



Accommodations Tax - The City Accommodations Tax applies to charges for rooms or accommodations in the City. The tax generally applies only to hotels and motels. Accommodations Tax must be collected on charges for sleeping rooms, meeting rooms, display rooms, banquet rooms, or other special rooms. Per Council policy, this revenue is dedicated to park capital improvements via the Community Enhancement Program. Community Enhancement Program funds are used for design, construction and maintenance of City entryway signs, medians, rights of way, neighborhood enhancements, art work and special projects.

Admissions Tax - A flat percentage of the charge paid by the customer for admission to places or events, such as movie theaters and bowling alleys.

Adjusted - Adjusted, as used in the department and division summaries within the budget document, represents the budget including any mid-year financial changes. Mid-year adjustments that increase a department's budget are approved by City Council via the adoption of a supplemental appropriation ordinance. Other mid-year adjustments within a department's budget may be made via budget revisions, moving funds from one or more accounts within a division or department to another account within that division or department.

Adopted - Adopted, as used in the department and division summaries within the budget document, represents the budget as approved by the City Council.

Assessed Valuation - A governmental entity evaluates the value/price of real estate or other property as a basis for levying taxes. An assessed valuation represents the appraised value less any exemptions.

Attributable Share - A portion of the open space funds collected in Adams and Jefferson Counties that is automatically dispersed to the City by the Counties for use on open space programs.

Bonds - Bonds are a method utilized by governments to finance large capital projects. These certificates of debt guarantee repayment of a specified principal amount on a certain date (maturity date) plus interest. Various types of bonds are utilized depending on the source of revenue to be used for repayment.

Budget - A budget is a financial plan of operation. It encompasses an estimate of revenues and then an allocation of expenditures within available revenues. A budget traditionally serves as a financial plan for a single fiscal year. In practice, the term "budget" is used two ways: it designates the financial plan presented for adoption ("proposed") or the final plan approved ("adopted").

Building Permit Revenue - Building Permit Revenue is revenue collected through the issuance of permits for building construction projects, including permits for such things as electrical, plumbing, mechanical, fire protection, and sign permits. The revenue is typically a one-time revenue and is earmarked for one-time expenses such as projects in the General Capital Improvement Program.

Business Tax - A tax levied by the City on businesses that use the public right-of-ways.

Capital Improvement Program (CIP) - A comprehensive five-year program that projects the financing and construction of major durable and fixed assets, such as streets, buildings, parks, water and sewer lines. The first two years of the CIP are the capital budgets for the respective adopted two-year budget.

Capital Outlay - Those items such as equipment, machinery, vehicles, or furniture included in the operating budget and necessary for the delivery of services.

Capital Projects - Those major construction improvements such as parks, bridges, fire stations, water lines, etc., included in the Capital Improvement Program.

Capital Project Reserve Fund (CPR) - This fund is used to pay for new or replacement capital assets and emergency repairs for Utility infrastructure.

Carryover - The fund balance as of January 1 represents the projected amount of funds that are available to be carried forward and appropriated in the next fiscal year budget.

Certificate of Participation (COP) - A proportionate interest in the right to receive certain revenues derived under a lease agreement between a lessor and the government as lessee.



Commodities - Commodities are consumable goods such as office supplies, small tools, fuel, etc., used by the City.

Community Development Block Grant (CDBG) Funds - CDBG funds are received annually from the U.S. Department of Housing and Urban Development (HUD). The funds are restricted to community development projects that benefit low and moderate income residents in the City and help to eliminate blight conditions. Projects funded with CDBG funds have included affordable housing development, a home rehabilitation loan program, commercial revitalization, economic development, and infrastructure improvements.

Community Enhancement Program (CEP) - The CEP is a program funded by the Accommodations Tax. CEP funds the design and construction of projects that enhance the City of Westminster, such as gateway signage, medians, rights of way, neighborhood enhancements, art work and special projects.

Conservation Trust Fund - Accounts for lottery proceeds received from the State of Colorado. Spending is restricted to the development or improvement of City parks and recreation facilities and may be utilized on library facilities. The City's share is determined by population data and the existence of special recreational districts.

Contingencies - These funds are set aside as a reserve for unanticipated expenditures.

Contractual Services - This term designates those services acquired on a fee basis or a fixed-time contract basis from outside sources.

Debt Service Fund - A fund established to account for the financial resources used for the payment of long-term, non-utility debt (i.e., principal, interest, and related costs).

Department - A department is a component of the overall City organization. Often including multiple divisions, it is headed by a director and has an established specific and unique set of goals and objectives to provide services to the citizen and organization (e.g., Police, Fire, etc.).

Development Fees - Charges for specific services related to development activity including building permits, right-of-way permits and plan check fees.

Division - An organizational sub-unit of a department. Each division has a unique set of goals and objectives functioning within the department.

Encumbrances (encumbered) - An encumbrance reserves funds within a budget account for a specified dollar amount for unperformed contracts for goods or services. They cease to be encumbrances when paid, canceled or when the actual liability is created.

