \$ 0

Source of Funds: N/A

Planning Commission Recommendation

The Planning Commission reviewed this proposal on December 9, 2003, and voted unanimously (7-0) to recommend the City Council approve the annexation of the Chamberlain property to the City of Westminster conditioned on the final purchase of the property by the City prior to second reading of the Annexation Ordinance by City Council.

The Planning Commission also voted unanimously (7-0) to recommend to the City Council that the Comprehensive Land Use Plan be amended to add the Chamberlain Property and that it be designated as Retail Commercial. This recommendation is based on the following findings:

- a. The proposed amendment is in need of revision as proposed; and
- b. The amendment is in conformance with the overall purpose and intent and the goals and policies of the Plan; and
- c. The proposed amendment is compatible with existing and planned surrounding land uses; and
- d. The proposed amendment would not result in excessive detrimental impacts to the City's existing or planned infrastructure systems.

Planning Commission voted unanimously (7-0) to recommend to the City Council that the Chamberlain property be zoned Planned Unit Development.

No one spoke in favor or in opposition to this proposal.

Policy Issue

Should the westernmost portion of the Chamberlain property be annexed at this time?

Alternative

Make a finding that the Chamberlain property not be annexed at this time and take no further action. If this course is taken, the BP service station will remain within the Mandalay Town Center as a legally non-conforming use.

Background Information

The City and RED Development have been working together to relocate the BP service station on Church Ranch Boulevard to the south side of the boulevard in order to allow the redevelopment of that site at the strategic entryway to the Mandalay Town Center project. The owners of the BP have agreed to the relocation to the western portion of the unincorporated Chamberlain property.

The City is in negotiations with Mr. Chamberlain and the purchase is expected to occur before this annexation goes before the City Council on second reading. Staff is recommending that the property be zoned Planned Unit Development. That would permit the owners of BP to submit for Preliminary and Official Development Plan approval when a site plan has been prepared. Staff is also recommending that the property to be annexed be designated as Retail Commercial in the Comprehensive Land Use Plan. This would permit the use of the property as a service station.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **81**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE APPROVING AND ACCOMPLISHING THE ANNEXATION OF CONTIGUOUS UNINCORPORATED TERRITORY IN A PARCEL OF LAND LOCATED IN SECTIONS 11 AND 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, 6TH P.M., COUNTY OF JEFFERSON, STATE OF COLORADO.

WHEREAS, pursuant to the laws of the State of Colorado, the City of Westminster owns a parcel of hereinafter-described contiguous, unincorporated territory situate, lying and being in the County of Jefferson, State of Colorado; and

WHEREAS, City Council has been advised by the City Attorney that the parcel is eligible for annexation in accordance with Section 31-12-106 (3), et.seq., Colorado Revised Statutes, as amended; and

WHEREAS, City Council has held an annexation hearing in conformance with all statutory requirements; and

WHEREAS, City Council has found that the parcel may be annexed by ordinance at this time; and

WHEREAS, the Council of the City of Westminster has satisfied itself concerning the conformance of the proposed annexation to the annexation policy of the City of Westminster.

NOW, THEREFORE, the City of Westminster ordains:

Section 1. That the annexation is hereby accomplished by and to the City of Westminster, State of Colorado, of the following described contiguous unincorporated territory situate, lying and being in the County of Jefferson, State of Colorado, to wit:

A parcel of land being a portion of Tract 55, Mandalay Gardens, in the County of Jefferson, State of Colorado, per plat recorded in the Office of the Clerk and Recorder of said County, lying within the southeast quarter of Section 11 and the northeast quarter of Section 14, Township 2 South, Range 69 West of the Sixth Principal Meridian, in said County and State, more particularly described as follows:

Commencing at the southeast corner of said Section 11, whence the south quarter corner of said Section 11 bears south 88°52'45" west, and all bearings are made as a reference hereon;

Thence south 83°39'39" west 330.74 feet to the southerly right-of-way of Reed Street, as described in the warranty deed to the City of Westminster recorded October 25, 1996 at Reception No. F0321025 in the Office of the Clerk and Recorder of said County, also being the southerly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation to the City of Westminster per annexation map recorded at Reception No. F1027164 in said Office of the Clerk and Recorder and the true point of beginning;

Thence along the southerly, southwesterly, and southeasterly right-of-way of said Reed Street and along the southerly, southwesterly, and southeasterly boundary of said annexation the following 4 courses:

- 1) South 89°48'37" west 164.12 feet to the beginning of a tangent curve concave northeasterly having a radius of 103.00 feet;
- 2) Northwesterly along said curve through a central angle of 49°03'00" an arc length of 88.18 feet;
- 3) Tangent to said curve north 41°08'23" west 78.64 feet to the beginning of a tangent curve concave southerly having a radius of 33.00 feet;
- 4) Westerly along said curve through a central angle of 92°10'16" an arc length of 53.09 feet to the southeasterly right-of-way of Church Ranch Boulevard as described in the warranty deed to the City of Westminster recorded March 15, 1990 at Reception No. 90021374, in said Office of the Clerk and Recorder and the beginning of a compound curve concave southwesterly having a radius of 1613.50 feet;

Thence along said southeasterly right-of-way, continuing along said southeasterly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation, and southwesterly along said curve through a central angle of 00°15'41" an arc length of 7.36 feet to the westerly line of said Tract 55, Mandalay Gardens and the easterly boundary of the Church Ranch Homeplace annexation to the City of Westminster per annexation map recorded at Reception No. 88080480 in said Office of the Clerk and Recorder ;

Thence non-tangent to said curve and along said westerly line and said easterly boundary south 00°05'32" west 284.78 feet;

Thence departing said westerly line and easterly boundary, south 89°54'28" east 127.72 feet to the beginning of a tangent curve concave northwesterly having a radius of 133.50 feet;

Thence northeasterly along said curve through a central angle of 53°42'27" an arc length of 125.14 feet;

Thence tangent to said curve, north 36°23'05" east 144.20 feet to the beginning of a tangent curve concave southeasterly having a radius of 86.50 feet;

Thence northeasterly along said curve through a central angle of 23°24'06" an arc length of 35.33 feet to the true point of beginning.

Containing 1.388 acres (60,498 Sq. Ft.), more or less.

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

Section 3. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 22nd day of December, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January, 2004.

ATTEST:

Mayor

City Clerk

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **82**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLAN

WHEREAS, the City maintains a Comprehensive Land Use Plan which regulates land uses within the City; and

WHEREAS, the City Council has annexed new properties to the City specifically described below; and

WHEREAS, an amendment of the Plan is necessary to provide a land use designation for the annexed property and to keep the Plan up to date; and

WHEREAS, the Planning Commission has reviewed the proposed amendment and has recommended approval to the City Council.

NOW THEREFORE, the City Council hereby finds that the required procedures for amending the Comprehensive Land Use Plan as delineated in the Westminster Municipal Code have been satisfied.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council authorizes City Staff to make the necessary changes to the maps and text of the Westminster Comprehensive Land Use Plan which are necessary to alter the designation of the Chamberlain annexation property, legally described as follows:

A parcel of land being a portion of Tract 55, Mandalay Gardens, in the County of Jefferson, State of Colorado, per plat recorded in the Office of the Clerk and Recorder of said County, lying within the southeast quarter of Section 11 and the northeast quarter of Section 14, Township 2 South, Range 69 West of the Sixth Principal Meridian, in said County and State, more particularly described as follows:

Commencing at the southeast corner of said Section 11, whence the south quarter corner of said Section 11 bears south 88°52'45" west, and all bearings are made as a reference hereon;

Thence south 83°39'39" west 330.74 feet to the southerly right-of-way of Reed Street, as described in the warranty deed to the City of Westminster recorded October 25, 1996 at Reception No. F0321025 in the Office of the Clerk and Recorder of said County, also being the southerly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation to the City of Westminster per annexation map recorded at Reception No. F1027164 in said Office of the Clerk and Recorder and the true point of beginning;

Thence along the southerly, southwesterly, and southeasterly right-of-way of said Reed Street and along the southerly, southwesterly, and southeasterly boundary of said annexation the following 4 courses:

- 5) South 89°48'37" west 164.12 feet to the beginning of a tangent curve concave northeasterly having a radius of 103.00 feet;
- 6) Northwesterly along said curve through a central angle of 49°03'00" an arc length of 88.18 feet;
- 7) Tangent to said curve north 41°08'23" west 78.64 feet to the beginning of a tangent curve concave southerly having a radius of 33.00 feet;

- 8) Westerly along said curve through a central angle of 92°10'16" an arc length of 53.09 feet to the southeasterly right-of-way of Church Ranch Boulevard as described in the warranty deed to the City of Westminster recorded March 15, 1990 at Reception No. 90021374, in said Office of the Clerk and Recorder and the beginning of a compound curve concave southwesterly having a radius of 1613.50 feet;

Thence along said southeasterly right-of-way, continuing along said southeasterly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation, and southwesterly along said curve through a central angle of 00°15'41" an arc length of 7.36 feet to the westerly line of said Tract 55, Mandalay Gardens and the easterly boundary of the Church Ranch Homeplace annexation to the City of Westminster per annexation map recorded at Reception No. 88080480 in said Office of the Clerk and Recorder ;

Thence non-tangent to said curve and along said westerly line and said easterly boundary south 00°05'32" west 284.78 feet;

Thence departing said westerly line and easterly boundary, south 89°54'28" east 127.72 feet to the beginning of a tangent curve concave northwesterly having a radius of 133.50 feet;

Thence northeasterly along said curve through a central angle of 53°42'27" an arc length of 125.14 feet;

Thence tangent to said curve, north 36°23'05" east 144.20 feet to the beginning of a tangent curve concave southeasterly having a radius of 86.50 feet;

Thence northeasterly along said curve through a central angle of 23°24'06" an arc length of 35.33 feet to the true point of beginning.

Containing 1.388 acres (60,498 Sq. Ft.), more or less.

The Chamberlain annexation property shall be changed from Unincorporated Jefferson County, to Retail Commercial, as shown on the attached "Exhibit A".

Section 2. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 22nd of December, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January, 2004.

ATTEST:

Mayor

City Clerk

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **83**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE AMENDING THE ZONING LAW AND ESTABLISHING THE ZONING CLASSIFICATION OF CERTAIN DESCRIBED PROPERTY IN A PARCEL OF LAND LOCATED IN SECTIONS 11 AND 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, 6TH P.M., COUNTY OF JEFFERSON, STATE OF COLORADO.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Council finds:

- a. That an application for the zoning of the property described below from Jefferson County A-2 to City of Westminster Planned Unit Development (PUD) zoning has been submitted to the City for its approval pursuant to Westminster Municipal Code Section 11-5-1.
- b. That Council has completed a public hearing on the requested zoning pursuant to the provisions of Chapter 5 of Title XI of the Westminster Municipal Code.
- c. That based on the evidence produced at the public hearing, the City Council finds that the proposed zoning complies with all requirements of City Code, including, but not limited to, the provisions of Westminster Municipal Code Section 11-5-3.
- d. That the proposed zoning is compatible with existing zoning and land uses of adjacent properties in the general vicinity of the property proposed for zoning.
- e. That the proposed zoning is consistent with all applicable general plans and policies concerning land use and development relative to the property proposed for zoning.

Section 2. The Zoning District Map of the City is hereby amended by reclassification of the property described herein from Jefferson County A-2 to City of Westminster Planned Unit Development (PUD). A parcel of land located in Sections 11 and 14, Township 2 South, Range 69 West, 6th P.M., County of Jefferson, State of Colorado, more particularly described as follows:

A parcel of land being a portion of Tract 55, Mandalay Gardens, in the County of Jefferson, State of Colorado, per plat recorded in the Office of the Clerk and Recorder of said County, lying within the southeast quarter of Section 11 and the northeast quarter of Section 14, Township 2 South, Range 69 West of the Sixth Principal Meridian, in said County and State, more particularly described as follows:

Commencing at the southeast corner of said Section 11, whence the south quarter corner of said Section 11 bears south 88°52'45" west, and all bearings are made as a reference hereon;

Thence south 83°39'39" west 330.74 feet to the southerly right-of-way of Reed Street, as described in the warranty deed to the City of Westminster recorded October 25, 1996 at Reception No. F0321025 in the Office of the Clerk and Recorder of said County, also being the southerly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation to the City of Westminster per annexation map recorded at Reception No. F1027164 in said Office of the Clerk and Recorder and the true point of beginning;

Thence along the southerly, southwesterly, and southeasterly right-of-way of said Reed Street and along the southerly, southwesterly, and southeasterly boundary of said annexation the following 4 courses:

- 9) South 89°48'37" west 164.12 feet to the beginning of a tangent curve concave northeasterly having a radius of 103.00 feet;
- 10) Northwesterly along said curve through a central angle of 49°03'00" an arc length of 88.18 feet;
- 11) Tangent to said curve north 41°08'23" west 78.64 feet to the beginning of a tangent curve concave southerly having a radius of 33.00 feet;
- 12) Westerly along said curve through a central angle of 92°10'16" an arc length of 53.09 feet to the southeasterly right-of-way of Church Ranch Boulevard as described in the warranty deed to the City of Westminster recorded March 15, 1990 at Reception No. 90021374, in said Office of the Clerk and Recorder and the beginning of a compound curve concave southwesterly having a radius of 1613.50 feet;

Thence along said southeasterly right-of-way, continuing along said southeasterly boundary of the U.S. Highway 36/Church Ranch Boulevard annexation, and southwesterly along said curve through a central angle of 00°15'41" an arc length of 7.36 feet to the westerly line of said Tract 55, Mandalay Gardens and the easterly boundary of the Church Ranch Homeplace annexation to the City of Westminster per annexation map recorded at Reception No. 88080480 in said Office of the Clerk and Recorder ;

Thence non-tangent to said curve and along said westerly line and said easterly boundary south 00°05'32" west 284.78 feet;

Thence departing said westerly line and easterly boundary, south 89°54'28" east 127.72 feet to the beginning of a tangent curve concave northwesterly having a radius of 133.50 feet;

Thence northeasterly along said curve through a central angle of 53°42'27" an arc length of 125.14 feet;

Thence tangent to said curve, north 36°23'05" east 144.20 feet to the beginning of a tangent curve concave southeasterly having a radius of 86.50 feet;

Thence northeasterly along said curve through a central angle of 23°24'06" an arc length of 35.33 feet to the true point of beginning.

Containing 1.388 acres (60,498 Sq. Ft.), more or less.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 22nd day of December, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January, 2004.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Public Hearing and Councillor's Bill No. 84 re Code Revisions for Public Land Dedication

Prepared By: Terri Hamilton, Planner III

Recommended City Council Action:

- Hold a Public Hearing.
- Pass Councillor's Bill No. 84 repealing Title XIII, Chapter 4, W.M.C., and amending Title XI, Chapter 6, Section 8, W.M.C. regarding revisions to dedication of land for public purposes.

Summary Statement:

- City Staff has compared the current Westminster Municipal Code requirement for Public Land Dedication to numerous other jurisdictions, and proposes revisions that will result in an overall increase in Public Land Dedication in direct relationship to an increase in population.
- Revisions proposed to Public Land Dedication reflect a more accurate method of population projection and resulting land dedication based upon a level of service of 12 acres of land for every 1000 persons.
- Revisions to Public Land Dedication result in a more equitable system. The existing system resulted in a higher, relative impact on lower density developments compared to higher density developments.
- Should Council concur, adoption of the revised Code is proposed to occur this year, prior to the next Growth Management Residential Competition process.

Expenditure Required: \$ 0

Source of Funds: NA

Policy Issue

Should the City Council amend the City Code regarding Public Land Dedication requirements to reflect dedication based upon projected population and anticipated impact on provision of parks, recreation and open space?

Alternatives

- Do not revise the current City Code regarding Public Land Dedication requirements. City Staff does not recommend this alternative because the existing Code does not equally distribute the impact of increased population.
- Increase the land dedication requirement to a number larger than 12 acres/1000 population. City Staff does not recommend this alternative as a higher number may result in protests from the Homebuilders Association of Metropolitan Denver and other developers, as this alternative will increase Public Land Dedication to what may be an unacceptable level.
- Decrease the land dedication requirement to a number less than 12 acres/1000 population. City Staff does not recommend this alternative because analysis regarding actual level of parks and recreation services provided indicates that the recommended level is more justified and better meets the needs of the City's residents.
- Revise the Code as suggested, but provide a cap to the overall percent of land required to be dedicated. This alternative is not recommended because it does not equally distribute population impact on level of parks and recreation services provided, and the option to develop residential properties to result in lower population is a possible alternative for a developer.

Background Information

The last time the City Code was significantly amended regarding Public Land Dedication requirements for land dedication for park, open space and other public purposes was in August of 1994, when the percent of land dedication was revised from an across the board 10% land dedication, to a variable 10-25% land dedication somewhat proportional to the density of a proposed development.

With approximately 946 acres of potential residential land area remaining to be built out, City Staff believes that it is worthwhile to re-evaluate the Code requirements for land dedication requirements for park, open space and other public purposes, as compared to what a number of other jurisdictions require. City Staff found that the majority of jurisdictions surveyed require land dedication based upon an established level of service and projected population of a proposed development, and the minority of jurisdictions required a dedication based upon a percent of total land area. (See attached Exhibit 1: A Comparison of Public Land Dedication Requirements between Jurisdictions.) Because different methods make comparisons between jurisdictions difficult, Exhibit 1 also contains a column where the Public Land Dedication requirement for each jurisdiction is compared to a low-density single-family detached development in Westminster. The Harmony Park development at the northeast corner of 128th Avenue and Zuni Street was used for this comparison. (Refer to attached Exhibits 2 and 3 for visual comparisons of the Public Land Dedication Requirements indicated in Exhibit 1.) Westminster's existing Code requires that the percent of land area to be dedicated increases as density (units per acreage) increases up to a limit of 25%. City Staff conducted further analysis to determine a more accurate population based requirement, and then compared the refined population based requirement of 12 acres of land per 1000 population to the existing Code.

In order to establish a population based requirement, The 1997 Parks, Recreation and Libraries Master Plan was consulted. This Plan indicated Westminster was providing 49.27 acres/1000 persons (including 15 acres/1000 persons for Open Space, and acreage for trails and special uses such as recreation centers, golf courses, etc.). National Standards at that time indicated a minimum standard of 20.3 acres/1000 persons (this number did not include acreage for trails and special uses). The 12 acres/1000 population recommended dedication requirement is based on a review of this criteria and a comparative review of requirements used by other jurisdictions.

The comparison of Westminster's current Code to a method using a level of service and a more accurate projected population indicated that the current Code requires more land dedication per capita for low density than high-density projects. By applying a methodology using level of service (12 acres/1000 population) and a more accurate calculation of resulting population, the requirement for Public Land Dedication no longer inadvertently favors high-density development; instead, the resulting Public Land Dedication requirement is equally applied. (See attached Exhibit 4: Comparative Analysis of Public Land Dedication Criteria.)

City Staff presented this information to the Homebuilders Association of Metropolitan Denver on October 2, 2003. The Homebuilders Association recognized there was some impact to single-family development, but nonetheless, was supportive of the proposed Code revision. No follow-up was requested by the Home Builders Association.

In addition to the primary change regarding calculation of land dedication, minor revisions and clarifications to this section of the City Code are also included in the attached draft ordinance. These include the following:

- Rescinding Title XIII, Chapter 4, so Public Land Dedication requirements are noted in only one place in the Code;
- Adding definitions;
- Adding calculations to determine projected population, and expanding the categories of projected populations to reflect a more accurate population projection and resulting impact for Independent Living Senior Housing and other specific housing groups;
- Adding a possible requirement of land appraisal when the determination of fair market value for cash-in-lieu of land dedication is in question.
- Adding text on how appeals can be made to the City Manager;
- Clarifying that the use of Park Development Fee Credits may be used for public park development, and additional detail regarding this process. (See attached Ordinance.)

