WESTMINSTER

October 13, 2014
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. Many items have been previously discussed at a Council Study Session.

Members of the audience are invited to speak at the Council meeting. Citizen Communication (Section 7) is reserved for comments on any issues or items pertaining to City business except those for which a formal public hearing is scheduled under Section 10 when the Mayor will call for public testimony. Please limit comments to no more than 5 minutes duration.

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Consideration of Minutes of Preceding Meetings** (September 22, 2014)
4. **Report of City Officials**
   A. City Manager's Report
5. **City Council Comments**
6. **Presentations**
   A. Presentation of 2014 Savvy Award for COWnet
   B. Proclamation Recognizing Butterfly Pavilion Accreditation
7. **Citizen Communication (5 minutes or less)**

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

8. **Consent Agenda**
   A. Special Legal Services for City Boards and Commissions
   B. Westminster Station Platform Betterment Construction
   C. Fleet Maintenance Cumulative Purchased Above $75,000
   D. City Park Grand Staircase Renovation
9. **Appointments and Resignations**
   A. Resolution No. 22 Making Appointments to Fill Vacancies on Boards and Commissions
10. **Public Hearings and Other New Business**
    A. Public Hearing on Amendment to the Northridge at Park Centre PDP and ODP
    B. Northridge at Park Centre PDP
    C. Northridge at Park Centre ODP
    D. Requirements for Perfecting Appeal of the Planning Commission Decision of August 26, 2014
    E. Public Hearing on Appeal of Planning Commission Denial of 12th Amended ODP, Quail Crossing Commercial
    F. Determination re Appeal of Planning Commission Denial of 12th Amended ODP, Quail Crossing Commercial
    G. Councillor's Bill No. 26 amending W.M.C. re Salaries for Elective Officers
    H. Resolution No. 23 Adopting the 2015 and 2016 City Budget
    I. Authority to Reallocate Funds from Existing Capital Projects
    J. Councillor's Bill No. 27 re 2015 and 2016 Budget Appropriations
    K. Resolution No. 24 re 2015/2016 Pay Plans
    L. 2015 City Health Insurance Renewals and Rates
    M. Revised Employment Agreement with John A. Stipech
    N. Councillor's Bill No. 28 re Municipal Judge Salary
    O. Councillor's Bill No. 29 Amending Section 10-1-12, W.M.C., re RV Parking on Streets
    P. Councillor's Bill No. 30 Amending W.M.C. re Specific Plan District Creation
    Q. Councillor's Bill No. 31 re Supplemental Appropriation of Johnson Open Space Acquisition Grant
    R. Councillor's Bill No. 32 re Supplemental Appropriation for 95th and Federal Blvd Lift Station Rehab Project
    S. Councillor's Bill No. 33 Amending W.M.C. re Water and Wastewater Rate Adjustment

T. Resolution No. 25 re 2015 Service Commitment Allocations

11. Old Business and Passage of Ordinances on Second Reading

A. Second Reading of Councillor's Bill No. 25 re 3rd Amendment to Church Ranch Hotel Companies EDA

12. Miscellaneous Business and Executive Session

A. City Council

B. Executive Session:

1. Review of selection committee's recommendations for finalists for the City Attorney position and discussion of issues that may be subject to negotiation pursuant to Section 1-11-3(C)(1) and (7), W.M.C., and Section 24-6-402(4)(e) and (f), C.R.S.
2. Discussion with negotiators about a pending personal injury liability claim, receive legal advice from the City Attorney's Office concerning the proposed settlement process, and obtain Council direction thereon pursuant to Section 1-11-3(C)(7) and (8), W.M.C., and Section 24-6-402(4)(b) and (e), C.R.S.

13. Adjournment

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

NOTE: Persons needing an accommodation must notify the City Clerk no later than noon on the Thursday prior to the scheduled Council meeting to allow adequate time to make arrangements. You can call 303-658-2161/TTY 711 or State Relay or write to lyeager@cityofwestminster.us to make a reasonable accommodation request.

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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.

WESTMINSTER

2014 City of Westminster Strategic Plan

Visionary Leadership & Effective Governance

The City of Westminster has articulated a clear vision for the future of the community. The vision is implemented through collaborative and transparent decision making.

- Secure a replacement for our retiring City Manager that has the combination of experience, knowledge, style and values that are consistent with City Council vision and organizational values; ensure a smooth transition.

Vibrant & Inclusive Neighborhoods

Westminster provides housing options for a diverse demographic citizenry, in unique settings with community identity, ownership and sense of place, with easy access to amenities, shopping and employment.

- Complete St. Anthony North Hospital (84th Avenue) impact analysis
- Create an Arts District

Comprehensive Community Engagement

Westminster is represented by inclusive cultural, business, nonprofit and geographic participation. Members of the community are involved in activities; they are empowered to address community needs and important community issues.

- Create an Inclusiveness Commission

Beautiful, Desirable, Environmentally Responsible City

Westminster thoughtfully creates special places and settings. The city is an active steward, protecting and enhancing natural resources and environmental assets. The city promotes and fosters healthy communities.

- Develop and implement Open Space Master Plan
- Identify and implement alternative energy options for city facilities
- Achieve "Solar City" designation to benefit both our environment and economy

Proactive Regional Collaboration

Westminster is proactively engaged with our partners to advance the common interests of the region.

- Collaborate with counties, school districts and neighboring cities

Dynamic, Diverse Economy

Westminster is a local government that fosters social, economic, and environmental vitality and cultivates and strengthens a wide array of economic opportunities.

- Construct Westminster Station and develop TOD area
- Identify and pursue FasTracks next step
- Continue North I-25 development
- Proceed with Phase I of the Westminster Center Reinvestment Project
- Advance business attraction strategy
- Encourage the development of chef-owned and/or operated restaurants
- Grow small businesses through incubation

Excellence in City Services

Westminster leads the region in a culture of innovation that exceeds expectations in all city services – the city is known for "the Westy Way."

- Analyze Fire/EMS alternative service delivery
- Provide improved collaboration and communication between City Council and employees at all levels of the organization
- Improve planning and permit process to be business friendly and achieve city goals

Ease of Mobility

Westminster pursues multi-modal transportation options to ensure the community is convenient, accessible and connected by local and regional transportation options through planning, collaboration, advocacy and execution. Transportation objectives include walkability, bike friendly, drivability and mass transit options.

- Enhance trail connectivity

Vision: *Westminster is an enduring community – a unique sense of place and identity; we have a choice of desirable neighborhoods that are beautiful and sustainable by design. Westminster residents enjoy convenient choices for an active, healthy lifestyle, are safe and secure, and have ease of mobility within our City and convenient connection to the metro area. Westminster is a respectful, diverse community in which residents are engaged. Westminster City Government provides exceptional city services, and has a strong tax base through a sustainable local economy.*

Mission: *Our job is to deliver exceptional value and quality of life through S-P-I-R-I-T (Service, Pride, Integrity, Responsibility, Innovation, Teamwork)*

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE CITY COUNCIL MEETING
HELD ON MONDAY, SEPTEMBER 22, 2014, AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Mayor Herb Atchison, Mayor Pro Tem Faith Winter, and Councillors Bruce Baker, Bob Briggs, Alberto Garcia, Emma Pinter, and Anita Seitz were present at roll call. Also present were Deputy City Manager Stephen P. Smithers, Acting City Attorney Hilary Graham, and City Clerk Linda Yeager.

CONSIDERATION OF MINUTES

Councillor Briggs moved, seconded by Councillor Seitz, to approve the minutes of the regular meeting of September 8, 2014, as presented. The motion carried unanimously.

CITY MANAGER'S REPORT

Clerk's Note: Mayor Atchison advised that City Manager J. Brent McFall had become ill during the afternoon and Mr. Smithers was attending the meeting in his absence.

Mr. Smithers reported that the post-meeting agenda contained only one item for presentation; it was about the creation of a Business Improvement District at Circle Point. At the conclusion of the post-meeting presentation, the Council would consider meeting in executive session to discuss potential civil rights litigation and to discuss a personnel matter pertaining to the Municipal Court Judge's performance evaluation.

COUNCIL REPORTS

Councillor Baker expressed his opposition to proceeding with redevelopment of the former Westminster Mall site and the basis for his opposition, which focused on government subsidy of the redevelopment that would not be necessary if the plan were economically viable; the passé new urbanism design proposed that would be crowded and foolish; and information he had requested had not been provided. He was concerned that, like Holly Park, the new downtown would not be built out to fullness, would not recapture the taxpayers' investment, and would set partially vacant with unusable space created by the installation of infrastructure.

Councillor Briggs respectfully disagreed. The redevelopment of the mall property was rooted in many City Councils and conceived 20 to 25 years earlier. The process leading to a design had been thoroughly and thoughtfully involved Council members, staff members, and the public. The project would be a legacy to generations for hundreds of years to come.

Mayor Pro Tem Winter thanked Councillor Baker for questioning the redevelopment of the mall property and considered the project reflected the public's vision following years of input and information gathering. The public wanted something that was lasting, that could identify Westminster as a community; a place to gather, to play, and to work. The process had taken longer than anyone had expected, and the project was moving in a direction to create a dynamic, flexible place in which residents could take pride and ownership.

Mayor Pro Tem Winter announced a meeting at the MAC on Wednesday to take comments on the Raleigh improvement district. Additionally, the WestminsterNEXT Food and Music Festival would be held on Friday at the new Westminster Center to celebrate the community's vision for the site. The Orchard Festival would be on Saturday in the vicinity of the Rodeo Market. This phenomenal event celebrated art and community. She urged the public to attend any or all of the events.

Councillor Seitz reported having attended the Butterfly Pavilion Gala at the Marriott. Over $75,000 had been raised for the pavilion. She was proud of the facility. It provided not only an education for Westminster's youth, but also had programs that stretched out to the greater Denver community and had global impact through reforestation.

Councillor Seitz gave a tribute to a dear family friend, Ellen, who had passed away. Ellen had influenced her life by exemplifying community, kindness, patience and trust. She thanked her friend and hoped those in attendance could leave tonight's meeting with a sense of community and kindness, wanting to do something to help one another.

Councillor Pinter emphasized that when the City purchased the Westminster Mall property, the mall was dying and was between 70 and 80% vacant. The City's process had been deliberate with citizen and Council input at numerous forums. There was opportunity now with the market rebounding to move forward. Amazing things were happening in Westminster, including breaking ground for its first train station, rejuvenation of development, and the start of the Downtown Westminster project. She urged the public to continue speaking out, attending open houses on proposed plans, and offering input and ideas so they could be incorporated into the plan. Tonight businesses that had been operating in Westminster for 25 to 50 years would be recognized. Planning staff had recently won a Gold Award from DRCOG and the Economic Development Director had been recognized as Colorado's best in the field. The spirit of community was high and made her proud to call Westminster home.

Councillor Garcia reported that no matter where he went, the most prevalent question was, "What are you doing with the mall?" Those who had attended the first of several open houses knew the incredible plan that was being advanced. He commended staff's ingenuity and innovation to obtain citizen input, to seek out leaders in the business industry, and to advance a plan that would be transformational for the City. It was exciting to be part of a transformation that would last long after this generation.

Councillor Garcia reported that he and other members of Council participated in the Westminster High School Homecoming Parade over the past weekend. Additionally, he reiterated that the Orchard Festival would be held on Saturday, September 27, from 10 a.m. to 6 p.m. at 73rd Avenue and Orchard Court. This community celebration would feature food, art, and a beer garden.

Mayor Atchison announced that Westminster residents of all ages could get a free flu shot every Thursday through Saturday in October at the North Suburban Clinic, 112th Avenue and Sheridan. As others had mentioned, Saturday would be the Orchard Festival. Before the festival, a new piece of artwork would be unveiled at the Torii Square Park.

As the only current Council member who had been on the City Council when the issues concerning the decline of the Westminster Mall had started, Mayor Atchison provided some history. At that time, Council realized sales tax losses from the mall had to be replaced. The owner of the mall would not invest in the property and, looking to the future, the City moved forward with a three-step plan: 1) development of the Shops at Walnut Creek; 2) development of The Orchard Town Center; and 3) the anticipation of eventually dealing with the mall site. The City had been doing that for approximately ten years, trying to get a developer involved during poor economic times. The economy had improved and progress was now being made. A grading plan for the site had been ordered; free dirt and removal of asphalt had been realized through the U.S. 36 project. Decisions being made now would make a difference in going forward. Every person on Council had received the same information. All members of Council might not always agree, but each had the opportunity to express his/her opinion. The opportunity of a contract developer could inject hundreds of millions of dollars on the site. Build out would take seven to ten years and redevelopment of initial portions of the project could occur before full build out without having to tear down the entire site. The proposal being presented to the public was not foolish. Instead it provided for the community's future, and he was committed to it.

Councillor Briggs had failed earlier to report that he had presented the Butterfly Pavilion's Pioneer Award to former Parks, Recreation and Libraries Director Bill Walenczak during the Gala on Saturday evening. Some 22 years ago, Mr. Walenczak touted the value of building a Butterfly Pavilion. Though initially wary of the idea, support had grown and the structure was built and opened in 1995. Five million people had come to see butterflies, tarantulas, and other invertebrates in the 19 years since. Councillor Pinter added congratulations to the pavilion's operating officials on recently achieving the first stand-alone invertebrate zoo accreditation in the country.

2014 BUSINESS LEGACY AWARDS PRESENTATION

City Councillors joined together to congratulate the owners of 29 local businesses and to thank them for operating their businesses in Westminster for the past 25 to 50 years. Honorees had been feted at a reception preceding the Council meeting and now the Mayor would present them with the Business Legacy Award. Celebrating their 25th anniversary of opening were: Adventure Golf and Raceway; Benson & Benson Metals Company, Inc.; Bova's Italian Restaurant; Christopher Floral and Artwork; Corner Store #4145; Goodwill Industries of Denver; Lee's Home Daycare; Marchese Stained Glass; North Metro Community Services; O'Reilly Auto Parts; Pension and Consultants Group, Inc.; Vintage International, Inc.; and Young Dentistry for Children. Celebrating their 30-year anniversary were: Burger King #3897; Fidelity National Title Company; 7 Eleven Store #25325; Arby's Restaurant #5926; Comminiello's Meats, Inc.; Kloor Chiropractic & Wellness; State Farm Insurance, Vezina; and Verizon Wireless. Recognized for their 35-year anniversary were Children's Dentistry and Perkins Restaurant & Bakery #1085. Receiving awards in celebration of their 40-year anniversary were: Stadium Foreign Auto Parts, Inc.; Hunter Company; Pizza Hut #4868; and Westminster Coin Jewelry and Sports Appraisals. The recipients of awards for their 50-year anniversary were Answer All Secretarial Service and S & R Mechanical, Inc.

PROCLAMATIONS

Councillor Briggs presented members of the Westminster Area Community Awareness Action Team Board of Directors with a proclamation, declaring October to be Red Ribbon Month and October 23 through 31 to be Red Ribbon Week. The red ribbon symbolized intolerance toward the use of drugs; no use of illegal drugs and no illegal use of legal drugs. The 2014 national campaign theme was, "Love Yourself, Be Drug Free."

October was also Fire Prevention Month and Councillor Pinter presented a proclamation signed by the Mayor to Sherrie Leeka, Public Education Officer for the Fire Department. The theme of this year's campaign was, "Working Smoke Alarms Save Lives; Test Yours Every Month." Ms. Leeka announced activities that were scheduled throughout the month and invited everyone to participate.

CITIZEN COMMUNICATION

Pam Swanson, Superintendent of Adams County School District 50, thanked Councillors that participated in the Homecoming Parade and for listening to the District's presentation about its financial needs. She urged Council's adoption of a resolution in support of the District's ballot measures to be considered later in the meeting.

Eric Brandt appeared to reiterate earlier demands concerning immediate changes in management of the Police Department to alleviate abuse of authority by Police Officers. He described incidences in which sleeping homeless people had been awakened with blow horns and made to get up and leave. Their treatment had been inhumane and degrading. He insisted that Council suspend the officers involved pending a criminal investigation.

Nicki Leo, 1915 Harmony Park Drive; Rod Waldo, 13324 Osage Street; and Greg Pries, 6211 West 108th Place; spoke about collective bargaining for firefighters. They conveyed information about the differences between safety standards practiced in Westminster and those recommended by the National Fire Protection Association (NFPA); about Home Rule authority and ballot language; about the Westminster Firefighters' outstanding safety record and reputation in the Denver metro area; about injuries sustained by firefighters and the cause of those injuries; about firefighters' existing voice within the organization; and about firefighter salary and benefits compared to the median of firefighters employed elsewhere in the metro area. Any issues could be resolved without collective bargaining and before the Council approved collective bargaining, a question about the desirability of collective bargaining should be posed to Westminster's electorate.

Speaking on behalf of the Westminster Chamber of Commerce were A.J. Elserougi, 5679 West 77th Avenue; Bryan Head, 10421 King Circle; Kaati Ross, 7590 Bradburn Boulevard; Teddi Davis of the Exchange Tavern, 11940 Bradburn Boulevard; Ina Machuca, owner of Alternative View, 10811 West 107th Place; and Jennifer Shannon, President of the Westminster Chamber of Commerce of 8281 West 90th Place. After others described the services, activities, and events the newly formed Chamber had undertaken and would continue to provide, Ms. Shannon asked Council to officially recognize the Westminster Chamber of Commerce; to join the Chamber as a VIP member; to purchase a table for the Chamber's February 5th year-end gala; to write a letter recognizing the Westminster Chamber of Commerce and distribute it to all businesses in Westminster; and to allow City employees to attend and speak at Chamber events.

