



WESTMINSTER

Staff Report

TO: The Mayor and Members of the City Council

DATE: October 31, 2007

SUBJECT: Study Session Agenda for November 5, 2007

PREPARED BY: J. Brent McFall, City Manager

Please Note: Study Sessions and Post City Council meetings are open to the public, and individuals are welcome to attend and observe. However, these meetings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.

Looking ahead to next Monday night's Study Session, the following schedule has been prepared:

A light dinner will be served in the Council Family Room 6:00 P.M.

CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

PRESENTATIONS

6:30 P.M.

1. Westminster Centennial Book Project (*verbal*)
2. Issuance of up to \$20,000,000 of Bonds for Parks, Open Space and Trails Projects (Attachments)

EXECUTIVE SESSION

None at this time.

INFORMATION ONLY ITEMS – Does not require action by City Council

1. Recreation Facility – 2008 Fees (Attachment)
2. Center for Digital Government Award/Reception

Additional items may come up between now and Monday night. City Council will be apprised of any changes to the Study Session meeting schedule.

Respectfully submitted,

J. Brent McFall
City Manager



WESTMINSTER

Staff Report

City Council Study Session Meeting
November 5, 2007



SUBJECT: Issuance of Up To \$20,000,000 of Bonds for Parks, Open Space and Trails Projects

PREPARED BY: Tammy Hitchens, Finance Director
Robert Smith, Treasury Manager

Recommended City Council Action:

Direct Staff to pursue issuing up to \$20,000,000 of Parks, Opens Space and Trails (POST) Bonds

Summary Statement:

At the November 7, 2006 election 71% of Westminster voters approved a ballot question related to the 0.25% Parks, Open Space and Trails Tax. The ballot question authorized the City to:

- Extend the sunset date of the 0.25% Parks, Open Space and Trails Tax to December 31, 2032; and,
- Issue up to \$20,000,000 of debt without any new taxes or tax rate increases for the purpose of acquiring, developing enhancing and maintaining open space and parkland throughout the City, developing, enhancing, and maintaining and extending trails throughout the City, and developing, enhancing and maintaining recreational facilities in the City.
- Staff has identified projects and potential open space acquisitions for which bond proceeds can be used. Some of these projects have already been initiated using funds from the Capital Improvement Fund that will be reimbursed by bond proceeds after the bonds are issued.
- After December 1, 2007 debt service payments are made, the remaining principal of existing, outstanding POST bonds will be \$13,680,000. Covenants for the outstanding POST bonds that must be satisfied in order to issue additional bonds will be met.
- Staff expects to issue the Series 2007D POST bonds shortly after making debt service payments for currently outstanding bonds on December 1, 2007.

Expenditure Required: Approximately \$200,000 for cost of issuance

Source of Funds: All costs will be paid from the proceeds of the bond issue; no additional funds need to be budgeted.

Policy Issue:

Should the City Council authorize City Staff to proceed with the work required to issue up to \$20,000,000 of bonds for POST projects?

Alternatives:

1. Do not issue the bonds. This option is not recommended. The City has many Parks and Recreation projects in the five year capital plan and Open Space purchases that will require debt financing to complete. Some of the projects have been initiated after Council approved a reimbursement resolution to use funds in the GCIF to start projects to meet citizen needs in anticipation of reimbursing the GCIF with the proceeds of the bond issue.
2. Delay the issuance of the bonds. This option is not recommended. Staff has identified many projects that need to be accomplished to improve the existing recreation facilities, supplement the trail system in the City, and acquire additional open space to meet the City's goal of 15% of its area being preserved as open space. As costs to complete these projects will only increase in the future, and the financial capacity exists to borrow additional funds, issuing the new bonds is an effective way to complete these projects now to minimize future outlays for these projects. In addition, the voters approved the ballot issue authorizing the bond issue to move forward.

Background Information:

The 0.25% Parks, Open Space and Trails Tax was initially approved by Westminster voters in November 1985. Since that time voters have extended the expiration date of the tax four times, most recently in November 2006 when voters approved an extension of the sunset date for the POST Tax to December 31, 2032.

In 1997 and 1999 the City issued a total of \$26,000,000 of debt for Parks, Open Space and Trails (POST) projects. Revenues from the 0.25% POST Tax, in part, have been used to pay the debt service on these bonds. To reduce future annual debt service related to the POST bond issues issued in 1997 and 1999, the City refunded these bonds in March 2007. This refunding saved the City \$576,382. After debt service payments are made on December 1, 2007, \$13,680,000 POST Series 2007B bonds will remain outstanding.