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

EXHIBIT 4: COMPARATIVE ANALYSIS OF PLD CRITERIA

Population: Assume 10 Acres, 3.0 persons/unit up to 5 DU/A, 2.5 persons/unit >5-8 DU/A & 2 persons/unit >8 DU/A	Density DU/A	Current Code % PLD 10-25%	Current Code in #A/1000 Population 7-11A/1000	Proposed Amendment 12A/1000 Population 11-43%
10A x 3DU/A x 3 persons/DU= 90 persons	3	1 A= 10%	11.1/1000	1.08A
10 x 4 x 3 = 120 persons	4	1.1A=11%	9.2/1000	1.44A
10 x 5 x 3 = 150 persons	5	1.2A= 12%	8/1000	1.80A
10 x 6 x 2.5 persons/DU= 150 persons	6	1.3A=13%	8.7/1000	1.80A
10 x 7 x 2.5 = 175 persons	7	1.4A=14%	8/1000	2.10A
10 x 8 x 2.5 = 200 persons	8	1.5A=15%	7.5/1000	2.40A
10 x 9 x 2= 180 persons	9	1.6A=16%	8.9/1000	2.16A
10 x 10 x 2= 200 persons	10	1.7A=17%	8.5/1000	2.40A
10 x 11 x 2= 220 persons	11	1.8A=18%	8.2/1000	2.64A
240 persons	12	1.9A=19%	7.9/1000	2.88A
260 persons	13	2.0A=20%		
280 persons	14	2.1A=21%	7.5/1000	3.36A
300 persons	15	2.2A=22%		
320 persons	16	2.3A=23%	7.2/1000	3.84A
340 persons	17	2.4A=24%		
10 x 18 x 2 = 360 persons	18	2.5A=25%	6.9/1000	4.32A

October 25, 2003

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **84**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE REPEALING IN ITS ENTIRETY TITLE XIII, CHAPTER 4, PARK DEVELOPMENT FEES, AND AMENDING TITLE XI, CHAPTER 6, SECTION 8, DEDICATION OF PROPERTY FOR PUBLIC PURPOSES, OF THE WESTMINSTER MUNICIPAL CODE.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Title XIII, Chapter 4, W.M.C., is hereby REPEALED IN ITS ENTIRETY.

Section 2. Title XI, Chapter 6, Section 8, is hereby AMENDED to read as follows:

11-6-8: DEDICATION OF PROPERTY FOR PUBLIC PURPOSES: (2534 2876)

(A) **DEFINITIONS.** AS USED HEREIN THE FOLLOWING TERMS SHALL HAVE THE FOLLOWING MEANING:

1. SINGLE-FAMILY DETACHED DWELLING UNIT- A SINGLE DWELLING UNIT CONTAINED IN A FREE-STANDING STRUCTURE THAT HAS NO PARTY WALLS WITH OTHER STRUCTURES. THIS CATEGORY GENERALLY DOES NOT EXCEED FIVE DWELLING UNITS PER ACRE.

2. SINGLE-FAMILY ATTACHED DWELLING UNIT- A DWELLING UNIT CONTAINED IN ITS OWN STRUCTURE FROM GROUND TO ROOF, WHICH STRUCTURE SHARES ONE OR MORE PARTY WALLS WITH ONE OR MORE SIMILAR UNITS. A LIMITED NUMBER OF MULTI-FAMILY DWELLING UNITS MAY BE INCORPORATED INTO AN OTHERWISE SINGLE-FAMILY ATTACHED BUILDING. THIS CATEGORY IS GENERALLY OVER FIVE DWELLING UNITS PER ACRE BUT NOT EXCEEDING EIGHT DWELLING UNITS PER ACRE.

3. MULTI-FAMILY DWELLING UNIT- A DWELLING UNIT CONTAINED IN A STRUCTURE ALSO CONTAINING OTHER DWELLING UNITS IN WHICH EACH UNIT IS ATTACHED TO ANOTHER AT ONE OR MORE PARTY WALLS AND AT EITHER THE FLOOR OR THE CEILING. FOR PURPOSES OF THIS CHAPTER, A DWELLING UNIT OTHERWISE MEETING THIS DEFINITION BUT CONTAINING MORE THAN TWO BEDROOMS SHALL BE CONSIDERED A SINGLE-FAMILY ATTACHED DWELLING UNIT. A STRUCTURE COULD CONTAIN BOTH MULTI-FAMILY DWELLING UNITS AND SINGLE-FAMILY ATTACHED DWELLING UNITS AS DEFINED HEREIN. THIS CATEGORY IS GENERALLY IN EXCESS OF EIGHT DWELLING UNITS PER ACRE.

(~~A~~) **PUBLIC LAND DEDICATION.**

1. No land development containing proposed or potential residential uses shall be approved by the City unless the applicant for such development provides for the dedication of public lands to the City for park, open space, and other public purposes as determined by the City in accordance with this section.

2. The applicant shall dedicate to the City an amount of developable land corresponding to the ~~density~~ PROJECTED RESIDENTIAL POPULATION of the development as follows: 12 ACRES PER EVERY ONE THOUSAND PERSONS. THIS MINIMUM REQUIREMENT REFLECTS A PORTION OF THE PROJECTED DEMAND OF RECREATION AND OPEN SPACE PROPERTIES AND FACILITIES FROM THE POPULATION OF THE PROPOSED DEVELOPMENT.

DENSITY IN DWELLING UNITS PER ACRE % OF LAND AREA DEDICATED TO CITY	
UP TO 3	10
> 3 4	11
> 4 5	12
> 5 6	13
> 6 7	14
> 7 8	15
> 8 9	16
> 9 10	17
> 10 11	18
> 11 12	19
> 12 13	20
> 13 14	21
> 14 15	22
> 15 16	23
> 16 17	24
> 17	25

PROJECTED POPULATION IS CALCULATED AS FOLLOWS:

- NUMBER OF SINGLE-FAMILY DETACHED UNITS X 3.0 PERSONS PER UNIT, AND
- NUMBER OF SINGLE-FAMILY ATTACHED UNITS X 2.5 PERSONS PER UNIT, AND
- NUMBER OF MULTI-FAMILY UNITS X 2.0 PERSONS PER UNIT, AND
- NUMBER OF INDEPENDENT LIVING SENIOR HOUSING UNITS X 1.5 PERSONS PER UNIT, AND
- Institutional residential uses such as group homes, CONGREGATE CARE, and similar uses ~~shall provide a 10 percent public land dedication pursuant to this section.~~ : NUMBER OF BEDS X 0.5 PERSONS PER BED, AND
- ASSISTED LIVING AND SIMILAR USES: NUMBER OF BEDS X 0.25 PERSONS PER BED
- SKILLED NURSING FACILITIES AND SIMILAR USES ARE EXEMPT

3. All land dedicated in accordance with this section shall possess suitable access and shall be of a location, size, shape, and topography suitable for development into active recreational areas without significant earthmoving, unless otherwise approved by the City. The City shall have the option to accept as part of the dedication requirement major floodplains, narrow strips to provide trail connection from one major recreational or park area to another, or other undevelopable areas suitable for open space. Undevelopable land so designated shall be credited at 1/6 the value of developable land.

4. If the City determines a land dedication in accordance with this section would not serve the public interest, the City may require payment of a fee in lieu of the dedication or may require dedication of a smaller amount of land than would otherwise be required and payment of a fee in lieu of the portion not dedicated. The amount of the fee shall be the fair market value of the land which would otherwise be required to be dedicated under this section. "Fair market Value" shall be determined BY THE CITY, as of the date that dedication would otherwise be required. THE CITY MAY REQUIRE AN APPRAISAL TO BE PERFORMED. THE APPRAISER MUST BE LICENSED BY THE STATE OF COLORADO. COST FOR THE APPRAISAL SHALL BE THE RESPONSIBILITY OF THE DEVELOPER.

5. Land required to be dedicated under this section shall be shown on Preliminary Development Plans and all other planning documents as "Public Land Dedication" and shall be dedicated to the City after the approval of the Preliminary Development Plan at such time as the City shall determine but in no event later than the approval of the Final Plat encompassing the land to be dedicated. Following the City's approval of a Preliminary Development Plan containing a public land dedication, the City may withhold approval of the property's Official Development Plan, Final Plat, or any other approvals, including building permits, until such public land dedication is perfected.

6. In considering whether to approve a phasing schedule incurred in a Preliminary Development Plan or Official Development Plan, the City shall consider whether the City will have adequate public land in the development for the land area actually developed. The City may require, as a condition of approval of such Preliminary Development Plan or Official Development Plan and any plats approved under such Preliminary Development Plan or Official Development Plan, that proposed public land be included as a part of an earlier phase than that proposed by the developer or subdivider.

7. All lands required to be dedicated under this section shall be dedicated to the City without restriction and free and clear of any and all liens, restrictions, and covenants, regardless of whether the City or another entity will be the ultimate user under the proposed public use. Fees required under this paragraph shall be paid to the City by certified check at the time of final plat approval.

8. Land to be dedicated to the City under this ~~paragraph~~ SECTION shall be preserved and protected during the development process. The developer shall not disturb the topsoil or vegetation on the land during the development process. If the topsoil or vegetation is damaged or disturbed, the City may require the developer to pay the City the cost of restoring such vegetation and topsoil. All construction debris and other foreign matter shall be removed from the site prior to dedication.

9. The land dedication requirements under this ~~paragraph~~ SECTION are in addition to and separate from the requirements for PUBLIC SCHOOL SITES, dedication of street rights of way and easements or rights of way for utilities, drainage facilities and other public improvements.

10. If, at the time of annexation of the land on which a development is proposed, the developer or a predecessor in interest dedicated lands to the City for public purposes, the land dedication requirements of this paragraph shall be reduced by the number of acres actually dedicated at that time.

11. APPEALS PERTAINING TO THE CALCULATION OF LAND DEDICATION FOR PUBLIC LAND, PARK DEVELOPMENT FEES, PARK DEVELOPMENT CREDITS, OR CASH-IN-LIEU OF DEDICATION SHALL BE MADE TO THE CITY MANAGER OF THE CITY OF WESTMINSTER.

(BC) PARK DEVELOPMENT FEES: (2534 2694)

1. **City Policy.** It is the policy of the City that all developers of any new residential development projects shall be required to provide, at the developer's expense, sufficient park improvements and recreational facilities to serve the projected population of the development. To accomplish this purpose there is hereby enacted a park development fee, in addition to any land contribution requirement imposed by this Code or any other City ordinance or resolution.

2. Park Development Fee.

(a) Every person, firm or corporation applying for and obtaining any building permit for the original construction of any dwelling unit shall be required to pay, prior to the occupancy of the first unit in any building or structure and as a condition precedent to the issuance of any occupancy certificate, a park development fee based upon the number of dwelling units to be constructed, as follows:

Single family detached	\$ 1,547 per unit as of 5-1-03
Single family attached or mobile home	\$ 1,256 per unit as of 5-1-03
Multiple family, congregate care or independent living senior housing	\$ 1,031 per unit as of 5-1-03
Assisted living Senior Housing	\$ 358 per bed as of 5-1-03

Skilled nursing facilities as defined in this code shall be exempt from the park development fees requirements of this section.

The above fees shall be automatically increased annually as of January 1 in accordance with the Consumer Price Index (CPI) as established for the Denver metropolitan area. No occupancy certificate shall be issued nor shall any occupancy of the premises be permitted until such fee shall have been paid in full. Such fee shall be used only for the development of park and recreation facilities and services.

~~(b) Any person, firm, or corporation required to pay a park development fee hereunder may receive credit against such fee for park improvement work done by said developer at the developer's expense simultaneously with the construction of the dwelling units in accordance with City standards and policies. Such credit may be allowed for land leveling or earth work incorporated into the park improvements; installation of automatic irrigation systems; finished grading, soil preparation and seeding; plant materials; and park equipment. To qualify for such credit all park development plans shall be subject to the approval of the City Council and shall be included in an Official Development Plan approved by City Council.~~

3. Credits.

~~(a) In computing the credits to which a developer may be entitled, the total park development fee required of the development shall first be computed. The developer shall then be allowed a credit in each category listed in which the developer performs the work or provides the improvements at his sole expense. Said credits shall not exceed, in each category, the following percentages of total development fee due:~~

- ~~(i) Earth Work 5 Percent~~
- ~~(ii) Automatic Irrigation Systems 38 Percent~~
- ~~(iii) Finished Grading, Soil Preparation & Seeding 26 Percent~~
- ~~(iv) Plant Materials 14 Percent~~
- ~~(iv) Park Equipment 11 Percent~~

~~(b) The foregoing are intended as maximum allowable percentages, and the percentage of total fee which shall be allowed as a credit in each instance shall be determined by City Council in its sole discretion. In any event not less than 6 percent of the total park development fee shall be paid by the developer in cash.~~

~~(c) A developer shall be allowed a credit against the park development fee for installation of a private park and open space facility in direct proportion to the percentage of total neighborhood needs, as determined by the City Council in its sole discretion, which is served by said private facility. Said credit shall be given only for private park and open space uses and not private recreational facilities such as tennis courts, swimming pools and club houses.~~

~~(d) The City Council may authorize park development fee credits for any improvements not listed above, which Council finds will benefit an existing or proposed park or recreation site or facility, including off-site improvements. Such credit shall not exceed 94 percent of the total park development fees owed by the developer; not less than 6 percent of the total development fee shall be paid by the developer in cash. Any proposed credit for park development fees which is authorized under this subsection shall be subject to specific City Council approval, formalized in a written agreement which shall be approved by Council.~~

(a) ANY PERSON, FIRM, OR CORPORATION REQUIRED TO PAY A PARK DEVELOPMENT FEE HEREUNDER MAY RECEIVE CREDIT AGAINST SUCH FEE FOR PUBLIC PARK IMPROVEMENT WORK DONE BY SAID DEVELOPER AT THE DEVELOPER'S EXPENSE SIMULTANEOUSLY WITH THE CONSTRUCTION OF THE DWELLING UNITS IN ACCORDANCE WITH CITY STANDARDS AND POLICIES.

(b) THE AMOUNT OF SUCH CREDIT SHALL BE DETERMINED BY THE CITY FOR VARIOUS PUBLIC PARK IMPROVEMENTS SUCH AS, BUT NOT LIMITED TO, LAND LEVELING OR EARTH WORK INCORPORATED INTO THE PARK IMPROVEMENTS; INSTALLATION OF AUTOMATIC IRRIGATION SYSTEMS; FINISHED GRADING, SOIL PREPARATION AND SEEDING OR SOD; PLANT MATERIALS; AND PARK EQUIPMENT. TO QUALIFY FOR SUCH CREDIT, ALL PARK DEVELOPMENT PLANS MUST INDICATE THE FOLLOWING, INCLUDING BUT NOT LIMITED TO: A DETAILED COST ESTIMATE, SITE LOCATION AND SIZE, SITE DESIGN, GRADING, ALL IMPROVEMENTS -INCLUDING SITE AMENITIES AND LANDSCAPING, AND SHALL BE SUBJECT TO THE REVIEW AND APPROVAL OF THE DEPARTMENT OF PARKS, RECREATION, AND LIBRARIES, AND SHALL BE INCLUDED IN AN OFFICIAL DEVELOPMENT PLAN APPROVED BY THE CITY. IMPROVEMENTS MUST BE DESIGNED AND INSTALLED ACCORDING TO ACCEPTABLE CITY STANDARDS AND SPECIFICATIONS. IMPROVEMENTS SUCH AS OVERLOT GRADING, ROADWAYS, SIDEWALKS, BIKEWAYS AND TRAILS, UTILITIES, AND OTHER SIMILAR IMPROVEMENTS, AS DETERMINED BY THE CITY, WHICH WOULD BE OTHERWISE REQUIRED WITH THE DEVELOPMENT OF THE SUBDIVISION, OR ARE ADJACENT TO THE PUBLIC PARK, OR OFF-SITE, ARE GENERALLY NOT SUBJECT FOR CREDIT TOWARD THE PARK DEVELOPMENT FEE. THE CITY MAY AUTHORIZE PARK DEVELOPMENT FEE CREDITS FOR ANY IMPROVEMENTS NOT LISTED ABOVE, WHICH THE CITY FINDS WILL BENEFIT AN EXISTING OR PROPOSED PUBLIC PARK OR RECREATION SITE OR FACILITY, INCLUDING OFF-SITE IMPROVEMENTS.

(c) THE REQUIRED PARK DEVELOPMENT FEE AND ANY CREDITS THERETO, AND THE TIMING OF COMPLETION OF PARK IMPROVEMENTS, SHALL BE SPECIFIED ON THE RELEVANT OFFICIAL DEVELOPMENT PLAN FOR THE PROJECT. COMPLETION OF PARK IMPROVEMENTS SHOULD OCCUR IN AN EARLY PHASE OF AN OVERALL DEVELOPMENT.

Section 3. All further subsections contained within this Chapter shall be re-numbered accordingly.

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

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 22nd day of December, 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January, 2004.

Mayor

ATTEST:

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Councillor's Bill No. 85 re Vacation of Rights-of-Way within the Highlands at Westbury Subdivision

Prepared By: Michelle Acosta, Civil Engineer

Recommended City Council Action

Pass Councillor's Bill No. 85 on first reading, vacating a portion of a certain street right-of-way located within the First Plat of the North Glenn Manor.

Summary Statement

- City Council action is requested to pass on first reading the attached Councillor's Bill to vacate the existing West 113th Avenue right-of-way located within the Highlands at Westbury Subdivision as shown on the North Glenn Manor Plat (see attached maps).
- West 113th Avenue has been realigned and the existing storm sewer relocated per the approved Official Development Plan (ODP) dated April 3, 2003.
- The property owner is requesting a vacation of the previously platted West 113th Avenue right-of-way so that proposed buildings will not encroach within this right-of-way.
- Descriptions of these rights-of-way are included within the Background Information section of this Agenda Memorandum.
- City Staff has reviewed this request and is confident that the City no longer needs the subject right-of-way.

Expenditure Required: \$0

Source of Funds: N/A

SUBJECT: Councillor's Bill re Vacation of Rights-of-Way within the Highlands at Westbury Subdivision
Page 2

Policy Issue

Shall the City Council vacate the existing West 113th Avenue right-of-way, which by City Code must be vacated by an ordinance of the City Council?

Alternative

The City could choose to not vacate this right-of-way; however, Staff has determined that the right-of-way will not be needed and problems may occur for the developer if this action is not taken.

Background Information

As part of the Official Development Plan (ODP) for the Highlands at Westbury Subdivision, West 113th Avenue has been realigned and the previously platted right-of-way for this street is no longer needed. The existing storm sewer located within the West 113th Avenue right-of-way has been abandoned.

The owner has requested that the existing West 113th Avenue right-of-way be vacated. Staff has determined that the existing right-of-way can be vacated since West 113th Avenue has been realigned and the new storm sewer placed within the realigned West 113th Avenue right-of-way.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **85**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE VACATING THE EXISTING WEST 113th AVENUE RIGHT-OF-WAY BETWEEN NAVAJO STREET AND PECOS STREET WITHIN THE HIGHLANDS AT WESTBURY SUBDIVISION

WHEREAS, existing West 113th Avenue Right-of-Way between Navajo St. and Pecos St. was dedicated by the First Plat of North Glenn Manor Subdivision (Exhibit A); and

WHEREAS, the existing West 113th Avenue Right-of-Way is being encroached upon by proposed buildings in the Highlands at Westbury Subdivision; and

WHEREAS, the existing West 113th Avenue Right-of-Way is not necessary for the City of Westminster within Highlands at Westbury Subdivision; and

WHEREAS, the vacations are necessary in order to place buildings within the Highlands at Westbury Subdivision out of the City of Westminster's existing Right-of-way.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. City Council finds and determines that the public convenience and welfare require the vacation of the existing West 113th Avenue Right-of-Way in Sections 2 and 3 hereof.

Section 2. Legal Description of existing Right-of-Way:

A PARCEL OF LAND LOCATED IN A PART OF THE SOUTHEAST ONE-QUARTER OF SECTION 4, TOWNSHIP 2 SOUTH, RANGE 68 WEST, OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF WESTMINSTER, COUNTY OF ADAMS, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEARINGS ARE BASED ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 2 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN. THE WEST TERMINUS BEING THE SOUTH QUARTER CORNER OF SAID SECTION 4 AND MONUMENTED BY A FOUND 1" AXLE IN A RANGE BOX WITH A 2" ALUMINUM CAP STAMPED "LS #23904". THE EAST TERMINUS BEING THE SOUTHEAST CORNER OF SAID SECTION 4 AND MONUMENTED BY A FOUND 1" AXLE IN A RANGE BOX WITH A 2" ALUMINUM CAP STAMPED "LS #23904". THE BEARING BEING N 89°22'02" E PER THE CITY OF WESTMINSTER G.I.S. CONTROL SYSTEM, WITH ALL OTHER BEARINGS CONTAINED HEREIN RELATIVE THERETO.

SAID CONTROL SYSTEM BASED ON MODIFIED STATE PLANE COORDINATES, COLORADO NORTH ZONE (NAD 83)(USGS NVD 1929) AS DETERMINED BY A SURVEY BY MERRICK & COMPANY DATED JANUARY 3, 1995, JOB NO. 282-8874, WITH COORDINATES AND ELEVATIONS BEING SHOWN BY FOUND MONUMENTATION.

NOTE: TO GET STATE PLANE NORTH ZONE COORDINATES, MULTIPLY THE MODIFIED STATE PLANE COORDINATES SHOWN BY 0.99972203.