Addressing the Council with extreme concern about the financial impact the planned, complete and extended closure of a portion of West 72nd Avenue for improvements to Raleigh Street and infrastructure were: Stan Martin of Stan's Auto Sales, 7192 Newton; Toni and Duane Miller of Bradburn Liquor, 3949 West 72nd Avenue; Neil Steele, owner of the rental commercial building at 7102 Raleigh Street; Yosef Kohen owner of the 7 Eleven Store at 72nd and Lowell; Jody Waltmeyer, landlord of the carwash at 3791 West 72nd Avenue; Dino Valente, speaking on behalf of his father, Larry, the owner of the building at 7250 Mead; Robert Meyer of Auto Specialist, 7175 Newton Street; and Linda Berry, resident of 5630 West 73rd Avenue. They asked Council to provide at least one-lane of traffic in each direction on West 72nd Avenue so their customers could access their businesses. They were confident their businesses would not survive without access.

CONSENT AGENDA

The following items were submitted for Council's consideration on the consent agenda: accept the Financial Report for August as presented; authorize the City Manager to execute the third amendment to the Contract to Buy and Sell Real Estate, in substantially the same form as distributed in the agenda packet, with Urban Pacific Multi-Housing, LLC and Pacific West Communities, Inc.; and to take all actions necessary to close this land sale; authorize the City Manager to award the bid and execute a contract with the lowest and most qualified bidder, Concrete Express, Inc., in the amount of $1,549,154 for the construction of the Ranch Creek Underpass and Trails Project and authorize a construction contingency in the amount of $232,000; based on the recommendation of the City Manager, find that the public interest would be best served by a negotiated Construction Engineering Services contract with Felsburg, Holt & Ullevig, Inc. and authorize the City Manager to execute a Construction Engineering Services Contract with Felsburg, Holt & Ullevig, Inc. in the amount of $115,485 and a construction engineering contingency of $15,000; based upon the recommendation of the City Manager, find that the public interest would be best served by a negotiated contract with Martin/Martin Inc. for surveying services associated with the grading of the Westminster Center Urban Reinvestment Project site and authorize the City Manager to execute the contract in the amount of $53,600 and an additional $5,360 as a project contingency; authorize the City Manager to enter into an agreement with the Colorado Intergovernmental Risk Sharing Agency for the purchase of high deductible stop loss insurance, for claims management and other administrative services, in the amount of $524,976 along with a 10% contingency amount ($52,498) in the event the final quote was higher; and authorize the City Manager to enter into an agreement for special legal counsel services with Dee Wisor of Butler Snow LLP, in substantially the same form as distributed in the agenda packet, in an amount not to exceed $10,000 in connection with the proposed creation of the NBC Business Improvement District and the exclusion of certain property, currently owned by the City, from the NBC Metropolitan District.

There were no requests to remove any items for individual consideration and Councillor Seitz moved to approve the consent agenda as presented. Mayor Pro Tem Winter seconded the motion, and it carried unanimously.

COUNCILLOR'S BILL NO. 25 AUTHORIZING 3RD AMENDMENT TO CHURCH RANCH HOTEL EDA

Councillor Briggs moved to pass on first reading Councillor's Bill No. 25 authorizing the City Manager to modify the start of construction date for the Hyatt Place Hotel from October 1, 2014 to October 1, 2016, charge an extension fee of $100,000 and make other modifications. Councillor Seitz seconded the motion, which passed on roll call vote

by a 6:1 margin with Councillor Baker voting no for reasons stated. Prior to the vote, Mayor Atchison recognized Jim Vasbinder of Church Ranch Hotel Companies who urged passage of the requested 3rd amendment.

RESOLUTION NO. 20 SUPPORTING ADAMS 12 FIVE STAR SCHOOLS NOVEMBER BALLOT MEASURES

Councillor Garcia moved, seconded by Councillor Seitz, to adopt Resolution No. 20 supporting the Adams 12 Five Star Schools' bond proposal and mill levy override. Following discussion, the motion passed at roll call by a 6:1 vote with Councillor Baker dissenting.

RESOLUTION NO. 21 SUPPORTING ADAMS SCHOOL DISTRICT 50 NOVEMBER BALLOT MEASURES

Councillor Pinter moved, seconded by Councillor Briggs, to adopt Resolution No. 21 supporting the Adams County School District 50 bond proposal and mill levy override. On roll call vote, the motion passed by a 6:1 margin with Councillor Baker voting no.

ADJOURNMENT

There was no further business to come before the City Council, and, hearing no objections, Mayor Atchison adjourned the meeting at 9:16 p.m.

ATTEST:

_____
Mayor

_____
City Clerk

WESTMINSTER

Agenda Item 6 A

Agenda Memorandum

City Council Meeting
Monday, Oct. 13, 2014

SUBJECT: Presentation of the City-County Communications and Marketing Association Savvy Award for COWnet, the City's Employee Intranet

Prepared By: Kristi Delynko, Public Information Specialist

Recommended City Council Action

Councillor Seitz to present the City-County Communications and Marketing Association (3CMA) Savvy Award for COWnet to members of the City's Intranet Development Team.

Summary Statement

- The City of Westminster recently received the Savvy Award in the category of Digital Interactive – Issue Specific Website in the 2014 Savvy Awards Competition for the City-County Communications and Marketing Association (3CMA).

- The Savvy Award is the highest honor bestowed on an organization for communication and marketing, and this category included entries for all population categories from the smallest to largest cities in the nation.

- The Issue Specific category included a wide range of websites as well as intranets, many completed by outside vendors. COWnet was completed by a team of eight city employees from the Public Information Office and the Information Technology department, with nearly all of the work being completed in-house.

- Judges called COWnet "a stellar project from start to finish," noting the research and analysis that went into the project. They commented on impressive survey results from employees, as well as pointing out great navigation in an easy-to-read, customizable site.

- The redesigned intranet launched in January 2014 following 14-month effort. The complete site overhaul, based on strict adherence to user-based analysis, improved employee efficiency and a concerted team effort, allowed the city to bring a fresh look and an effective communication tool to employees.

- Councillor Seitz will present the award to members of the City's Intranet Development Team.

Expenditure Required: $0
Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

The first city employee intranet was launched in the early 1990s, and since that time its design and structure had remained virtually untouched. As focus on internal communication grew within the organization, the decision was made in 2012 to revisit the employee intranet and decide how it could become a more powerful tool for strategic internal communications, as well as enhance the organizational culture.

A team comprised of eight City employees from the Public Information Office and the Information Technology department worked for more than 14 months on the intranet redesign, completing nearly 100 percent of work in-house and eliminating the need for outside vendors.

The new COWnet is a place where employees can contribute and take ownership in content development. It uses a strong, intuitive navigation to make information-finding more efficient, with a modern, clean aesthetic. The site incorporates social features to foster community-building and better reflect the organizational culture.

The Savvy Awards, held in conjunction with 3CMA's annual conference, recognize outstanding local government achievements in communications, public-sector marketing and citizen-government relationships. The Savvies salute skilled and effective city, county, agency or district professionals who have creatively planned and carried out successful innovations in communications and marketing.

The judges commented about COWnet: "A stellar project from start to finish. Good research and analysis that produced outstanding results! Survey results were impressive. Great navigation, easy to read, and customizable. Employees can interact and contribute to this site giving a sense of investment, ownership and community. Excellent job!"

Members of the City's Intranet Development Team will be present Monday evening to accept the award.

Respectfully submitted,

J. Brent McFall
City Manager

WESTMINSTER

Agenda Item 6 B

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Proclamation Recognizing Butterfly Pavilion Invertebrate Zoo Accreditation

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Councillor Briggs and Mayor Pro Tem Winter are asked to present a proclamation recognizing the Butterfly Pavilion's recent attainment of invertebrate zoo accreditation from the Association of Zoos and Aquariums.

Summary Statement

- The Butterfly Pavilion opened in July 1995, providing educational opportunities about invertebrates to young and old throughout the metro Denver area and attracting visitors from around the region, the nation, and the world to Westminster for the past 19 years.

- The Pavilion recently applied for and attained zoo accreditation from the Association of Zoos and Aquariums, becoming the second accredited invertebrate zoo.

- Patrick Tennyson, President and Chief Executive Officer of the Butterfly Pavilion, will be present to accept this proclamation.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

None identified

Alternative

None identified

Background Information

The Butterfly Pavilion, the first stand-alone, non-profit invertebrate zoo in the nation, was founded in July 1995. The facility is located on an 11-acre campus provided by the City of Westminster. Home to over 5,000 animals, the Pavilion's mission is to foster an appreciation of invertebrates while educating the public about the importance of conservation of threatened habitats in the tropics and around the world.

The Association of Zoos and Aquariums (AZA) recently announced that the Butterfly Pavilion had been granted accreditation by AZA's independent Accreditation Commission. To be accredited, the Pavilion underwent a thorough review to ensure it had and would continue to meet rising standards that include animal care, veterinary programs, conservation, education, and safety. AZA requires zoos to successfully complete this rigorous accreditation process every five years in order to be members of the Association.

The Butterfly Pavilion is a treasured jewel in Westminster. Recognizing its recent achievement of accreditation supports the City Council's Strategic Goal of "Beautiful, Desirable, Environmentally Responsible City" through the wildlife conservation teaching opportunities the Pavilion provides to residents of the community.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Proclamation

WHEREAS, the Butterfly Pavilion, founded in July 1995 and built on land provided by the City of Westminster, was the first stand-alone, non-profit invertebrate zoo in the nation; and

WHEREAS, the Butterfly Pavilion is the zoo of small wonders and big experiences and is home to over 5,000 animals; and

WHEREAS, the mission of the Butterfly Pavilion is to foster an appreciation of invertebrates while educating the public about the importance of conservation of threatened habitats in the tropics and around the world; and

WHEREAS, more than 5 million visitors have been welcomed to the Butterfly Pavilion in the past 19 years, many of whom were children who learned in an environmental classroom experience where they held Rosie the tarantula, touched live sea stars, horseshoe crabs, and other aquatic invertebrates from the Atlantic and Pacific oceans, and explored a tropical rainforest where 1,600 beautiful butterflies of various colors and origins rule the sky; and

WHEREAS, as it begins its 20th year of operations, the entire Westminster community joins the Board of Directors and staff of the Butterfly Pavilion in celebrating accreditation from the Association of Zoos and Aquariums and take great pride knowing that the Butterfly Pavilion is a proven leader in the care and conservation of wildlife and in inspiring people to take action to protect the natural world.

NOW, THEREFORE, I, Herb Atchison, Mayor of the City of Westminster, Colorado, on behalf of the entire City Council, do hereby issue this proclamation to recognize

THE BUTTERFLY PAVILION

on having achieved accreditation of the Association of Zoos and Aquariums, a distinction attained by only one other invertebrate zoo, and congratulate the members of the Pavilion's Board of Directors and staff on this accomplishment.

Signed this 13th day of October, 2014.

_____

Herb Atchison, Mayor

WESTMINSTER

Agenda Item 8 A

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Special Legal Services for City Boards and Commissions

Prepared By: Hilary Graham, Acting City Attorney
Carla Koeltzow, Deputy City Clerk

Recommended City Council Action

Authorize the City Manager to sign a contract for legal services on an as-needed basis with Williamson & Hayashi, LLC, to advise City boards and commissions when a conflict of interest prevents the City Attorney's Office from representing the board or commission in a quasi-judicial matter.

Summary Statement

- Occasionally, special counsel must be appointed to represent a City board or commission, most commonly the Special Permit & License Board (the "Board"), when a City attorney is representing City staff in a matter that is being heard by the board or commission in a quasi-judicial capacity.

- The City Attorney's Office prefers not to represent both the board or commission and City staff because of the potential for a real or perceived conflict of interest. It is more economical to pay for special counsel time to represent the board or commission than it is to hire special counsel to prepare and present the City's case.

- Mr. David Williamson of Williamson & Hayashi, LLC (the "Firm") has acted as special legal counsel to the Special Permit and License Board for several years and the Board would like him to continue when needed. In addition, a need for special counsel to advise various other boards or commissions, may arise.

- The proposed expenditure, not to exceed $5,000, is intended to cover these services, on an as-needed basis, for the new few years. The prior contract, in the amount of $2,000, was entered into in October of 2013.

Expenditure Required: $ 5,000

Source of Funds: City Attorney's Office Professional Services Account

Policy Issue

Should the City retain special legal counsel to advise a City board or commission when a conflict of interest prevents the City Attorney's Office from representing both the board and City staff in a quasi-judicial matter?

Alternative

Not hire the Firm as special legal counsel, or retain special counsel only at the time needed. These alternatives are not recommended, as the Firm has extensive experience in representing various licensing authorities, including the City's Special Permit and License Board, and an ongoing contract has proven to allow for timely retention of special counsel, as needed.

Background Information

The Special Permit & License Board is regularly advised by a member of the City Attorney's Office ("CAO"). However, there are times when a conflict exists that requires special counsel be appointed to represent this Board and various other boards or commissions. This generally occurs when a member of the CAO is representing City staff in a matter that is being contested by a licensee or applicant and that will be decided by the board or commission in a quasi-judicial capacity. For example, when CAO is representing the Police Department in prosecuting an alleged violation of a liquor license by the sale of alcohol to a minor and the licensee contests the violation, CAO does not also advise the Board on the matter. It is debatable whether that situation creates a real or perceived conflict of interest between the CAO attorney representing the Police Department and CAO attorney representing the decision-maker. Nonetheless, CAO prefers to avoid all appearances of impropriety by hiring special counsel to represent the Board in such situations.

The Board is comfortable working with David Williamson of the Firm, and the Board has indicated that they would like him to continue. The previous contract with Mr. Williamson is nearing its not-to-exceed dollar limit, and CAO is requesting that Council approve a new contract authorizing the appointment of Mr. Williamson on an as-needed basis. The contract sets a maximum expenditure of $5,000 which, given recent experience, should allow him to represent the Board for at least a few years. The as-needed nature of his services make it challenging to predict. For example, there was scheduled before the Board an appeal of a business license denial, which was anticipated to require fifteen to twenty (15-20) hours of special counsel time to cover an anticipated lengthy hearing. The matter has been withdrawn, but, if it had proceeded, it would have used a large portion of the contract amount. In other years we have gone without any need for his services.

The Firm's fee will remain at one hundred seventy dollars ($170) per hour for calendar year 2014, and will increase to one hundred eighty dollars ($180) per hour on January 1, 2015. Those rates are very affordable in today's market for an attorney with his experience in municipal and liquor licensing law. Funds are available for these services in the City Attorney's Office Professional Services Account.

Approval of the special legal services agreement furthers the strategic plan goals of providing excellence in City services by ensuring that the City's various boards and commissions will function efficiently as they undertake the many important licensing and regulatory matters within their purview.

Respectfully submitted,

J. Brent McFall
City Manager
Attachment: Contract for Legal Services

CONTRACT FOR LEGAL SERVICES

THIS AGREEMENT is made this _____ day of _____, 2014, by and between WILLIAMSON & HAYASHI, LLC, Attorneys at Law (the "Firm") and the CITY OF WESTMINSTER, COLORADO (the "City").

RECITALS

1. The City is desirous of contracting with the Firm for legal services.

2. The Firm and its attorneys are authorized to practice law in the State of Colorado.

AGREEMENT

1. The Firm shall furnish special legal services to City boards and commissions on an as-needed basis (the "Services").

2. David S. Williamson of the Firm shall be principally responsible for the Services.

3. The Firm is acting as an independent contractor; therefore, the City will not be responsible for FICA taxes, health or life insurance, vacation, or other employment benefits.

4. The City shall pay for the Services at an hourly rate not to exceed one hundred seventy dollars ($170) per hour for services performed in calendar year 2014, with the Firm's hourly rate increasing on January 1, 2015, to one hundred eighty dollars ($180) per hour for services performed thereafter.

5. This Contract may be terminated by the City with or without cause.

6. Payments pursuant to this Contract shall not exceed five thousand dollars ($5,000) without further written authorization by the City.

7. The Westminster City Council authorized this contract on October 13, 2014.

8. To the extent this Agreement constitutes a public contract for services pursuant to C.R.S. § 8-17.5-101 et seq., the following provisions shall apply: The Firm shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. In addition, the Firm shall not enter into a contract with a subcontractor that fails to certify to the Firm that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. If the Firm obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Firm shall notify the subcontractor and the City within three (3) days that the Firm has actual knowledge that the subcontractor is employing or contracting with an illegal alien. Furthermore, the Firm shall terminate such subcontract with the subcontractor if, within three (3) days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Except that the Firm shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The Firm certifies that, prior to executing this Agreement, it has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-verify program administered by the United States Department of Homeland Security and the Social Security Administration (the "E-verify Program"), or the employment verification program administered by the Colorado Department of Labor and Employment (the "Colorado Verification Program"). The Firm shall not use either the E-verify Program or the Colorado Verification Program procedures to undertake pre-employment screening of job applicants while performing this Agreement. Further, to the extent required by C.R.S. § 8-17.5-102(1), by submitting a bid, the Firm

certifies that it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement, and that the Firm will participate in the E-verify Program or the Colorado Verification Program in order to verify the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

The Firm shall comply with all reasonable requests by the Colorado Department of Labor and Employment made in the course of an investigation undertaken pursuant to the authority established in C.R.S. § 8-17.5-102(5).

9. In connection with the performance of this Agreement, the Firm agrees not to discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, sex, national origin, or disability. Such actions shall include, but not be limited to the following: employment; upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm represents that it will require a similar affirmation of nondiscrimination in any contract it enters into with a subcontractor as part of the performance of this Agreement.

10. Nothing in this Agreement shall be construed or deemed as creating a multiple-year fiscal obligation of the City. All obligations of the City pursuant to this Agreement are subject to prior annual appropriation by the City Council.

WILLIAMSON & HAYASHI, LLC

By: _____

CITY OF WESTMINSTER, COLORADO

By: _____

Approved as to legal form:

_____
City Attorney's Office

WESTMINSTER

Agenda Item 8 B

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Westminster Station Platform Betterment Construction

Prepared By: John Burke, Senior Projects Engineer

Recommended City Council Action

Authorize payment of up to $2,420,678 to the Regional Transportation District for the betterment of the Westminster Station Platform; and authorize the City Manager to execute the betterment letter in substantially the same form as attached with such further modifications to the timing, manner and conditions of the betterment payment as may be negotiated by the City Manager prior to execution of the betterment letter.