Enterprise Fund - A fund established to account for City operations that are financed and operated in a manner that is self-sustaining. The intent is that the costs (expenses, including depreciation) of providing goods and services on a continuing basis be financed or recovered through user charges (e.g., Utility Fund).

Estimated - As used throughout the budget document, this term represents an anticipated current year end expenditure or revenue.

Expenditures - The use of financial resources for the operations of the City. Each expenditure results in a decrease in net financial resources. They include such items as employee salaries, operating supplies and capital outlays.

Fines & Forfeitures - This category of revenue includes those fines remitted to the City by the courts for violation of City ordinances. It also includes Library fines and Animal Control violations' fines.

Fleet Maintenance Fund - The Fleet Maintenance Fund is an internal service fund that accounts for all costs associated with maintaining the City's fleet of vehicles, including police cars, fire trucks, ambulances and tandem dump trucks. Each department or division utilizing the Fleet Division's services is charged with fleet rental and motor fuel charges, which are transferred to the Fleet Maintenance Fund.

Full Time Equivalent (FTE) - A personnel position financed for the equivalent of 40 hours per week for 52 weeks. For example, a 0.5 FTE could work 20 hours per week for 52 weeks or 40 hours per week for 26 weeks.

Fund - Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures. City financial resources are



allocated to and accounted for in individual funds based on legal or administrative restrictions or requirements.

Fund Balance - The net difference between expenditures and revenues at the end of the fiscal year.

General Capital Improvement Fund (GCIF) - The fund used for all capital improvement projects, with the exception of utility system improvements that are budgeted in the Utility Enterprise Fund.

General Capital Outlay Replacement Fund (GCORF) - The fund used to finance the replacement of the General Fund's fleet of vehicles, the City's computers and non-Utility Fund copier machines.

General Fund - The fund used to account for all financial resources not specifically earmarked for other purposes. The General Fund is the primary operating fund for the City of Westminster.

General Obligation Bond - General Obligation Bonds are bonds secured by the full faith and credit of the issuer. Such bonds issued by local units of government are secured by a pledge of the issuer's property taxing power. They are usually issued to pay for general capital improvement items such as parks, roads, and utilities. The City has only issued General Obligation Bonds for water related projects.

General Reserve Fund - The fund used for unusual, emergency and unanticipated one-time expenditures. City Council authorization is required to utilize these funds.

General Fund Stabilization Reserve (GFSR) - This reserve is intended to level the ebbs and flows of revenue collections, particularly the sales and use tax revenues, and smooth out any peaks or valleys that may result from the unpredictable nature of this primary revenue source.

Golf Course Enterprise Fund - The fund used for the operation and maintenance of the City of Westminster's two championship golf courses: Legacy Ridge and The Heritage.

Grant - A contribution by one government unit or funding source to another. The contribution is usually made to aid in the support of a specified function, e.g., crime reduction, but can be for general purposes. Despite specific guidelines to be adhered,

grants are financial gifts and do not require repayment.

Highway Users Tax Fund (HUTF) - State collected, locally shared revenue distributed monthly among state, counties, and municipalities. HUTF revenues are derived from a motor fuel tax and various motor vehicle registration, title, and license fees and taxes.

Infrastructure Fee - Implemented in 2007, a \$6.00 per month charge for all residences and businesses. The fee is applied to street light and concrete replacement expenses.

Interest Income - Interest income is the amount of revenue earned on investments and cash deposits. The guidelines for generating this source of revenue are found in the investment policies of the City.

Intergovernmental Revenue - Revenues levied by one government but shared on a predetermined basis with another government or class of governments (grants, loans, vehicle/highway tax, etc.).

Lease Purchase - A means of financing used by the City for the acquisition of major pieces of equipment through a financial institution.

Level of Service Analysis - A component of the City's budget process where select service businesses are analyzed in order to determine a sustainable level of service based on overall business priorities and available resources. This can result in budget adjustments. All service businesses, along with their respective priority levels, are re-examined to ensure an accurate and complete inventory of all services the City provides.

License Revenue - A fee for conducting business within the City of Westminster. This fee is typically levied on beer or liquor, construction, and a variety of other regulated businesses.

Meter Service Fee - A fee for maintaining the meter, reading the meter, periodically billing the account, and processing payments.

Mill Levy - A figure established by the City and used to calculate property tax. A mill is one-tenth of a cent; thus, each mill represents \$1 of taxes for each \$1,000 of assessed value. (2015 and 2016 mill levy = 3.65)



Object Code - A numerical, five-digit code assigned to a specific type of receipt or expenditure used in the City's accounting system.

Operating Budget - The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Park Development Fees (PDF) - A fee levied by the City on the valuation of a new development. PDF revenues are derived from developers who pay a certain percentage on the valuation of their new development. PDF fees are used for new park development.

Parks, Open Space and Trails (POST) Bonds - POST Bonds are bonds issued upon voter approval for the acquisition, development, enhancement and construction of parks, open space and trails. Bond proceeds are often used in conjunction with Open Space Sales and Use Tax funds.