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 4; THENCE N 00°19'06" W ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 4 A

DISTANCE OF 40.22 FEET; THENCE LEAVING SAID WEST LINE, N 89°40'54" E A DISTANCE OF 40.00 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF NORTH PECOS STREET, SAID POINT BEING THE SOUTHWEST CORNER OF SAID BLOCK 1, NORTH GLEN MANOR-AMENDED FILING AS RECORDED UNDER FILE NUMBER 12, MAP NUMBER 289, AND RECEPTION NUMBER 913130 OF THE RECORDS OF THE CLERK AND RECORDER OF ADAMS COUNTY;

THENCE CONTINUING NORTH AND LONG THE WEST LINE OF SAID BLOCK 1 (EAST LINE OF NORTH PECOS STREET) N 00°19'06" W A DISTANCE OF 610.08 TO THE SOUTHWEST CORNER OF WEST 113TH AVENUE RIGHT-OF-WAY AS DEDICATED BY RECEPTION NUMBER C0192086, ALSO BEING A POINT OF CURVATURE, ALSO BEING THE POINT OF BEGINNING;

THENCE ALONG THE SOUTH SIDE OF SAID RIGHT-OF-WAY OF WEST 113TH AVENUE THE FOLLOWING 2 COURSES:

- 1) THENCE ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 15.00 FEET AND A CENTRAL ANGLE OF 89°41'10", AND ARC DISTANCE OF 23.48 FEET TO A POINT OF TANGENT;
- 2) THENCE N 89°22'04" E A DISTANCE OF 667.00 FEET;

THENCE LEAVING SAID SOUTH RIGHT-OF-WAY OF WEST 113TH AVENUE N 00°41'28" W A DISTANCE OF 50.00 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF SAID 113TH AVENUE;

THENCE ALONG THE NORTH SIDE OF SAID RIGHT-OF-WAY OF WEST 113TH AVENUE THE FOLLOWING 2 COURSES:

- 1) THENCE S 89°22'04" W A DISTANCE OF 666.51 FEET TO A POINT OF CURVATURE;
- 2) THENCE ALONG SAID CURVE TO THE RIGHT HAVING A RADIUS OF 15.00 FEET AND A CENTRAL ANGLE OF 90°18'50", AN ARC DISTANCE OF 23.64 FEET TO A POINT ON THE EAST LINE OF NORTH PECOS STREET;

THENCE ALONG SAID EAST LINE OF PECOS STREET S 00°19'06" E A DISTANCE OF 80.00 FEET TO THE POINT OF BEGINNING CONTAINING 34,184 SQ.FT OR 0.78 ACRES MORE OR LESS.

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 22nd day of December 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January 2004.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Councillor's Bill No. 86 re Vacation of Easements within the Bradburn Subdivision, Filing No. 1

Prepared By: Mikele Wright, Senior Civil Engineer

Recommended City Council Action

Pass Councillor's Bill No. 86 on first reading, vacating portions of certain easements that were recorded on the plat for Bradburn Subdivision, Filing No. 1 per File No. 18, Map 749 and Reception No. C1007109, in the County of Adams.

Summary Statement

- City Council action is requested to pass on first reading the attached Councillor's Bill to vacate portions of certain easements located within Bradburn Subdivision, Filing No. 1 (see attached maps).
- Two ten-foot-wide utility easements and a 20-foot wide utility easement were granted to the City by the final plat for Bradburn Subdivision, Filing No. 1 on August 6, 2002.
- The first ten-foot wide easement was for an irrigation line and meter, the second ten-foot wide easement was for a water service line and meter and the 20-foot wide easement was for a fire hydrant. All three utility lines have been relocated with the construction of the mail box pavilion and Goddard School. New easements were granted to the City for these relocated lines and meters.
- The property owner is requesting the easement vacations since no utilities are within these easements.
- Legal descriptions of these easements are included within the Background Information section of this Agenda Memorandum.
- City Staff has determined that the City no longer needs the subject easements.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issue

Shall the City Council vacate a portion of these utility easements, which by City Code, must be vacated by an ordinance of the City Council?

Alternatives

Do not vacate portions of these utility easements. This alternative is not recommended because the subject portions of the easements are not needed by the City and there are no utility lines located within the easements.

Background Information

The development of the Bradburn Main Street Office Retail Building No. 2 required that a looped water system be installed within Block 18 in order to provide adequate water service to the building. This system included the installation of an irrigation line and meter, a water service line for a future building and a fire hydrant. Easements for this water system were dedicated on the final plat. When the mail box pavilion and Goddard School buildings were submitted to the City for review, the layout of the site for Block 18 was modified, which required that the irrigation line, the water service line and a fire hydrant would need to be relocated. These lines have been relocated and new easements have been dedicated to the City.

The owner has requested that these portions of the City's easements be vacated. Staff has determined that the portions of the original easements can be vacated since there are no longer any public utilities located within the subject easements nor are any planned for this area.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **86**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE VACATING PORTIONS OF UTILITY EASEMENTS WITHIN BRADBURN SUBDIVISION FILING NO. 1.

WHEREAS, certain easements were dedicated on the final plat for Bradburn Subdivision Filing No. 1, File No. 18, Map 749, and Reception No. C1007109 in the County of Adams; and

WHEREAS, portions of these utility easements are not necessary for maintaining the City of Westminster's utility lines; and

WHEREAS, the vacations are necessary since no utility lines are located within the utility easements and no utility lines will be constructed within the utility easements in the future.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. City Council finds and determines that the public convenience and welfare require the vacation of the portions of utility easement in Sections 2 and 3 hereof.

Section 2. Legal Description of Utility Easements: See attached legal descriptions for Easement A, Easement B and Easement C.

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 22nd day of December 2003.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 12th day of January 2004.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Resolution No. 58 re Huntington Trails Service Commitment Award Extension

Prepared By: Patrick Caldwell, Planner II

Recommended City Council Action:

Adopt Resolution No. 58 extending the existing Category A-1 Service Commitment award to the Huntington Trails single-family detached residential project based on a finding that the Huntington Trails project meets Westminster Municipal Code Section 11-3-2(A) 2 criteria of the City's Growth Management Program.

Summary Statement:

- Attached is a request from Fred Cooke, Manager of Huntington Trails Development, LLC, requesting an extension of the Service Commitments the City awarded to the project on August 28, 2000. The initial 30 Service Commitments will expire at the end of December 2003, and the developer will not be ready to use those 30 by the deadline. Therefore, a time extension has been requested. The original and proposed revisions to the Service Commitment awards for the Huntington Trails ODP are shown in Table 1 below.

Table 1

	2001	2002	2003	2004	2005	2006	2007	Total
Original	30	50	50	50	30	-	-	210
Proposed	-	-	-	50	50	50	60	210

- The City's Growth Management Program allows City Council to consider (based on specific criteria) these requests and grant extensions if desired based on the following criteria;
 - The need for the extension is the result of some unusual and unforeseeable circumstance reasonably beyond the control of the developer, and
 - The extension is needed to avoid undue or inequitable hardship that would otherwise result if the extension were not granted, and
 - There is no reason to believe that the developer will not be able to proceed with the development of the project within the extended time period.
- The property owner, Huntington Trails Development, LLC, has taken the following steps to move the project forward since annexation in August 2000:
 - Worked with the City to develop plans to channelize the floodplain and resolve downstream flooding problems produced by historical water runoff from this site.
 - Coordinated development plans with the City's desire to improve the storage capacity and stability of the dam of the adjacent McKay Lake.
- Staff believes the developer meets the criteria for establishing the service commitment deadline.

Expenditure Required: \$ 0

Source of Funds: N/A

Policy Issues

Whether the City should approve an extension for the first 130 service commitments needed to complete the project.

Alternatives

Do not adopt the attached Resolution extending service commitments to the Huntington Trails project. This would result in the applicant not being able to complete the project as anticipated and require the developer to compete in a future B-1 competition for the needed service commitments to complete the project.

Background Information

As part of the Annexation Agreement, dated August 28, 2000, a total of 210 service commitments were awarded to the Huntington Trails development. The Agreement states:

“5. Water and Sewer Taps. Upon approval of the ODP, the City shall reserve a maximum of 210 water and sewer tap commitments to serve the Property at the rate of 30 commitments for the year 2001 and 50 commitments per year for the years 2002, 2003, 2004 and 30 commitments for the year 2005. Taps not purchased by the Owner in the year committed by the City shall accrue and may be purchased only in the following two (2) years for service commitments. The water and sewer taps reserved for the Property shall be available for purchase by the Owner under the prevailing rates at the time of purchase. The City shall enact no new moratorium that would prevent the Owner from purchasing and/or utilizing the reserved tap commitments.”

The developer of Huntington Trails anticipated a faster schedule, but has been unable to complete the ODP prior to the service commitments' expiration deadline. A number of unanticipated items have occurred during the review process:

- The developer's project management changed;
- The major engineering consultant firm affiliated with the project suddenly ceased operations due to the death of the firm's principal;
- The major landscaping consultant firm (a sole proprietor) had major medical problems that produced significant delays;
- The 144th and I-25 interchange studies indicated the need for additional right of way on 144th Avenue which caused significant redesign of the portion of this development adjacent to 144th Avenue.

Financial hardships to the City may result if this particular project does not move forward. In the August 28, 2000 Annexation Agreement the Owner of Huntington Trails agreed to pay up to \$939,000 to assist with the costs of bringing the adjacent upstream McKay Lake dam from a Class III to a Class I (safer) status. A portion of these costs are to be recovered by the Owner of Huntington Trails, but the payment of the lump sum of \$939,000 by the Owner of Huntington Trails for the McKay Lake improvements would need to come from another source so that the improvements to the dam can begin. The City has not budgeted \$939,000 for this portion of the McKay Lake dam improvements. Additionally, the Annexation Agreement stated the “Owner shall be responsible for the design and construction of the 100-year storm channel across the Owner's Property and from Huron Street to the channel discharge point that is just west of the Bull Canal...” This drainage channel for McKay Lake outfall is an integral part of the proposed subdivision design of Huntington Trails and benefits offsite downstream development on the property that is between Huron Street and I-25 by removing it from the 100-year floodplain. Loss of potential financial benefits to the City may result if part of the property between 144th Avenue and 136th Avenue remains within the 100-year floodplain.

The City's Growth Management Program allows City Council the ability to review extension requests for projects that have been proceeding through the development review process, but at a slower rate than originally anticipated. This provision is to help ensure that service commitments awarded to projects that do not proceed to the City's development review process would be returned to the water supply for future award to another project within a reasonable amount of time. At this time the Huntington Trails Official Development Plan (ODP) is in the latter stages of review. A public hearing for the Huntington Trails ODP review by the Westminster Planning Commission is tentatively set for January 13, 2004.

Current service commitment resolutions now provide for a three-year time period for their use before the commitments expire. If this criterion had been in use at the time the Service Commitments were approved for the Huntington Trails development, then there would be an additional year (until December 2004) to utilize the first 30 service commitments.

The attached Resolution reflects the service commitments needed for the development and the time extension for the Huntington Trails development. This resolution also amends the August 28, 2000 Annexation Agreement.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

RESOLUTION

RESOLUTION NO. **58**

INTRODUCED BY COUNCILLOR

SERIES OF 2003

CATEGORY A-1 (ACTIVE RESIDENTIAL DEVELOPMENT) SERVICE COMMITMENT AWARD
EXTENSION FOR THE HUNTINGTON TRAILS PLANNED UNIT DEVELOPMENT

WHEREAS, the City of Westminster has adopted by ordinance a Growth Management Program for the period 2000 through 2010; and

WHEREAS, within Ordinance No. 2651 there is a provision that Service Commitments for residential projects shall be awarded to Category A, Active Residential Developments; and

WHEREAS, Category A-1 is the category which is appropriate for the Huntington Trails Planned Unit Development; and

WHEREAS, the City of Westminster City Council approved the Huntington Trails Annexation Agreement per Resolution No. 63, Series 2000 on August 28, 2000; and

WHEREAS, Resolution No. 63, Series 2000 establishes that 30 Service Commitments awarded to the Huntington Trails residential project for the year 2001 shall expire two years after the Service Commitment award date adopted by the Westminster City Council and shall, therefore, expire on December 31, 2003; and

WHEREAS, the developer of the Huntington Trails residential project has provided a written request for an extension of 30 of the 210 Category A-1 Service Commitments awarded to the Huntington Trails residential project for use in the year 2001 by the Westminster City Council on August 28, 2000; and

WHEREAS, Westminster Municipal Code Section 11-3-2 (A) 2 establishes criteria for City Council to consider when reviewing requests for Service Commitment Award extensions for active residential projects that previously received Service Commitment Awards; and

WHEREAS, the Service Commitment award extension for Huntington Trails residential project is the result of an unusual and unforeseeable circumstance reasonable beyond the control of the developer, is needed to avoid undue hardship that would otherwise result if the extension were not granted, and there is not reason to believe that the developer will not be able to proceed with the development of the project within the extended time period; and

WHEREAS, the developer for the Huntington Trails residential project has proceeded to the City's development review process; and

WHEREAS, a total of 210 single-family detached residential units does not exceed the density requirements within the City's Comprehensive Land Use Plan; and

WHEREAS, the goals of the Growth Management Program include balancing growth with the City's ability to provide water and sewer services, preserving the quality of life for the existing Westminster residents, and providing a balance of housing types.

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

1. A Category A-1 Service Commitment award is hereby extended to the Huntington Trails project proposed for the site south of 144th Avenue, west of Huron Street, east of McKay Lake and north of the Lexington Subdivision listed below as follows:

Table 1

	2001	2002	2003	2004	2005	2006	2007	Total
Original	30	50	50	50	30	-	-	210
Proposed	-	-	-	50	50	50	60	210

2. The Service Commitment award to the project listed above is conditional and subject to the following:

- a) For each project, the applicant must complete and submit proposed development plans to the City for the required development review processes.
- b) Each Service Commitment award is conditional upon City approval of the project listed above and does not guarantee City approval of the project or proposed density.
- c) The City of Westminster shall not be required to approve any Preliminary Development Plan, Official Development Plan, or rezoning action necessary for development of property involved in this Category A-1 award nor shall any other binding effect be interpreted or construed to occur in the City as a part of the Category A-1 award.
- d) The Service Commitment award for the project listed above, if approved by the City, may only be used within the project specified above.
- e) This Service Commitment award shall be subject to all of the provisions specified in the Growth Management Program within Chapter 3 of Title XI of the Westminster Municipal Code.
- f) The Category A-1 Service Commitment awards shall be valid for a period of three years from the date of award specified on this Resolution (December 22, 2003) provided the applicant proceeds with the development review process and the project is approved by the City. The Service Commitment award for any project shall expire unless at least one building permit is issued for the project during that three-year period. Future year awards are effective as of January 1 of the specified year.
- g) If Service Commitments are allowed to expire, or if the applicant chooses not to pursue the development, the Service Commitment award shall be returned to the water supply figures. The award recipient shall lose all entitlement to the Service Commitment award under those conditions.
- h) All minimum requirements and all incentive items indicated by the applicant as specified within the annexation agreement shall be included as part of the proposed development and listed on the Official Development Plan for the project.

3. The Category A-1 Service Commitments award shall be reviewed and updated each year. If it is shown that additional or fewer Service Commitments are needed in the year specified, the City reserves the right to make the necessary modifications. If fewer Service Commitments are needed in any given year, the unused amount in that year will be carried over in to the following year provided the Service Commitments have not expired as specified above.

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

1. A maximum award of 210 Category A-1 Service Commitments is hereby reserved for use by the Huntington Trails Planned Unit Development at the rate of 50 Service commitments in 2004, and 50 Service Commitments in 2005, 50 Service Commitments in 2006 and 60 Service Commitments in 2007.

2. Taps not purchased by the owner in one year may be purchased in the following three (3) years.

3. This award shall be valid for a period ending December 31, 2010.

4. This shall constitute the resolution required under Section 11-3-5 of the Westminster Municipal Code.

PASSED and ADOPTED this 22nd day of December, 2003.

ATTEST:

Mayor

City Clerk



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Councillor's Bill No. 87 re Public Safety Tax Amendments to the Adopted 2004 Budget and Resolution No. 59 re Amendments to the Adopted 2004 Pay Plan

Prepared By: Steve Smithers, Assistant City Manager
Barbara Gadecki, Assistant to the City Manager
Emily Moon, Management Analyst
Debbie Mitchell, Human Resources Manager

Recommended City Council Action:

- Pass Councillor's Bill No. 87 via emergency ordinance amending the FY2004 budgets of the General, Utility, Fleet Maintenance, Property Liability, Workers Compensation, Sales & Use Tax, General Capital Outlay Replacement and General Capital Improvement Funds
- Pass Resolution No. 59 amending the 2004 Adopted Pay Plan that was previously amended and adopted on October 13, 2003

Summary Statement

- On November 24, 2003 City Council passed Councillor's Bill Number 71 amending Title 4 of the Westminster Municipal Code and adopting a 0.6% Public Safety sales tax as authorized by the voters. The new tax funds the following enhancements: 40 Police Department personnel, 35 Fire Department personnel, an additional fire engine, an additional ambulance, and support staff and equipment. This Agenda Memo summarizes the budget and pay plan modifications that are necessary to implement the tax enhancements and reorganizations.
- City Council action is requested to pass the attached emergency ordinance to amend the FY2004 budgets of the General, Utility, Fleet Maintenance, Property Liability, Workers Compensation, Sales & Use Tax, General Capital Outlay Replacement and General Capital Improvement Funds. City Council reviewed the proposed budget changes at a Study Session on December 15. An emergency ordinance is recommended to make the budget amendments effective January 1, 2004 for immediate implementation.
- City Council action is requested to pass the attached resolution to amend the 2004 Adopted Pay Plan. City Council reviewed the proposed pay plan changes at the Study Session on December 15.
- These actions are necessary to implement the Public Safety tax enhancements and to accomplish reorganizations in the Parks, Recreation and Libraries and Police Departments.

Expenditure Required: \$8,433,000

Source of Funds: General, Utility, Fleet Maintenance, Property Liability, Workers Compensation, Sales & Use Tax, General Capital Outlay Replacement and General Capital Improvement Funds

Policy Issues

Does City Council support the amendments recommended to the Adopted 2004 Budget and Pay Plan as presented?

Alternatives

Not pass the attached ordinance and resolution amending the Adopted 2004 Budget and Pay Plan. This is not recommended as Staff would be unable to implement the Public Safety Tax enhancements without these amendments.

Background Information

City Council reviewed recommended changes to the 2004 Adopted Budget and Pay Plan at the December 15 Study Session. These modifications are needed to implement the Public Safety tax enhancements and to complete two reorganizations. In addition, City Council reviewed the proposed hiring schedule for the new Public Safety tax positions. Staff's recommendations include: how to account for the Public Safety tax; proposed positions to be added; budget modifications; and, a hiring timetable.

Accounting for the Public Safety Tax

- Staff estimates that approximately \$8,433,000 in revenue will be generated from the tax in 2004. The enhancements listed in this Agenda Memo represent a long-term obligation to the City that will escalate over time, and particularly through the first three years of phasing in the new staff and equipment. Factors included in this escalation are: the City's pension contribution taking effect after twenty-two months of employment, new staff progressing through the pay plan, additional equipment and vehicles, and normal cost inflation. In the first year of applying the new tax, Staff estimates spending less than the City will receive in new revenue. This is necessary to assure that in future years when the full staffing, benefit and equipment costs are in place that the tax revenues are adequate to meet these full costs. Of the \$8,433,000 in projected new revenue, \$6,321,110 is proposed to be transferred from the Sales and Use Tax Fund to the General, Property Liability, Worker's Compensation, Fleet, General Capital Improvement, and General Capital Outlay Replacement Funds (GCORF) to provide for the staffing and equipment enhancements that can be accomplished in 2004. Staff recommends transferring the remaining \$2,111,890 from the Sales and Use Tax Fund to the GCORF (\$1,644,773) and General Capital Improvement Fund (\$467,117) to finance future years' vehicle and facility replacement needs. City Council will recall that the Public Safety sales tax increase was developed to provide for existing and future public safety needs in Westminster. Any surplus revenue that exists beyond what is needed in any given year to pay for the enhancements listed in this Agenda Memo will be set aside in a similar manner to provide for future public safety needs.

The following table outlines projected revenues from the Public Safety sales tax and how the proposed expenditures detailed in this Agenda Memo will grow with inflation, salary adjustments, pension contributions and increasing benefits costs through 2007. Staff believes it is very important to gain some experience with the new tax revenue and the Public Safety staffing and equipment plan before allocating more of the dollars that are projected to be available.

**Projected Revenues and Expenditures of the Public Safety Tax
2004 to 2007**

	Projected Revenue	Projected Expenditure
2004	\$8,433,000	\$6,321,110
2005	\$8,800,000	\$7,654,440
2006	\$8,976,000	\$8,210,654
2007	\$9,156,000	\$9,101,883

- To account for money being collected via the Public Safety Tax and spent in non-Public Safety departments, all of the funds attributed to adding staff or equipment related to the Public Safety tax will be line item budgeted with an identifying account subsidiary of 0911.
- The transfer to the General Capital Improvement Fund is proposed to increase by \$487,117: \$467,117 for future Public Safety capital needs and \$20,000 to fund the portion of the Voicemail System Replacement Capital Improvement Project related to the eighty-three new employees being added to the City’s voicemail system via the Public Safety tax.