During the November 2006 election Westminster voters authorized the City to issue up to \$20,000,000 of "no new tax" debt for the purposes of acquiring, maintaining, enhancing, and extending the City's open space and park lands, trails, and recreation facilities. In order to issue additional POST bonds, covenants for the outstanding POST 2007B bonds require that in the 12 month period prior to issuing additional bonds, the POST Tax revenue pledged to any outstanding and proposed additional POST bonds must be at a minimum 1.5 times the maximum annual debt service of the outstanding bonds and proposed additional bonds.

If Council directs staff to proceed to issue the additional \$20,000,000 of POST bonds, a total of \$33,680,000 POST bonds would be outstanding at the end of 2007. Staff estimates that maximum annual debt service on these bonds would be \$2,922,113. POST Tax revenue for the past 12 months (October 2006 through September 2007) was \$4,864,130. That results in pledged revenue to debt service coverage ratio of 1.66 times.

With the opening of new retail development in the North Huron and South Sheridan Urban Renewal Areas in 2008, POST Tax revenues, which are not pledged revenue under the terms of the tax increment financing bonds that the Westminster Economic Development Authority has issued, are expected to grow an average of 3.6% per year over the next five years. This will result in a gradual increase of the coverage ratio for the POST bonds to about the 2.00 times level, well above the minimum required 1.5 times.

Proceeds of proposed POST Series 2007D bonds will be used to finance \$8 million of park, recreation, and trail projects and \$12 million to acquire new open space land that will help the City achieve its goal of having open space land make up 15% of its total area. Some of these projects are already under way. In June 2007, Council approved a reimbursement resolution (attached) that permitted City staff to proceed with several capital projects using funds from the General Capital Improvement Fund with the intent to reimburse those expenditures from bond proceeds. Also attached to provide background to City Council is the April 2, 2007 Staff Report that outlines the priorities for spending on Parks, Recreation and Trails projects. Staff will bring recommendations to City Council for additional open space purchases from the bond fund as acquisitions are negotiated.

If Council directs Staff to move forward with the bond issue, Staff will present to Council at its November 12, 2007 meeting the documentation necessary to issue the bonds.

City staff and the City's financial advisors will be available at the Study Session to answer any questions that Council may have concerning this refunding.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



WESTMINSTER
COLORADO

Agenda Memorandum



City Council Meeting

June 25, 2007

SUBJECT: Resolution No. 23 re Reimbursement Resolution for City Capital Expenses incurred prior to issuance of pending Parks, Open Space, and Trails Revenue Bonds

Prepared by: Tammy Hitchens, Finance Director
Robert Smith, Treasury Manager
Robert Byerhof, Senior Financial Analyst

Recommended City Council Action:

Adopt Resolution No. 23 permitting reimbursement to the City of soft and hard costs incurred for capital project and land purchases out of the bond proceeds from the Parks, Open Space, and Trails (POST) Revenue Bonds anticipated to be issued in December 2007.

Summary Statement

The City intends to issue up to \$20 million in Parks, Open Space, and Trails Revenue Bonds, as approved by voters on November 7, 2006, for the acquisition of open space land and capital projects of various park facilities shortly after December 1, 2007. Prior to issuing the bonds the City would like to begin work on various Parks or Open Space projects that are anticipated to be funded by bond proceeds.

Federal law permits a municipal government to approve a resolution that allows it to finance capital projects from existing financial resources and reimburse itself from the proceeds of bonds issued in the future. The resolution will permit reimbursement of all hard costs, such as actual materials, construction costs, and land purchases incurred by the City within 60 days prior to the approval of the reimbursement resolution and allocated thereto in writing. Additionally qualified preliminary expenditures (in amounts that do not exceed 20% of the issue price of the bond issue) with respect to a specific project can be reimbursed outside of the 60 day requirement. Qualified preliminary expenditures are defined as architectural, engineering, surveying, soil testing, reimbursement bond issuance, and similar costs that are incurred prior to commencement of the acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction. By adopting the attached reimbursement resolution, the following benefits will accrue to the City.

- Anticipated Open Space land purchases estimated in the amount of \$2.6 million could be purchased.
- Several park facility capital projects could begin or continue with the understanding that these costs will be reimbursed out of the bond proceeds. The costs that will occur prior to the issuance of the bonds are estimated to be \$1.675 million.
- Tax compliance laws will be met.

Expenditure Required: \$0

Source of Funds: N/A

Policy Issues

Should the City Council pass the reimbursement resolution to allow the City to reimburse itself for costs incurred prior to the debt proceeds being received?