Summary Statement

- The City and the Regional Transportation District (RTD) entered into an intergovernmental agreement (IGA) for the Northwest Rail Electrified Segment Westminster Station in June 2012. The IGA allows the City to implement an alternative approach to RTD's base plan for commuter and bus access, parking and pedestrian areas that will support the Westminster commuter rail station. Through their contract with Denver Transit Partners (DTP), the concessionaire for the Eagle P3 project which includes the Northwest Rail Electrified Segment, RTD has retained the responsibility for certain elements of the station plan including the track work, the station platform and the pedestrian tunnel that serves it. The IGA also defines procedures through which the City can request upgrades (betterments) of the RTD elements of the station at a negotiated cost with Denver Transit Partners.
- In this betterment, as previously reviewed with City Council, the City is requesting that DTP extend the pedestrian tunnel under the tracks and open it to the south to allow residents and commuters alike direct access to the Little Dry Creek Drainage and Open Space project. This particular design also allows for the installation of an elevator for enhanced Americans with Disabilities Act (ADA) accessibility, and the platform area will be increased in size to furnish a unique overlook of the park area under the shade of the signature, large canopy structure.
- The original estimated cost for this betterment was $6,065,000. Staff, RTD and DTP have worked collectively over the past six months to refine the elements of the betterment and have been able to pare the costs down to $4,421,894. Included in that $4,421,894 cost is the engineering design ($1,179,322) that was authorized by City Council on April 14, 2014; $700,000 from the “second $60 million” Denver Regional Council of Governments (DRCOG) Congestion Mitigation and Air Quality (CMAQ) funds for the elevator; and $121,894 that RTD has agreed to contribute as a result of final negotiations with the City. The remaining balance due to be authorized by Council is up to $2,420,678. The $700,000 CMAQ funding is proposed to be handled as a deduction from the base plan payment from RTD to the City.
- Funds have been appropriated for this expense in the Westminster Station South project account.

Expenditure Required: $2,420,678
Source of Funds: General Capital Improvement Fund—Westminster Station South

Policy Issue

Should the City pay the Regional Transportation District to have its concessionaire construct the betterment request for the Westminster Station platform?

Alternative

The alternative to the recommended action is to go forward with RTD's base plan for the Westminster Station platform. While that is a completely serviceable approach to the commuter rail system, it would completely preclude any direct access to the Little Dry Creek Park for future Transit Oriented Development area residents and commuter rail users alike. For this reason, Staff recommends authorization of this expenditure for the Westminster Station platform betterment request.

Background Information

Staff presented this betterment request to the City Council on April 17, 2014, and Council authorized the design expenditure to advance the betterment plans in an effort to reduce the overall cost from $6,065,000 down to$4,421,894 based on work by Staff, RTD and DTP over the past six months. City Council authorized the payment of $1,179,322 to RTD in April for the design of the City-requested betterment. City Council is requested to authorize the execution of the attached betterment letter in substantially the same form, which allows the City, RTD and DTP to proceed with the construction of the betterment as finalized within funding parameters.

Some of the key elements associated with this betterment request include:

- Direct access to the platform from the Little Dry Creek drainage and open space project.
- A single level platform elevation with multiple stairs and ramps.
- A large signature monotone lit steel and frosted glass canopy over the platform.
- Two sided industrial loft modern canopies on the platform for seating areas.
- Structure steel and glass elevator.
- Enhanced light fixtures throughout the platform and south plaza.

Staff believes the architectural design and pricing prepared by Denver Transit Partners has met the vision developed by Staff and City Council and recommends approving this betterment request.

This betterment request is critical to gaining access from the TOD to the Little Dry Creek Park and Open Space project that is seen as an important amenity to the existing and future residents of this area in addition to the regional commuter rail users. In addition to opening up pedestrian access between the TOD and the park, this proposed betterment also includes the design and construction of an elevator, widening the platform area and installing a large signature canopy that will span the overlook area.

With the proposed betterment requests the City is making in addition to the planned redevelopment efforts in the Transit Oriented Development area, Westminster Station will be unique, inviting, and, more importantly, a catalyst for continuing improvements in south Westminster.

Funds for the Westminster Station betterment have been budgeted and are available for the expense.

At the time of this agenda memorandum being finalized, Staff remains in negotiations with RTD about the payment option. Pursuant to the Westminster Station IGA, the City has the option to either deduct the RTD approved betterment cost from the RTD Funding or pay the total costs of the betterment prior to commencement of the work. Staff is recommending to deduct the cost but remains in discussions with RTD about executing this option. RTD has indicated a preference for the City to deposit the payment upfront. In addition, RTD is proposing a remedy option should the parking garage construction not commence by February 1, 2015, that would permit RTD to proceed with their original base plan construction of a large surface parking lot and the City would deposit the betterment cost with RTD; Staff continues to negotiate this item with RTD and hope to have it resolved by Monday night.

The project to accommodate commuter rail transit within the City of Westminster and prepare for the eventual implementation of transit-oriented development in the vicinity of the station meets the City Council goals of "Dynamic, Diverse Economy" and "Ease of Mobility."

Respectfully submitted,

J. Brent McFall
City Manager

Attachments Letter agreement between RTD and the City
Excerpt from 2011 RTD Base Plans
Excerpt from 2014 Westminster Betterment plans

October 13, 2014

Mr. Brian Middleton
Eagle Project Director
1670 Broadway, Suite 2700
Denver, CO 80202

RE: RPC 0041B – City of Westminster Station Betterment - Construction

Dear Mr. Middleton:

Pursuant to the terms of the City of Westminster Northwest Rail Electrified Segment Local Agency Contribution Intergovernmental Agreement dated June 26, 2012 between the City of Westminster and the Regional Transportation District (the "IGA") and the City's letter to RTD dated April 17, 2014, the City is requesting that a Betterment be implemented at the Westminster Station to construct the Betterment improvements designed in accordance with RPC 0041A. Capitalized terms not defined herein shall have the meaning prescribed to them in the IGA.

A commuter rail station is planned for construction by DTP at the Westminster Station. The City wishes to implement improvements on the south side of the commuter rail line to connect with the commuter rail platform at Westminster Station and to the plaza and parking on the north of the rail line via the pedestrian underpass to be built by DTP. This Betterment request will result in some re-design of Westminster station, including, without limitation, the extension to the underpass, redesign of the station platform and platform systems, and re-design of platform canopies, and will add improvements on the south side, including, without limitation, the addition of an observatory deck, addition of an elevator, and addition of a structural observatory deck canopy.

Pursuant to the City's letter to RTD dated April 17, 2014, RTD implemented work described in RPC 0041A to provide all required design services to re-design the Westminster station. Pursuant to its design work in accordance with RPC 0041A, via Aconex September 25, 2014, DTP has provided a fixed price, fixed time proposal to construct the re-designed Westminster station, including all associated work, (for purposes of this letter, the "Betterment"). A copy of DTP's proposal for the Betterment, RPC 0041B Westminster Station Platform Betterment - Construction dated October 9, 2014, is attached hereto as Attachment A and is incorporated into this letter agreement by this reference. The City understands that RTD has agreed to implement the construction work associated with the Betterment, subject to the terms and conditions contained in this letter and in Attachment A.

In order to implement RPC 0041B, RTD will need to acquire portions of certain real property currently owned by the City and identified as parcels NW-11 and NW-12. The parties had previously contemplated the City conveying such property to RTD pursuant to the terms of the City of Westminster Northwest Electrified Segment Westminster Station Intergovernmental Agreement

dated June 26, 2012 (the "Station IGA"). RTD subsequently determined that it no longer needed NW-11 and NW-12 to implement its base plan and the conveyance was never completed. The City agrees to timely amend the Station IGA to provide for the City to convey NW-11 and NW-12 with no monetary consideration to be paid by RTD so that the value of those parcels will not count as a credit against the City's local agency contribution. In addition, in order to implement RPC 0041B, the City agrees to make further amendments to the Station IGA including without limitation replacing Exhibits B, H and I and providing for City funding for the operations and maintenance of the Betterment improvements. The City agrees to enter into a separate intergovernmental agreement, as necessary, to provide for operation and maintenance of Westminster station Betterments.

The City has reviewed Attachment A and, in accordance with Section 11 (*Betterments*) of the IGA, the City agrees to each of the following:

The capital cost of the Betterment is $3,242,572 ("Betterment Cost"). The City shall pay RTD $2,420,678 ("City Betterment Payment"). The City Betterment Payment is calculated as follows: Betterment Cost minus $700,000, which sum represents the capital cost RTD has agreed to incur in place of making available certain CMAQ funds for an elevator at Westminster station, and minus a further $121,894 that RTD has agreed to contribute as a result of final negotiations with the City. Pursuant to Section 5.4.b of the Station IGA, the City shall pay RTD the City Betterment Payment in the form of a deduction of such costs from the RTD Funding, as that term is defined in the Station IGA; [provided, however, that if by February 1, 2015 the City fails to start construction of the Parking Facility, the Permanent Bus Facilities and the Associated Infrastructure, each as defined in the Station IGA, then the City shall deposit $2,420,678 with RTD no later than 2 business days following that date][TO BE DISCUSSED].

The City shall pay RTD revised costs if any of the scope assumptions and conditions contained in Attachment A fail to be met and such failure is not caused by DTP or RTD.

It is intended by the parties that by executing this Letter Agreement, the City is making a legally binding commitment to pay the City Betterment Payment in accordance with the terms herein.

The City shall negotiate in good faith and enter into an amendment to the Station IGA to provide for the conveyance of property with no monetary consideration to be paid by RTD so that the value of those parcels will not count as a credit against the City's local agency contribution, operations and maintenance funding for the Betterment improvements, as well as other provisions in order to implement RPC 0041B. If necessary, the City shall negotiate in good faith and enter into an intergovernmental agreement that provides for the operation and maintenance of the Betterment improvements.

Please sign below to acknowledge RTD's agreement to the terms of this Betterment request and return an executed copy of this letter to me. Upon RTD's execution and receipt of payment from the City as

described herein, RTD is authorized to proceed with implementation of the design effort of the Betterment in accordance with this letter and without further action on the part of the City.

Sincerely,

_____

J. Brent McFall
City Manager
City of Westminster
4800 West 92nd Avenue
Westminster, Colorado 80031

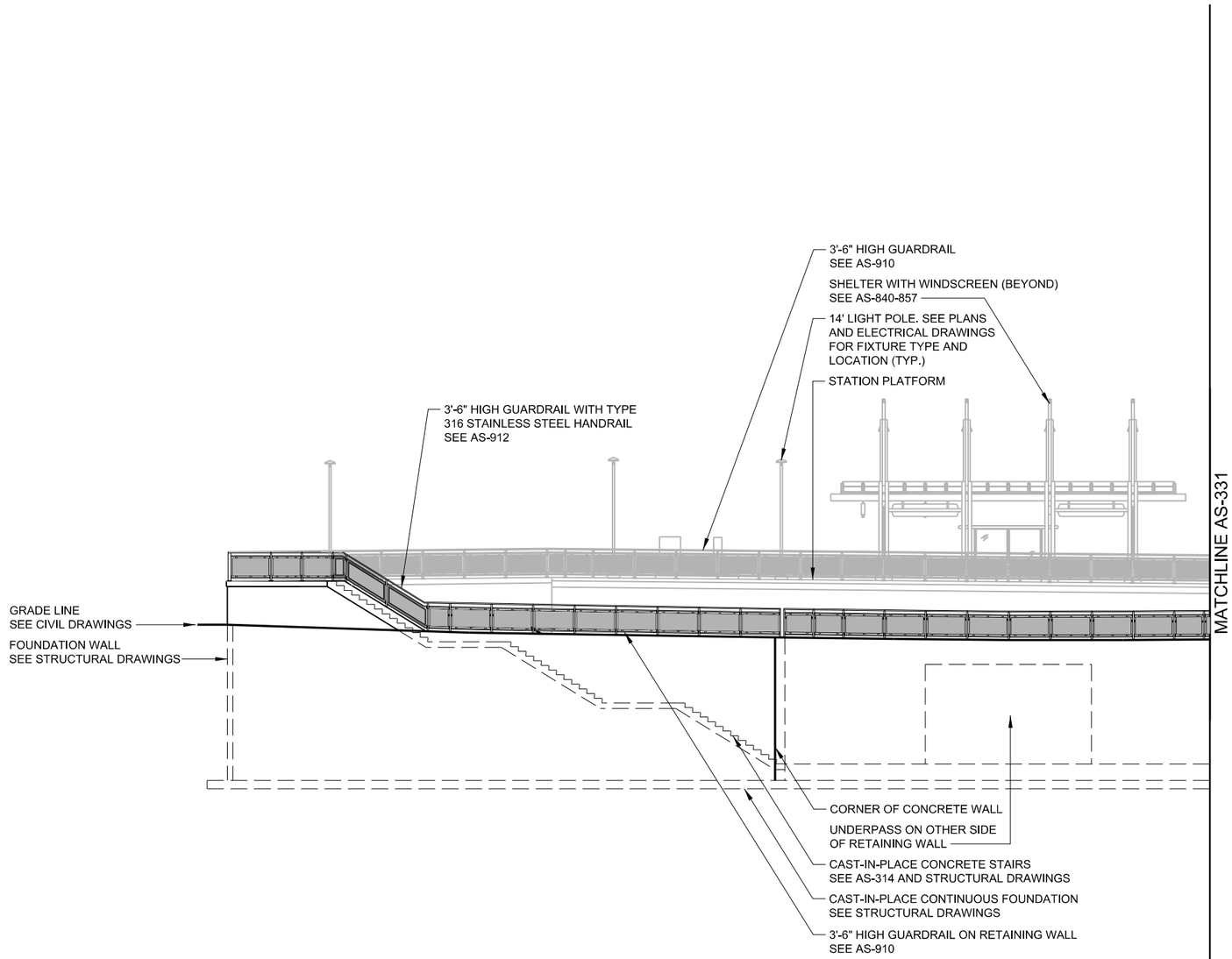
ACKNOWLEDGED AND AGREED FOR THE REGIONAL TRANSPORTATION DISTRICT

_____ _____

Brian Middleton, Eagle Project Director Date

Attachment: Attachment A, RPC 0041B City of Westminster Station Betterment Change Report

RTD BASE PLAN 2011



1 STATION ELEVATION - NORTH

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SCALE IN FEET

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12/6/2011
USER: cwilkinson

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B	ISSUED FOR 60% SUBMITTAL, CDRL #7B-09.06A, REV B	DH	08/22/11

DESIGNED BY: BC DATE: 05/03/11
DRAWN BY: CW DATE: 05/03/11
CHECKED BY: JG DATE: 10/18/11
APPROVED BY: CJB DATE: 11/22/11

eagle P3 | RTD FASTRACKS | FLUOR HDR GLOBAL DESIGN CONSULTANTS | IBI GROUP | DENVER TRANSIT PARTNERS

NORTHWEST RAIL ELECTRIFIED SEGMENT

SOUTH WESTMINSTER STATION
STATION ELEVATION (NORTH)

SHEET REFERENCE NUMBER:
AS-330

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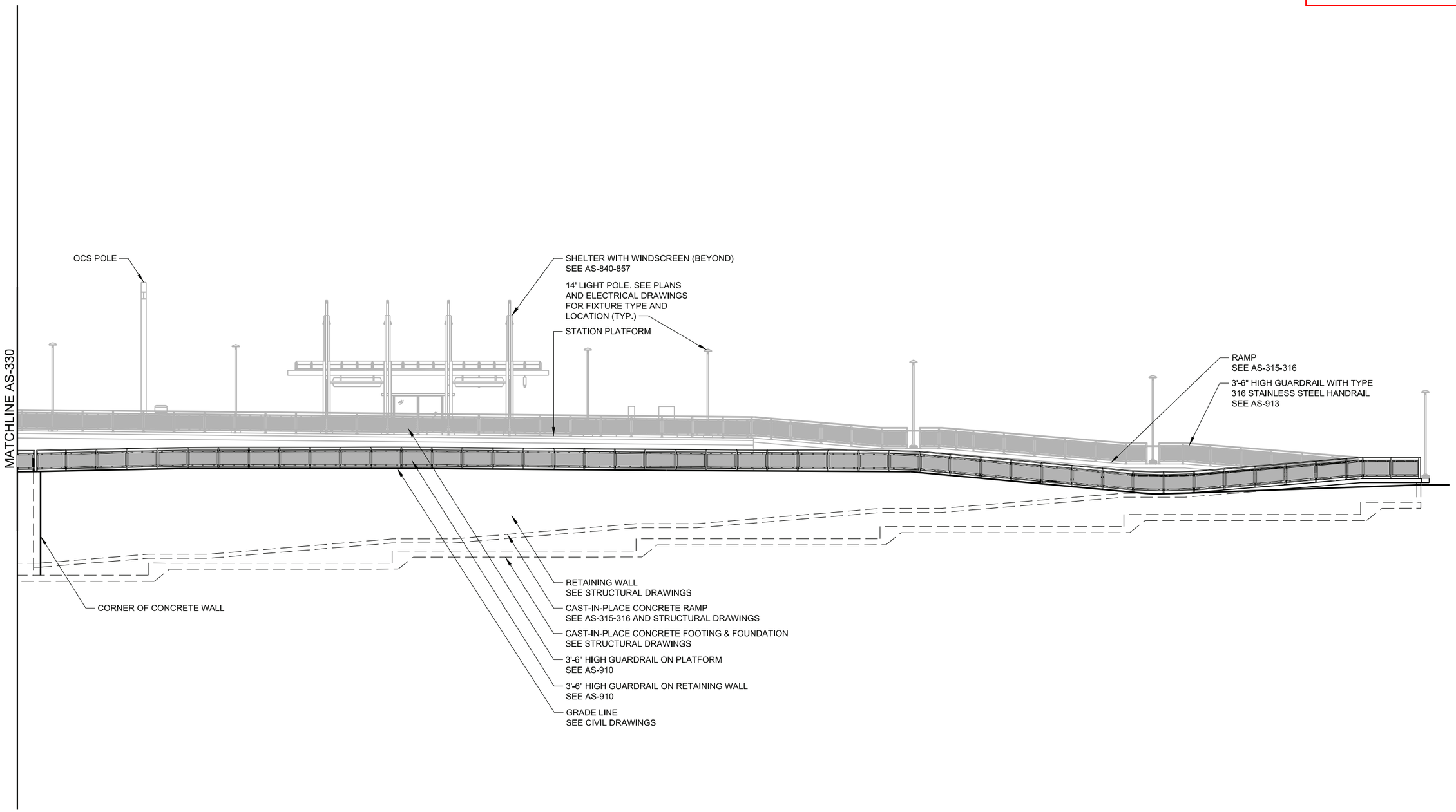