The table below summarizes recommended changes to the 2004 Adopted Budget.

Department	Proposed Change to Budget
GENERAL FUND	
Fire	\$1,684,338
Police	\$2,187,529
Central Charges	\$3,566,225
Finance	\$63,854
City Attorney’s Office	\$35,798
General Services	\$198,040
Community Development	\$54,872
UTILITY FUND	
Information Technology	\$155,227
OPERATING TOTAL	
	\$7,945,883
GENERAL CAPITAL IMPROVEMENT FUND	
Replacement of Voicemail System	\$20,000
Public Safety Reserve	\$467,117
CIP TOTAL	\$487,117
GRAND TOTAL	
	\$8,433,000

- Transfer and internal billings payments that are included in the Grand Total above are listed below to account for the additional staff and associated costs that will occur within these internal funds.

Department	Proposed Change to Budget
FLEET MAINTENANCE FUND	
Fleet Maintenance Fund	\$79,220
SELF INSURANCE FUNDS	
Property Liability Fund	\$115,748
Worker’s Compensation Fund	\$100,000
GENERAL CAPITAL OUTLAY REPLACEMENT FUND	
Fire Department Vehicles	\$639,700
Police Department Vehicles	\$229,004
Public Safety Tax Infusion – Future Vehicle Purchases	\$1,644,773
UTILITY FUND	
Central Charges (reduction of transfer to General Fund)	-\$155,227
TRANSFERS/INTERNAL PAYMENTS’ TOTAL	
	\$2,653,218

Proposed Public Safety Tax Enhancements

Proposed Vehicles

- In total, sixteen vehicles are proposed to be added in the Police and Fire Departments. These sixteen vehicles will be purchased through the General Capital Outlay Replacement Fund (GCORF). The payment to GCORF for these new vehicles, which finances the replacement of and addition to the General Fund's fleet, is \$868,704. Additionally, a payment from the General Fund to the Fleet Fund of \$79,220 will reimburse the Fleet Fund for fuel and fleet rental charges (i.e., maintenance) and the proposed additional 1.0 Full Time Equivalent (FTE) Mechanic II.
- The seventh fire engine will be ordered, with City Council's approval, in January 2004. Staff anticipates that this vehicle will cost \$562,220. Staff expects that the new engine will be put into service no later than the fourth quarter of 2004, as it typically takes six to eight months to build and equip an engine, and to put it into service.
- Subject to Council approval, the City will also order the fourth ambulance in January at an anticipated cost of \$166,020. The ambulance will be put into service no later than the third quarter of 2004.
- Other vehicles that are proposed to be added to the City's fleet include six Police Patrol cars, a van for Animal Control, and a vehicle for the Fire Inspector/Investigators. A third Fire Department reserve engine will be retained and housed at retired Station 2. The reserve engine will enable the Fire Department to respond to calls more effectively and efficiently when other engines are out-of-service. In addition, five other Staff vehicles are being added to help these new employees perform their jobs.

Patrol Coverage at the Westminster Mall

- The Police Department proposes budgeting \$136,500 in overtime funds for enhanced security at the Westminster Mall. Currently, the Department's Beat 59 car provides coverage during every hour that the Mall is open. On Friday and Saturday nights an additional officer patrols the Mall on an overtime basis. The proposed patrol enhancement would continue to provide the Beat 59 car plus four additional officers on Friday and Saturday nights from 4:00 p.m. to 10:00 p.m. and one additional officer Sunday through Thursday from 4:00 p.m. to 9:00 p.m. An additional 3,640 hours of patrol service is proposed for 2004, which represents a higher level of service than previously provided to the Mall at anytime in the past. Staff feels that this is important in order to enhance the sense of safety and security at the Mall.

Public Safety Communications Center Upgrade

- Staff recommends upgrading the Communications Center by hiring eight Communications Specialists, implementing a lead Fire Department console, replacing outdated technology used at one console and adding a seventh dispatching console. Total cost for this enhancement is \$530,923.

Property Liability and Workers' Compensation Fund Infusion

- Staff proposes adding \$100,000 each to the Property Liability and Workers' Compensation Funds to pay for increasing costs in these areas related to public safety and to minimize the potential need to use reserve funds to pay claims.

Proposed Public Safety Tax Positions

- Westminster residents voted in November 2004 to fund the addition of eighty-three FTE (forty police, thirty-five fire and eight support personnel) via the Public Safety sales tax increase. Staff has reviewed public safety needs in the community and personnel needs throughout the City and recommends the following positions consistent with those proposed in the sales tax election.

In the Fire Department, the following uniformed positions are proposed:

15.0 FTE Firefighter I/II to help maintain staffing levels in the stations, on the fire apparatus and in the community, as well as staffing the seventh engine, leading to improved response times to calls for service.

13.0 FTE Fire Paramedic to staff the fourth ambulance and to supplement the availability of Advanced Life Support (ALS) throughout Westminster and improving response times.

2.0 FTE Fire Lieutenant to facilitate supervisory staffing for the new department personnel.

1.0 FTE Fire Captain/Field Training Officer to assist with hiring and facilitating the numerous recruit training academies and assist with on-going fire and EMS training for current fire employees. This proposed title is a new classification at the Captain level. The Field Training Officer will work a Monday through Friday shift from 8:00 a.m. until 5:00 p.m.

1.0 FTE Fire Lieutenant/Fire Investigator to provide the department with a full-time investigator to perform fire, arson, and hazardous material investigations. This position will manage the Investigation Program including the current eight-person investigation team. In addition, this position will perform background investigations on new hires, and personnel and complaint investigations. This proposed title is a new classification. A classification study indicated that this position should be classified at the Fire Lieutenant level and work administrative hours from 8:00 a.m. until 5:00 p.m., Monday through Friday.

Total = 32 proposed uniformed Fire Department FTE

The following non-uniformed positions are also recommended for the Fire Department:

1.0 FTE Technical Services Coordinator to manage the Fire Department Computer-Aided Dispatch and Records Management System (CAD-RMS) and the computer systems in stations and on apparatus. This employee will serve as a liaison with the Police Department, the Communications Center, Information Technology Department and numerous vendors. A study indicated the need for a new classification for this position at either the Fire Lieutenant level or the Lead Systems Analyst level. The Technical Services Coordinator will be listed at both levels and determination will be made at a later date on the best classification fit for the job. Either position would work administrative hours from 8:00 a.m. until 5:00 p.m., Monday through Friday.

1.0 FTE Public Information Specialist to manage department information released to City Council, City staff, news media and citizens using a variety of different mediums, including press releases, article and the department web site. This position will also manage the department's public education program provided to businesses, organizations schools and individuals. A classification study indicated that this position should be titled and classified the same as the Public Information Specialist positions in the City Manager's Office.

1.0 FTE Secretary to help maintain training records, state and national certifications, and to assist in the general administrative needs of an expanded department.

Total = 3 proposed non-uniformed Fire Department FTE

35 Total new FTE in the Fire Department

The following sworn positions are proposed in the Police Department:

15.0 FTE Police Officer/Senior Police Officers (Patrol) to enable the department to staff two officers in each beat, providing a more comprehensive patrol coverage to Westminster and improved response times.

5.0 FTE Police Officer/Senior Police Officer (Detectives) to allow for more attention to critical cases and investigative work.

1.0 FTE Police Officer/Senior Police Officer (K9 Unit) to allow for day shift deployment and alternate coverage within the K9 Unit. Addition of this K9 officer will include the addition of a trained canine to partner with the officer.

1.0 FTE Police Officer/Senior Police Officer (Intelligence Unit) to centralize intelligence for gangs, drug offenders, and known and suspected criminals. This will help ensure that intelligence files are accurate, current and kept in accordance with applicable legal guidelines.

2.0 FTE Police Officer/Senior Police Officer (SCAT Unit) to allow for three two-person teams of the Special Crimes Attack Team (SCAT) to conduct vehicle surveillances, intelligence gathering and increased enforcement efforts.

1.0 FTE Police Officer/Senior Police Officer (Senior Citizen Liaison) – will address the rise in crime against Senior Citizens by offering a visible presence in the community and focusing efforts on crime prevention, crime intervention and law enforcement in crimes specifically targeted at Seniors.

1.0 FTE Police Officer/Senior Police Officer (Traffic Unit) to enable better response times to accidents and to provide neighborhood and school zone speeding and red light enforcement.

Total = 26 sworn Police Department FTE

The following civilian positions are proposed in the Police Department:

2.0 FTE Criminalist/Senior Criminalist to address the rising need for forensic evidence in processing and investigating crimes and to reduce current Criminalists' caseloads.

1.0 FTE Traffic Accident Investigator to increase investigative abilities and to free sworn officers to handle enforcement related duties.

1.0 FTE Liquor Investigations Officer to perform detailed, comprehensive criminal background and financial investigations of license applicants. This employee will complete case filings for criminal and administrative prosecutions, and also will act as the police liaison to the Westminster Liquor Licensing Authority. A classification study indicated the need for a new classification at the Code Enforcement Officer level.

1.0 FTE Lead Code Enforcement Officer to promote the City's code enforcement efforts and provide field supervision. A classification study indicated the need for a new classification internally aligned to the Code Enforcement Officer.

0.5 FTE Animal Code Enforcement Officer to provide more responsive service to the community and to reduce the need to have patrol officers respond to these calls for service.

8.0 FTE Communications Specialist I/II to increase Communications Center staffing to an average of four dispatchers on each shift at all times, ensuring that Emergency-911 calls for service are answered promptly and Police and Fire units are dispatched efficiently.

0.5 FTE Secretary to support the Investigations unit in typing crime reports and maintaining crime statistics for departmental statistical analysis.

Total = 14 civilian Police Department FTE

40 Total New FTE in the Police Department

The eight FTE support positions proposed are as follows:

1.0 FTE Human Resources Analyst/Recruitment to assist in hiring and the employment processes for the 83.0 FTE Public Safety Tax positions as well as performing the ongoing Human Resources functions required by these additional personnel.

1.0 FTE Mechanic I/II to service the additional sixteen vehicles purchased as a result of the Public Safety Tax.

1.0 FTE Deputy Court Clerk to process the anticipated increase in the number of citations resulting from additional Police Officers enforcing the law.

1.0 FTE Accounting Technician to process bi-weekly payroll, make payroll deductions, calculate pension, longevity, overtime, garnishments, and tax withholding, and submit withholding tax to proper authorities for the new 83.0 FTE.

1.0 FTE Accountant to monitor and track the anticipated revenue resulting from the passage of the Public Safety Tax.

0.4 FTE Network Administrator, 0.3 FTE Software Engineer II, and 0.3 FTE Systems Analyst II to provide additional information technology support for the new public safety positions, including the installation and configuration of additional network switches to support new data connections and to enable network connectivity for new Public Safety computers. Existing staff will assume these additional hours.

0.25 FTE Assistant Prosecuting Attorney I/II and 0.25 FTE Assistant City Attorney II to provide for an anticipated increase in Public Safety legal support needs. Existing staff will assume these additional hours.

0.5 FTE Risk Management Technician to provide additional Workers' Compensation and property and liability assistance, particularly through data entry and claims processing. A classification study indicated a need for a new classification internally aligned to the Human Resources Technician level.

1.0 FTE Assistant Building Plans Analyst to focus on building construction plan review and permitting services in conjunction with the Fire Department Fire Prevention Bureau. This position will help coordinate oversight of the construction process between the two divisions, from the initial construction plan submittal, during the construction process, and through the issuance of the certificate of occupancy.

83 Total new FTE Citywide

Hiring Schedule for Proposed Public Safety Departments' Positions

The following schedule highlights the hiring plan for the Police and Fire Departments' positions only and does not take into consideration any attrition within these departments or any hiring that will occur outside of the Public Safety departments. Staff is committed to aggressively filling the positions but may need to adjust the schedule according to the City's most critical staffing needs as the year progresses.

1st Quarter, 2004

- 9.0 FTE Paramedic
- 1.0 FTE Fire Secretary
- 8.0 FTE Firefighter I/II
- 1.0 FTE Fire Captain/Field Training Officer
- 1.0 FTE Fire Lieutenant/Investigator
- 8.0 FTE Police Officer Trainee (will be sent to academy for POST training and certification)
- 1.0 FTE Traffic Accident Investigator
- 4.0 FTE Communications Specialist
- 10.0 FTE Lateral Police Officer (hired from other agencies)

2nd Quarter, 2004

- 2.0 FTE Fire Lieutenant
- 2.0 FTE Criminalist/Senior Criminalist

3rd Quarter, 2004

- 1.0 FTE Lead Code Enforcement Officer
- 4.0 FTE Communications Specialist
- 8.0 FTE POST Certified Police Officer (certified but not lateral transfers from other agencies)
- 1.0 FTE Liquor Investigations Officer
- 1.0 FTE Fire Public Information Specialist
- 0.5 FTE Police Secretary

4th Quarter, 2004

- Fire Promotional Backfills
- Senior Police Officer Assignments

1st Quarter, 2005

- 0.5 FTE Animal Control Officer
- 7.0 FTE Firefighter I/II
- 4.0 FTE Paramedic
- 1.0 FTE Fire Lieutenant or Technical Services Coordinator

75.0 FTE Total

- The Human Resources Division also estimates that they will be able to recruit and hire all eight of the support positions within 2004.

Additional Modifications to the 2004 Adopted Budget and 2004 Adopted Pay Plan

Police Department

The Police Department is proposing a reclassification of a frozen, vacant 0.5 FTE Criminalist/Senior Criminalist and a frozen, vacant 0.5 FTE Records Specialist to a 1.0 FTE Technical Services Coordinator. This position will be responsible for planning, organizing and overseeing the Police Department's hardware and software applications. The Technical Services Coordinator will work closely with emergency communications and the Information Technology Department on specific Police Department applications including CAD-RMS. A classification study indicated the need for a new classification at the Lead Systems Analyst level. This proposed position would be a civilian, professional level position. The salaries for the two frozen 0.5 FTE positions that are proposed for reclassification in order to create the 1.0 FTE Technical Services Coordinator will remain in the Police Department's 2004 budget hold account, as these funds were used to balance the 2004 budget. Therefore, additional funds for the Technical Services Coordinator's salary have been proposed as part of these budget modifications. (Net change to Police Department's budget for this modification: +\$26,364)

Parks, Recreation and Libraries

Following the departure of Recreation Programs Manager Greg McSwain and classification and survey work conducted by the Human Resources Division, the Parks, Recreation and Libraries Department is proposing a reorganization of its Recreation Facilities, Recreation Programs, and Park Services Divisions. No new FTE or pay changes are being requested with this proposal. There are no costs associated with this reorganization. The proposed reorganization is as follows:

- Combine the Recreation Facilities Division with the Recreation Programs Division, creating a new Recreation Facilities and Programs Division. This change combines the current Recreation Facilities Manager and the Recreation Programs Manager positions necessitating a title change of the Recreation Programs Manager to Recreation Facilities and Programs Manager.
- Create the Golf and Regional Facilities Division that would oversee Standley Lake Regional Park, the City's two golf courses, and contract administration for the Westminster Sports Center and the Breakaway Center. This change reclassifies the Recreation Facilities Manager to a new classification in the pay plan: Golf and Regional Facilities Manager.
- Transfer Standley Lake Regional Park operations from the Park Services Division to the proposed Golf and Regional Facilities Division to balance the workload throughout the Parks, Recreation and Libraries Department.
- Transfer the Electromechanic Specialist and Maintenance worker to the Park Services Division from the Recreation Facilities Division. This change combines all Parks and Recreation maintenance operations under one Division.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

BY AUTHORITY

ORDINANCE NO.

COUNCILLOR'S BILL NO. **87**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

A BILL

FOR AN ORDINANCE INCREASING THE 2004 BUDGETS OF THE GENERAL, UTILITY, FLEET, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES AND USE TAX AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2004 ESTIMATED REVENUES IN THESE FUNDS.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2004 appropriation for the General Fund initially appropriated by Ordinance No. 2977 in the amount of \$71,828,317 is hereby increased by \$7,790,656 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$81,116,718. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 2. The \$7,790,656 increase in the General Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from S&U Tax Fund	1000.45000.0530	\$43,159,143	\$7,945,883	\$51,105,026
Transfer from Utility Fund	1000.45000.0200	1,500,083	<u>(155,227)</u>	1,344,856
Total Change to Revenues			<u>\$7,790,656</u>	
EXPENSES				
City Attorney's Office				
Regular Salaries – PS	10003120.60200.0911	\$0	\$20,470	\$20,470
Reg Sal Pros – PS	10003120.60200.0911	0	15,328	15,328
Central Charges				
Medical Ins	10010900.63000.0596	1,137,401	771,000	1,908,401
Unemployment Ins	10010900.63400.0000	20,000	10,000	30,000
Medicare	10010900.63600.0000	417,000	50,000	467,000
Employee Med Exp	10010900.64000.0000	12,000	6,000	18,000
Equip Rental – Cap Replace	10010900.66000.0450	570,000	2,513,477	3,083,477
Transfers Prop/Liab Self Ins	10010900.79800.0460	589,287	115,748	705,035
Transfers Workers Comp	10010900.79800.0480	492,326	100,000	592,326
Gen Svcs-Human Resources				
Regular Salaries – PS	10012060.60200.0911	0	54,820	54,820
Employ Recruit – PS	10012060.61600.0911	0	95,000	95,000
Career Dev – PS	10012060.61800.0911	0	4,550	4,550
Employ Med Exp – PS	10012060.64000.0911	0	24,000	24,000
Maint/Rep Equip – PS	10012060.66100.0911	0	100	100
Lease Pymts to Other – PS	10012060.67700.0911	0	440	440
Supplies – PS	10012060.70200.0911	0	300	300
Office Equip – PS	10012060.75200.0911	0	4,700	4,700
Comp Soft/Hard – PS	10012060.75400.0911	0	2,134	2,134

Gen Svcs – Municipal Court

Regular Salaries – PS	10012130.60200.0911	0	10,271	10,271
Career Dev – PS	10012130.61800.0911	0	435	435
Lease Pymts to Other – PS	10012130.67700.0911	0	440	440
Supplies Prob – PS	10012130.70200.0911	0	450	450
Office Equip – PS	10012130.75200.0911	0	400	400

Finance Dept –Administration

Supplies – PS	10015050.70200.0911	0	2,000	2,000
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Finance Dept –Accounting

Regular Salaries – PS	10015220.60200.0911	0	34,661	34,661
Career Dev – PS	10015220.61800.0911	0	600	600
Lease Pymts to Others – PS	10015220.67700.0911	0	930	930
Supplies – PS	10015220.70200.0911	0	1,990	1,990
Office Equip – PS	10015220.75200.0911	0	7,200	7,200
Computer Soft/Hard – PS	10015220.75400.0911	0	945	945

Finance Department – Sales Tax

Regular Salaries – PS	10015250.60200.0911	0	15,328	15,328
Mileage Reimb – PS	10015250.61200.0911	0	200	200

Police Department-Administration

Telephone	10020050.66900.0000	0	3,780	3,780
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Police Dept/Comm Svcs-Administration

Prof Services	10020270.65100.0000	18,000	69,000	87,000
Supplies	10020270.70200.0000	10,000	2,000	12,000
Ammunition	10020270.73200.0000	28,000	7,047	35,047

Police Dept/Comm Svcs-Neighborhood Svcs

Regular Salaries	10020271.60200.0000	524,010	19,078	543,088
Unif & Equip Allow	10020271.61000.0000	3,700	600	4,300
Career Dev	10020271.61800.0000	2,500	400	2,900
Fleet Rental Charges	10020271.65800.0000	14,265	3,108	17,373
Motor Fuel Charges	10020271.65900.0000	7,077	1,602	8,679
Telephone	10020271.66900.0000	0	1,524	1,524
Lease Pymts to Other	10020271.67700.0000	1,330	3,392	4,722
Contract Svcs	10020271.67800.0000	53,600	600	54,200
Supplies	10020271.70200.0000	3,500	600	4,100
Train & Ref Materials	10020271.71400.0000	500	100	600
Office Equip	10020271.75200.0000	0	2,000	2,000
Comp Soft/Hard	10020271.75400.0000	0	11,038	11,038
Other Equipment	10020271.76000.0000	0	4,568	4,568

Police Dept/Comm Svcs-Technical Svcs

Regular Salaries	10020272.60200.0000	1,487,539	224,213	1,711,752
Salaries Overtime	10020272.60400.0000	95,000	10,400	105,400
Career Dev	10020272.61800.0000	7,720	2,400	9,600
Maint/Rep Radios	10020272.66300.0000	65,800	3,100	68,900
Printing	10020272.66600.0000	15,000	1,300	16,300
Lease Pymts to Other	10020272.67700.0000	24,985	660	25,645
Supplies	10020272.70200.0000	28,100	800	28,900
Train & Ref Materials	10020272.71400.0000	0	800	800
Office Equip	10020272.75200.0000	0	14,822	14,822
Comp Soft/Hard	10020272.75400.0000	0	139,618	139,618
Other Equip	10020272.76000.0000	50,000	9,219	59,219