Parks, Open Space and Trails (POST) Fund - Initiated in 1985, accounts for revenues from the City's 0.25% parks, open space and trails sales and use tax. Provides resources for the acquisition, development and maintenance of parks, open space, trails and recreation facilities.

Pay-As-You-Go Projects - Capital improvement projects whose funding source is derived from City revenue sources rather than through the sale of voter approved bonds or other types of debt financing.

Payment In Lieu of Use Tax - A payments from the City's Utility Fund to the City's Sales and Use Tax, Public Safety Tax, and Parks, Open Space and Trails (POST) Funds. These payments are related to use taxes that must be paid on materials used by contractors on projects for all institutions, including governmental.

Performance Measure - A performance measure is an indicator that quantifies a department's or a division's effectiveness and efficiency in meeting stated service delivery goals. Performance measures are used to improve decision making through the objective measurement of performance.

Personal Property Tax - Tax on items of personal property such as household furniture, jewelry, etc., levied by local or state governments.

Personnel Services - Compensation for direct labor of persons in the employment of the City; salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime and similar compensation.

Property and Liability Fund - The fund that serves as the City's property and liability self-insurance funding mechanism. Monies are set aside to pay insurance premiums and claim expenses.

Property Tax - A tax levied by the City on the assessed valuation of all taxable property located within the City calculated using the mill levy.

Proposed - Proposed, as used throughout the budget document, refers to the budget presented to City Council prior to their adoption of the document (e.g., 2015 Proposed Budget).

Rate Stabilization Reserve Fund (RSR) - This fund is intended to normalize water and wastewater revenues in the Utility Fund in low demand years and to level operating revenues to maintain rates in low revenue years.

Recreation Charges - A category of revenue that is a part of the General Fund Revenues. These charges are revenues generated by the operation of recreation facilities and programs, including Standley Lake operations and park rentals. Recreation Charges do not include golf course revenues as golf courses are enterprise operations and are managed via a separate fund.

Reserve - An account that sets aside a portion of a fund's balance for some future use. These funds are not available for appropriation or expenditure except when qualifying events occur.

Revenue Bonds - Bonds payable from a specific source of revenue and do not pledge the full faith and credit of the issuer.

Sales Tax - A tax levied by the City on retail sales of tangible personal property and some services. Westminster's total sales and use tax rate (3.85%) is comprised of three components: General (3.00%); Parks, Open Space and Trails (0.25%); and Public Safety (0.60%).

Sales and Use Tax Fund - Accounts for revenue from the City's 3.00% general sales and use tax,



along with the 0.60% public safety sales and use tax. Once this revenue is collected, it is transferred to other funds.

Special Improvement District (SID) - A district created in accordance with C.R.S. Section 31-25-501 *et seq.*, providing for the construction or installation of local improvements, the issuance of special assessment bonds and the assessment of costs. Special improvement districts are established and operated within a defined geographic area in order to provide services that are of greater benefit to a certain group of citizens than to others.

SPiRiT - An acronym representing the City's organizational values of Service, Pride, Integrity, Responsibility, Innovation and Teamwork.

Strategic Plan - A plan developed by City Council identifying the City's underlying principles on which decisions should be based and associated goals to be achieved.

Stormwater Drainage Fee - A fee assessed against a property to support stormwater drainage programs and services. The fee is often based on the "demand" a property places on the drainage system, as measured by runoff amount, impervious area or land use characteristics.

Stormwater Drainage Fund - A sub-fund of the Utility Enterprise Fund that provides resources for the operation and maintenance of the City's drainage systems.

Transfer Payments - The transfer of money from one fund to another.

Urban Renewal Area - A designated area with boundaries established for the purpose of eliminating blighted areas within the City. This designation makes the area eligible for various funding and allows for development or redevelopment.

Use Tax - A tax levied by the City on the retail purchase price of tangible personal property and some services purchased outside the City, but stored, used or consumed within the City.

Utility Enterprise Fund - The fund used to account for all financial resources derived from the provision of water and wastewater services. These funds are earmarked for the maintenance and addition of facilities pertaining to the City's water and wastewater operations and includes stormwater, operating costs and capital improvements.

Westminster Economic Development Authority (WEDA) - WEDA was created by City Council in 1987 to provide a mechanism for promoting redevelopment and development in the City. The Authority operates independently of the general City operations, having its own budget and board of directors. WEDA uses revenues generated through tax increments within the City's Urban Renewal Area to facilitate new development activity.

Westminster Economic Development Authority Fund - The fund accounts for monies utilized for urban renewal activity in designated urban renewal areas.

Workers' Compensation Fund - The Workers' Compensation Fund is a fund that serves as the City's workers' compensation self-insurance funding mechanism. Monies are set aside to pay for excess insurance premiums, surety bond premiums and medical expenses experienced by City employees when they are injured.



WESTMINSTER



WESTMINSTER