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SCALE IN FEET

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12/6/2011
USER: cwilkinson

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B	ISSUED FOR 60% SUBMITTAL, CDRL #7B-09.06A, REV B	DH	08/22/11

DESIGNED BY: BC DATE: 05/03/11
DRAWN BY: CW DATE: 05/03/11
CHECKED BY: JG DATE: 10/18/11
APPROVED BY: CJB DATE: 11/22/11

RTD FASTRACKS eagle P3 | FLUOR HDR GLOBAL DESIGN CONSULTANTS | IBI GROUP | DENVER TRANSIT PARTNERS

NORTHWEST RAIL ELECTRIFIED SEGMENT

SOUTH WESTMINSTER STATION
STATION ELEVATION (SOUTH)

SHEET REFERENCE NUMBER:
AS-331

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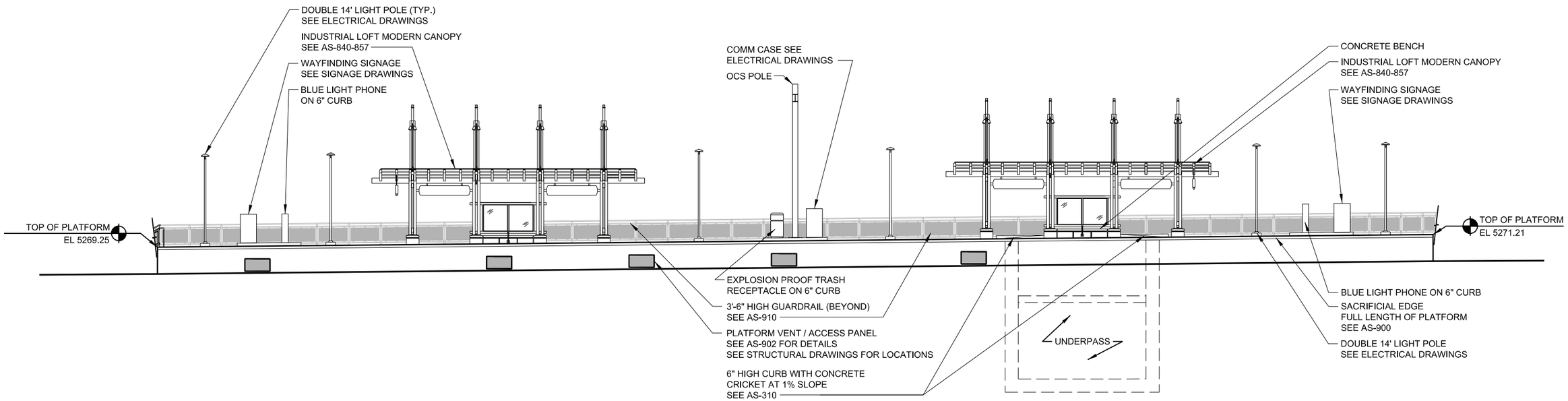

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SCALE IN FEET

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B	ISSUED FOR 60% SUBMITTAL, CDRL #7B-09.06A, REV B	DH	08/22/11

DESIGNED BY: BC DATE: 05/03/11
DRAWN BY: CW DATE: 05/03/11
CHECKED BY: JG DATE: 10/18/11
APPROVED BY: CJB DATE: 11/22/11

eagle P3 | RTD FASTRACKS | FLUOR HDR GLOBAL DESIGN CONSULTANTS | IBI GROUP | DENVER TRANSIT PARTNERS

NORTHWEST RAIL ELECTRIFIED SEGMENT

SOUTH WESTMINSTER STATION
PLATFORM ELEVATION (NORTH)

SHEET REFERENCE NUMBER:
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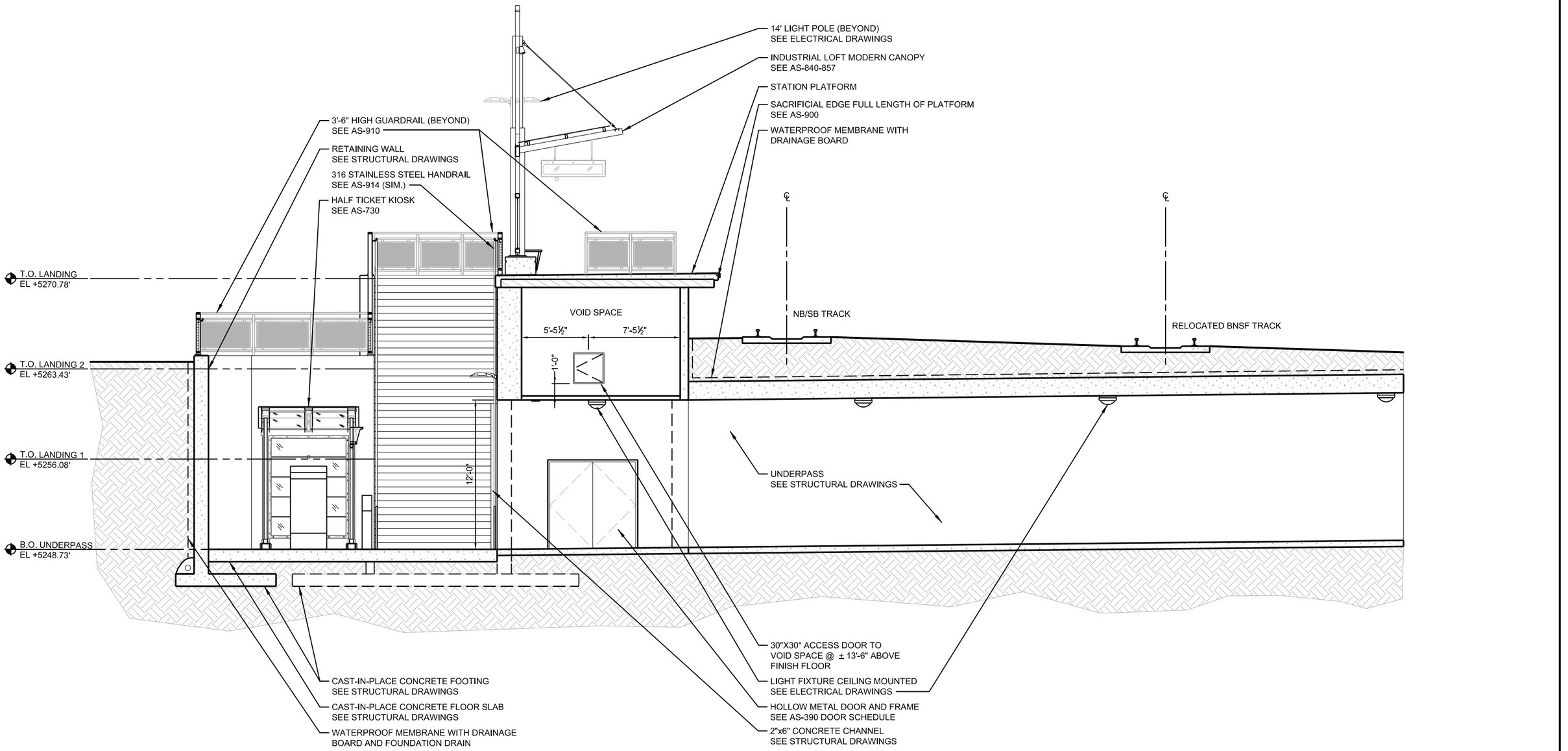

1 UNDERPASS / PLATFORM CROSS SECTION

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DESIGNED BY: BC DATE: 05/03/11
DRAWN BY: CW DATE: 05/03/11
CHECKED BY: JG DATE: 10/18/11
APPROVED BY: CJB DATE: 11/22/11

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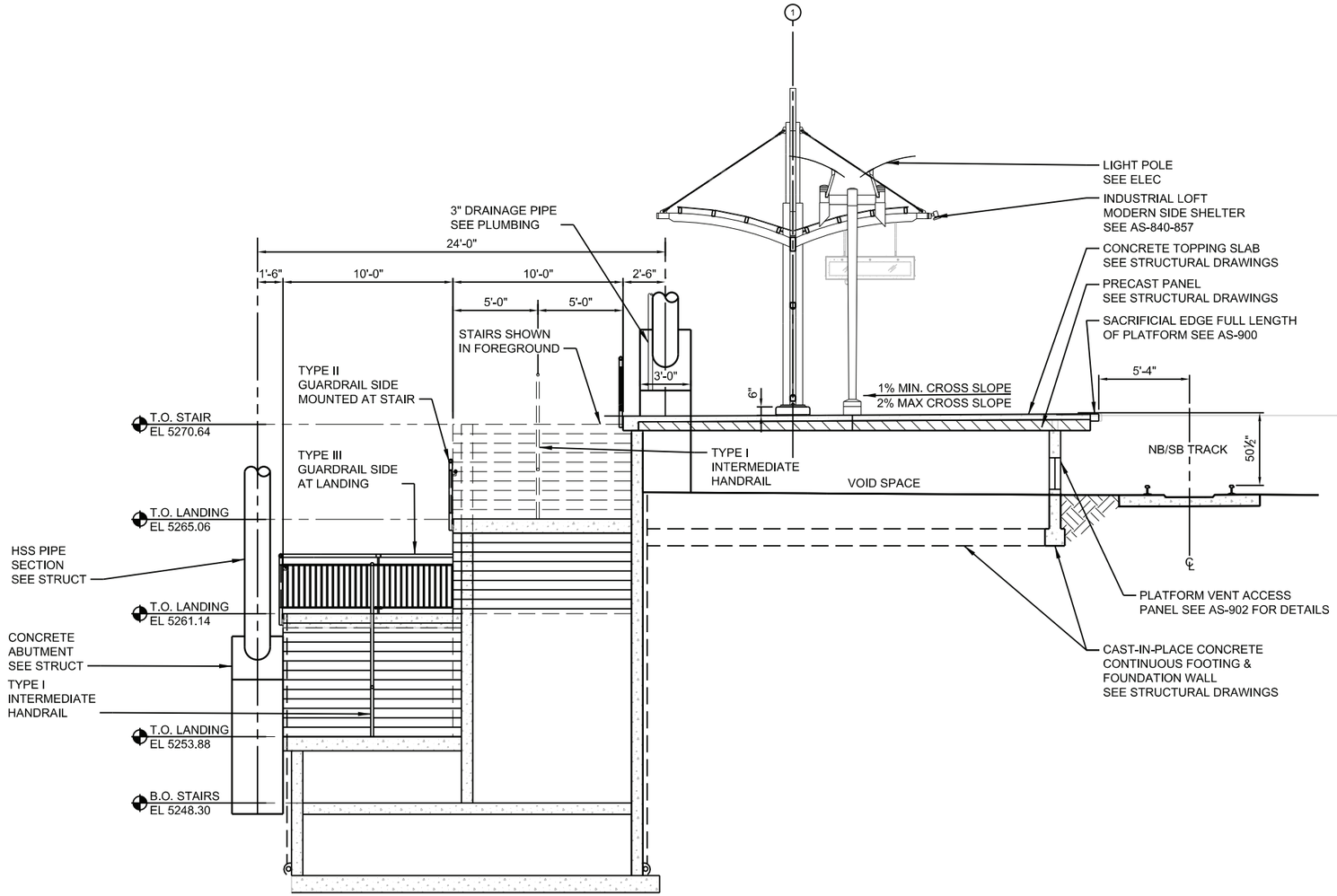
NORTHWEST RAIL ELECTRIFIED SEGMENT

SOUTH WESTMINSTER STATION
UNDERPASS / PLATFORM CROSS SECTION

SHEET REFERENCE NUMBER:
AS-341

CITY BETTERMENT 2014



1 SECTION THROUGH STAIR AND PLATFORM

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8/7/2014

USER: aquintan

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A	ISSUED FOR OSR #1, CDRL #7B-09.06B, REV A	JAB	05/29/14

DESIGNED BY: MM DATE: 05/20/14
DRAWN BY: AQ DATE: 05/20/14
CHECKED BY: WBC DATE: 12/18/12
APPROVED BY: JEK DATE:

RTD FASTRACKS eagle P3 FLUOR HDR GLOBAL DESIGN CONSULTANTS

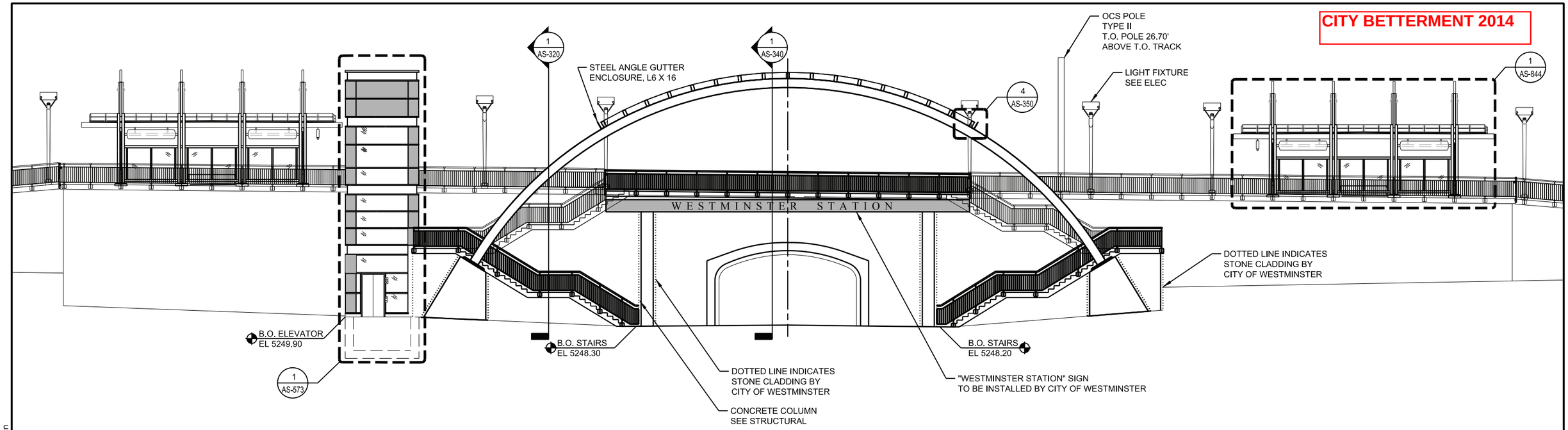
DENVER TRANSIT PARTNERS

NORTHWEST RAIL ELECTRIFIED SEGMENT

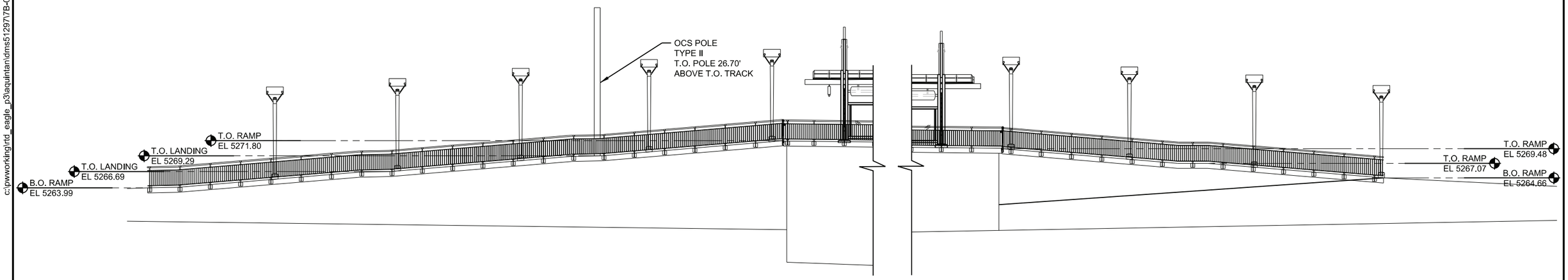
WESTMINSTER STATION
PLATFORM STAIR CROSS SECTIONS

SHEET REFERENCE NUMBER:
AS-320

CITY BETTERMENT 2014



1 STATION ELEVATION - SOUTH
SCALE 1/16" = 1'-0"



2 RAMP ELEVATION - WEST
SCALE 1/16" = 1'-0"

3 RAMP ELEVATION - EAST
SCALE 1/16" = 1'-0"

0 8 16 24
SCALE IN FEET

NO.	REVISIONS	BY	DATE
C	ISSUED FOR CONSTRUCTABILITY REVIEW, REV C	JAB	08/08/14
B	ISSUED FOR OSR #2, CDRL #7B-09.06B, REV B	JAB	07/10/14
A	ISSUED FOR OSR #1, CDRL #7B-09.06B, REV A	JAB	05/29/14

DESIGNED BY: MM DATE: 05/20/14
DRAWN BY: AQ DATE: 05/20/14
CHECKED BY: WBC DATE: 12/18/12
APPROVED BY: JEK DATE:

RTD FASTTRACKS
eagle P3
FLUOR HDR GLOBAL DESIGN CONSULTANTS
DENVER TRANSIT PARTNERS

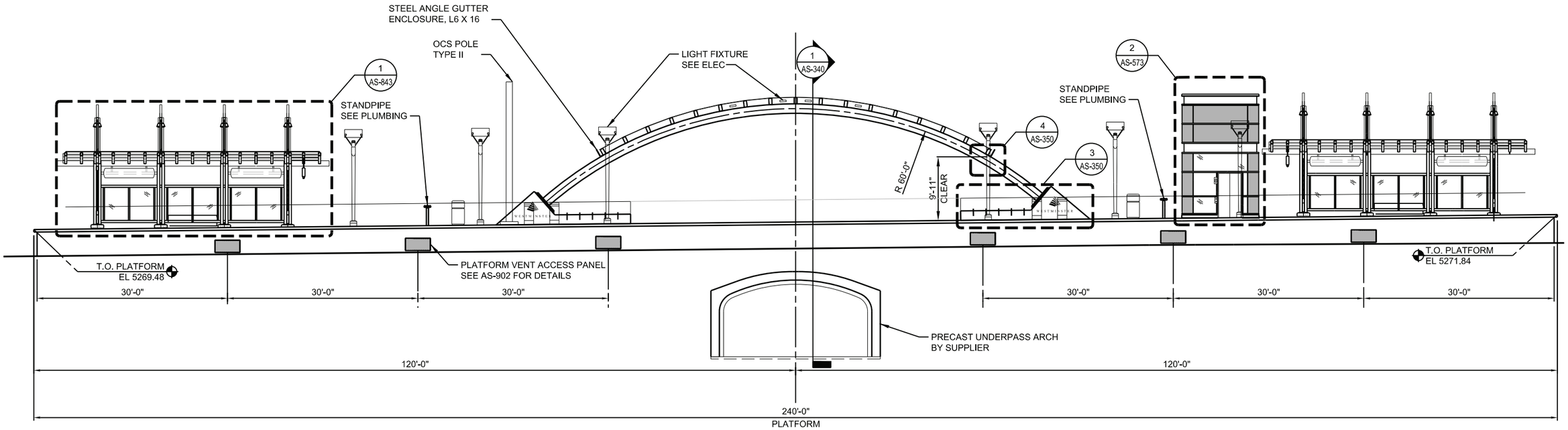
NORTHWEST RAIL ELECTRIFIED SEGMENT

WESTMINSTER STATION
PLATFORM ELEVATION (SOUTH)

SHEET REFERENCE NUMBER:
AS-330

c:\pwworking\rtd_eagle_p3\aquintan\dms5129717B-09.06B_NWES-A-AS-330.dgn
8/7/2014
USER: aquintan

CITY BETTERMENT 2014



1 STATION ELEVATION - NORTH
1/16" = 1'-0"

0 8 16 24
SCALE IN FEET

NO.	REVISIONS	BY	DATE
C	ISSUED FOR CONST REVIEW, CDRL #7B-09.06B , REV C	JAB	08/08/14
B	ISSUED FOR OSR #2, CDRL #7B-09.06B, REV B	JAB	07/10/14
A	ISSUED FOR OSR #1, CDRL #7B-09.06B, REV A	JAB	05/29/14

DESIGNED BY: MM DATE: 05/20/14
DRAWN BY: AQ DATE: 05/20/14
CHECKED BY: WBC DATE: 12/18/12
APPROVED BY: JEK DATE:

RTD FASTRACKS eagle P3 FLUOR HDR GLOBAL DESIGN CONSULTANTS

DENVER TRANSIT PARTNERS

NORTHWEST RAIL ELECTRIFIED SEGMENT

WESTMINSTER STATION
PLATFORM ELEVATION (NORTH)

SHEET REFERENCE NUMBER:
AS-331

USER: aquintan 8/7/2014 c:\pwworking\rtd_eagle_p3\aquintan\dms512971\7B-09.06B_NWES-A-AS-331.dgn

WESTMINSTER

Agenda Item 8 C

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Fleet Maintenance Cumulative Purchases of Over $75,000

Prepared By: Jeffery Bowman, Fleet Manager

Recommended City Council Action

Determine that the public interest will be best served and approve Fleet Maintenance cumulative purchases in 2014 with Barbee's Freeway Ford INC for remanufacturing services not to exceed $100,000 through year end.

Summary Statement

- The Westminster Municipal Code requires that all purchases over $75,000 be brought to City Council for approval. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds $75,000.

- The Fleet Maintenance Division uses Barbee's Freeway Ford INC to remanufacture City of Westminster Ford Crown Victoria patrol cars. Total aggregate purchases from Barbee's Freeway Ford INC will likely exceed $75,000 during 2014, as four rebuilds are scheduled to replace worn out patrol cars. Staff is asking for approval of purchases not to exceed $100,000 for four patrol car remanufactures.

- Adequate funds were budgeted and are available for this expense.

Expenditure Required: $100,000

Source of Funds: 2014 General Capital Outlay Replacement Fund – Public Safety

Policy Issue

Should Council approve the cumulative purchase of remanufacture services from Barbee's Freeway Ford INC that total over $75,000 in 2014?

Alternative

Do not approve the expenditures as recommended. Four Ford Crown Victoria patrol cars would not be rebuilt, as only one qualified vendor; Barbee's Freeway Ford INC is able to rebuild per the City of Westminster's requirements. While it could be argued that each transaction represents a separate purchase, City Staff believes that a more prudent approach is to treat the smaller transactions as cumulative larger purchases with the vendors that are subject to Council approval.

Background Information

The Westminster Municipal Code requires that all purchases over $75,000 be brought to City Council for approval. Staff has taken a conservative approach in interpreting this requirement to include transactions where the cumulative total purchases of similar commodities or services from one vendor in a calendar year exceeds $75,000. Fleet Maintenance has identified Barbee's Freeway Ford INC as a vendor where the total cumulative purchases or expenses will exceed $75,000 for the year 2014 and thus require Council authorization. Staff is seeking approval for this expenditure for the calendar year 2014. Funds are available in the GCORF-PST account.

Fleet Maintenance uses one vendor to provide the unique service of remanufacturing Ford Crown Victoria patrol cars. Beginning with the test phase of police car remanufacturing in 2012, two vendors were used to provide the remanufacturing service; Longmont Ford and Freeway Ford. When comparing side by side work that includes; body and paint, interior, mechanical, decal, emergency lighting and communication regarding the remanufactured patrol cars from both facilities, Barbee's Freeway Ford INC is the provider that best meets the requirements to extend the life of Westminster's Ford Crown Victoria patrol cars for an additional 100,000 miles.

To date, Fleet Maintenance has identified Barbee's Freeway Ford INC as a vendor that will produce over $75,000 in orders during 2014, as current remanufacture work is nearing $40,000. Staff anticipates working with Barbee's Freeway Ford INC to remanufacture four cars during the remainder of the year that will not exceed $100,000.

The City's approach to these types of collective purchases from any single vendor, such as Barbee's Freeway Ford INC, assures that purchases in excess of $75,000 are identified in advance and brought to City Council for approval and helps to achieve City Council's Strategic Plan Goal of "Excellence in City Services" by spending tax dollars in a responsible manner.

Respectfully submitted,

J. Brent McFall
City Manager

WESTMINSTER

Agenda Item 8 D

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: City Park Grand Staircase Renovation

Prepared By: Becky Eades, Landscape Architect II

Recommended City Council Action

Authorize the City Manager to execute a contract with the low bidder, T2 Construction, Inc., in the amount of $268,980 for the construction of improvements to the Grand Staircase at City Park, a 12-percent contingency in the amount of $32,278, for a total expenditure of $301,258.

Summary Statement

- The Grand Staircase at City Park was built in 1994.
- The retaining walls adjacent to the staircase are in need of replacement.
- It is less costly to remove and replace the existing walls rather than try to salvage some of the block for reuse. Additionally, the original block is no longer manufactured.
- The original design holds water adjacent to the walls and has contributed to the demise of the walls.
- Half of the original down-lights that are cut into the existing walls are no longer functioning.
- This work will include new retaining walls built to enhance drainage; new LED down-lights will be easily replaceable and use less energy; stair treads will be patched and handrails will be painted.
- The contingency has been increased to 12 percent as this project is a renovation and has a higher risk for unknowns.
- Staff has determined that it is advisable for these repairs to move forward prior to the completion of the City Park Master Plan.

Expenditure Required: $301,258

Source of Funds: General Capital Improvement Fund

Policy Issue

Does City Council wish to move forward with a contract with T2 Construction, Inc. in the negotiated amount?

Alternative

Council could choose to move forward with the project as originally bid; however, Staff believes the negotiated scope and cost to be better suited to the requirements of the project.

Background Information

The Grand Staircase was built in 1994. Over the years there have been issues with the stability of the retaining walls and they have been repaired many times and after twenty years they need to be re-built. The engineering firm SBSA was hired to prepare construction drawings for the replacement of the walls. Six contractors attended the mandatory pre-bid meeting on July 16, 2014; on July 30 three contractors submitted bids as follows:

AGS Construction, Inc.	$901,771.00
ASR Companies, Inc.	$429,506.50
T2 Construction, Inc.	$386,387.63

Staff further negotiated with the low bidder, T2 Construction, Inc., to further reduce the cost of the project while maintaining the design intent, to a cost of $301,258.00, including contingency. Work is anticipated to begin in mid to late October and will be complete in early 2015, weather permitting.

Staff will be bringing a recommendation to City Council to hire a firm to assist with developing a Master Plan for the future of City Park. This plan has a few required considerations including preserving the iconic Grand Staircase.

This item supports the City's Strategic Plan Goal of Beautiful, Desirable, Environmentally Responsible City in that the renovation of the Grand Staircase, including replacing the retaining walls and modifying the drainage, will improve the appearance of the area and also increase safety.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Location Map

Westminster City Park

WESTMINSTER

Agenda Item 9 A

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Resolution No. 22 Making Appointments to Fill Vacancies on Boards and Commissions

Prepared By: Linda Yeager, City Clerk

Recommended City Council Action

Adopt Resolution No. 22 making appointments to fill vacancies on the Environmental Advisory Board and the Historic Landmark Board.

Summary Statement

- The Westminster Municipal Code establishes the membership composition of each City Board and Commission and, in some instances, sets forth expertise requirements for membership where professional experience is valuable to the Board's role.

- Since July 31, the City Council has accepted, with regret, the resignations of Nancy Partridge and A. J. Elserougi from the Environmental Advisory Board and of Michael Keaveny from the Historic Landmark Board. Ms. Partridge and Mr. Keaveny have moved from Westminster and are no longer eligible to serve; Mr. Elserougi cited life changes and a need to devote more time to family and his career as the basis for submitting his resignation.

- Citizens interested in serving on Boards and Commissions were interviewed by City Council earlier this year.

- If adopted, the attached resolution officially appoints Donald Fiddes to regular membership on the Environmental Advisory Board to fill Mr. Elserougi's unexpired term; Barbara Cox, the current alternate member on the Historic Landmark Board, to fill Mr. Keaveny's unexpired term as a regular member, and Gargi Duttgupta to the alternate member position on the Historic Landmark Board. Ms. Partridge's vacancy as the alternate to the Environmental Advisory Board will be filled at a later date.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Does City Council wish to fill vacancies on the Environmental Advisory Board and the Historic Landmark Board so a full complement of qualified members can fulfill established duties?

Alternative

Do not fill the vacancy at this time. This is not recommended as City Council invested the time into completing interviews and identifying qualified citizens to fill vacancies. In addition, having the the Historic Landmark Board function with full membership and the Environmental Advisory Board function at near full membership will allow both Boards to perform the duties and responsibilities outlined in the Westminster Municipal Code.

Background Information

After receiving and accepting resignations from Nancy Partridge and Michael Keaveny, Council directed the City Clerk to contact Mr. Donald Fiddes about his interest in filling the vacancy on the Environmental Advisory Board and Gargi Duttgupta about accepting appointment to the alternate position on the Historic Landmark Board. Both accepted and in the interim, Mr. Elserougi submitted his resignation as a regular member on the Environmental Advisory Board. Rather than appoint Mr. Fiddes as the alternate member on the Board, the attached resolution names him a regular member to fill the balance of Mr. Elserougi's term, which will expire December 31, 2014. The appointment of an alternate member to the Board to fill Ms. Partridge's unexpired term will be made by Council at a future date. The attached resolution also appoints Barbara Cox, current alternate on the Historic Landmark Board, to regular membership to fill Mr. Keaveny's unexpired term, which will expire December 31, 2014, and Ms. Duttgupta to the alternate member position on the Historic Landmark Board, term to expire December 31, 2015.

By appointing residents to Boards and Commissions, citizens are involved in their local government and are actively supporting City Council's Strategic Plan Goal of Comprehensive Community Engagement.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment - Resolution

RESOLUTION

RESOLUTION NO. **22** INTRODUCED BY COUNCILLORS

SERIES OF 2014 _____

A RESOLUTION FOR THE CITY OF WESTMINSTER BOARD AND COMMISSION NEW APPOINTMENTS

WHEREAS, it is important to have each City Board or Commission working with its full complement of authorized members to carry out the business of the City of Westminster with citizen representation; and

WHEREAS, the City Council accepted, with regret, the July 2014 resignation of Nancy Partridge as the alternate member on the Environmental Advisory Board; the September 2014 resignation of A. J. Elserougi as a regular member on the Environmental Advisory Board; and the August 2014 resignation of Michael Keaveny as a regular member of the Historic Landmark Board; and

WHEREAS, City Council conducted interviews of citizens who responded to the 2013 Boards and Commissions' recruitment and, from the pool of eligible citizens, has selected individuals to fill vacancies on both of the aforementioned Boards.

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

Section 1. Donald M. Fiddes is hereby appointed a regular member of the Environmental Advisory Board, term to expire December 31, 2014.

Section 2. Barbara Cox, the current alternate member of the Historic Landmark Board, is hereby appointed a regular member of said Board, term to expire December 31, 2014.

Section 3. Gargi Duttgupta is hereby appointed the alternate member of the Historic Landmark Board, term to expire December 31, 2015.

PASSED AND ADOPTED this 13th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
City Attorney

WESTMINSTER

Agenda Item 10 A - C

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Public Hearing and Action on an Amendment to the Northridge at Park Centre Preliminary Development Plan and Official Development Plan

Prepared By: Natalie Winsen, Planner

Recommended City Council Action

1. Hold a public hearing.

2. Approve an Amendment to the Northridge at Park Centre Subdivision - Preliminary Development Plan. This recommendation is based on a finding that the criteria set forth in Section 11-5-14 of the Westminster Municipal Code have been met.

3. Approve an Amendment to the Northridge at Park Centre - Official Development Plan. This recommendation is based on a finding that the criteria set forth in Section 11-5-15 of the Westminster Municipal Code have been met.

Summary Statement

- The first Preliminary Development Plan (PDP) approved in 2000 for employment uses including office, research and development, and support commercial uses. The PDP has been amended three times (2002, 2003 and 2014) to facilitate the development of individual lots.
- The proposed Official Development Plan (ODP) amendment will permit a 3-story, 96-bed skilled nursing facility, approximately 80,400 square feet, and the associated parking and landscaping at 12285 Pecos Street - Lot 1 (approximately 4.96 acres) of the Northridge Park Centre Subdivision.
- An amendment to the existing PDP is required to expand the permitted uses to incorporate medical facilities, including skilled nursing facilities on Lots 1-5. A building height of 3 stories, not to exceed 59 feet will also be allowed on Lot 1. Additionally a parking standard for skilled nursing facilities that requires a minimum of 1 stall for every 3 patients will be added to the PDP. No other changes to the PDP are proposed.
- The proposed Official Development Plan (ODP) amendment will permit a 3-story, 96-bed skilled nursing facility, approximately 80,400 square feet, and the associated parking and landscaping at 12285 Pecos Street - Lot 1 (approximately 4.96 acres) of the Northridge Park Centre Subdivision.
- The facility would serve patients needing physical rehabilitation, and/or complex nursing care for a limited period of time.

Expenditure Required: $0

Source of Funds: N/A

Planning Commission Recommendation

The Planning Commission met on Tuesday September 23, 2014 to consider amendments to the Northridge at Park Centre PDP and Northridge at Park Centre ODP. The Commission voted unanimously (5-0) in favor of approving the proposed amendments. No one spoke in favor or opposition to the proposal.

Policy Issues

1. Should the City approve an Amendment to the Northridge at Park Centre - PDP?
2. Should the City approve an Amendment to the Northridge at Park Centre - ODP?

Alternatives

1. Deny the Amendment to the Northridge at Park Centre Subdivision - PDP. This alternative is not recommended because staff believes the use is compatible with the surrounding land uses. Additionally, the use is consistent with the Comprehensive Plan designation which is Office/R&D Low Intensity.
2. Deny the Amendment to the Northridge at Park Centre - ODP. This alternative is not recommended because staff believes that the ODP is in compliance with the criteria set forth in Section 11-5-15 of the Westminster Municipal Code (WMC).
3. Approve the Amendments to the Northridge at Park Centre – Preliminary Development Plan and Official Development Plan with conditions. For example, if the City Council believes that the proposed land use is acceptable, but only in certain circumstances, it could be determined that the proposed land use only be approved for Lot 1.

Background Information

Nature of Request
An amendment to the PDP and ODP is required to permit the proposed medical facility use; a skilled nursing facility for patients who need physical rehabilitation and/or complex nursing care. This type of use is not considered residential as the patients are provided care for a limited amount of time. This includes overnight stays for an average time period of two weeks and a maximum stay of 100 days. It is anticipated that this facility will have approximately 200 employees. The proposal is consistent with the area's Comprehensive Plan designation of Office/R&D Low Intensity. The Office/R&D Low Intensity land use designation is intended for campus-like development and specifically identifies medical facilities as an appropriate land use for this designation.

Location
The site is located 12285 Pecos Street (please see attached vicinity map).

Public Notification
Westminster Municipal Code 11-5-13 requires the following three public notification procedures:

- Published Notice: Notice of public hearings scheduled before Planning Commission shall be published and posted at least 10 days prior to such hearing and at least four days prior to City Council public hearings. Notice was published in the Westminster Window on October 2, 2014

- Property Posting: Notice of public hearings shall be posted on the property with one sign in a location reasonably visible to vehicular and pedestrian traffic passing adjacent to the site. One sign was posted on the property on October 2, 2014.