Alternative

Do not pass the reimbursement resolution. This action is not recommended. Time sensitive projects and/or purchases would have to be delayed, or without the reimbursement resolution, the City would not be able to recover costs paid prior to the bonds being sold. Federal law requires that a reimbursement resolution be adopted in order for a municipality to pre-pay construction costs and subsequently reimburse itself from financing proceeds once the debt is issued.

Background Information

On November 7, 2006 voters approved the extension of the .25% POST sales tax until December 31, 2032 and issuance of POST bonds up to \$20 million for the following:

- Acquiring, developing, enhancing, and maintaining open space and parkland throughout the City
- Developing, enhancing, maintaining, and extending trails throughout the City
- Developing, enhancing, and maintaining recreational facilities in the City

Since the ballot issue was approved, Staff prioritized potential park facility capital projects and open space land purchase on which funds may be spent in 2007 prior to the anticipated POST bond issue in December 2007. The total estimated request of the reimbursement resolution is \$4,275,000 between Parks and Open Space.

Parks, Recreation and Library staff have identified the following capital projects which are anticipated to be funded by bond proceeds:

Project Name	Project Cost Est.	Reimbursement Resolution Request
City Park Aquatics Enhancements	3,500,000	350,000 for design
City Centre Park	1,800,000	125,000 for design
Big Dry Creek Park	700,000	700,000 for current year construction
Sports Center	500,000	500,000 for current year construction
Total	6,500,000	1,675,000

Additional Parks' projects anticipated to be funded with bond proceeds at a later date are improvements to golf course restrooms (\$500,000) and Swim and Fitness Center enhancements (\$1,000,000).

Open Space staff has identified four potential land acquisitions that the reimbursement resolution would allow to be purchased prior to the bond issuance. The four parcels are estimated to cost \$2.6 million.

Current law mandates the following provisions must be included by a municipality to properly pass a Reimbursement Resolution:

- An announcement and acknowledgement of the municipality's expectation to issue bonds. This was done last November with the ballot initiative.
- An announcement and acknowledgement that the municipality will reimburse itself from bond proceeds for costs pre-funded through other means, in this case by the City through the City's Capital Improvement Fund.

If the Reimbursement Resolution is not approved, the City will be limited to recovering only soft costs associated with these projects. If the Reimbursement Resolution is passed, design and construction for the Park projects and purchase of the Open Space can be pursued. Approving the resolution will allow the city to reimburse itself from future bond proceeds to recover capital costs incurred from these projects during a 3 year period that starts on the date 60 days prior to when the resolution was adopted. The adoption of the resolution does not impede or complicate the sale of the POST Bonds anticipated in December 2007. In fact, it facilitates the issuance of the bonds as it allows Staff to continue to move forward with the planned financing without the concern of trying to exactly time the financing with the planning, construction, and purchases.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Resolution No. 23

RESOLUTION NO. 23

A RESOLUTION EXPRESSING THE INTENT OF THE CITY OF WESTMINSTER, COLORADO, TO ISSUE SPECIAL PURPOSE SALES AND USE TAX REVENUE BONDS (POST PROJECT) IN THE APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$20,000,000 TO FINANCE PARK AND OPEN SPACE IMPROVEMENTS AND OPEN SPACE LAND PURCHASES.

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

WHEREAS, the members of the City Council of the City (the “Council”) have been duly elected and qualified; and

WHEREAS, Pursuant to Section 10.2 of the Charter and Title IV of the City’s Municipal Code, the City has heretofore imposed and is collecting a sales and use tax upon the sale or use of tangible personal property and certain services; and

WHEREAS, at an election held within the City on November 7, 2006 (the “Election”), the voters of the City approved a ballot issue authorizing the City to increase debt of the City by \$20,000,000 for the purpose of acquiring, developing, enhancing, and maintaining open space and parkland throughout the City, developing, enhancing, maintaining, and extending trails throughout the City, and developing, enhancing and maintaining recreational facilities within the City (the “Project”); and

WHEREAS, at the Election, the voters of the City also approved an extension of the City’s $\frac{1}{4}$ of 1 percent sales and use tax to December 31, 2032, for the purpose of repaying such debt and for the acquisition, development, enhancement and maintenance of open space and parkland and for the development, enhancement, and maintenance of parks, recreational facilities and trails (the “Park, Open Space and Trails Tax”); and

WHEREAS, it is the present intent of the City to issue bonds payable from the revenue received by the City from the collection of its Park, Open Space and Trails Tax (the “Bonds”) to finance the Project; and