Police Dept – Investigations

Regular Salaries	10020300.60200.0000	2,332,250	247,755	2,580,005
Salaries Overtime	10020300.60400.0000	185,000	35,100	220,100
Unif & Equip Allow	10020300.61000.0000	11,700	24,640	36,340

Career Dev	10020300.61800.0000	10,350	3,000	13,350
Fleet Rental Charges	10020300.65800.0000	45,825	3,926	49,751
Motor Fuel Charges	10020300.65900.0000	20,357	2,258	22,615
Telephone	10020300.66900.0000	0	4,822	4,822
Lease Pymts to Other	10020300.67700.0000	40,668	4,290	44,958
Supplies	10020300.70200.0000	13,000	10,400	23,400
Train & Ref Materials	10020300.71400.0000	0	1,100	1,100
Office Equip	10020300.75200.0000	0	5,200	5,200
Comp Soft/Hard	10020300.75400.0000	0	15,740	15,740
Other Equip	10020300.76000.0000	0	30,122	30,122
Police Dept – Patrol Services				
Regular Salaries	10020500.60200.0000	6,908,408	722,789	7,631,197
Salaries Overtime	10020500.60400.0000	416,520	213,100	629,620
Unif & Equip Allow	10020500.61000.0000	91,740	36,635	128,375
Career Dev	10020500.61800.0000	23,000	3,485	26,485
Fleet Rental Charges	10020500.65800.0000	275,049	18,444	293,493
Motor Fuel Charges	10020500.65900.0000	102,507	7,882	110,389
Telephone	10020500.66900.0000	0	9,254	9,254
Lease Pymts to Other	10020500.67700.0000	23,004	29,744	52,748
Contract Svcs	10020500.67800.0000	41,000	6,000	47,000
Supplies	10020500.70200.0000	74,600	15,367	89,967
Train & Ref Materials	10020500.71400.0000	3,000	1,162	4,162
Comp Soft/Hard	10020500.75400.0000	0	83,326	83,326
Other Equip	10020500.76000.0000	63,000	114,219	177,219
Fire Dept				
Regular Salaries	10025260.60200.0000	4,682,812	799,878	5,482,690
Regular Salaries-EMS	10025260.60200.0546	1,486,460	110,339	1,596,799
Regular Salaries-Fire Prev	10025260.60200.0547	379,828	73,509	453,337
Salaries Overtime	10025260.60400.0000	129,500	61,400	190,900
Salaries Overtime-EMS	10025260.60400.0546	38,000	40,300	78,300
Salaries Overtime-Fire Prev	10025260.60400.0547	3,000	5,500	8,500
Unif & Equip Allow	10025260.61000.0000	62,930	130,000	192,930
Unif & Equip Allow-EMS	10025260.61000.0546	10,350	2,275	12,625
Unif & Equip Allow-Fire Prev	10025260.61000.0547	2,250	3,638	5,888
Meeting Expense	10025260.61400.0000	1,500	1,000	2,500
Career Dev	10025260.61800.0000	23,594	7,206	30,800
Career Dev-EMS	10025260.61800.0546	4,850	98,250	103,100
Career Dev-Fire Prev	10025260.61800.0547	6,390	1,750	8,140
Prof Serv	10025260.65100.0000	15,800	8,250	24,050
Prof Serv-Fire Prev	10025260.65100.0547	1,000	500	1,500
Fleet Rental Charges	10025260.65800.0000	124,071	32,500	156,571
Fleet Rental Charges-EMS	10025260.65800.0546	21,475	2,300	23,775
Fleet Rental Charges-Fire Prev	10025260.65800.0547	2,028	2,300	4,328
Motor Fuel Charges	10025260.65900.0000	22,237	2,400	24,637
Motor Fuel Charges-EMS	10025260.65900.0546	7,929	800	8,729
Motor Fuel Charges-Fire Prev	10025260.65900.0547	1,549	1,700	3,249
Equip Rental	10025260.66000.0000	6,600	10,530	17,130
Maint/Rep Equip	10025260.66100.0000	90,058	1,440	91,498
Maint/Rep Radios	10025260.66300.0000	30,300	5,000	35,300
Postage	10025260.66700.0000	2,000	500	2,500
Telephone	10025260.66900.0000	29,032	9,004	38,036
Electricity & Gas	10025260.67200.0000	52,000	10,400	62,400
Spec Promo	10025260.67600.0000	8,000	1,650	9,650
Spec Promo-Fire Prev	10025260.67600.0547	2,900	5,050	7,950
Lease Pymts to Other	10025260.67700.0000	230,622	7,884	238,506

Contract Svcs	10025260.67800.0000	5,000	5,056	10,056
Contract Svcs-EMS	10025260.67800.0546	108,200	5,000	113,200
Supplies	10025260.70200.0000	21,500	10,766	32,266
Supplies-Fire Prev	10025260.70200.0547	3,500	1,000	4,500
Lab Sup-EMS	10025260.70800.0546	71,966	6,600	78,566
Train & Ref Materials	10025260.71400.0000	6,245	5,282	11,527
Office Equip	10025260.75200.0000	3,000	1,500	4,500
Comp Soft/Hard	10025260.75400.0000	6,100	19,716	25,816
Other Equip	10025260.76000.0000	18,875	108,290	127,165
Other Equip-EMS	10025260.76000.0546	23,000	71,200	94,200
Other Equip-Fire Prev	10025260.76000.0547	0	12,675	12,675
Comm Development – Building				
Regular Salaries-PS	10030370.60200.0911	0	44,682	44,682
Career Dev-PS	10030370.61800.0911	0	500	500
Lease Pymts to Others-PS	10030370.67700.0911	0	440	440
Supplies-PS	10030370.70200.0911	0	250	250
Train & Ref Mtls – PS	10030370.71400.0911	0	500	500
Office Equip-PS	10030370.75200.0911	0	8,000	8,000
Comp Soft/Hard-PS	10030370.75400.0911	0	500	500
Parks, Rec & Libraries – Administration				
Salaries	10050050.60200.0000	470,490	85,074	555,564
Parks, Rec & Libraries – Rec Facilities				
Salaries	10050720.60200.0000	182,345	(43,251)	139,094
Parks, Rec & Libraries – Rec Programs				
Salaries	10050760.60200.0000	375,011	(41,823)	333,188
Total Change to Expenditures			<u>\$7,790,656</u>	

Section 3. The net change in the Utility Fund will be \$0. However, the changes in the expenditure accounts are shown here for informational purposes. This change is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 4. The Utility Fund Expense accounts shall be amended as follows:

Description		Current Budget	Increase	Final Budget
EXPENSES				
Central Charges				
Transfer to General Fund	20010900.79800.0100	\$1,500,083	\$(155,227)	\$1,344,856
Information Technology				
Regular Salaries-PS	20060230.60200.0911	0	61,431	61,431
Prof Services-PS	20060230.65100.0911	0	12,810	12,810
Comp Soft/Hard-PS	20060230.75400.0911	0	<u>80,986</u>	80,986
Total Change to Expenditures			<u>\$0</u>	

Section 5. The 2004 appropriation for the Fleet Fund, initially appropriated by Ordinance No. 2977 in the amount of \$1,161,081 is hereby increased by \$79,220 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$1,542,805. The actual amount in the Fleet Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 6. The \$79,220 increase in the Fleet Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Internal Billings	3000.43140.0000	\$1,463,585	<u>\$79,220</u>	\$1,542,805
Total Change to Revenues			<u>\$79,220</u>	
EXPENSES				
Regular Salaries-PS	30012460.60200.0911	\$0	\$20,782	\$20,782
Supplies-PS	30012460.65100.0911	0	800	800
Parts-PS	30012460.73600.0911	0	33,819	33,819
Fuel & Lubricants – PS	30012460.74000.0911	0	<u>23,819</u>	23,819
Total Change to Expenses			<u>\$79,220</u>	

Section 7. The 2004 appropriation for the General Capital Outlay Replacement Fund, initially appropriated by Ordinance No. 2977 in the amount of \$1,056,481 is hereby increased by \$2,513,477 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$3,569,958. The actual amount in the General Capital Outlay Replacement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 8. The \$2,513,477 increase in the General Capital Outlay Replacement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Internal Billings – GF	4500.43140.0100	\$570,000	<u>\$2,513,477</u>	\$3,083,477
Total Change to Revenues			<u>\$2,513,477</u>	
EXPENSES				
Vehicles – PS	45010900.75600.0911	\$0	<u>\$2,513,477</u>	\$2,513,477
Total Change to Expenditures			<u>\$2,513,477</u>	

Section 9. Although formal adoption of a budget for the Property & Liability Self Insurance Fund is not required, changes in the Fund are being shown here for clarification purposes. These changes are due to a budget amendment for the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 10. The \$115,748 increase in the Property & Liability Self Insurance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from General Fund	4600.45000.0100	\$589,287	<u>\$115,748</u>	\$705,035
Total Change to Revenues			<u>\$115,748</u>	
EXPENSES				
Regular Salaries-PS	46010900.60200.0911	\$0	\$14,968	\$14,968
Lease Pymts to Others-PS	46010900.67700.0911	0	330	330
Self Ins Claim Pay	46010900.68200.0000	453,000	100,000	553,000
Supplies	46010900.70200.0911	0	100	100
Comp Soft/Hard PS	46010900.75400.0911	0	<u>350</u>	350
Total Change to Expenditures			<u>\$115,748</u>	

Section 11. Although formal adoption of a budget for the Worker's Compensation Self Insurance Fund is not required, changes in the Fund are being shown here for clarification purposes. These changes are due to a budget amendment for the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 12. The \$100,000 increase in the Worker's Compensation Self Insurance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from General Fund	4800.45000.0100	\$492,326	<u>\$100,000</u>	\$592,326
Total Change to Revenues			<u>\$100,000</u>	
EXPENSES				
Self Ins Claim Pay	48010900.68200.0000	\$489,000	<u>\$100,000</u>	\$589,000
Total Change to Expenditures			<u>\$100,000</u>	

Section 13. The 2004 appropriation for the Sales & Use Tax Fund, initially appropriated by Ordinance No. 2977 in the amount of \$53,035,009 is hereby increased by \$8,433,000 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$56,867,143. The actual amount in the Sales & Use Tax Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 14. The \$8,433,000 increase in the Sales & Use Tax Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Sales Tax Returns	5300.40070.0000	\$38,504,143	\$6,836,000	45,340,143
Use Tax Returns	5300.40095.0000	2,000,000	289,000	2,289,000
Use Tax Building	5300.40100.0000	2,100,000	433,000	2,533,000
Use Tax Auto	5300.40105.0000	5,200,000	930,000	6,130,000
Sales Tax Refunds	5300.40080.0000	(65,000)	(6,000)	(71,000)
Use Tax Collection Fees	5300.40120.0000	(300,000)	(46,000)	(346,000)
Use Tax Refunds	5300.40115.0000	(100,000)	<u>(3,000)</u>	(103,000)
Total Change to Revenues			<u>\$8,433,000</u>	
EXPENSES				
Transfer to General Fund	53010900.79800.0100	43,159,143	7,945,883	51,105,026
Transfer to GCIF	53010900.79800.0750	975,000	<u>487,117</u>	1,462,117
Total Change to Revenue			<u>\$8,433,000</u>	

Section 15. The 2004 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 2977 in the amount of \$9,036,000 is hereby increased by \$487,117 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$8,869,133. The actual amount in the General Capital Improvement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 16. The \$487,117 increase in the General Capital Improvement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from Sales&Use Tax	7500.45000.0530	\$975,000	<u>\$487,117</u>	1,462,117
Total Change to Revenues			<u>\$487,117</u>	
EXPENSES				
Replace Voicemail System	80475060606.80400.8888	\$75,000	\$20,000	\$95,000
Public Safety Reserve	80475020614.80400.8888	0	<u>467,117</u>	467,117
Total Change to Revenue			<u>\$487,117</u>	

Section 17. – 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 18. This ordinance shall take effect in full upon its passage.

Section 19. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, READ IN FULL AND PASSED AND ADOPTED AS AN EMERGENCY ORDINANCE this 22nd day of December, 2003.

ATTEST:

Mayor

City Clerk

RESOLUTION

RESOLUTION NO. **59**

INTRODUCED BY COUNCILLORS

SERIES OF 2003

WHEREAS, Section 1-24-1 and 1-24-4 of the Official Code of the City of Westminster 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, the City Council previously approved the 2004 salary schedule as part of the 2003/2004 City Budget approval process; and

WHEREAS, as a result of the passage of 2A, the Public Safety Tax, on November 4, 2003, 83 additional full-time equivalents have been added to the City's pay plan; and

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

NOW, THEREFORE, BE IT RESOLVED THAT THE WESTMINSTER CITY COUNCIL RESOLVES that the attached new salary schedule, and the authorized personnel schedule described above are hereby adopted and approved and shall be put into effect on January 1, 2004.

Passed and adopted this 22nd day of December, 2003.

ATTEST:

Mayor

City Clerk

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
General Fund				
City Attorney's Office				
Business Unit: 10003120				
City Attorney	1.000	1.000	1.000	1.000
Assistant City Attorney I/II	3.500	3.500	3.500	3.500
Paralegal	1.000	1.000	1.000	1.000
Legal Secretary	2.000	2.000	2.000	2.000
Clerk Typist II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
City Attorney's Office	8.500	8.500	8.500	8.500
Prosecuting				
Business Unit: 100031200125				
Assistant Prosecuting Attorney I/II	2.050	2.050	2.050	2.050
Lead Prosecuting Attorney	0.750	0.750	0.750	0.750
Clerk Typist II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Prosecuting	3.800	3.800	3.800	3.800
City Attorney's Office - Public Safety				
Business Unit: 100031200911				
Assistant Prosecuting Attorney I/II	0.000	0.000	0.000	0.250
Assistant City Attorney I/II	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.250</u>
Prosecuting - Public Safety	0.000	0.000	0.000	0.500
City Attorney's Office Total	12.300	12.300	12.300	12.800
City Manager's Office				
Business Unit: 10005050				
City Manager	1.000	1.000	1.000	1.000
Assistant City Manager	1.000	1.000	1.000	1.000
Assistant to the City Manager	1.000	1.000	1.000	1.000
Executive Secretary to City Manager	1.000	1.000	1.000	1.000
Administrative Secretary	2.000	2.000	2.000	2.000
Management Analyst	1.000	1.000	1.000	1.000
Neighborhood Outreach Coordinator	0.800	0.800	0.800	0.800
Secretary	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
City Manager's Office	8.800	8.800	8.800	8.800
CMO Public Information				
Business Unit: 100050500387				
Public Information Officer	0.600	0.600	0.600	0.600
Public Information Specialist	2.000	2.000	2.000	2.000
Senior Public Information Specialist	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Public Information	3.600	3.600	3.600	3.600
City Manager's Office Total	12.400	12.400	12.400	12.400

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Community Development				
Administration Division				
Business Unit: 10030050				
Community Development Director	1.000	1.000	1.000	1.000
Capital Projects Coordinator	1.000	1.000	1.000	1.000
Senior Projects Coordinator	1.000	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000	1.000
Clerk Typist II	<u>1.100</u>	<u>1.100</u>	<u>1.100</u>	<u>1.100</u>
Administration Subtotal	5.100	5.100	5.100	5.100
Economic Development Division				
Business Unit: 10030340				
Economic Development Manager	1.000	1.000	1.000	1.000
Economic Development Specialist	1.000	1.000	1.000	1.000
Secretary	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Economic Development Subtotal	2.500	2.500	2.500	2.500
Planning Division				
Business Unit: 10030360				
Planning Manager	1.000	1.000	1.000	1.000
Planner I-III	4.200	4.200	4.200	4.200
Planning Coordinator	1.000	1.000	1.000	1.000
Senior Projects Planner	1.000	1.000	1.000	1.000
(I) Planner II	1.000	1.000	1.000	1.000
Planning Technician	2.000	2.000	2.000	2.000
Official Development Plan Inspector	1.000	1.000	1.000	1.000
Code Enforcement Officer	0.500	0.500	0.500	0.500
Secretary	1.500	1.500	1.500	1.500
Records Management Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Planning Subtotal	14.200	14.200	14.200	14.200
Building Division				
Business Unit: 10030370				
Chief Building Official	1.000	1.000	1.000	1.000
Building Inspection Supervisor	1.000	1.000	1.000	1.000
Building Plans Analyst	1.000	1.000	1.000	1.000
Electrical Inspector	1.000	1.000	1.000	1.000
(I) Electrical Inspector	1.000	1.000	1.000	1.000
General Building Inspector	3.000	3.000	3.000	3.000
(I) General Building Inspector	3.000	3.000	3.000	3.000
Housing Inspector	1.000	1.000	1.000	1.000
(I) Housing Inspector	1.000	1.000	1.000	1.000
Secretary	1.500	1.500	1.500	1.500
(I) Assistant Building Plans Analyst	2.000	2.000	2.000	2.000
Building Permit Clerk	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Building Division	17.500	17.500	17.500	17.500
Building Division - Public Safety				
Business Unit: 100303700911				
Assistant Building Plans Analyst	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Building Division - Public Safety	0.000	0.000	0.000	1.000
Building Subtotal	17.500	17.500	17.500	18.500

(I) = FTE's are indexed to growth activity

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Community Development				
Engineering Division				
Business Unit: 10030380				
City Engineer	1.000	1.000	1.000	1.000
Assistant City Engineer	1.000	1.000	1.000	1.000
Senior Engineer (Transportation)	1.000	1.000	1.000	1.000
Engineer/Senior Engineer (Civil)	1.000	1.000	1.000	1.000
GIS Coordinator	1.000	1.000	1.000	1.000
(I) Engineer/Sr. Engineer (Civil)	1.000	1.000	1.000	1.000
Capital Projects Inspector	1.000	1.000	1.000	1.000
Senior Projects Engineer	1.000	1.000	1.000	1.000
Transportation Systems Coordinator	1.000	1.000	1.000	1.000
Engineering Construction Inspector	2.000	2.000	2.000	2.000
(I) Engineering Construction Inspector	1.000	1.000	1.000	1.000
Neighborhood Traffic Specialist	1.000	1.000	1.000	1.000
Engineering Technician	1.000	1.000	1.000	1.000
Secretary	1.000	1.000	1.000	1.000
GIS Specialist	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Engineering Subtotal	16.000	16.000	16.000	16.000
Community Development Department Total	55.300	55.300	55.300	56.300
(I) = FTE's are indexed to growth activity				
Finance Department				
Administration Division				
Business Unit: 10015050				
Finance Director	1.000	1.000	1.000	1.000
Administrative Secretary	0.500	0.500	1.000	1.000
Accounting Technician	<u>1.000</u>	<u>1.000</u>	<u>0.500</u>	<u>0.500</u>
Administration Subtotal	2.500	2.500	2.500	2.500
Treasury Division				
Business Unit: 10015240				
Treasury Manager	1.000	1.000	1.000	1.000
Revenue Services Representative	2.000	2.000	2.000	2.000
Financial Analyst	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Treasury Subtotal	4.000	4.000	4.000	4.000
Accounting Division				
Business Unit: 10015220				
Accounting Manager	1.000	1.000	1.000	1.000
Accountant	3.000	3.000	3.000	3.000
Internal Auditor	0.500	0.500	0.500	0.500
Payroll Technician	2.000	2.000	2.000	2.000
Accounting Technician	3.000	3.000	3.000	3.000
Clerk Typist II	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Accounting	10.000	10.000	10.000	10.000
Accounting Division - Public Safety				
Business Unit: 100152200911				
Accountant	0.000	0.000	0.000	0.500
Accounting Technician	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Accounting Division - Public Safety	0.000	0.000	0.000	1.500
Accounting Subtotal	10.000	10.000	10.000	11.500