- Written Notice: At least 10 days prior to the date of the public hearing, the applicant shall mail individual notices by first-class mail to property owners and homeowner's associations registered

with the City within 300 feet of the subject property. The applicant has provided the Planning Manager with a certification that the required notices were mailed on September 10, 2014.

Applicant/Property Owner
Northridge Holdings, LLC
A Colorado Limited Liability Company
2850 South Fairview
Santa Ana, California 92704

PDP Property Owners

LCM Properties LLC
3155 N. Chambers Rd. Unit A
Aurora, Co 80011

His Company Inc.
6650 Concord Park Dr.
Houston, TX 77040

DV Westminster Partners LP
5005 LBJ Freeway, Suite 1130
Dallas, TX 75244

North Forest Office Providers LLC
8201 Main Street No.12
Williamsville, NY 14221

David C. And Robert Noel
3311 Harmony Rd.
Berthoud, CO 80513

Academy Building Corporation Ii
11800 Lowell Blvd.
Westminster, CO 80031

Northridge Equities LLC
520 SW 6th Ave Suite 610
Portland, OR 97204

Sierra Pacific Industries Inc.
Po Box 496028
Redding, CA 96049

Evangelical Church
8303 W. Higgins Rd
Chicago, IL 60631

Surrounding Land Use and Comprehensive Plan Designation

	Development Name	Zoning	CP Designation	Use
North	NA – Parks and Open Space	PUD	Public Parks	Parks and Recreation
South	NA – Undeveloped	PUD	Office/RD Low Intensity	Undeveloped
East	Park Centre F01 (DATARAY CORPORATION)	PUD	Flex/Light Industrial	Light Industrial
West	NA – Open Space	PUD	City Owned Open Space	Open Space

Site Plan Information
The following site plan information provides a few examples of how the proposals comply with the City's land development regulations and guidelines; and the criteria contained in Section 11-5-14 and 11-5-15 of the Westminster Municipal Code with staff analysis of how each code requirement is met.

Northridge at Park Centre is envisioned as a full-service business park with a variety of employment generating uses. This vision is further supported by the Comprehensive Plan designation of Office/R&D Low Intensity, which specifically identifies medical uses as an appropriate use for the Office/R&D Low Intensity designation. The proposed PDP and ODP amendments to allow a medical facility on Lots 1-5 supports the implementation of the vision for this neighborhood.

Circulation and Parking
The new facility will be accessed from Pecos Street by a private access road shared between lots 1 and 2. Until lot 2 is developed, the roadway will be maintained by lot 1. No other access to city streets is proposed.

Two parking areas are proposed. The first is on the east side of the building primarily serving patients and guests, while the second is located at the rear (west side) of the building and will be used primarily as staff parking. A drop-off area with 5 accessible (ADA) parking stalls is located at the primary entrance to the building, facing southeast. A total of 130 spaces have been provided to ensure adequate guest and patient parking as well as to accommodate overlapping staff shift patterns.

Pedestrian circulation has been well thought out and connects the public open spaces located to the west and north and potential future recreation center proposed north of the site to Pecos Street. The internal sidewalk will be utilized by patients as part of their recovery as well as by users of adjacent properties.

Site & Landscape Design

The site design is sensitive to the significant slope found on this property and maximizes views while also respecting the importance of Pecos Street and the large setbacks identified as a key component of Northridge at Park Centre.

Although the patient and guest parking lot is located between Pecos Street and the building, the 25 foot setback, berming, and landscaping provide an appropriate buffer. Additionally, a significant variety of plants, which support the creation of healing gardens have been included in the landscape design. The landscape design includes multiple retaining walls that take advantage of the site's topography to create visually interesting spaces throughout the site that are accessed by the proposed internal sidewalks.

The trash enclosure and loading area are appropriately placed behind the building and screened from Pecos Street as well as the adjacent public open spaces.

Public art is proposed at the entrance of the site adjacent to the access road. The art location will be visible from Pecos Street and identifies the entrance to the facility. The proposed sculpture is a representation of recovery as a series of small and misshapen disks create an arc and progress into full spheres. The material is corten steel which takes on a natural weathered brownish surface over time.

Public Land Dedication/School Land Dedication

Skilled nursing facilities are exempt from public land and school land dedications; however the developer has expressed the intention to dedicate the area west of the furthermost retaining wall to the western property line to the City for public open space at the time of final plat (see attachment B). This area, which is approximately 35,000 square feet has considerable slope and several utility and drainage easements. This open space is desirable for the City as it links directly into the Big Dry Creek open space and trail network. The new trail extension on the dedicated land could also link to the potential future recreation and park area to the north of the site.

Parks/Trails/Open Space

In addition to the internal circulation network, which connects to the potential park area (north) and to Pecos Street (east), the plan shows an 8-foot wide trail segment from the northern property line south to the existing pathway located in the western edge of the property. Upon dedication of the drainage easement, the construction of the trail and all maintenance obligations for the dedicated land will transfer to the City. Open space will be dedicated per above.

Architecture/Building Materials

The T-shaped building maximizes views from the site while also expressing the different internal functions of the building in the architecture through separate wings. The 80,400 square foot building is 3 stories tall; however the PDP amendment allows a maximum height of 59 feet due to the taller than average floor to floor heights required for the mechanical equipment associated with this type of use. As proposed, the building and rooftop equipment screening is approximately 57 feet and 4 inches tall.

A glazed curtain wall and detached porte cochere identify the primary entrance and patient drop off. The remainder of the building is comprised of brick, stone, and EIFS (synthetic stucco), which complement the ground floor storefront system. The building meets the City's 50% masonry requirement. Windows are placed symmetrically on all sides of the buildings and each wing is visually anchored by a well-designed stairwell.

Signage
One monument sign is proposed along Pecos Street and one area on the south side of the building has been identified for wall signage. All signage will be required to receive a sign permit and will meet WMC Chapter 11: Sign Regulations.

Lighting
All lighting proposed for the site meets WMC 11-5-15 and all, except the street lights are LED. The proposed lighting styles are consistent with the building design.

Service Commitment Category
Skilled nursing facilities are exempt from service commitments and none are required for the proposed amendments.

Referral Agency Responses
A copy of the proposed plans was sent to the following agencies: Xcel Energy, Comcast, CenturyLink and City and County of Broomfield. Staff received responses from Xcel Energy and CenturyLink. Neither agency had specific concerns regarding the project, however Xcel Energy recommended the applicant contact the Builders Call Line and Utility Notification Center.

Neighborhood Meeting(s) and Public Comments
No neighborhood meetings were held for this proposal; however all adjacent property owners within 300 feet of the PDP were mailed information regarding the proposed amendments on May 30 2014. Additionally, notice of the public hearing was sent on September 10th to all adjacent property owners within 300 feet of the PDP boundaries. City staff has received one comment from the owner of 1575 West 124th, who was concerned about prairie dogs on the subject property and the City owned property to the north of Lot 1. In response, City staff are coordinating with the applicant and the adjacent owner to resolve this issue. No other comments from adjacent property owners were received.

Westminster Municipal Code Requirements
The following information provided complies with the City's land development regulations and design guidelines; and the criteria contained in Section 11-5-14 and 11-5-15 of the Westminster Municipal Code (attached). Staff is of the opinion that the approval of the proposed Northridge at Park Centre PDP and ODP Amendments satisfy all of the following criteria.

11-5-14: STANDARDS FOR APPROVAL OF PLANNED UNIT DEVELOPMENTS, PRELIMINARY DEVELOPMENT PLANS AND AMENDMENTS TO PRELIMINARY DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for approval of a Planned Unit Development and its associated Preliminary Development Plan or an amended Preliminary Development Plan, the following criteria shall be considered:

1. *The Planned Unit Development (PUD) zoning and the proposed land uses therein are in conformance with the City's Comprehensive Plan and all City Codes, ordinances, and policies.* Staff Comment: Staff believes that the land use proposed by this amendment is in conformance with the City's Comprehensive Plan and all City Codes, ordinances and policies. The additional proposed use is consistent with the Comprehensive Plan designation of Office/R&D Low Intensity.
2. *The PUD exhibits the application of sound, creative, innovative, and efficient planning principles.* Staff Comment: The PUD includes and maintains the criteria for development of the site with buildings, landscaping, parking, pedestrian and vehicular circulation that was approved by the original PDP and consistent with current best planning practices.
4. *Any exceptions from standard Code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Preliminary Development Plan.*

Staff Comment: There are no exceptions from standard Code requirements. The PUD meets this criterion.

5. *The PUD is compatible and harmonious with existing public and private development in the surrounding area.*
   Staff Comment: Staff believes that the proposed PDP amendments are compatible and harmonious with existing development and future development in the surrounding area. The site will have landscaped buffering on all property boundaries and public improvements to Pecos Street will be constructed. The building will look compatible with, and function like, the other buildings in Park Centre.
6. *The PUD provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.*
   Staff Comment: Staff believes that this criterion has been met. The PDP amendment is consistent with the original PDP, the Comprehensive Plan, and applicable design guidelines. The plan provides adequate buffers on each side of the development.
7. *The PUD has no significant adverse impacts upon existing or future land uses nor upon the future development of the immediate area.*
   Staff Comment: No adverse impacts are anticipated as the proposed amendments are consistent with the original PDP, the Comprehensive Plan, and applicable design guidelines.
8. *Streets, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, and free traffic flow on streets without interruptions, and in a manner that creates minimum hazards for vehicles and pedestrian traffic.*
   Staff Comment: One ingress/egress access from Pecos Street will be provided and parking will be provided on-site. The PUD meets this criterion.
9. *The City may require rights-of-way adjacent to existing or proposed arterial or collector streets, any easements for public utilities and any other public lands to be dedicated to the City as a condition to approving the PDP. Nothing herein shall preclude further public land dedications as a condition to ODP or plat approvals by the City.*
   Staff Comment: The developer has expressed the intention to dedicate the area west of the furthermost retaining wall to the western property line to the City for public open space at the time of final plat.
10. *Performance standards are included that insure reasonable expectations of future Official Development Plans being able to meet the Standards for Approval of an Official Development Plan contained in Section 11-5-15, W.M.C.*
    Staff Comment: The PDP amendment includes clear performance standards and specifically amends height maximums and parking requirements for medical facilities.
11. *The applicant is not in default or does not have any outstanding obligations to the City.*
    Staff Comment: The applicant is in compliance with this criterion.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an application for Planned Unit Development zoning, a Preliminary Development Plan or an amendment to a Preliminary Development Plan.

11-5-15: STANDARDS FOR APPROVAL OF OFFICIAL DEVELOPMENT PLANS AND AMENDMENTS TO OFFICIAL DEVELOPMENT PLANS

(A) In reviewing an application for the approval of an Official Development Plan or amended Official Development Plan the following criteria shall be considered:

1. *The plan is in conformance with all City Codes, ordinances, and policies.*
   Staff Comment: The proposed plan is in conformance with the Title XI of the Westminster Municipal Code and the Retail Commercial Design Guidelines.
2. *The plan is in conformance with an approved Preliminary Development Plan (PDP) or the provisions of the applicable zoning district if other than Planned Unit Development (PUD).*
   Staff Comment: The plan is in compliance with the proposed PDP amendments being processed concurrently with the ODP amendments.

3. *The plan exhibits the application of sound, creative, innovative, or efficient planning and design principles.*
   Staff Comment: Staff believes that the building, landscaping, parking, pedestrian and vehicular circulation proposed in this ODP are consistent with best planning practices.
4. *For Planned Unit Developments, any exceptions from standard Code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Official Development Plan.*
   Staff Comment: This criterion is not applicable to the proposed amendments as no exceptions are proposed.
5. *The plan is compatible and harmonious with existing public and private development in the surrounding area.*
   Staff Comment: Staff believes that the proposed ODP is compatible and harmonious with existing development and future development in the surrounding area. The site will have landscaped buffering on all property boundaries and public improvements to Pecos Street will be constructed.
6. *The plan provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.*
   Staff Comment: The plan is compatible and harmonious with existing development and future development in the surrounding area. The site will have landscaped buffering on all property boundaries and public improvements to Pecos Street will be constructed.
7. *The plan has no significant adverse impacts on future land uses and future development of the immediate area.*
   Staff Comment: No adverse impacts are foreseen upon future land uses or other development in the immediate area.
8. *The plan provides for the safe, convenient, and harmonious grouping of structures, uses, and facilities and for the appropriate relation of space to intended use and structural features.*
   Staff Comment: This proposed development is designed to be compatible and harmonious with the adjacent developments in terms of uses and structures.
9. *Building height, bulk, setbacks, lot size, and lot coverage are in accordance with sound design principles and practice.*
   Staff Comment: This criterion has been met by being in conformance with Title XI of the Westminster Municipal Code and meeting the intent of the design guidelines.
10. *The architectural design of all structures is internally and externally compatible in terms of shape, color, texture, forms, and materials.*
    Staff Comment: The architectural design of all structures is internally and externally compatible. The building meets our 50% masonry requirement using a combination of brick and stone. Windows are placed symmetrically on all sides of the buildings and each wing is visually anchored by a well-designed stairwell. A glazed curtain wall and detached porte cochere identify the primary entrance and patient drop off area. The remainder of the building is comprised of brick, stone, and EIFS, which complement the ground floor storefront system. The materials selected for the retaining walls and the trash enclosure are compatible the stone used for the building.
11. *Fences, walls, and vegetative screening are provided where needed and as appropriate to screen undesirable views, lighting, noise, or other environmental effects attributable to the development.*
    Staff Comment: A 25 foot setback with berming and significant variety of vegetation provides an appropriate visual and acoustical buffer from Pecos Street. No further mitigation was necessary for this site.
12. *Landscaping is in conformance with City Code requirements and City policies and is adequate and appropriate.*
    Staff Comment: The landscape design is well considered and diverse. The site design is sensitive to the significant slope found on this property and maximizes views while also respecting the importance of Pecos Street and the large setbacks identified as a key component of Northridge at Park Centre. The creation of a healing garden and multiple tiered retaining walls on the western side of the building take advantage of the significant mountain views and the site's topography.

The proposed landscaping is in conformance with the Westminster Landscape Regulations and the Retail Commercial Design Guidelines.

13. *Existing and proposed streets are suitable and adequate to carry the traffic within the development and its surrounding vicinity.*
    Staff Comment: A traffic report was completed that included potential trip generation for the proposed facility and existing traffic counts. The report noted that no significant traffic impacts are projected by this site.
14. *Streets, parking areas, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and or pedestrian traffic.*
    Staff Comment: The new facility will be accessed from Pecos Street by a private access road shared between lots 1 and 2. Two parking areas are included. The first is on the east side of the building primarily serving patients and guests, while the second is located at the rear (west side) of the building and will be used primarily as staff parking. This separated parking configuration and the design of vehicular movement within the site are designed in a manner that will promote safe, convenient, free traffic flow.
15. *Pedestrian movement is designed in a manner that forms a logical, safe, and convenient system between all structures and off-site destinations likely to attract substantial pedestrian traffic.*
    Staff Comment: An extensive network of sidewalks and pedestrian crossings will minimize conflict between vehicles and pedestrians. Pedestrian routes, including access to Pecos and the adjacent open space are included in the plan.
16. *Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with the Preliminary Development Plans and utility master plans.*
    Staff Comment: A Phase II Drainage Report and Utility Study were completed for the proposal. These studies indicate that the existing and proposed utility systems and storm drainage facilities are adequate to serve the development.
17. *The applicant is not in default or does not have any outstanding obligations to the City.*
    Staff Comment: The applicant is in compliance with this criterion.