WHEREAS, the Council has determined that it is necessary to make capital expenditures to acquire and construct the Project prior to the time that the Bonds are issued to finance such Project; and

WHEREAS, it is the Council’s reasonable expectation that when the Bonds are issued, the capital expenditures will be reimbursed with the proceeds of the Bonds; and

WHEREAS, in order to comply with the provisions of the Internal Revenue Code of 1986, as amended (the “Code”), it is the Council’s desire that this resolution shall constitute the “official intent” of the Council to reimburse such capital expenditures within the meaning of Treasury Regulation §1.150-2.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER, COLORADO:

Section 1. All action (not inconsistent with the provisions of this resolution) heretofore taken by the Council and the officers, employees and agents of the City directed toward the Bonds is hereby ratified, approved and confirmed.

Section 2. The City intends to issue revenue Bonds in the approximate aggregate principal amount of \$20,000,000 to pay the costs of the Project, including the reimbursement of certain costs incurred by the City prior to the execution and delivery of the Bonds, upon terms acceptable to the City, as authorized in an

ordinance or resolution to be hereafter adopted and to take all further action that is necessary or desirable in connection therewith.

Section 3. The officers, employees and agents of the City shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated hereby and shall take all action necessary or desirable to finance the Project and to otherwise carry out the transactions contemplated by the resolution.

Section 4. The officers and employees of the City are hereby authorized and directed to take all action necessary or appropriate to effectuate the provision of this resolution.

Section 5. The City shall not use reimbursed moneys for purposes prohibited by Treasury Regulation §1.150-2(h).

Section 6. This resolution is intended to be a declaration of “official intent” to reimburse expenditures within the meaning of Treasury Regulation §1.150-2

Section 6. If any section, paragraph, clause or provision of this resolution shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 7. All acts, orders and resolutions of the Council, and parts thereof, inconsistent with this resolution be, and the same hereby are, repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 8. The resolution shall in full force and effect upon its passage and approval.

INTRODUCED, APPROVED AND THIS 25th DAY OF JUNE, 2007, BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER, COLORADO.

CITY OF WESTMINSTER, COLORADO

By: _____
Mayor Pro Tem

ATTEST:

APPROVED AS TO LEGAL FORM:

By: _____
City Clerk

City Attorney's Office

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

I, Linda Yeager, City Clerk of the City of Westminster, Colorado (the “City”), do hereby certify:

1. The foregoing pages are a true and correct copy of a resolution (the “Resolution”) passed and adopted by the City Council (the “Council”) of the City at a regular meeting of the Council held on June 25, 2007.

2. The Resolution was duly moved and seconded and the Resolution was adopted at the meeting of June 25, 2007, by an affirmative vote of a majority of the members of the Council as follows:

Name	“Yes”	“No”	Absent	Abstain
Nancy McNally	X			
Tim Kauffman	X			
Chris Dittman	X			
Mark Kaiser	X			
Mary Lindsey	X			
Scott Major	X			
JoAnn Price	X			

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

4. The Resolution was approved and authenticated by the signature of the Mayor Pro Tem, sealed with the City seal, attested by the City Clerk and recorded in the minutes of the Council.

5. There are no bylaws, rules or regulations of the Council which might prohibit the adoption of said Resolution.

6. Notice of the meeting of June 25, 2007 in the form attached hereto as Exhibit A was posted at City Hall, Westminster, Colorado, not less than 24 hours prior to the meeting in accordance with law.

WITNESS my hand and the seal of said City affixed this ____ day of [____], 2007.

(SEAL)

 City Clerk

EXHIBIT A

(Attach Form of Notice of Meeting)



Staff Report

City Council Study Session Meeting
April 2, 2007



SUBJECT: Open Space/Parks Bond Project List for Parks and Recreation Facilities

PREPARED BY: Bill Walenczak, Director of Parks, Recreation and Libraries

Recommended City Council Action:

Review the list of proposed park projects related to the issuance of Open Space/Parks bonds scheduled for this fall and provide feedback on the list of priorities developed by Staff and recommended by the Parks, Recreation and Libraries Advisory Board.

Summary Statement

- In November 2006, the citizens of Westminster approved an extension until 2032 of the 1/4-cent Open Space/Parks Sales Tax...
• It is currently estimated that approximately \$8 million of the \$20 million will go toward park and recreation facility development and improvements.
• Staff recommends the following projects for City Council's consideration:

Table with 2 columns: Proposed Project Priority and Estimated Cost. Rows include: 1. City Park Recreation Center aquatics remodel and expansion (\$3,500,000), 2. City Centre Park development (\$1,800,000), 3. Swim & Fitness Center renovation (\$1,000,000), 4. Westminster Sports Center renovation (\$500,000), 5. Golf course restrooms (\$500,000), 6. Big Dry Creek Park development (\$700,000), Total (\$8,000,000).