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Finance Department				
Sales Tax Division				
Business Unit: 10015250				
Sales Tax Manager	1.000	1.000	1.000	1.000
Sales Tax Auditor	4.000	4.000	4.000	4.000
Sales Tax Technician	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Sales Tax	7.000	7.000	7.000	7.000
Sales Tax Division - Public Safety				
Business Unit: 100152500911				
Accountant	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>
Sales Tax Division - Public Safety	0.000	0.000	0.000	0.500
Sales Tax Subtotal	7.000	7.000	7.000	7.500
Finance Department Total	23.500	23.500	23.500	25.500
Fire Department				
Emergency Services Division				
Business Unit: 10025260				
Fire Chief	1.000	1.000	1.000	1.000
Deputy Chief/Administration	1.000	1.000	1.000	1.000
Battalion Chief	3.000	3.000	3.000	3.000
Administrative Secretary	1.000	1.000	1.000	1.000
Fire Captain	6.000	6.000	6.000	6.000
Fire Lieutenant	13.000	13.000	13.000	15.000
Fire Captain / Field Training Officer	0.000	0.000	0.000	1.000
Technical Services Coordinator or Fire Lieutenant / Technical Services Coordinator	0.000	0.000	0.000	1.000
Fire Engineer	21.000	21.000	21.000	21.000
Firefighter I/II	28.000	28.000	28.000	43.000
Public Information Specialist	0.000	0.000	0.000	1.000
Secretary	1.000	1.000	1.000	2.000
Clerk Typist II	1.000	1.000	1.000	1.000
Training Captain	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	77.000	77.000	77.000	98.000
Business Unit: 100252600546				
Fire Paramedic	23.000	23.000	23.000	36.000
Emergency Services Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	24.000	24.000	24.000	37.000
Emergency Services Subtotal	101.000	101.000	101.000	135.000
Fire Prevention				
Business Unit: 100252600547				
Deputy Chief/Technical Services	1.000	1.000	1.000	1.000
Emergency Management Coordinator	0.500	0.500	0.500	0.500
***Fire Lieutenant / Fire Prevention Specialist	0.000	0.000	0.000	0.000
Deputy Fire Marshal	1.000	1.000	1.000	1.000
Fire Plans Examiner/Inspector	1.000	1.000	1.000	1.000
Fire Lieutenant / Fire Investigator	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Fire Prevention Subtotal	3.500	3.500	3.500	4.500
Fire Department Total	104.500	104.500	104.500	139.500

***Fire Prevention Specialist is a temporary two year special appointment filled by a Fire Engineer or Fire Paramedic.

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
General Services Department				
Administration Division				
Business Unit: 10012050				
Deputy City Manager for Administration	1.000	1.000	1.000	1.000
Administrative Secretary	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Administration Subtotal	2.000	2.000	2.000	2.000
Organizational Support Services Division				
Business Unit: 10012110				
Organizational Support Services Manager	1.000	1.000	1.000	1.000
Contract Services Coordinator	1.000	1.000	1.000	1.000
Employee Development Analyst	1.500	1.500	1.500	1.500
Secretary	1.000	1.000	1.000	1.000
Crewleader, Custodial	1.000	1.000	1.000	1.000
Custodian	0.750	0.750	0.750	0.750
Volunteer Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	7.250	7.250	7.250	7.250
Business Unit: 100121100552				
Environmental Services Analyst	1.000	1.000	1.000	1.000
Environmental Services Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	2.000	2.000	2.000	2.000
Organizational Support Services Subtotal	9.250	9.250	9.250	9.250
Human Resources Division				
Business Unit: 10012060				
Human Resources Manager	1.000	1.000	1.000	1.000
Human Resources Analyst/Sr. Human Resources Analyst	3.500	3.500	3.500	3.500
Human Resources Analyst/HRIS	0.000	0.000	1.000	1.000
Human Resources Technician	2.000	2.000	2.000	2.000
Applications Specialist	1.000	1.000	0.000	0.000
(I) Clerk Typist II	1.000	1.000	1.000	1.000
Clerk Typist II	<u>1.350</u>	<u>1.350</u>	<u>1.350</u>	<u>1.350</u>
	9.850	9.850	9.850	9.850
Wellness				
Business Unit: 100120600544				
Recreation Specialist / Wellness	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Wellness Subtotal	1.000	1.000	1.000	1.000
Human Resources Division - Public Safety				
Business Unit: 100120600911				
Human Resources Analyst/Recruitment	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Human Resources Division - Public Safety	0.000	0.000	0.000	1.000
Human Resources Subtotal	10.850	10.850	10.850	11.850

(I) = FTE's are indexed to growth activity

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u>	<u>2004</u>	<u>2004</u>	<u>2004</u>
	<u>Authorized</u>	<u>Authorized</u>	<u>Revised</u>	<u>Amended</u>
			<u>10/27/03</u>	<u>12/22/03</u>
City Clerk's Office				
Business Unit: 10012070				
City Clerk	1.000	1.000	1.000	1.000
Print Shop Coordinator	1.000	1.000	1.000	1.000
Deputy City Clerk	1.000	1.000	1.000	1.000
Switchboard Operator	1.126	1.126	1.126	1.126
Press Operator Assistant	1.000	1.000	1.000	1.000
Messenger	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
City Clerk Subtotal	6.126	6.126	6.126	6.126
General Services Department				
Municipal Court				
Business Unit: 10012130				
Municipal Judge	1.000	1.000	1.000	1.000
Associate Judge	0.800	0.800	0.800	0.800
Court Administrator	1.000	1.000	1.000	1.000
Deputy Court Administrator	1.000	1.000	1.000	1.000
Collections Supervisor	1.000	1.000	1.000	1.000
Deputy Court Clerk	<u>11.800</u>	<u>11.800</u>	<u>11.800</u>	<u>11.800</u>
Municipal Court	16.600	16.600	16.600	16.600
Municipal Court - Public Safety				
Business Unit: 10012130				
Deputy Court Clerk	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Municipal Court - Public Safety	0.000	0.000	0.000	1.000
Probation				
Business Unit: 100121300130				
Probation Services Coordinator	1.000	1.000	1.000	1.000
Probation Officer	1.500	1.500	1.500	1.500
Deputy Court Clerk	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Probation	3.500	3.500	3.500	3.500
Municipal Court Subtotal	20.100	20.100	20.100	21.100
Building Operations & Maintenance Division				
Business Unit: 10012390				
Facilities Manager	1.000	1.000	1.000	1.000
Electromechanic Specialist	1.000	1.000	1.000	1.000
HVAC Specialist	1.000	1.000	1.000	1.000
Maintenance Coordinator	1.000	1.000	1.000	1.000
Carpenter	1.000	1.000	1.000	1.000
HVAC Technician	1.000	1.000	1.000	1.000
Maintenanceworker	1.000	1.000	1.000	1.000
Building Repairworker	2.000	2.000	2.000	2.000
Clerk Typist II	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Building and Operations Subtotal	9.500	9.500	9.500	9.500
General Services Department Total	57.826	57.826	57.826	59.826

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u>	<u>2004</u>	<u>2004</u>	<u>2004</u>
	<u>Authorized</u>	<u>Authorized</u>	<u>Revised</u>	<u>Amended</u>
			<u>10/27/03</u>	<u>12/22/03</u>
Parks, Recreation and Libraries Department				
Administration Division				
Business Unit: 10050050				
Parks, Recreation and Libraries Director	1.000	1.000	1.000	1.000
Regional Parks and Golf Manager	0.000	0.000	0.000	1.000
Management Assistant	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000
Secretary	3.000	3.000	3.000	3.000
Applications Specialist	1.000	1.000	1.000	1.000
Senior Police Officer	1.000	1.000	1.000	1.000
Clerk Typist II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
PR&L Administration Subtotal	9.000	9.000	9.000	10.000
Parks, Recreation and Libraries Department				
Park Services Division				
Park Services Section				
Business Unit: 10050550				
Parks Services Manager	1.000	1.000	1.000	1.000
Foreman	2.000	2.000	2.000	2.000
Park Supervisor	1.000	0.000	0.000	0.000
Crewleader	4.000	3.000	3.000	3.000
Mechanic I/II	2.000	2.000	0.000	0.000
Mechanic I	0.000	0.000	1.000	1.000
Mechanic II	0.000	0.000	1.000	1.000
Equipment Mechanic	1.000	1.000	1.000	1.000
City Forester	1.000	0.000	0.000	0.000
Irrigator I/II	3.000	3.000	3.000	3.000
Parksworker I/II	10.000	9.000	9.000	9.000
Electromechanic Specialist	0.000	0.000	0.000	1.000
Maintenanceworker	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Parks Services	25.000	21.000	21.000	23.000
Standley Lake Section				
Business Unit: 10050660				
Lake Operations Coordinator	1.000	1.000	1.000	1.000
Senior Park Ranger	1.000	1.000	1.000	1.000
Park Ranger	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Standley Lake	3.000	3.000	3.000	3.000
Design/Development Section				
Business Unit: 10050690				
Landscape Architect I/II	2.000	2.000	2.000	2.000
Park Supervisor	1.000	1.000	1.000	1.000
Equipment Operator I	2.000	2.000	2.000	2.000
Equipment Operator II	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Design/Development	7.000	7.000	7.000	7.000
Parks Services Subtotal	35.000	31.000	31.000	33.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Library Services Division				
Business Unit: 10050620				
Library Services Manager	1.000	1.000	1.000	1.000
Librarian I	6.100	6.100	6.100	6.100
Librarian II	2.000	2.000	2.000	2.000
Library Services Coordinator	5.000	5.000	5.000	5.000
Library Supervisor	1.000	1.000	1.000	1.000
Library Specialist	1.000	1.000	1.000	1.000
Library Associate I/II	8.500	8.500	8.500	8.500
Applications Specialist	1.000	1.000	1.000	1.000
Secretary	1.000	1.000	1.000	1.000
Library Clerk I/II	9.900	9.900	9.900	9.900
Library Page	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>	<u>5.700</u>
Library Services Subtotal	42.200	42.200	42.200	42.200
Parks, Recreation and Libraries				
Recreation Programs Division				
Business Unit: 10050760				
Recreation Programs Manager	1.000	1.000	1.000	0.000
Recreation Facilities and Programs Manager	0.000	0.000	0.000	0.500
Recreation Specialist	<u>6.000</u>	<u>6.000</u>	<u>6.000</u>	<u>6.000</u>
Recreation Programs	7.000	7.000	7.000	6.500
Senior Center				
Business Unit: 100507600017				
Recreation Supervisor/Senior Center	1.000	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000	1.000
Facility Assistant	0.500	0.500	0.500	0.500
Guest Relations Clerk I/II	0.800	0.800	0.800	0.800
Custodian	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Senior Center	4.300	4.300	4.300	4.300
Recreation Programs/Arts Program				
Business Unit: 100507600532				
Arts Program	1.000	1.000	1.000	1.000
Recreation Programs Subtotal	12.300	12.300	12.300	11.800
Recreation Facilities Division				
Administration				
Business Unit: 10050720				
Recreation Facilities Manager	1.000	1.000	1.000	0.000
Recreation Facilities and Programs Manager	0.000	0.000	0.000	0.500
Recreation Specialist	0.000	0.500	0.500	0.500
Electromechanic Specialist	1.000	1.000	1.000	0.000
Maintenanceworker	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>
	3.000	3.500	3.500	1.000
Administration/Fitness				
Business Unit: 100507200505				
Recreation Specialist	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Recreation Facilities Administration	4.000	4.500	4.500	2.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
City Park Recreation Center				
Business Unit: 100507200860				
Recreation Supervisor/City Park	1.000	1.000	1.000	1.000
Recreation Supervisor Assistant	1.000	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000	1.000
Facility Assistant	3.000	3.000	3.000	3.000
Guest Relations Clerk I/II	9.500	9.500	9.500	9.500
Custodian	3.000	3.000	3.000	3.000
Assistant Pool Manager	2.000	2.000	2.000	2.000
Lifeguard	10.598	10.598	10.598	10.598
Recreation Aide	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
City Park Recreation Center	32.098	32.098	32.098	32.098
Parks, Recreation and Libraries Department				
City Park Fitness Center				
Business Unit: 100507200861				
Recreation Supervisor Assistant	1.000	1.000	1.000	1.000
Facility Assistant	1.000	1.000	1.000	1.000
Guest Relations Clerk I/II	5.300	5.300	5.300	5.300
Custodian	2.000	1.500	1.500	1.500
Recreation Aide	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
City Park Fitness Center	10.300	9.800	9.800	9.800
Swim and Fitness Center				
Business Unit: 100507200963				
Recreation Supervisor/Swim Fit	1.000	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000	1.000
Facility Assistant	1.600	1.600	1.600	1.600
Guest Relations Clerk I/II	4.050	4.050	4.050	4.050
Custodian	1.250	1.250	1.250	1.250
Assistant Pool Manager	2.000	2.000	2.000	2.000
Lifeguard	<u>5.500</u>	<u>5.500</u>	<u>5.500</u>	<u>5.500</u>
Swim and Fitness Center	16.400	16.400	16.400	16.400
West View Recreation Center				
Business Unit: 100507200967				
Recreation Supervisor/West View	1.000	1.000	1.000	1.000
Facility Assistant	1.800	1.800	1.800	1.800
Recreation Aide	1.000	1.000	1.000	1.000
Guest Relations Clerk I/II	4.400	4.400	4.400	4.400
Custodian	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
West View Recreation Center	9.200	9.200	9.200	9.200
Recreation Facilities Subtotal	71.998	71.998	71.998	69.498
Parks, Recreation and Libraries Department Total	170.498	166.498	166.498	166.498

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Police Department				
Administration Division				
Business Unit: 10020050				
Police Chief	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000
Senior Management Analyst	0.000	0.000	1.000	1.000
Sergeant	0.000	0.000	1.000	1.000
Secretary	<u>0.800</u>	<u>0.800</u>	<u>0.800</u>	<u>0.800</u>
Administration Division Subtotal	2.800	2.800	4.800	4.800
Police Department				
Community Services Division				
Administrative Services Section				
Business Unit: 10020270				
Police Captain	1.000	1.000	0.000	0.000
Police Lieutenant	1.000	1.000	0.000	0.000
Senior Management Analyst	1.000	1.000	0.000	0.000
Sergeant	1.000	1.000	0.000	0.000
Senior Police Officer	5.000	5.000	0.000	0.000
Secretary	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
	10.000	10.000	0.000	0.000
Police Department				
Investigations and Technical Services Division				
Community Services Section				
Business Unit: 10020270				
Deputy Chief/Investigations and Technical Services	0.000	0.000	1.000	1.000
Police Commander	0.000	0.000	1.000	1.000
Senior Police Officer	0.000	0.000	6.000	6.000
Secretary	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>
Community Services	0.000	0.000	9.000	9.000
Community Services Division				
Neighborhood Services Section				
Business Unit: 10020271				
Police Lieutenant	1.000	1.000	0.000	0.000
Technical Services Administrator	0.000	0.000	0.000	0.000
Code Enforcement Officer	5.000	5.000	0.000	0.000
Code Enforcement Technician	1.000	1.000	0.000	0.000
Animal Control Supervisor	1.000	1.000	0.000	0.000
Animal Control Officer	<u>4.000</u>	<u>4.000</u>	<u>0.000</u>	<u>0.000</u>
Neighborhood Services	12.000	12.000	0.000	0.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Investigations and Technical Services Division				
Neighborhood Services Section				
Business Unit: 10020271				
Neighborhood Services Administrator	0.000	0.000	1.000	1.000
Code Enforcement Officer	0.000	0.000	5.000	5.000
Lead Code Enforcement Officer	0.000	0.000	0.000	1.000
Code Enforcement Technician	0.000	0.000	1.000	1.000
Animal Control Supervisor	0.000	0.000	1.000	1.000
Animal Control Officer	<u>0.000</u>	<u>0.000</u>	<u>4.000</u>	<u>4.500</u>
Neighborhood Services	0.000	0.000	12.000	13.500
Community Services Division				
Technical Services Section				
Business Unit: 10020272				
Technical Services Administrator	1.000	1.000	0.000	0.000
Records Supervisor	2.000	2.000	0.000	0.000
Communication Supervisor	3.000	3.000	0.000	0.000
Communication Specialist I/II	17.000	17.000	0.000	0.000
Records Specialist	13.500	13.500	0.000	0.000
Property Evidence Specialist	1.000	1.000	0.000	0.000
Property Evidence Clerk	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
	38.500	38.500	0.000	0.000
Investigations and Technical Services Division				
Technical Services Section				
Business Unit: 10020272				
Police Commander	0.000	0.000	1.000	1.000
Records Supervisor	0.000	0.000	2.000	2.000
Communication Supervisor	0.000	0.000	3.000	3.000
Communication Specialist I/II	0.000	0.000	17.000	25.000
Technical Services Coordinator	0.000	0.000	0.000	1.000
Records Specialist	<u>0.000</u>	<u>0.000</u>	<u>13.500</u>	<u>13.000</u>
Technical Services	0.000	0.000	36.500	45.000
Investigation Services Division				
Business Unit: 10020300				
Police Captain	1.000	1.000	0.000	0.000
Sergeant	3.000	3.000	0.000	0.000
Criminalist/Senior Criminalist	2.500	2.500	0.000	0.000
Police Officer/Senior Police Officer	26.000	26.000	0.000	0.000
Victim Services Coordinator	1.000	1.000	0.000	0.000
Victim Advocate	3.000	3.000	0.000	0.000
Secretary	<u>2.000</u>	<u>2.000</u>	<u>0.000</u>	<u>0.000</u>
	38.500	38.500	0.000	0.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u>	<u>2004</u>	<u>2004</u>	<u>2004</u>
	<u>Authorized</u>	<u>Authorized</u>	<u>Revised</u>	<u>Amended</u>
			<u>10/27/03</u>	<u>12/22/03</u>
Investigations and Technical Services Division				
Investigation Services Section				
Business Unit: 10020300				
Police Commander	0.000	0.000	1.000	1.000
Sergeant	0.000	0.000	3.000	3.000
Criminalist/Senior Criminalist	0.000	0.000	2.500	4.000
Police Officer/Senior Police Officer	0.000	0.000	27.000	34.000
Victim Services Coordinator	0.000	0.000	1.000	1.000
Victim Advocate	0.000	0.000	3.000	3.000
Secretary	0.000	0.000	2.000	2.500
Property Evidence Technician	0.000	0.000	2.000	2.000
Liquor Investigations Officer	0.000	0.000	0.000	1.000
Investigation Services	<u>0.000</u>	<u>0.000</u>	<u>41.500</u>	<u>51.500</u>
Investigations and Technical Services Subtotal	0.000	0.000	99.000	119.000
Patrol and Special Operations Division				
Business Unit: 10020500				
Police Captain	1.000	1.000	0.000	0.000
Deputy Chief/Patrol Services	0.000	0.000	1.000	1.000
Police Lieutenant	5.000	5.000	0.000	0.000
Police Commander	0.000	0.000	5.000	5.000
Sergeant	12.000	12.000	12.000	12.000
Police Officer/Senior Police Officer	96.000	96.000	94.000	113.000
Report Specialist	3.000	3.000	3.000	3.000
Secretary	1.000	1.000	1.000	1.000
Traffic Accident Investigator	3.000	3.000	3.000	4.000
Equipment Services Assistant	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Patrol Services Subtotal	122.000	122.000	120.000	140.000
Police Department Total	223.800	223.800	223.800	263.800

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Public Works & Utilities Department				
Street Maintenance Division				
Business Unit: 10035450				
Street Operations Manager	1.000	1.000	1.000	1.000
Foreman, Streets	3.000	3.000	3.000	3.000
Street Inspector	1.000	1.000	1.000	1.000
Equipment Operator I	5.000	5.000	5.000	5.000
Equipment Operator II	4.000	4.000	4.000	4.000
Maintenanceworker/Senior Maintenanceworker	9.000	9.000	9.000	9.000
Secretary	0.750	0.750	0.750	0.750
Street Technician	1.000	1.000	1.000	1.000
Community Services Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Streets Subtotal	25.750	25.750	25.750	25.750
Infrastructure Improvements Division				
Business Unit: 10035430				
Infrastructure Improvements Manager	1.000	1.000	1.000	1.000
Street Technician	1.000	1.000	1.000	1.000
Street Inspector	1.000	1.000	1.000	1.000
Clerk Typist II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Infrastructure Improvements Subtotal	4.000	4.000	4.000	4.000
Public Works and Utilities Department Total	29.750	29.750	29.750	29.750
Westminster Promenade Activities				
PRL/Parks Promenade				
Business Unit: 100505500106				
(I) Operations Coordinator (PR&L)	1.000	1.000	1.000	1.000
(I) Parksworker I/II	3.000	3.000	3.000	3.000
(I) Custodian	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Parks Promenade Subtotal	5.000	5.000	5.000	5.000
PD/Patrol Promenade				
Business Unit: 100205000106				
(I) Police Officer/Senior Police Officer	1.000	1.000	1.000	1.000
Senior Community Service Officer	1.000	1.000	1.000	1.000
Community Service Officer	<u>3.400</u>	<u>3.400</u>	<u>3.400</u>	<u>3.400</u>
Police Promenade Subtotal	5.400	5.400	5.400	5.400
Promenade Activities Total	10.400	10.400	10.400	10.400
(I) = FTE's associated with the Westminster Promenade are indexed to the approval of the Common Area Maintenance Association (CAMA) budget				
Westminster Housing Authority				
Planner II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Westminster Housing Authority Total	1.000	1.000	1.000	1.000
General Fund Total	701.274	697.274	697.274	777.774