(B) *Failure to meet any of the above-listed standards may be grounds for denial of an Official Development Plan or an amendment to an Official Development Plan.*

Strategic Plan

The requests meet the City Council's Strategic Plan goals of *Vibrant and Inclusive Neighborhoods*; *Beautiful, Desirable, Environmentally Responsible City;* and *Dynamic, Diverse Economy*. These proposed amendments will allow the construction of a needed medical facility that promotes neighborhood inclusion, is beautifully designed, and also provides jobs that grow the economy.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Attachment A - Vicinity Map
- Attachment B – Open Space Dedication
- Attachment C - Criteria and Standards for Land Use Applications

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Northridge at Park Centre - Vicinity Map
Preliminary Development Plan Amendment
Official Development Plan Amendment

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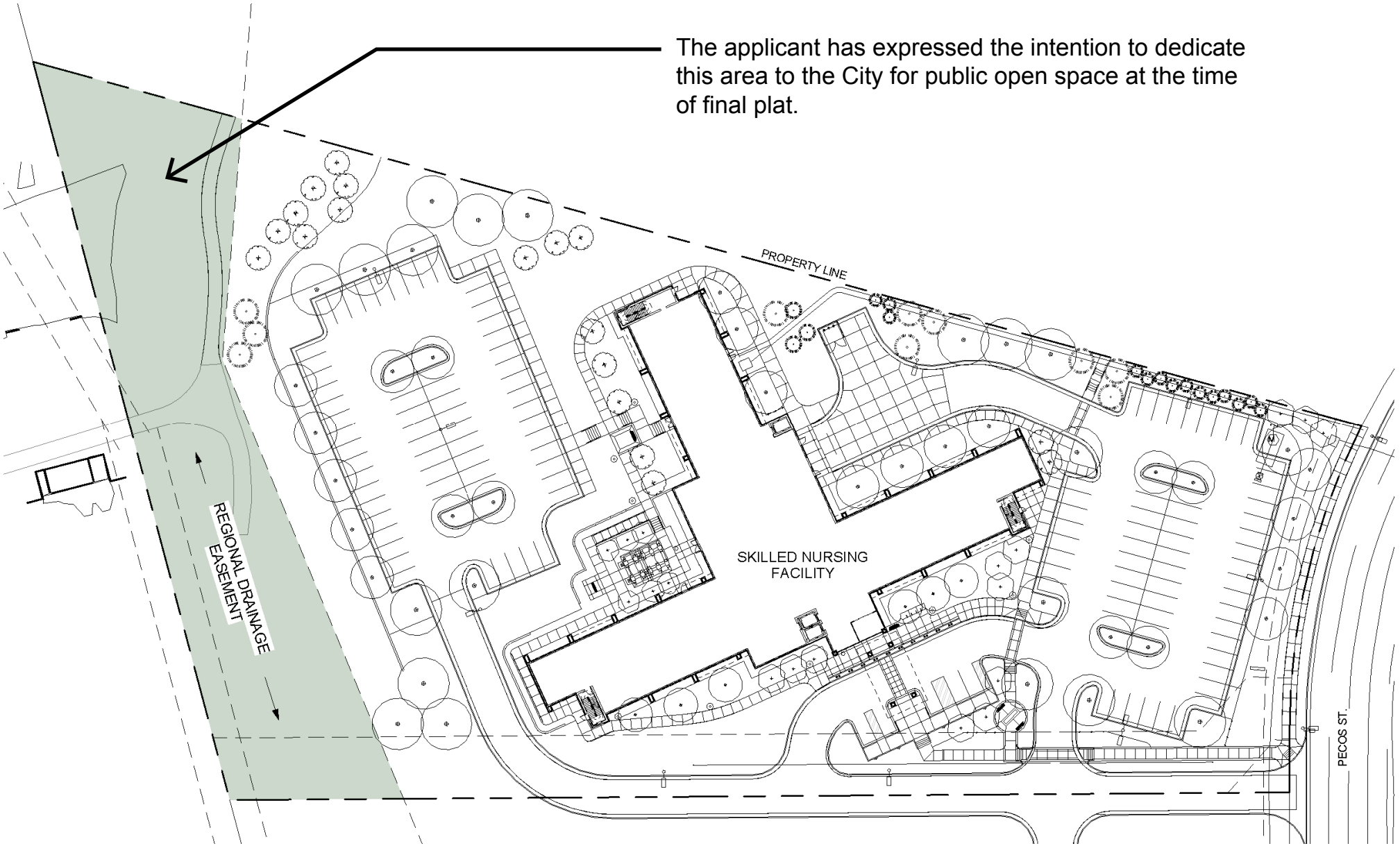

Northridge at Park Centre - Land Dedication
Official Development Plan Amendment

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Criteria and Standards for Land Use Applications

Approval of Planned Unit Development (PUD), Preliminary Development Plan (PDP) and Amendments to Preliminary Development Plans (PDP)

11-5-14: STANDARDS FOR APPROVAL OF PLANNED UNIT DEVELOPMENTS, PRELIMINARY DEVELOPMENT PLANS AND AMENDMENTS TO PRELIMINARY DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for approval of a Planned Unit Development and its associated Preliminary Development Plan or an amended Preliminary Development Plan, the following criteria shall be considered:

1. The Planned Unit Development (PUD) zoning and the proposed land uses therein are in conformance with the City's Comprehensive Plan and all City Codes, ordinances, and policies.
2. The PUD exhibits the application of sound, creative, innovative, and efficient planning principles.
3. Any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Preliminary Development Plan.
4. The PUD is compatible and harmonious with existing public and private development in the surrounding area.
5. The PUD provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
6. The PUD has no significant adverse impacts upon existing or future land uses nor upon the future development of the immediate area.
7. Streets, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, and free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and pedestrian traffic.
8. The City may require rights-of-way adjacent to existing or proposed arterial or collector streets, any easements for public utilities and any other public lands to be dedicated to the City as a condition to approving the PDP. Nothing herein shall preclude further public land dedications as a condition to ODP or plat approvals by the City.
9. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with overall master plans.
10. Performance standards are included that insure reasonable expectations of future Official Development Plans being able to meet the Standards for Approval of an Official Development Plan contained in section 11-5-15.
11. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an application for Planned Unit Development zoning, a Preliminary Development Plan or an amendment to a Preliminary Development Plan.

Official Development Plan (ODP) Application

11-5-15: STANDARDS FOR APPROVAL OF OFFICIAL DEVELOPMENT PLANS AND AMENDMENTS TO OFFICIAL DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for the approval of an Official Development Plan or amended Official Development Plan the following criteria shall be considered:

1. The plan is in conformance with all City Codes, ordinances, and policies.
2. The plan is in conformance with an approved Preliminary Development Plan or the provisions of the applicable zoning district if other than Planned Unit Development (PUD).
3. The plan exhibits the application of sound, creative, innovative, or efficient planning and design principles.
4. For Planned Unit Developments, any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Official Development Plan.
5. The plan is compatible and harmonious with existing public and private development in the surrounding area.
6. The plan provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
7. The plan has no significant adverse impacts on future land uses and future development of the immediate area.
8. The plan provides for the safe, convenient, and harmonious grouping of structures, uses, and facilities and for the appropriate relation of space to intended use and structural features.
9. Building height, bulk, setbacks, lot size, and lot coverages are in accordance with sound design principles and practice.
10. The architectural design of all structures is internally and externally compatible in terms of shape, color, texture, forms, and materials.
11. Fences, walls, and vegetative screening are provided where needed and as appropriate to screen undesirable views, lighting, noise, or other environmental effects attributable to the development.
12. Landscaping is in conformance with City Code requirements and City policies and is adequate and appropriate.
13. Existing and proposed streets are suitable and adequate to carry the traffic within the development and its surrounding vicinity.
14. Streets, parking areas, driveways, access points, and turning movements are designed in a manner promotes safe, convenient, promotes free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and or pedestrian traffic.
15. Pedestrian movement is designed in a manner that forms a logical, safe, and convenient system between all structures and off-site destinations likely to attract substantial pedestrian traffic.
16. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with the Preliminary Development Plans and utility master plans.
17. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an Official Development Plan or an amendment to an Official Development Plan.

WESTMINSTER

Agenda Item 10 D - F

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Public Hearing and Action on an Appeal of a Planning Commission Denial for the Twelfth Amended Official Development Plan for the Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3

Prepared By: Patrick Caldwell, Senior Planner

Recommended City Council Action

1) Determine that the requirements have been met for perfecting an appeal of the Planning Commission decision of August 26, 2014.
2) Hold a public hearing.
3) Determine that the requirements of the Westminster Municipal Code Section 11-5-15 have not been met and deny the appeal of a Planning Commission Denial for the Twelfth Amended Official Development Plan for the Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3. This recommendation is based on a finding that the criteria set forth in Section 11-5-15 of the Westminster Municipal Code have not been met.

Summary Statement

- The Westminster Comprehensive Plan land use designation for this site is Retail Commercial.
- The Quail Crossing Commercial Official Development Plan (ODP) for the entire 10.5 acre site was approved in May of 2007. Six commercial lots, a detention pond, and two drainage tracts were shown. (See vicinity map)
- At this time 5 of the 6 lots are vacant on this commercial ODP. Lot 2 has a Firestone auto service facility that was approved in 2008, and constructed in 2010.
- The 2007 ODP indicated two 10,800 sq. ft. in-line retail buildings on Lot 3, oriented east-west, allowing visibility to the interior of the development.
- The proposed 2.65 acre ODP on Lot 3 is for a car wash with 37 parking spaces available for parking, vacuuming, detailing, and related actions after completing a car wash. The proposed building reconfiguration is north-south, paralleling Huron Street frontage.
- Staff are not supportive of the car wash on Lot 3 for the following reasons.
    - The car wash building will block visibility from the public streets into the rear of the site, Lots 1 and 6.
    - The car wash originally shown on the ODP was an ancillary use to a gas/convenience store that was shown for Lot 4.
    - The car wash use on Lot 3 will further discourage a pedestrian orientation of the main drive aisle that was part of the original ODP concept.
    - Stand-alone car wash facilities are generally not located in a frontage tenant space throughout the City.
    - Car wash facilities in this ODP were considered secondary uses and the preferred location is in the less visible part of the site. Generally, where these uses are allowed, they are placed to the rear of shopping centers elsewhere in the City.

Expenditure Required: $ 0

Source of Funds: N/A

Planning Commission Decision
The request for the Twelfth Amended Official Development Plan Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3 was considered by the Planning Commission on August 26, 2014. The car wash with its related facilities for vacuuming and drying of vehicles is proposed on Lot 3 in the Quail Crossing Commercial Subdivision. Lot 3 has frontage on Huron Street along its eastern edge. Three residents of the nearby Quail Crossing residential subdivision spoke in opposition to the car wash. They noted concerns with the potential of noise from the vacuums, increased traffic, and conflicts with the trail crossing at the south side of the development near Quail Creek and 132nd Avenue, lengthy hours of operation, and light spillage during evenings. One property owner sent a letter in opposition, and another property owner left a phone message to state their opposition. The Planning Commission voted 4-3 to deny the car wash ODP.

Policy Issues
1. Should the City Council determine that the requirements of the WMC 11-5-15(B) have been met for perfecting an appeal of the Planning Commission decision of August 26, 2014?
2. Should the City Council deny the Twelfth Amended ODP Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3, and that is an amendment to the Quail Crossing Commercial ODP, approved in 2007. The Twelfth Amended ODP Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3 would allow a car wash on Lot 3, in lieu of the two in-line retail buildings that are presently shown on the ODP, and the car wash is not in compliance with criteria set forth in Section 11-5-15, WMC.
3. Should the City Council approve an amendment to the Quail Crossing Commercial ODP that maybe inconsistent with the City's Retail Commercial Design Guidelines?

Alternatives
1. Determine that the requirements of WMC 11-5-13(B) have not been met and approve the Twelfth Amended ODP for the Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3. This alternative is not recommended because staff believes that the requirements for perfecting an appeal have been met.
2. Approve the Twelfth Amended ODP for the Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3, and that is an amendment to the Quail Crossing Commercial ODP, approved in 2007. This alternative is not recommended because the Twelfth Amended ODP for the Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3 would allow a car wash on Lot 3, in lieu of the two in-line retail buildings that are presently shown on the ODP. In staff's analysis, the car wash is not in compliance with the criteria set forth in Section 11-5-15 of the WMC.

Background Information

Nature of Request
Flex Carwash LLC has proposed a car wash on Lot 3 in the Quail Crossing ODP at the southwest corner of 136th Avenue and Huron Street. The lot is 2.65 acres in size. The building is proposed to be 6,250 square feet. A total of 37 parking spaces will be available for parking to facilitate vacuuming, detailing, and related actions after completing a car wash. The master ODP that was approved in 2007 shows two in-line retail buildings on this lot 3. Each building is shown as 10,800 square feet.

Location
The site is located at 13559 Huron Street. Lot 3 in the master ODP is one of three lots with frontage on Huron Street, the eastern boundary of the master ODP. Lot 3 has approximately 357 feet of frontage on Huron Street.

Public Notification
Westminster Municipal Code 11-5-13 requires the following three public notification procedures:

- Published Notice: Notice of public hearings scheduled before the City Council shall be published and posted at least 10 days prior to such hearing. Notice for this City Council hearing was published in the Westminster Window on October 2, 2014.

- Property Posting: Notice of public hearings shall be posted on the property with one sign in a location reasonably visible to vehicular and pedestrian traffic passing adjacent to the site. Two signs were posted on the property on October 2, 2014.

- Written Notice: At least 10 days prior to the date of the public hearing, the City shall mail individual notices by first-class mail to property owners and homeowner's associations registered with the City within 300 feet of the subject property. The City extended the area beyond 300 ft. to the west of the master ODP, and included all 43 properties in the adjacent Quail Creek Subdivision. The required notices were mailed on October 2, 2014.

Applicant
Flex Carwash LLC
John Brinkman
8214 Park Meadows Drive
Lone Tree, Colorado 80124

Property Owner
Acorn 4 West 136th Ave Real Estate LLC
4675 MacArthur Court, Suite 1550
Newport Beach, California 92660

Surrounding Land Use and Comprehensive Land Use Plan Designation

	Zoning	Land Use	CLUP
North	N/A – City and County of Broomfield	Gas and convenience store, other commercial uses	N/A – City and County of Broomfield
South	PUD – 136th & Huron PUD	Single-Family Attached Residential	R-3.5 and R-8
East	PUD – Interchange Business Center	Commercial and vacant	Retail Commercial
West	PUD – Quail Crossing Subdivision Filing No. 3	Single-Family Detached Residential	R-3.5

Project Information
The following information is provided in accordance with the City's land development regulations and design guidelines and the criteria contained in Section 11-5-15 of the Westminster Municipal Code (attached).

- Site Design: The Quail Crossing site currently consists of six lots. Lot 2 just south of Lot 3 contains a Firestone auto service facility. Lots 1, 4, 5, and 6 are vacant. All lots are served by the north to south interior drive aisle that runs between 136th Avenue and 134th Avenue. Quail Creek forms the south side of the development parallel to 134th Avenue. Lots 2, 3 and 4 front on Huron Street. Lots 4 and 5 front onto 136th Avenue. Lots 1 and 6 are interior lots, and abut the adjacent Quail Crossing residential development at the west. All curb and gutter, pavement and parking spaces have been constructed for the main drive aisle.

- Traffic and Transportation: There is no direct access to Huron Street. The access to Lot 3 is via the interior drive aisle at the west side of the lot. The drive aisle is connected to 136th Avenue and to Huron Street. At both connections there are ¾ left turn options, and right turn movements available. Both Huron Street and 136th Avenue have been improved to accommodate additional traffic to be generated by new development. The main drive aisle also connects to 134th Avenue at the south. None of the adjacent roadways are signalized at any of the drive aisle connections. No changes to the existing adjacent roadways are required, or anticipated.

- Architectural Design: The proposed car wash building on Lot 3 has a contemporary design style with a flat roof for most of the building. A small hip roofed cupola at the building's southwest corner would landmark the main entrance for cars entering the car wash building. A canopy would extend along the center of the west side of the building to accommodate customer services. Decorative vertical panels would accent the Huron Street façade. All materials would be identical to the colors and materials used at the adjacent Firestone building on Lot 2. This includes the bricks identified as Old Georgetown and Old Charlestown, and the earth tone synthetic stucco colors. The cupola roof would be a standing seam metal in Hemlock Green to match the Firestone building.

- Landscape Design: Landscaping (turf, trees and shrubs) has been installed around the perimeter of the site and within Lot 2, the Firestone lot. The landscape, such as native seed and sod, was installed in 2010 for the detention pond, and the two tracts that contain Quail Creek and the bridge across the creek at the south side of the site. For this Lot 3 all of the parking lot islands will be landscaped, and the proposed landscape (if approved) will be thicker along the Huron Street side to screen the car wash entrance and exit doors.

- Public Land Dedication: Commercial development is exempt from a public land dedication requirement.

- Park Development Fee: Commercial development is exempt from a park development fee requirement.

- School Land Dedication: Commercial development is exempt from a school land dedication requirement.

- Signage: Signage areas have been designated on the elevations. The sign areas comply with the regulations of the City of Westminster's Sign Code.

- Public Art: The Public Art for the Quail Crossing ODP was to be located in two locations. One of the locations was a shared area on the lot line of Lots 4 and 5. The other area was on Lot 1. With this ODP amendment the two art locations will not change. At this time the art has not been installed at either of the locations. The developer of the proposed car wash has agreed to a cash-in-lieu payment of $5,300 towards the public art. This will be paid at the time that the ODP is recorded, if it is approved.

- Service Commitment Category: Not applicable for non-residential developments.

- Referral Agency Responses: There were no negative replies from any of the referral agencies.

Neighborhood Meeting and Public Comments

A neighborhood meeting was held for this property on March 17, 2014. All adjacent property owners within 300 feet were mailed notice of the neighborhood meeting (see Attachment D). No one except the applicant and City staff were in attendance.

City staff received comments from nearby property owners prior to the Planning Commission. The comments are included as Attachment E.

11-5-14: STANDARDS FOR APPROVAL OF PLANNED UNIT DEVELOPMENTS, PRELIMINARY DEVELOPMENT PLANS AND AMENDMENTS TO PRELIMINARY DEVELOPMENT PLANS: (2534)

Westminster Municipal Code Requirements

The following information provided complies with the City's land development regulations and design guidelines; and the criteria contained in Section 11-5-15 of the Westminster Municipal Code (attached).

Official Development Plan (ODP) Application

11-5-15(A) sets forth the Standards for Approval of Official Development Plans and Amendments to Official Development Plans. Staff is of the opinion that the car wash proposed on Lot 3 and known as the Twelfth Amended Official Development Plan Quail Crossing Commercial Subdivision Filing No. 1 for Lot 3 does not satisfy all of the following criteria:

(A) In reviewing an application for the approval of an Official Development Plan or amended Official Development Plan the following criteria shall be considered:

1. The plan is in conformance with all City Codes, ordinances, and policies. *The Quail Crossing Commercial ODP was approved in 2007and landscape, irrigation systems, curb and gutter for the internal drive aisle and pavement for the internal drive aisle were installed at that time. The landscape for the detention pond and the tracts in Quail Creek was installed more recently. The landscape was maintained for a few years after the initial installation. However, in the last three years the landscape has not been maintained and the majority of the perimeter landscape appears to have died. A business association that was formed to maintain the landscaping does not appear to be functioning.*

2. The plan is in conformance with an approved Preliminary Development Plan (PDP) or the provisions of the applicable zoning district if other than Planned Unit Development (PUD). *The Quail Crossing ODP is part of the 136th Avenue and Huron PDP that was initially approved in 1972. This property has always been designated for Commercial uses.*

3. The plan exhibits the application of sound, creative, innovative, or efficient planning and design principles. *Staff does not believe that the car wash on this lot as a replacement for the in-line retail use currently shown on the master ODP, approved in 2007, demonstrates good planning and design. The general purpose of the master ODP is to lay out a thoughtful and quality land use pattern and to establish guidelines for the use of each parcel so that the end product is a compatible development. The site plan is intended to balance the parking, circulation, architectural design and other site elements with the required infrastructure of utilities, sidewalks, easements, and other similar elements. Allowing a car wash on this lot weakens the general purpose of the master ODP and would be viewed by other businesses as a precedent that they could seek to replicate. The approved master ODP for this site showed limited auto related uses and designated their locations and balanced this with the locations of the in-line retail buildings to encourage a pedestrian character to the site. Changing the use of Lot 3 to a car wash and eliminating the in-line retail uses undermines the intent of the Quail Crossing Commercial ODP that was approved in 2007.*

   Sound planning supports the concept of a hierarchy of uses in a commercial shopping center that has been designed with an emphasis on pedestrian uses. Primary uses, such as retail uses, are generally located in more prominent and visible locations as a means of attracting customers to

the center. Secondary uses, such as office and auto related uses are generally in less visible locations because they generally do not need high visibility to attract customers. A car wash has typically been considered a secondary use in Westminster, and is typically located in a less visible site in a commercial center. The Country Club Village center at 120th & east of Federal is a more recent example of a car wash in a location less visible to the primary arterial street. The car wash at the Church Ranch Crossing center at the southeast corner of 100th & Dover (east of Wadsworth Parkway) is another example in Westminster of a car wash in a less visible location within the shopping center.