- The Parks, Recreation and Libraries Advisory Board reviewed the above list at its March 8, 2007, meeting and passed a unanimous motion supporting Staff's recommendations.
• The next steps in the process will include:
o Finalize priority setting on both Open Space and Parks and Recreation projects (Spring 2007)
o Complete bond sizing analysis and make any adjustments to project lists (Summer 2007)
o Finalize bond documents and issue bonds (late Fall 2007)
o Move forward with projects and Open Space purchases, including City Council review and approval on a project-by-project basis

Expenditure Required: Approximately \$8 million

Source of Funds: 2007 Open Space/Parks Recreation Capital Improvement Sales Tax Bonds

Policy Issue

Does City Council concur with the Parks and Recreation bond funding priorities as set forth by Staff and recommended by the Parks, Recreation and Libraries Advisory Board?

Alternative

City Council could direct Staff to add or subtract projects from this list.

Background information

In 1985, Westminster voters approved the City's first sales tax for open space acquisition. Subsequently, three renewals and extensions of the tax have been approved with the latest being in 2006. As a result of the 2006 voter-approved extension of the ¼-cent open space/parks sales tax, Staff anticipates issuing approximately \$20 million in new bonds. Of that amount, approximately \$8 million is anticipated to go towards parks and recreation facility improvement projects. A more detailed description of these projects along with attachments from the Parks and Recreation Master Plan is provided as background for City Council.

1. City Park Aquatics Expansion

City Park Recreation Center opened in 1986 with one of the first leisure/aquatics facilities in the United States. Over the years, it has been used as a model for other cities who have built their own leisure/aquatics centers.

As newer leisure centers have been built, larger indoor aquatics centers have added components like lazy rivers, therapy pools, large zero depth children's play areas, newer and more exciting slides, and play structures and family changing rooms. Neighboring jurisdictions like Broomfield, Thornton, and North Jeffco have built bigger and more diversified aquatics centers that have reduced Westminster's market share of participants. Therefore, Staff proposes adding a significant expansion to the City Park aquatics area to make the City more competitive with other centers. The expansion could include the following components.

- Lazy river/resistance training
- New water slide(s)
- Zero depth children's play area
- Possible outdoor pool
- Family changing rooms
- Locker room renovation
- Therapy pool
- Four-lane lap pool

Obviously, this wish list exceeds the \$3.5 million that Staff recommends be allocated to the project. As Staff does more research, this list will be reduced to meet the proposed budget.

2. City Centre Park

This park is classified as a special use park located across the street from City Hall on 92nd Avenue. This ten-acre parcel was deeded to the City by developer Jim Sullivan. Many residents have requested that this park be developed. Staff considers this park to be more urban/passive in

nature due to its proximity to City Hall and the City Center area. Possible amenities for this park could include:

- An interactive fountain or other type of water feature/reflecting pool
- Perimeter hard surface trail around the park
- Extension of the City Hall Sculpture Garden and tree memorials
- Small playlot/picnic area
- Small dog park
- Irrigated turf
- Landscaping, flower beds, and flower gardens.

This list will eventually be reduced to match the proposed budget for the project.

3. Swim and Fitness Center Expansion

The Swim and Fitness Center (SFC) built in 1975, is the City's oldest community recreation center. Over the years, the aquatics area, locker rooms, weight room, lobby, and community room have been renovated as well as infrastructure improvements. Staff has had several requests from residents to expand the facility for more diversified uses. A list of those improvements could include:

- A family changing room
- Multipurpose room for classes and community meetings
- Aerobics room
- Possible gymnasium and track in lieu of multi-purpose room and aerobics room
- Renovate lockers/showers
- Remove Walker house (The Walker house was formerly used by the Adams County Reach Center and needs to be removed in order to allow for any expansion of the SFC)

This list will eventually be reduced to match the proposed budget for the project.

4. Westminster Sports Center

As the City Manager previously informed City Council, Staff has notified the Sports Center lessee that his lease agreement with the City will be terminated in mid-May 2007 due to concerns with customer service and facility upkeep. The City Manager has reviewed a staff proposal to have the Parks, Recreation and Libraries Department take over operations of the facility. However, some significant renovations need to be made in order to bring the facility up to City of Westminster standards. Those improvements would include:

- New artificial turf for the large field
- Replace soccer boards
- Replace plexi-glass with tempered glass
- Replace small soccer field with multi-use sport court
- Paint, tile, and carpet where needed
- Renovate/repair restrooms where needed
- Roof repairs
- IT and communication upgrade

This is a very viable indoor soccer facility that Staff believes can continue to be self-sufficient with these investments.

