

**City of Westminster City Council Study Session
June 21, 2004**

Mayor Moss called the Study Session to order at 6:40 PM. All Council was in attendance.

City Staff in attendance included City Manager Brent McFall, Assistant City Manager Steve Smithers, City Attorney Marty McCullough, Assistant City Attorney Leslie Annand, Deputy City Manager for Administration Matt Lutkus, Director of Finance Mary Ann Parrot, Internal Auditor Karen Creager, Accountant Sam Trevino, Fire Chief Jim Cloud, Assistant to the City Manager Barbara Opie, and Administrative Secretary Kim Farin.

The guests in attendance were Mark Elmshouser, partner, and Neil Schilling, senior manager, both of Clifton Gunderson LLP, Rob Larimer of the *Westminster Window*, and Scott Major.

2003 Comprehensive Annual Financial Report (2003 CAFR)

Brent McFall introduced Mary Ann Parrot who, along with Mark Elmshouser and Neil Schilling of Clifton Gunderson LLP, the city's independent auditors, presented the 2003 CAFR and Management Letter. The City Charter requires that an independent audit be made at least annually in accordance with generally accepted accounting principles as they pertain to governments for all funds reported in the comprehensive annual financial report. The City has received an unqualified opinion from Clifton Gunderson LLP. This means the CAFR represents fairly the financial position of the City.

Proposed Change in Municipal Code Related to Continuous Municipal Service Requirements for Certain Firefighters

Brent McFall introduced Matt Lutkus who briefed Council on the Fire and Police Pension Association (FPPA) Defined Benefit System. Staff recommends re-structuring the coverage under the FPPA Defined Benefit System for Fire Department employees so that recently hired employees enter the program at 8% / 8% employee/City contribution rate. Council directed Staff to schedule City Council's formal consideration of a proposed Councillors Bill that would permit a break in service for certain recently hired Fire Department personnel without a reduction in their accrual of benefits and time in position.

Proposed FY2003 Carryover into FY2004

Brent McFall opened the floor for questions regarding the Carryover. Brent reviewed the proposed list of carryover items from FY2003 funds into the FY2004 budgets of the General, Fleet, General Capital Improvement, Utility, conservation Trust and Open Space Funds. Council directed Staff to proceed with an ordinance appropriating FY2003 carryover funds as outlined.

Sam Dixon suggested that \$10,000 be given back to the Human Service Board funding.

There was discussion concerning a suggestion for a citywide bonus for all permanent benefited employees with at least one year of service in an amount not to exceed \$500 per employee, prorated to the number of hours that an employee works for the City. This would be funded from better than anticipated carryover revenues from the 2003 Carryover Funds.

Council directed Staff to proceed with the citywide bonus.

Mayor Moss adjourned the Study Session at 8:25 PM to enter into an Executive Session to discuss a real estate matter.