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u>	<u>2004</u>	<u>2004</u>	<u>2004</u>
	<u>Authorized</u>	<u>Authorized</u>	<u>Revised</u>	<u>Amended</u>
			<u>10/27/03</u>	<u>12/22/03</u>
<u>Utility Fund</u>				
Finance Department				
Treasury Division				
Business Unit: 20015240				
Revenue Administrator	1.000	1.000	1.000	1.000
Revenue Services Representative	<u>4.250</u>	<u>4.250</u>	<u>4.250</u>	<u>4.250</u>
Finance Department Total	5.250	5.250	5.250	5.250
Fire Department				
Fire Emergency Services				
Business Unit: 2025260				
Emergency Management Coordinator	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Fire Department Total	0.500	0.500	0.500	0.500
Information Technology Department				
Business Unit: 20060230				
Information Technology Director	1.000	1.000	1.000	1.000
Lead Software Engineer	1.000	1.000	1.000	1.000
ERP Software Engineer	0.000	0.000	1.000	1.000
Internet Software Engineer	2.000	2.000	2.000	2.000
Software Engineer I/II	4.000	5.000	4.000	4.000
Senior Telecommunications Administrator	1.000	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000	1.000
Information Systems Manager	1.000	1.000	1.000	1.000
Lead Systems Analyst	2.000	2.000	2.000	2.000
Lead Erp Systems Analyst	0.000	0.000	1.000	1.000
Systems Analyst I/II/III	8.600	8.600	7.600	7.600
Help Desk Technician	0.900	0.900	0.900	0.900
Network Administrator	<u>1.000</u>	<u>1.500</u>	<u>1.500</u>	<u>1.500</u>
Information Technology Department	23.500	25.000	25.000	25.000
Information Technology - Public Safety				
Business Unit: 200602300911				
Software Engineer I/II	0.000	0.000	0.000	0.300
Systems Analyst I/II/III	0.000	0.000	0.000	0.300
Network Administrator	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.400</u>
Information Technology - Public Safety	0.000	0.000	0.000	1.000
Information Technology Department Total	23.500	25.000	25.000	26.000
Public Works and Utilities Department				
Water Administration Division				
Business Unit: 20035050				
Public Works and Utilities Director	1.000	1.000	1.000	1.000
Senior Management Analyst	1.000	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000	1.000
(I) Rocky Flats Coordinator	1.000	1.000	1.000	1.000
Capital Projects Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Water Administration Subtotal	5.000	5.000	5.000	5.000

(I) = FTE is indexed to activity associated with Rocky Flats clean-up

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Water Resources and Treatment Division				
Water Resources Section				
Business Unit: 20035480				
Water Resources and Treatment Manager	1.000	1.000	1.000	1.000
Engineer/Senior Engineer	3.000	3.000	3.000	3.000
(I) Engineer/Senior Engineer	1.000	1.000	1.000	1.000
Water Resource Technician	1.000	1.000	1.000	1.000
(I) Water Resources Analyst	1.000	1.000	1.000	1.000
Secretary	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Water Resources	8.000	8.000	8.000	8.000
 (I) = FTE's are indexed to growth activity				
Water Plant Section				
Business Unit: 20035490				
Water Plant Superintendent	1.000	1.000	1.000	1.000
Electromechanic Specialist	1.000	1.000	1.000	1.000
Lead Plant Operator	1.000	1.000	1.000	1.000
Plant Operator Trainee - Plant Operator IV	8.000	8.000	8.000	8.000
Maintenanceworker/Sr. Maintenanceworker	3.000	3.000	3.000	3.000
Control Systems Engineer/Senior Engineer	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Water Plant	14.500	14.500	14.500	14.500
 Water Quality Section				
Business Unit: 200354800943				
Water Quality Administrator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	1.000	1.000	1.000	1.000
Business Unit: 200354900943				
Laboratory Analyst	2.000	2.000	2.000	2.000
Water Resources Technician	1.000	1.000	1.000	1.000
Water Quality Specialist	1.000	1.000	1.000	1.000
Laboratory Aide	<u>0.600</u>	<u>0.600</u>	<u>0.600</u>	<u>0.600</u>
Water Quality	4.600	4.600	4.600	4.600
 Wastewater Plant Section				
Business Unit: 21035490				
Wastewater Plant Superintendent	1.000	1.000	1.000	1.000
Electromechanic Specialist	1.000	1.000	1.000	1.000
Lead Plant Operator	1.000	1.000	1.000	1.000
Plant Operator Trainee - Plant Operator IV	8.000	8.000	8.000	8.000
Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000	1.000
Control Systems Engineer/Senior Engineer	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Wastewater Plants	12.500	12.500	12.500	12.500

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Laboratory Services Section				
Business Unit: 210354900943				
Laboratory Services Coordinator	1.000	1.000	1.000	1.000
Wastewater Operations Coordinator	1.000	1.000	0.000	0.000
Water Quality Specialist	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>
Laboratory Services	2.000	2.000	2.000	2.000
Biosolids				
Business Unit: 210354900401				
Equipment Operator II	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Biosolids	2.000	2.000	2.000	2.000
PWU Wastewater Plants/Reclaimed				
Business Unit: 200354900023				
Maintenanceworker/Senior Maintenanceworker	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Water Reclaimed	1.000	1.000	1.000	1.000
Water Resources and Treatment Division Subtotal	45.600	45.600	45.600	45.600
Utilities Operations Division				
Water Field Operations Section				
Business Unit: 20035470				
Utilities Operations Manager	1.000	1.000	1.000	1.000
Meter Programs Specialist	1.000	1.000	1.000	1.000
Data Processing Technician	1.000	1.000	1.000	1.000
Utilities Systems Specialist	1.000	1.000	1.000	1.000
Utilities Technician	4.000	4.000	4.000	4.000
Meter Technician	2.000	2.000	2.000	2.000
Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000	2.000
Meter Repairworker	4.000	4.000	4.000	4.000
Lead Meter Reader	1.000	1.000	1.000	1.000
Secretary	1.000	1.000	1.000	1.000
Clerk Typist II	1.000	1.000	1.000	1.000
(I) Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000	2.000
(I) Clerk Typist II	1.000	1.000	1.000	1.000
Utilities Operations Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Water Field Operations	23.000	23.000	23.000	23.000
Water Field Operations/Water Line Replacement				
Business Unit: 200354700497				
Equipment Operator I	2.000	2.000	2.000	2.000
Equipment Operator II	2.000	2.000	2.000	2.000
Maintenanceworker/Senior Maintenanceworker	6.000	6.000	6.000	6.000
(I) Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000	2.000
Foreman, Utilities	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Water Line Replacement	13.000	13.000	13.000	13.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Wastewater Field Operations Section				
Business Unit: 21035470				
Utilities Supervisor	2.000	2.000	2.000	2.000
Foreman, Utilities	3.000	3.000	3.000	3.000
Electromechanic Specialist	1.000	1.000	1.000	1.000
Utilities Specialist	1.000	1.000	1.000	1.000
Equipment Operator I, Utilities	2.000	2.000	2.000	2.000
Equipment Operator II, Utilities	2.000	2.000	2.000	2.000
Maintenanceworker/Senior Maintenanceworker	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Wastewater Field Operations	12.000	12.000	12.000	12.000
Utilities Operations Division Subtotal	48.000	48.000	48.000	48.000
Public Works and Utilities Total	98.600	98.600	98.600	98.600
Utility Fund Total	127.850	129.350	129.350	130.350
 <u>Fleet Maintenance Fund</u>				
General Services Department				
Fleet Division				
Business Unit: 30012460				
Fleet Manager	1.000	1.000	1.000	1.000
Foreman	1.000	1.000	1.000	1.000
Mechanic I/II	8.000	8.000	8.000	8.000
Purchasing Specialist	1.000	1.000	1.000	1.000
Secretary	1.000	1.000	1.000	1.000
Parts Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Fleet Maintenance Division	13.000	13.000	13.000	13.000
 Fleet Division - Public Safety				
Business Unit: 300124600911				
Mechanic I/II	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Fleet Division - Public Safety	0.000	0.000	0.000	1.000
Fleet Maintenance Fund Total	13.000	13.000	13.000	14.000
 <u>Property Liability Fund</u>				
General Services Department				
Administration/Risk Management				
Business Unit: 46010900				
Risk Management Officer	1.000	1.000	1.000	1.000
Risk Management Specialist	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Administration/Risk Management	1.500	1.500	1.500	1.500
 General Services Department				
Administration/Risk Management - Public Safety				
Business Unit: 460109000911				
Risk Management Technician	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>
Administration/Risk Management - Public Safety	0.000	0.000	0.000	0.500
Property Liability Fund Total	1.500	1.500	1.500	2.000
 <u>Medical/Dental Fund</u>				
General Services Department				
Human Resources Division/Benefits				
Business Unit: 49010900				
Benefits Specialist	1.000	1.000	1.000	1.000
Human Resources Technician	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Medical/Dental Fund Total	1.500	1.500	1.500	1.500

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
<u>Open Space Fund</u>				
Community Development Department				
CD Administration/Open Space				
Business Unit: 54010900				
Open Space Coordinator (CD)	1.000	1.000	1.000	1.000
Open Space Technician (CD)	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Community Development Open Space Subtotal	1.500	1.500	1.500	1.500
Parks, Recreation & Libraries				
PR&L Admin/Open Space				
Business Unit: 540109000531				
Open Space Volunteer Coordinator	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Parks, Recreation and Libraries Open Space Subtotal	1.000	1.000	1.000	1.000
Open Space Fund Total	2.500	2.500	2.500	2.500
<u>Community Development Block Grant Fund</u>				
Community Development Department				
Community Development Admin/CD Block Grant				
Business Unit: 76030350				
Community Development Program Coordinator	1.000	1.000	1.000	1.000
Secretary	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Community Development Block Grant Fund Total	2.000	2.000	2.000	2.000
<u>Golf Course Enterprise Fund</u>				
Parks, Recreation, & Libraries Department				
Golf Course Enterprise Fund/Legacy				
Legacy Ridge Golf Course Maintenance				
Business Unit: 22050720				
Golf Course Superintendent	0.500	0.500	0.500	0.500
Assistant Golf Course Superintendent	1.000	1.000	1.000	1.000
Equipment Mechanic	1.000	1.000	1.000	1.000
Golf Course Irrigator	1.000	1.000	1.000	1.000
Golf Course Worker	2.000	2.000	2.000	2.000
Assistant Equipment Mechanic	0.500	0.500	0.500	0.500
Horticultural Specialist	0.500	0.500	0.500	0.500
Second Assistant Golf Course Superintendent	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Legacy Maintenance	7.500	7.500	7.500	7.500
Parks, Recreation, & Libraries Department				
Golf Course Enterprise Fund/Legacy				
Legacy Ridge Club House				
Business Unit: 220507200249				
Golf Professional	1.000	1.000	1.000	1.000
Assistant Golf Professional	1.000	1.000	1.000	1.000
Second Assistant Golf Professional	1.000	1.000	1.000	1.000
Guest Relations Clerk I/II	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Legacy Club House	3.500	3.500	3.500	3.500
Golf Course Enterprise Fund/Legacy Subtotal	11.000	11.000	11.000	11.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
Golf Course Enterprise Fund/Heritage				
Heritage Golf Course Maintenance				
Business Unit: 23050720				
Golf Superintendent	0.500	0.500	0.500	0.500
Assistant Golf Superintendent	1.000	1.000	1.000	1.000
Equipment Mechanic	1.000	1.000	1.000	1.000
Golf Irrigator	1.000	1.000	1.000	1.000
Golf Worker	2.000	2.000	2.000	2.000
Assistant Equipment Mechanic	0.500	0.500	0.500	0.500
Horticultural Specialist	0.500	0.500	0.500	0.500
Second Assistant Golf Superintendent	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
The Heritage Maintenance	7.500	7.500	7.500	7.500
Golf Course Enterprise Fund/Heritage				
The Heritage Club House				
Business Unit: 230507200249				
Golf Professional	1.000	1.000	1.000	1.000
Assistant Golf Professional	1.000	1.000	1.000	1.000
Second Assistant Golf Professional	1.000	1.000	1.000	1.000
Guest Relations Clerk I/II	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
The Heritage Club House	3.500	3.500	3.500	3.500
Golf Course Enterprise Fund/The Heritage Subtotal	11.000	11.000	11.000	11.000
Golf Course Enterprise Fund Total	22.000	22.000	22.000	22.000
<u>General Capital Improvement Fund</u>				
Parks, Recreation and Libraries Department				
Parks/Capital Projects				
Landscape Architect II/Project Manager				
Business Unit: 80175050037				
(I) Landscape Architect I/II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	1.000	1.000	1.000	1.000
Parks/Capital Projects				
Community Enhancement Program				
Business Unit: 80175050132				
(I) Landscape Architect I/II	1.000	1.000	1.000	1.000
Park Supervisor	0.000	1.000	1.000	1.000
Crewleader	0.000	1.000	1.000	1.000
City Forester	0.000	1.000	1.000	1.000
Parkswoker I/II	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
	1.000	5.000	5.000	5.000
Parks Capital Projects Subtotal	2.000	6.000	6.000	6.000

2003/2004 REVISED FULL-TIME EQUIVALENT EMPLOYEES

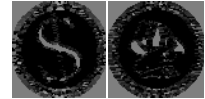
<u>Position Title</u>	<u>2003</u> <u>Authorized</u>	<u>2004</u> <u>Authorized</u>	<u>2004</u> <u>Revised</u> <u>10/27/03</u>	<u>2004</u> <u>Amended</u> <u>12/22/03</u>
City Manager's Office				
CMO/Capital Project Management				
Business Unit: 80375005300				
Special Projects Director	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
CMO Capital Projects Subtotal	0.500	0.500	0.500	0.500
(I) FTE's are indexed to growth activity				
 Parks, Recreation and Libraries Department				
Parks/Capital Projects				
Park Maintenance (JCOS)				
Business Unit: 80275050512				
Parksworker I/II	3.000	3.000	3.000	3.000
Irrigator I/II	2.000	2.000	2.000	2.000
(I) Parksworker I/II	1.000	1.000	1.000	1.000
(I) Crewleader	1.000	1.000	1.000	1.000
Crewleader	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Jeffco Attributable Share Subtotal	9.000	9.000	9.000	9.000
 Community Development Department				
Engineering/Capital Projects				
CD Project Manager				
Business Unit: 80175030037				
(I) Engineer/Senior Engineer (Civil)	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
CD Engineering Capital Projects Subtotal	1.000	1.000	1.000	1.000
General Capital Improvement Fund Total	12.500	16.500	16.500	16.500
(I) FTE's are indexed to growth activity				
 <u>Pension Fund</u>				
Finance Department				
Pension				
Business Unit: 42010050				
Pension Administrator	1.000	1.000	1.000	1.000
Benefits Specialist, Pension	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Pension Fund Total	2.000	2.000	2.000	2.000
 FTE GRAND TOTAL				
	886.124	887.624	887.624	970.624



WESTMINSTER
COLORADO

Agenda Memorandum

City Council Meeting
December 22, 2003



SUBJECT: Purchase of City Staff Cars and Patrol Vehicles

Prepared By: Carl F. Pickett, Purchasing Officer

Recommended City Council Action

Award the State of Colorado bid for nine staff cars to Daniels Chevrolet, and award the State Bid for twelve patrol vehicles to Lakewood Fordland.

Summary Statement

- City Council action is requested to award vehicle purchases based on the State of Colorado award for staff cars and patrol vehicles.
- The City saves considerable dollars by purchasing these vehicles through the State Bid.
- All vehicles recommended for purchase have been previously approved for purchase by City Council in the 2004 budget.

Expenditure Required: \$ 382,361

Source of Funds: General Capital Outlay Replacement Fund

Policy Issues

Whether or not to approve the bid by the State of Colorado for staff cars and for patrol vehicles.

Alternatives

- Reject State bid and instruct City Staff to re-bid vehicles. This is not recommended because the State bid reflects the purchasing power of all the political subdivisions in the state. The City would not be able to match the bid prices afforded by the State Bid.
- Do not purchase some or all of the proposed replacement and new vehicles in 2004. This is not recommended because all of these vehicles have a maintenance history that makes it impractical to keep them in regular service, based on Fleet Maintenance recommendations.

Background Information

As part of the 2004 budget, City Council approved the purchase of eight staff cars and six patrol vehicles. The patrol units will be replaced on a “to be determined” basis, based on the condition and maintenance history of each of the vehicles currently in operation. In addition, six new patrol units and two staff cars were approved for service with the passage of the sales and use tax for public safety. Staff will bring back other vehicle purchases related to the public safety tax at a later date.

The staff cars to be replaced are Units #2417, #8583, #8563, #8518, #8619, #8618, and #8124. These vehicles have reached a point where it is no longer economically reasonable to maintain them in service. Information regarding each vehicle replacement is as follows:

UNIT #	YEAR	MAKE	MODEL	MILES	VEHICLE MAINTENANCE COSTS LIFE TO DATE (LTD)
2417	1991	Chevrolet	Corsica	66,047	\$ 7,896.23
8583	1996	Chevrolet	Lumina	79,662	\$11,818.25
8563	1996	Chevrolet	Lumina	89,501	\$12,371.39
8518	1996	Chevrolet	Lumina	112,034	\$11,445.56
8619	1994	Chevrolet	Corsica	110,017	\$ 6,021.91
8618	1994	Chevrolet	Corsica	102,778	\$ 6,515.39
8124	1995	Chevrolet	Corsica	75,444	\$11,512.63

The State bid was sent out in September of 2003 and received responses from local vendors. The bid from Daniels Chevrolet for the staff cars meets all specifications and requirements set by the City. The cost of the nine staff vehicles, \$123,620, is within the amount approved by City Council for this expense.

The bid price of the staff car, a Chevrolet Malibu, is \$13,762 each. Last year using the Multiple Assemble of Procurement Officials (MAPO) award, the cost to the City was \$12,828 each, and two years ago, the bid price was \$13,619. The bid price of the Ford Crown Victoria patrol vehicles is \$21,514 each. This is less than the price that the State had in 2002 and 2003. The bid prices average 18% off dealer invoice, a discount that the City would not be able to obtain by bidding these vehicles on its own.

SUBJECT: Purchase of City Staff Cars and Patrol Vehicles

Page 3

The present condition and maintenance history of these vehicles would make it impractical to continue to operate them in regular service based on Fleet Maintenance replacement recommendations.

Respectfully submitted,

J. Brent McFall
City Manager

Summary of Proceedings

Summary of proceedings of the regular City of Westminster City Council meeting of Monday, December 22, 2003. Present at roll call were Mayor Moss, Mayor Pro-Tem McNally, Councillors Dittman, Dixon, Hicks, Kauffman, and Price. Absent none.

The minutes of the December 8, 2003 meetings were approved as amended.

Mayor Moss and Kent Brugler were presented an award for Engineering Excellence for the Northwest Water Treatment Facility.

The following Public Hearings were held: At 7:20 p.m. for the Chamberlain Property; At 7:32 p.m. for the Code Revisions for Public Land Dedication.

The Public Hearing and Action on the Mandalay Town Center First Amended PDP was continued to the January 12, 2004 meeting.

Council approved the following: November Financial Report; Hyland Hills/Farmers' High Line Canal Drainage Improvements Project License Agreement for \$1,500; Huron Street Design Addendum to Contract with Felsburg, Holt and Ullevig, Inc. for \$106,500; Authorization of City Participation Payment for Pecos Street Construction for \$52,467.18; Memorandum of Understanding for Adams County Mosquito Control for \$39,250; Thornton Treated Water Agreement Amendment; 2003 Sewer Improvements Contract Change Order for \$25,709; 2004 Council Assignments; and Purchase of City Staff Cars and Patrol Vehicles from Daniels Chevrolet and Lakewood Fordland for \$382,361.

Council removed from the TABLE and postponed indefinitely the Construction of the Reclaimed Waterline Extension at 113th & Pecos.