5. Golf Course Restrooms and Miscellaneous Improvements

- Restrooms - Both of the City's golf courses have portable san-o-lets rather than indoor restroom comfort stations. The one criticism that Staff constantly hears from our customers is the lack of adequate restroom facilities out on the golf courses. Therefore, Staff proposes building at least one restroom/comfort station at each golf course. Ideally, we would want two facilities for each golf course, but it is doubtful that our proposed budget can fund four facilities. The benefits will be realized in improved customer service. Add at least one flush toilet/restroom/shelter to each golf course.
- Cart Path Repairs – There are areas at both golf courses where cart path sections have heaved or cracked. These sections need to be repaired to avoid accidents and damage to our golf cart fleet.

6. Big Dry Creek Park

Develop Big Dry Creek Park Phase I per the Parks and Recreation Master Plan developed by Staff and approved by City Council. Phase I improvements would include over-lot grading, tap fee, irrigation, turf, playlot, picnic shelter parking, two ballfields and trail connections. Other amenities could be added to this project if an Adams County grant is approved.

This is Staff's proposed list for use of the park and facility portion of the Open Space/Parks Sales Tax bond extension. City staff will be at the April 2, 2007, Study Session to answer any questions that Councillors may have about the projects listed in this staff report.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments



WESTMINSTER

Staff Report

Information Only Staff Report
November 5, 2007



SUBJECT: Recreation Facility – 2008 Fees
PREPARED BY: Peggy Bocard, Recreation Services Manager

Summary Statement:

This report is for City Council information only and requires no action by City Council.

In an effort to meet both community needs and City Council's Strategic Plan goals, Staff is implementing the below-listed adjustments to admission fees, resident discount cards, and a new special promotions program.

- In July 2000, City Council adopted Resolution No. 55 that grants the City Manager authority to make annual adjustments to recreation center daily admission fees up to 25 cents and annual passes up to \$30. The fees that Staff is proposing to implement are within the City Manager's authority.
- The City Manager and Parks, Recreation and Libraries Staff have reviewed usage statistics, budgets, and fee survey information. The City Manager has authorized Staff to implement these fees, providing City Council would not want to discuss any of these changes with City Staff.
- The recreation center fee schedule and other outlined changes will become effective January 1, 2008.

Background Information

Admission Fees

- Staff is implementing fee increases to admission fees for non-residents only at the City's four recreation centers and The MAC. (Please see the attached Chart A for examples of how fees will be adjusted.)
- Resident fees will remain unchanged, based on surrounding area facility fees that show the City's fees are in the median range of the entities surveyed.

- The MAC is jointly owned and operated by the City and Hyland Hills Park and Recreation District. Both parties must approve the fees (See Chart A) prior to implementation of fee changes at The MAC only.
- These increases are consistent with City Council's and City Staff's philosophy of increasing fees in small increments rather than waiting several years and initiating larger increases.
- Expenditures such as utilities, salaries, benefits and other operational costs continue to rise. Increasing fees is necessary to help offset these rising costs as well as to continue to work toward the previously-established cost recovery goals.
- Survey data from other parks and recreation agencies (See Chart B) support these proposed fee increases. The City's recreation centers continue to be popular recreation venues for residents and non-residents.
- Recreation center fees were last adjusted in January 2007. The proposed increases would only affect non-resident guests.
- Proposed fee increases will boost revenue and keep the City competitive with other recreation centers in the surrounding communities. Based on the number of admissions in 2006, Staff estimates an increase in revenue for 2008 of approximately \$30,000.

Resident Discount Cards

- Resident discount card fees were last adjusted in January 2006.
- Based on the number of resident discount cards sold in 2006, a proposed fee of \$6 per card (an increase from \$5) would result in an estimated increase in revenue for 2008 of approximately \$11,000.

Special Promotions Program

- Staff is proposing a monthly promotions program that would allow for short-time discounts to be given to target groups, such as students, youth and teens.
- The special promotions programs would allow Staff to be creative in enticing guests to use the recreation facilities during non-peak times. Examples of promotions may include teen times for after-school hours, family times for evenings and weekends, and special promotions for holidays such as Mothers Day and Fathers Day.
- The goal of the promotions would be to boost revenue and keep the City competitive with other recreation centers in surrounding communities.

- Staff's philosophy on fees and charges is to maximize revenues while providing affordable facilities and programs for our residents. While non-residents are welcome to use our facilities and participate in our programs, Staff believes it is appropriate to charge more for people who chose to live in other communities. The changes recommended here reflect that philosophy.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment

Chart A
Recreation Facilities Proposed Admission Fees for 2008

		City Park				West View Swim & Fit				Countryside Kings Mill				MAC			
		Current Rate				Proposed Rate				Increase Of							
Adult Resident	ADM	\$ 4.00	\$ 3.50	\$ 3.25	\$ 2.25	\$ 4.00	\$ 3.50	\$ 3.25	\$ 2.25	\$ -	\$ -	\$ -	\$ -				
	PC	\$ 68	\$ 60	\$ 55	-	\$ 68	\$ 60	\$ 55	-	\$ -	\$ -	\$ -	\$ -				
Adult Non-Resident	ADM	\$ 5.50	\$ 5.00	\$ 4.75	\$ 3.25	\$ 5.75	\$ 5.25	\$ 5.00	\$ 3.50	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25				
	PC	\$ 94	\$ 85	\$ 81	-	\$ 100	\$ 91	\$ 87	-	\$ 6.00	\$ 6.00	\$ 6.00	-				
Youth Resident	ADM	\$ 3.25	\$ 2.50	\$ 2.25	-	\$ 3.25	\$ 2.50	\$ 2.25	-	\$ -	\$ -	\$ -	\$ -				
	PC	\$ 55	\$ 43	\$ 38	-	\$ 55	\$ 43	\$ 38	-	\$ -	\$ -	\$ -	\$ -				
Youth Non-Resident	ADM	\$ 4.50	\$ 3.25	\$ 3.00	-	\$ 4.75	\$ 3.50	\$ 3.25	-	\$ 0.25	\$ 0.25	\$ 0.25	-				
	PC	\$ 77	\$ 55	\$ 51	-	\$ 83	\$ 61	\$ 56	-	\$ 6.00	\$ 6.00	\$ 5.00	-				
Child Resident	ADM	\$ 2.75	\$ 2.25	\$ 2.00	-	\$ 2.75	\$ 2.25	\$ 2.00	-	\$ -	\$ -	\$ -	\$ -				
	PC	\$ 47	\$ 38	\$ 34	-	\$ 47	\$ 38	\$ 34	-	\$ -	\$ -	\$ -	\$ -				
Child Non-Resident	ADM	\$ 3.50	\$ 3.00	\$ 2.75	-	\$ 3.75	\$ 3.25	\$ 3.00	-	\$ 0.25	\$ 0.25	\$ 0.25	-				
	PC	\$ 60	\$ 51	\$ 47	-	\$ 65	\$ 56	\$ 52	-	\$ 5.00	\$ 5.00	\$ 5.00	-				
Senior Resident	ADM	\$ 2.75	\$ 2.25	\$ 2.00	\$ 2.25	\$ 2.75	\$ 2.25	\$ 2.00	\$ 2.25	\$ -	\$ -	\$ -	\$ -				
	PC	\$ 47	\$ 38	\$ 34	-	\$ 47	\$ 38	\$ 34	-	\$ -	\$ -	\$ -	\$ -				
Senior - Non-Resident	ADM	\$ 4.00	\$ 3.50	\$ 3.25	\$ 3.25	\$ 4.25	\$ 3.75	\$ 3.50	\$ 3.50	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25				
	PC	\$ 68	\$ 60	\$ 55	-	\$ 74	\$ 66	\$ 61	-	\$ 6.00	\$ 6.00	\$ 6.00	-				

PC = Punch Card

Chart B
Recreation Facility Fee Survey (Based on 2007 Fees)

	Apex	Wheatridge	Broomfield	Thornton	Golden	Average Fees
Adult Resident	\$ 5.25	\$ 4.50	\$ 4.50	\$ 4.00	\$ 5.00	\$ 4.65
Adult Non-Resident	\$ 6.50	\$ 6.50	\$ 6.00	\$ 5.50	\$ 5.00	\$ 5.90
Youth Resident	\$ 4.00	\$ 4.00	\$ 3.50	\$ 2.75	\$ 3.50	\$ 3.55
Youth Non-Resident	\$ 5.50	\$ 6.00	\$ 4.50	\$ 3.75	\$ 3.50	\$ 4.65
Child Resident	\$ 2.75	\$ 3.50	\$ 3.00	\$ 2.25	\$ 1.75	\$ 2.65
Child Non-Resident	\$ 3.75	\$ 4.50	\$ 4.00	\$ 3.00	\$ 1.75	\$ 3.40
Senior Resident	\$ 4.00	\$ 4.00	\$ 3.50	\$ 2.50	\$ 3.50	\$ 3.50
Senior Non-Resident	\$ 5.50	\$ 6.00	\$ 4.50	\$ 3.25	\$ 3.50	\$ 4.55