The following Councillor's Bills were passed on first reading:

A BILL FOR AN ORDINANCE APPROVING AND ACCOMPLISHING THE ANNEXATION OF CONTIGUOUS UNINCORPORATED TERRITORY IN A PARCEL OF LAND LOCATED IN SECTIONS 11 AND 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, 6TH P.M., COUNTY OF JEFFERSON, STATE OF COLORADO purpose: annexing the Chamberlain property

A BILL FOR AN ORDINANCE AMENDING THE WESTMINSTER COMPREHENSIVE LAND USE PLAN purpose: CLUP Amendment for Chamberlain property

A BILL FOR AN ORDINANCE AMENDING THE ZONING LAW AND ESTABLISHING THE ZONING CLASSIFICATION OF CERTAIN DESCRIBED PROPERTY IN A PARCEL OF LAND LOCATED IN SECTIONS 11 AND 14, TOWNSHIP 2 SOUTH, RANGE 69 WEST, 6TH P.M., COUNTY OF JEFFERSON, STATE OF COLORADO purpose: zoning the Chamberlain property

BILL FOR AN ORDINANCE REPEALING IN ITS ENTIRETY TITLE XIII, CHAPTER 4, PARK DEVELOPMENT FEES, AND AMENDING TITLE XI, CHAPTER 6, SECTION 8, DEDICATION OF PROPERTY FOR PUBLIC PURPOSES, OF THE WESTMINSTER MUNICIPAL CODE purpose: Code revision for Public Land Dedication

A BILL FOR AN ORDINANCE VACATING THE EXISTING WEST 113th AVENUE RIGHT-OF-WAY BETWEEN NAVAJO STREET AND PECOS STREET WITHIN THE HIGHLANDS AT WESTBURY SUBDIVISION purpose: vacation of rights-of-way for Highlands at Westbury subdivision

A BILL FOR AN ORDINANCE VACATING PORTIONS OF UTILITY EASEMENTS WITHIN BRADBURN SUBDIVISION FILING NO. 1 purpose: vacation of easement for Bradburn subdivision

The following Councillor's Bill was adopted as emergency ordinance:

A BILL FOR AN ORDINANCE INCREASING THE 2004 BUDGETS OF THE GENERAL, UTILITY, FLEET, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES AND USE TAX AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2004 ESTIMATED REVENUES IN THESE FUNDS purpose: budget amendment for Public Safety Tax increase

The following Councillor's Bills were passed on second reading:

A BILL FOR AN ORDINANCE AMENDING CHAPTER 7 OF TITLE XI OF THE WESTMINSTER MUNICIPAL CODE CONCERNING OFF-STREET PARKING STANDARDS FOR SINGLE-FAMILY ATTACHED PROJECTS

The following Resolutions were adopted:

Resolution No. 58 re Huntington Trails Service Commitment Award Extension

Resolution No. 59 re Amendments to Adopted 2004 Pay Plan

At 7:45 P.M. the meeting was adjourned

By order of the Westminster City Council

Richelle Work, CMC, Acting City Clerk

Published in the Westminster Window on January 1, 2004

ORDINANCE NO. **3084**

COUNCILLOR'S BILL NO. **79**

SERIES OF 2003

INTRODUCED BY COUNCILLORS

Hicks-McNally

A BILL

FOR AN ORDINANCE AMENDING CHAPTER 7 OF TITLE XI OF THE WESTMINSTER MUNICIPAL CODE CONCERNING OFF-STREET PARKING STANDARDS FOR SINGLE-FAMILY ATTACHED PROJECTS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 11-7-4(B)2(a)(2), W.M.C., is hereby AMENDED as follows:

11-7-4: OFF-STREET PARKING STANDARDS:

(B) OFF STREET VEHICLE PARKING:

2. MINIMUM OFF STREET VEHICLE PARKING SPACES:

(a) Residential

- (2) Single family attached: ~~One and one half (1.5)~~ TWO (2) spaces per ~~one bedroom unit or efficiency, ONE-BEDROOM, TWO-BEDROOM, AND THREE-BEDROOM unit; Two~~ (2) THREE (3) spaces per ~~two~~ FOUR or more bedroom unit; ~~plus~~ and one (1) space per three units for guest parking.

Section 2. Severability: If any section, paragraph, clause, word or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part deemed unenforceable shall not affect any of the remaining provisions.

Section 3. This ordinance shall take effect upon its passage after second reading.

Section 4. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 8th day of December, 2003. PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 22nd day of December, 2003.

McNally-Dixon

A BILL

FOR AN ORDINANCE INCREASING THE 2004 BUDGETS OF THE GENERAL, UTILITY, FLEET, GENERAL CAPITAL OUTLAY REPLACEMENT, SALES AND USE TAX AND GENERAL CAPITAL IMPROVEMENT FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2004 ESTIMATED REVENUES IN THESE FUNDS.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2004 appropriation for the General Fund initially appropriated by Ordinance No. 2977 in the amount of \$71,828,317 is hereby increased by \$7,790,656 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$81,116,718. The actual amount in the General Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 2. The \$7,790,656 increase in the General Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from S&U Tax Fund	1000.45000.0530	\$43,159,143	\$7,945,883	\$51,105,026
Transfer from Utility Fund	1000.45000.0200	1,500,083	<u>(155,227)</u>	1,344,856
Total Change to Revenues			<u>\$7,790,656</u>	
EXPENSES				
City Attorney's Office				
Regular Salaries – PS	10003120.60200.0911	\$0	\$20,470	\$20,470
Reg Sal Pros – PS	10003120.60200.0911	0	15,328	15,328
Central Charges				
Medical Ins	10010900.63000.0596	1,137,401	771,000	1,908,401
Unemployment Ins	10010900.63400.0000	20,000	10,000	30,000
Medicare	10010900.63600.0000	417,000	50,000	467,000
Employee Med Exp	10010900.64000.0000	12,000	6,000	18,000
Equip Rental – Cap Replace	10010900.66000.0450	570,000	2,513,477	3,083,477
Transfers Prop/Liab Self Ins	10010900.79800.0460	589,287	115,748	705,035
Transfers Workers Comp	10010900.79800.0480	492,326	100,000	592,326
Gen Svcs-Human Resources				
Regular Salaries – PS	10012060.60200.0911	0	54,820	54,820
Employ Recruit – PS	10012060.61600.0911	0	95,000	95,000
Career Dev – PS	10012060.61800.0911	0	4,550	4,550
Employ Med Exp – PS	10012060.64000.0911	0	24,000	24,000
Maint/Rep Equip – PS	10012060.66100.0911	0	100	100
Lease Pymts to Other – PS	10012060.67700.0911	0	440	440
Supplies – PS	10012060.70200.0911	0	300	300
Office Equip – PS	10012060.75200.0911	0	4,700	4,700
Comp Soft/Hard – PS	10012060.75400.0911	0	2,134	2,134
Gen Svcs – Municipal Court				
Regular Salaries – PS	10012130.60200.0911	0	10,271	10,271
Career Dev – PS	10012130.61800.0911	0	435	435

Lease Pymts to Other – PS	10012130.67700.0911	0	440	440
Supplies Prob – PS	10012130.70200.0911	0	450	450
Office Equip – PS	10012130.75200.0911	0	400	400
Finance Dept –Administration				
Supplies – PS	10015050.70200.0911	0	2,000	2,000
Finance Dept –Accounting				
Regular Salaries – PS	10015220.60200.0911	0	34,661	34,661
Career Dev – PS	10015220.61800.0911	0	600	600
Lease Pymts to Others – PS	10015220.67700.0911	0	930	930
Supplies – PS	10015220.70200.0911	0	1,990	1,990
Office Equip – PS	10015220.75200.0911	0	7,200	7,200
Computer Soft/Hard – PS	10015220.75400.0911	0	945	945
Finance Department – Sales Tax				
Regular Salaries – PS	10015250.60200.0911	0	15,328	15,328
Mileage Reimb – PS	10015250.61200.0911	0	200	200
Police Department-Administration				
Telephone	10020050.66900.0000	0	3,780	3,780
Police Dept/Comm Svcs-Administration				
Prof Services	10020270.65100.0000	18,000	69,000	87,000
Supplies	10020270.70200.0000	10,000	2,000	12,000
Ammunition	10020270.73200.0000	28,000	7,047	35,047
Police Dept/Comm Svcs-Neighborhood Svcs				
Regular Salaries	10020271.60200.0000	524,010	19,078	543,088
Unif & Equip Allow	10020271.61000.0000	3,700	600	4,300
Career Dev	10020271.61800.0000	2,500	400	2,900
Fleet Rental Charges	10020271.65800.0000	14,265	3,108	17,373
Motor Fuel Charges	10020271.65900.0000	7,077	1,602	8,679
Telephone	10020271.66900.0000	0	1,524	1,524
Lease Pymts to Other	10020271.67700.0000	1,330	3,392	4,722
Contract Svcs	10020271.67800.0000	53,600	600	54,200
Supplies	10020271.70200.0000	3,500	600	4,100
Train & Ref Materials	10020271.71400.0000	500	100	600
Office Equip	10020271.75200.0000	0	2,000	2,000
Comp Soft/Hard	10020271.75400.0000	0	11,038	11,038
Other Equipment	10020271.76000.0000	0	4,568	4,568
Police Dept/Comm Svcs-Technical Svcs				
Regular Salaries	10020272.60200.0000	1,487,539	224,213	1,711,752
Salaries Overtime	10020272.60400.0000	95,000	10,400	105,400
Career Dev	10020272.61800.0000	7,720	2,400	9,600
Maint/Rep Radios	10020272.66300.0000	65,800	3,100	68,900
Printing	10020272.66600.0000	15,000	1,300	16,300
Lease Pymts to Other	10020272.67700.0000	24,985	660	25,645
Supplies	10020272.70200.0000	28,100	800	28,900
Train & Ref Materials	10020272.71400.0000	0	800	800
Office Equip	10020272.75200.0000	0	14,822	14,822
Comp Soft/Hard	10020272.75400.0000	0	139,618	139,618
Other Equip	10020272.76000.0000	50,000	9,219	59,219
Police Dept – Investigations				
Regular Salaries	10020300.60200.0000	2,332,250	247,755	2,580,005
Salaries Overtime	10020300.60400.0000	185,000	35,100	220,100
Unif & Equip Allow	10020300.61000.0000	11,700	24,640	36,340
Career Dev	10020300.61800.0000	10,350	3,000	13,350
Fleet Rental Charges	10020300.65800.0000	45,825	3,926	49,751
Motor Fuel Charges	10020300.65900.0000	20,357	2,258	22,615
Telephone	10020300.66900.0000	0	4,822	4,822
Lease Pymts to Other	10020300.67700.0000	40,668	4,290	44,958
Supplies	10020300.70200.0000	13,000	10,400	23,400
Train & Ref Materials	10020300.71400.0000	0	1,100	1,100

Office Equip	10020300.75200.0000	0	5,200	5,200
Comp Soft/Hard	10020300.75400.0000	0	15,740	15,740
Other Equip	10020300.76000.0000	0	30,122	30,122
Police Dept – Patrol Services				
Regular Salaries	10020500.60200.0000	6,908,408	722,789	7,631,197
Salaries Overtime	10020500.60400.0000	416,520	213,100	629,620
Unif & Equip Allow	10020500.61000.0000	91,740	36,635	128,375
Career Dev	10020500.61800.0000	23,000	3,485	26,485
Fleet Rental Charges	10020500.65800.0000	275,049	18,444	293,493
Motor Fuel Charges	10020500.65900.0000	102,507	7,882	110,389
Telephone	10020500.66900.0000	0	9,254	9,254
Lease Pymts to Other	10020500.67700.0000	23,004	29,744	52,748
Contract Svcs	10020500.67800.0000	41,000	6,000	47,000
Supplies	10020500.70200.0000	74,600	15,367	89,967
Train & Ref Materials	10020500.71400.0000	3,000	1,162	4,162
Comp Soft/Hard	10020500.75400.0000	0	83,326	83,326
Other Equip	10020500.76000.0000	63,000	114,219	177,219
Fire Dept				
Regular Salaries	10025260.60200.0000	4,682,812	799,878	5,482,690
Regular Salaries-EMS	10025260.60200.0546	1,486,460	110,339	1,596,799
Regular Salaries-Fire Prev	10025260.60200.0547	379,828	73,509	453,337
Salaries Overtime	10025260.60400.0000	129,500	61,400	190,900
Salaries Overtime-EMS	10025260.60400.0546	38,000	40,300	78,300
Salaries Overtime-Fire Prev	10025260.60400.0547	3,000	5,500	8,500
Unif & Equip Allow	10025260.61000.0000	62,930	130,000	192,930
Unif & Equip Allow-EMS	10025260.61000.0546	10,350	2,275	12,625
Unif & Equip Allow-Fire Prev	10025260.61000.0547	2,250	3,638	5,888
Meeting Expense	10025260.61400.0000	1,500	1,000	2,500
Career Dev	10025260.61800.0000	23,594	7,206	30,800
Career Dev-EMS	10025260.61800.0546	4,850	98,250	103,100
Career Dev-Fire Prev	10025260.61800.0547	6,390	1,750	8,140
Prof Serv	10025260.65100.0000	15,800	8,250	24,050
Prof Serv-Fire Prev	10025260.65100.0547	1,000	500	1,500
Fleet Rental Charges	10025260.65800.0000	124,071	32,500	156,571
Fleet Rental Charges-EMS	10025260.65800.0546	21,475	2,300	23,775
Fleet Rental Charges-Fire Prev	10025260.65800.0547	2,028	2,300	4,328
Motor Fuel Charges	10025260.65900.0000	22,237	2,400	24,637
Motor Fuel Charges-EMS	10025260.65900.0546	7,929	800	8,729
Motor Fuel Charges-Fire Prev	10025260.65900.0547	1,549	1,700	3,249
Equip Rental	10025260.66000.0000	6,600	10,530	17,130
Maint/Rep Equip	10025260.66100.0000	90,058	1,440	91,498
Maint/Rep Radios	10025260.66300.0000	30,300	5,000	35,300
Postage	10025260.66700.0000	2,000	500	2,500
Telephone	10025260.66900.0000	29,032	9,004	38,036
Electricity & Gas	10025260.67200.0000	52,000	10,400	62,400
Spec Promo	10025260.67600.0000	8,000	1,650	9,650
Spec Promo-Fire Prev	10025260.67600.0547	2,900	5,050	7,950
Lease Pymts to Other	10025260.67700.0000	230,622	7,884	238,506
Contract Svcs	10025260.67800.0000	5,000	5,056	10,056
Contract Svcs-EMS	10025260.67800.0546	108,200	5,000	113,200
Supplies	10025260.70200.0000	21,500	10,766	32,266
Supplies-Fire Prev	10025260.70200.0547	3,500	1,000	4,500
Lab Sup-EMS	10025260.70800.0546	71,966	6,600	78,566
Train & Ref Materials	10025260.71400.0000	6,245	5,282	11,527
Office Equip	10025260.75200.0000	3,000	1,500	4,500
Comp Soft/Hard	10025260.75400.0000	6,100	19,716	25,816
Other Equip	10025260.76000.0000	18,875	108,290	127,165
Other Equip-EMS	10025260.76000.0546	23,000	71,200	94,200

Other Equip-Fire Prev	10025260.76000.0547	0	12,675	12,675
Comm Development – Building				
Regular Salaries-PS	10030370.60200.0911	0	44,682	44,682
Career Dev-PS	10030370.61800.0911	0	500	500
Lease Pymts to Others-PS	10030370.67700.0911	0	440	440
Supplies-PS	10030370.70200.0911	0	250	250
Train & Ref Mtls – PS	10030370.71400.0911	0	500	500
Office Equip-PS	10030370.75200.0911	0	8,000	8,000
Comp Soft/Hard-PS	10030370.75400.0911	0	500	500
Parks, Rec & Libraries – Administration				
Salaries	10050050.60200.0000	470,490	85,074	555,564
Parks, Rec & Libraries – Rec Facilities				
Salaries	10050720.60200.0000	182,345	(43,251)	139,094
Parks, Rec & Libraries – Rec Programs				
Salaries	10050760.60200.0000	375,011	(41,823)	333,188
Total Change to Expenditures			<u>\$7,790,656</u>	

Section 3. The net change in the Utility Fund will be \$0. However, the changes in the expenditure accounts are shown here for informational purposes. This change is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 4. The Utility Fund Expense accounts shall be amended as follows:

Description		Current Budget	Increase	Final Budget
EXPENSES				
Central Charges				
Transfer to General Fund	20010900.79800.0100	\$1,500,083	\$(155,227)	\$1,344,856
Information Technology				
Regular Salaries-PS	20060230.60200.0911	0	61,431	61,431
Prof Services-PS	20060230.65100.0911	0	12,810	12,810
Comp Soft/Hard-PS	20060230.75400.0911	0	<u>80,986</u>	80,986
Total Change to Expenditures			<u>\$0</u>	

Section 5. The 2004 appropriation for the Fleet Fund, initially appropriated by Ordinance No. 2977 in the amount of \$1,161,081 is hereby increased by \$79,220 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$1,542,805. The actual amount in the Fleet Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 6. The \$79,220 increase in the Fleet Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Internal Billings	3000.43140.0000	\$1,463,585	<u>\$79,220</u>	\$1,542,805
Total Change to Revenues			<u>\$79,220</u>	
EXPENSES				
Regular Salaries-PS	30012460.60200.0911	\$0	\$20,782	\$20,782
Supplies-PS	30012460.65100.0911	0	800	800
Parts-PS	30012460.73600.0911	0	33,819	33,819
Fuel & Lubricants – PS	30012460.74000.0911	0	<u>23,819</u>	23,819
Total Change to Expenses			<u>\$79,220</u>	

Section 7. The 2004 appropriation for the General Capital Outlay Replacement Fund, initially appropriated by Ordinance No. 2977 in the amount of \$1,056,481 is hereby increased by \$2,513,477 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$3,569,958. The actual amount in the General Capital Outlay Replacement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This

increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 8. The \$2,513,477 increase in the General Capital Outlay Replacement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Internal Billings – GF	4500.43140.0100	\$570,000	<u>\$2,513,477</u>	\$3,083,477
Total Change to Revenues			<u>\$2,513,477</u>	
EXPENSES				
Vehicles – PS	45010900.75600.0911	\$0	<u>\$2,513,477</u>	\$2,513,477
Total Change to Expenditures			<u>\$2,513,477</u>	

Section 9. Although formal adoption of a budget for the Property & Liability Self Insurance Fund is not required, changes in the Fund are being shown here for clarification purposes. These changes are due to a budget amendment for the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 10. The \$115,748 increase in the Property & Liability Self Insurance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from General Fund	4600.45000.0100	\$589,287	<u>\$115,748</u>	\$705,035
Total Change to Revenues			<u>\$115,748</u>	
EXPENSES				
Regular Salaries-PS	46010900.60200.0911	\$0	\$14,968	\$14,968
Lease Pymts to Others-PS	46010900.67700.0911	0	330	330
Self Ins Claim Pay	46010900.68200.0000	453,000	100,000	553,000
Supplies	46010900.70200.0911	0	100	100
Comp Soft/Hard PS	46010900.75400.0911	0	<u>350</u>	350
Total Change to Expenditures			<u>\$115,748</u>	

Section 11. Although formal adoption of a budget for the Worker’s Compensation Self Insurance Fund is not required, changes in the Fund are being shown here for clarification purposes. These changes are due to a budget amendment for the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 12. The \$100,000 increase in the Worker’s Compensation Self Insurance Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from General Fund	4800.45000.0100	\$492,326	<u>\$100,000</u>	\$592,326
Total Change to Revenues			<u>\$100,000</u>	
EXPENSES				
Self Ins Claim Pay	48010900.68200.0000	\$489,000	<u>\$100,000</u>	\$589,000
Total Change to Expenditures			<u>\$100,000</u>	

Section 13. The 2004 appropriation for the Sales & Use Tax Fund, initially appropriated by Ordinance No. 2977 in the amount of \$53,035,009 is hereby increased by \$8,433,000 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$56,867,143. The actual amount in the Sales & Use Tax Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 14. The \$8,433,000 increase in the Sales & Use Tax Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Sales Tax Returns	5300.40070.0000	\$38,504,143	\$6,836,000	45,340,143
Use Tax Returns	5300.40095.0000	2,000,000	289,000	2,289,000
Use Tax Building	5300.40100.0000	2,100,000	433,000	2,533,000
Use Tax Auto	5300.40105.0000	5,200,000	930,000	6,130,000
Sales Tax Refunds	5300.40080.0000	(65,000)	(6,000)	(71,000)
Use Tax Collection Fees	5300.40120.0000	(300,000)	(46,000)	(346,000)
Use Tax Refunds	5300.40115.0000	(100,000)	<u>(3,000)</u>	(103,000)
Total Change to Revenues			<u>\$8,433,000</u>	
EXPENSES				
Transfer to General Fund	53010900.79800.0100	43,159,143	7,945,883	51,105,026
Transfer to GCIF	53010900.79800.0750	975,000	<u>487,117</u>	1,462,117
Total Change to Revenue			<u>\$8,433,000</u>	

Section 15. The 2004 appropriation for the General Capital Improvement Fund, initially appropriated by Ordinance No. 2977 in the amount of \$9,036,000 is hereby increased by \$487,117 which, when added to the fund balance as of the City Council action on December 22, 2003 will equal \$8,869,133. The actual amount in the General Capital Improvement Fund on the date this ordinance becomes effective may vary from the amount set forth in this section due to intervening City Council actions. This increase is due to the appropriation of the .6% Public Safety Tax approved by the voters on November 4, 2003.

Section 16. The \$487,117 increase in the General Capital Improvement Fund shall be allocated to City Revenue and Expense accounts, which shall be amended as follows:

Description		Current Budget	Increase	Final Budget
REVENUES				
Transfer from Sales&Use Tax	7500.45000.0530	\$975,000	<u>\$487,117</u>	1,462,117
Total Change to Revenues			<u>\$487,117</u>	
EXPENSES				
Replace Voicemail System	80475060606.80400.8888	\$75,000	\$20,000	\$95,000
Public Safety Reserve	80475020614.80400.8888	0	<u>467,117</u>	467,117
Total Change to Revenue			<u>\$487,117</u>	

Section 17. – 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 18. This ordinance shall take effect in full upon its passage.

Section 19. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, READ IN FULL AND PASSED AND ADOPTED AS AN EMERGENCY ORDINANCE this 22nd day of December, 2003.