WESTMINSTER

Staff Report

Information Only City Council Staff Report
November 5, 2007



SUBJECT: Center for Digital Government Award/Reception
PREPARED BY: David Puntteney, Information Technology Director

Summary Statement:

The Center for Digital Government, a national research and advisory institute on information technology policies and best practices in state and local government, conducts an annual comprehensive nationwide Digital Cities Survey to examine how city governments are utilizing information technology to operate efficiently while delivering quality service to their citizens. Participation in the program has increased each year and competition is growing. Cities are categorized and ranked by population.

The Center for Digital Government evaluated Westminster and other participating cities in the areas of Information Technology strategic planning, hardware and software technologies, city services offered through web sites, technology use in public safety, geographic information system capabilities, voice and data networks and more.

Staff is very pleased to report that the City of Westminster has been selected as one of the top ten Digital Cities in the nation in the population category of 75,000 – 125,000. This is the sixth year that Westminster has achieved a top ten rating and has moved from 5th place in 2006 to a 4th place rank for 2007. Westminster is the only Colorado city to maintain a top ten rating for the last six years in the 75,000 to 125,000 population category. Winners will be posted on the Center for Digital Government's website (www.centerdigitalgov.com) in November.

The Center for Digital Government will be hosting an award reception for winners during the NLC Convention in New Orleans, Louisiana on November 15th, 2007. Please contact Mary Joy Barajas if you plan to attend the reception and she will contact the Center for Digital Government to RSVP for City Council members. The details for the reception are as follows:

When: Thursday, November 15, 2007, 3:15pm – 5:30 pm
Where: Morial Convention Center
900 Convention Center Blvd

Respectfully submitted,

J. Brent McFall
City Manager

Scribe Notes
November 5, 2007

Mayor McNally called the meeting to order at 6:35 PM. All council was in attendance.

Staff in attendance included City Manager Brent McFall; Deputy City Manager Matt Lutkus; Finance Director Tammy Hitchens; Treasury Manager Bob Smith; Parks, Recreation and Libraries Director Bill Walenczak; Public Information Officer Katie Harberg; Management Intern II Phil Jones

The guests in attendance were Rachel Ceccarelli with the Westminster Window, Bob Briggs, Wilbur Flachman, Linda Cherrington, Linda Graybeal, all from the Westminster Centennial Book Committee; David Bell, the City's Underwriter; Jim Minear, the City's Financial Advisor

Westminster Centennial Book Project:

Bob Briggs presented an idea for a book highlighting the City of Westminster in its first 100 years, and asked council for support in setting up a meeting of key personalities for the development of the book. The primary meeting would consist of numerous key stakeholders that can meet and brainstorm ideas for the content of the book. Council was asked to take a leadership role by identifying people and assisting with guidance of the project.

Council directed the committee to go forward with the project with Council's support.

Issuance of up to \$20,000,000 of Bonds for Parks, Open Space and Trails Projects:

At the November 7, 2006 election 71% of Westminster voters approved a ballot question related to the 0.25% Parks, Open Space and Trails Tax. The ballot question authorized the City to: extend the sunset date of the 0.25% Parks, Open Space and Trails Tax to December 31, 2032; and, issue up to \$20,000,000 of debt without any new taxes or tax rate increases for the purpose of acquiring, developing enhancing and maintaining open space and parkland throughout the City, developing, enhancing, and maintaining and extending trails throughout the City, and developing, enhancing and maintaining recreational facilities in the City.

Staff has identified projects and potential open space acquisitions for which bond proceeds can be used. Some of these projects have already been initiated using funds from the Capital Improvement Fund that will be reimbursed by bond proceeds after the bonds are issued. After December 1, 2007 debt service payments are made, the remaining principal of existing, outstanding POST bonds will be \$13,680,000. Covenants for the outstanding POST bonds that must be satisfied in order to issue additional bonds will be met. Staff expects to issue the Series 2007D POST bonds shortly after making debt service payments for currently outstanding bonds on December 1, 2007.

Council directed staff to bring the bond issuance forward on the next Council agenda.

Mayor Pro-Tem Kauffman adjourned the City Council study session at 7:10 PM.