4. For Planned Unit Developments, any exceptions from standard Code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Official Development Plan. *There are no exceptions from standard code requirements.*

5. The plan is compatible and harmonious with existing public and private development in the surrounding area. *The surrounding area consists of City Owned Open Space, commercial zoned land that is mostly vacant to the east, and residential uses to the west. The plan provides adequate visual screening along Huron Street for the entrance and exit doors of the car wash, but when the doors are open, noise and odors are not buffered for adjacent properties. This is not harmonious with the nearby developments. The City's Retail and Commercial Design Guidelines encourage compatible and harmonious development throughout the City, and the noise and odors create incompatible development.*

6. The plan provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development. *There is an existing auto related use adjacent to the south within this commercial ODP (Firestone). The Firestone repair work is conducted entirely inside the building. The overhead doors are kept closed to reduce noise and odors that may have negative impacts to adjacent areas. The proposed car wash is enclosed, but the doors will remain open during the wash cycle so that the wash cycle is a continuous process, and other cars may enter and exit the building at the same time. Noise from the wash equipment and from the intense water sprays may be emitted through the open doors. Additionally, the vacuum noise may be significant because they are not equipped with silencers that would muffle the noise. The walls of the nearest homes are approximately 100 yards from the edge of Lot 3. The noise and odors from the car wash would be negative impacts to the Quail Crossing residential area immediately west of Lot 6. The two in-line retail buildings now shown for Lot 3 are not likely to have a high level of noise or odors to adversely impact nearby development.*

7. The plan has no significant adverse impacts on future land uses and future development of the immediate area. *There is a significant negative impact on future land uses and future development of the adjacent lots in this ODP. Removing the in-line retail from this lot and allowing a car wash significantly changes the pedestrian nature of the approved Quail Crossing Commercial ODP. A car wash discourages pedestrian movement, and the location of this use in the very center of the ODP destroys the pedestrian links between adjacent lots. The car wash tips the balance of this ODP to become a more regional auto related center rather than a pedestrian oriented neighborhood center. The car wash on Lot 3 will block views into the site from Huron Street, and this is likely to adversely impact the development of Lots 1 and 6 because they will not be as visible to the traveling public on Huron Street.*

8. The plan provides for the safe, convenient, and harmonious grouping of structures, uses, and facilities and for the appropriate relation of space to intended use and structural features. *The*

proposed car wash does not promote a harmonious grouping of structures or uses. A car wash is usually a secondary use, and is typically located in less visible parts of retail commercial developments. Lot 3 is a central location and placing a car wash there disrupts the pedestrian potential for the site because the nature of the car wash use is an auto use.

9. Building height, bulk, setbacks, lot size, and lot coverage are in accordance with sound design principles and practice. *This criterion has been met by being in conformance with Title X*I *of the Westminster Municipal Code and meeting the intent of the Retail Commercial design guidelines. The building setback is 50 feet from Huron Street, and the maximum building in the larger ODP is 35 ft., and this building will be 21 ft.*

10. The architectural design of all structures is internally and externally compatible in terms of shape, color, texture, forms, and materials. *As noted above, the proposed car wash building on Lot 3 would be of a contemporary design style with a flat roof for most of the building. A small hip roofed cupola at the southwest corner of the building would landmark the main entrance for cars entering the car wash building. This roof form is used on the adjacent Firestone building on Lot 2. The cupola roof would be a standing seam metal in Hemlock Green to match the Firestone building. All materials will be identical to the materials used at the adjacent Firestone building on Lot 2. This includes the bricks identified as Old Georgetown and Old Charlestown, and the earth tone synthetic stucco. One of the earth tone colors will be a darker shade than that used on the Firestone building, but it is very compatible with the general color palette in the Quail Crossing Commercial ODP.*

11. Fences, walls, and vegetative screening are provided where needed and as appropriate to screen undesirable views, lighting, noise, or other environmental effects attributable to the development. *A minimum landscape setback of 25 ft. is required along Huron Street and because of the building setback the landscape area is approximately 60 ft. in depth. Landscape islands line the perimeter of the parking and internal circulation lanes.*

12. Landscaping is in conformance with City Code requirements and City policies and is adequate and appropriate. *The proposed landscaping for Lot 12 is in conformance with the Westminster Landscape Regulations and the Retail Commercial Design Guidelines. As noted earlier, the overall site landscaping for the Quail Creek Commercial center is not maintained and contains a multitude of dead or dying plant material.*

13. Existing and proposed streets are suitable and adequate to carry the traffic within the development and its surrounding vicinity. *As noted earlier, both Huron Street and 136th Avenue have been improved to accommodate additional traffic to be generated by new development in the general area. The main drive aisle of the Quail Crossing Commercial ODP also connects to 134th Avenue at the south. None of the adjacent roadways are signalized at any of the drive aisle connections, and no signals have been required to serve the proposed car wash. No changes to the existing adjacent roadways are required, or anticipated.*

14. Streets, parking areas, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and or pedestrian traffic. *As noted earlier, the access to Lot 3 is via the interior drive aisle at the west side of the lot. The drive aisle is connected to 136th Avenue and Huron Street, both classified as arterial streets. At both connections there are ¾ left turn options, and right turn movements available. Internal access from the car wash on Lot 3 to the internal drive aisle is not anticipated to be hazardous.*

15. Pedestrian movement is designed in a manner that forms a logical, safe, and convenient system between all structures and off-site destinations likely to attract substantial pedestrian traffic. *There is adequate pedestrian access throughout the site in the approved master Quail Crossing Commercial ODP. The proposed car wash removes two in-line retail buildings that would total 21,600 square feet. There was an anticipated pedestrian connection to the in-line retail building adjacent at the west on Lot 6, and to a future daycare on Lot 1. The car wash proposal removes a significant portion of potential pedestrian movement and replaces it with auto use. On the central lot in the Quail Crossing Commercial ODP the car wash will make it difficult for pedestrian movement.*

16. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with the Preliminary Development Plans and utility master plans. *Existing and proposed utility systems and storm drainage facilities will be adequate for the development and in compliance with the approved Utility Plan. A storm water detention pond is in place on the site. As noted earlier, the detention pond has not been maintained on a regular basis.*

17. The applicant is not in default or does not have any outstanding obligations to the City. *The car wash as applicant, Flex Carwash, LLC, is not in default, or does not have any outstanding obligations to the City. The current owner of Lots 1, 3, 4, 5 and 6, Acorn 4 West 136 Avenue Real Estate LLC, is not in compliance with the Quail Crossing Commercial ODP because there are numerous shrubs, trees, and turf areas that are dead and this is a violation of the ODP.*

(B) Failure to meet any of the above-listed standards may be grounds for denial of an Official Development Plan or an amendment to an Official Development Plan.

Strategic Plan

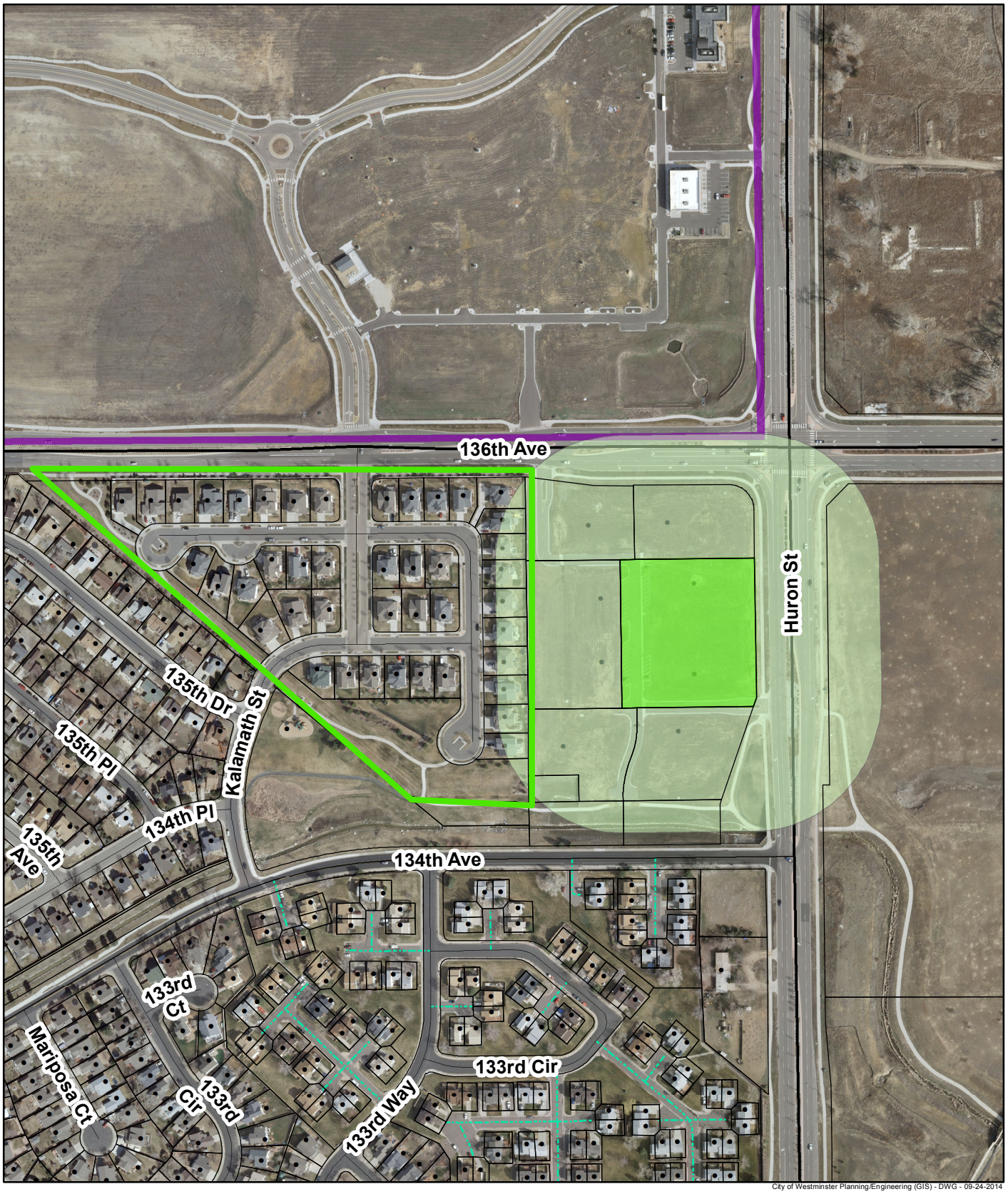
The request does not meet the City Council's Strategic Plan goals of *Vibrant and Inclusive Neighborhoods*; and *Beautiful, Desirable, Environmentally Responsible City*. The development of this lot in the manner originally contemplated would improve the residential character of the neighborhood.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Attachment A - Vicinity Map
- Attachment B – Criteria and Standards for Land Use Applications
- Attachment C - Current Official Development Plan
- Attachment D – Property Owner Mailing List and Map for City Council Notice
- Attachment E – Comments to Planning Commission from Nearby Residents
- Proposed Official Development Plan



Quail Crossing Commercial - Filing 01
300' Buffer and Qual Crossing Filing 03

0 250 500 1,000 Feet

N W E S

Vicinity Map

0 125 250 500 Feet

N W E S

Criteria and Standards for Land Use Applications

Comprehensive Land Use Plan Amendments

- The owner/applicant has "the burden of proving that the requested amendment is in the public good and in compliance with the overall purpose and intent of the Comprehensive Land Use Plan…" (WMC 11-4-16(D.4)).
- Demonstrate that there is justification for the proposed change and that the Plan is in need of revision as proposed;
- Be in conformance with the overall purpose, intent, and policies of the Plan;
- Be compatible with the existing and surrounding land uses; and
- Not result in excessive detrimental impacts to the City's existing or planned infrastructure systems, or the applicant must provide measures to mitigate such impacts to the satisfaction of the City (Page VI-5 of the CLUP).

Approval of Planned Unit Development (PUD), Preliminary Development Plan (PDP) and Amendments to Preliminary Development Plans (PDP)

11-5-14: STANDARDS FOR APPROVAL OF PLANNED UNIT DEVELOPMENTS, PRELIMINARY DEVELOPMENT PLANS AND AMENDMENTS TO PRELIMINARY DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for approval of a Planned Unit Development and its associated Preliminary Development Plan or an amended Preliminary Development Plan, the following criteria shall be considered:

1. The Planned Unit Development (PUD) zoning and the proposed land uses therein are in conformance with the City's Comprehensive Plan and all City Codes, ordinances, and policies.
2. The PUD exhibits the application of sound, creative, innovative, and efficient planning principles.
3. Any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Preliminary Development Plan.
4. The PUD is compatible and harmonious with existing public and private development in the surrounding area.
5. The PUD provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
6. The PUD has no significant adverse impacts upon existing or future land uses nor upon the future development of the immediate area.
7. Streets, driveways, access points, and turning movements are designed in a manner that promotes safe, convenient, and free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and pedestrian traffic.
8. The City may require rights-of-way adjacent to existing or proposed arterial or collector streets, any easements for public utilities and any other public lands to be dedicated to the City as a condition to approving the PDP. Nothing herein shall preclude further public land dedications as a condition to ODP or plat approvals by the City.

9. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with overall master plans.
10. Performance standards are included that insure reasonable expectations of future Official Development Plans being able to meet the Standards for Approval of an Official Development Plan contained in section 11-5-15.
11. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an application for Planned Unit Development zoning, a Preliminary Development Plan or an amendment to a Preliminary Development Plan.

Zoning or Rezoning to a Zoning District Other Than a Planned Unit Development (PUD)

11-5-3: STANDARDS FOR APPROVAL OF ZONINGS AND REZONINGS: (2534)

(A) The following criteria shall be considered in the approval of any application for zoning or rezoning to a zoning district other than a Planned Unit Development:

1. The proposed zoning or rezoning is in conformance with the City's Comprehensive Plan and all City policies, standards and sound planning principles and practice.

2. There is either existing capacity in the City's street, drainage and utility systems to accommodate the proposed zoning or rezoning, or arrangements have been made to provide such capacity in a manner and timeframe acceptable to City Council.

City Initiated Rezoning

(B) The City may initiate a rezoning of any property in the City without the consent of the property owner, including property annexed or being annexed to the City, when City Council determines, as part of the final rezoning ordinance, any of the following:

1. The current zoning is inconsistent with one or more of the goals or objectives of the City's Comprehensive Land Use Plan.
2. The current zoning is incompatible with one or more of the surrounding land uses, either existing or approved.
3. The surrounding development is or may be adversely impacted by the current zoning.
4. The City's water, sewer or other services are or would be significantly and negatively impacted by the current zoning and the property is not currently being served by the City.

Official Development Plan (ODP) Application

11-5-15: STANDARDS FOR APPROVAL OF OFFICIAL DEVELOPMENT PLANS AND AMENDMENTS TO OFFICIAL DEVELOPMENT PLANS: (2534)

(A) In reviewing an application for the approval of an Official Development Plan or amended Official Development Plan the following criteria shall be considered:

1. The plan is in conformance with all City Codes, ordinances, and policies.

2. The plan is in conformance with an approved Preliminary Development Plan or the provisions of the applicable zoning district if other than Planned Unit Development (PUD).
3. The plan exhibits the application of sound, creative, innovative, or efficient planning and design principles.
4. For Planned Unit Developments, any exceptions from standard code requirements or limitations are warranted by virtue of design or special amenities incorporated in the development proposal and are clearly identified on the Official Development Plan.
5. The plan is compatible and harmonious with existing public and private development in the surrounding area.
6. The plan provides for the protection of the development from potentially adverse surrounding influences and for the protection of the surrounding areas from potentially adverse influence from within the development.
7. The plan has no significant adverse impacts on future land uses and future development of the immediate area.
8. The plan provides for the safe, convenient, and harmonious grouping of structures, uses, and facilities and for the appropriate relation of space to intended use and structural features.
9. Building height, bulk, setbacks, lot size, and lot coverages are in accordance with sound design principles and practice.
10. The architectural design of all structures is internally and externally compatible in terms of shape, color, texture, forms, and materials.
11. Fences, walls, and vegetative screening are provided where needed and as appropriate to screen undesirable views, lighting, noise, or other environmental effects attributable to the development.
12. Landscaping is in conformance with City Code requirements and City policies and is adequate and appropriate.
13. Existing and proposed streets are suitable and adequate to carry the traffic within the development and its surrounding vicinity.
14. Streets, parking areas, driveways, access points, and turning movements are designed in a manner promotes safe, convenient, promotes free traffic flow on streets without interruptions and in a manner that creates minimum hazards for vehicles and or pedestrian traffic.
15. Pedestrian movement is designed in a manner that forms a logical, safe, and convenient system between all structures and off-site destinations likely to attract substantial pedestrian traffic.
16. Existing and proposed utility systems and storm drainage facilities are adequate to serve the development and are in conformance with the Preliminary Development Plans and utility master plans.
17. The applicant is not in default or does not have any outstanding obligations to the City.

(B) Failure to meet any of the above-listed standards may be grounds for denial of an Official Development Plan or an amendment to an Official Development Plan.

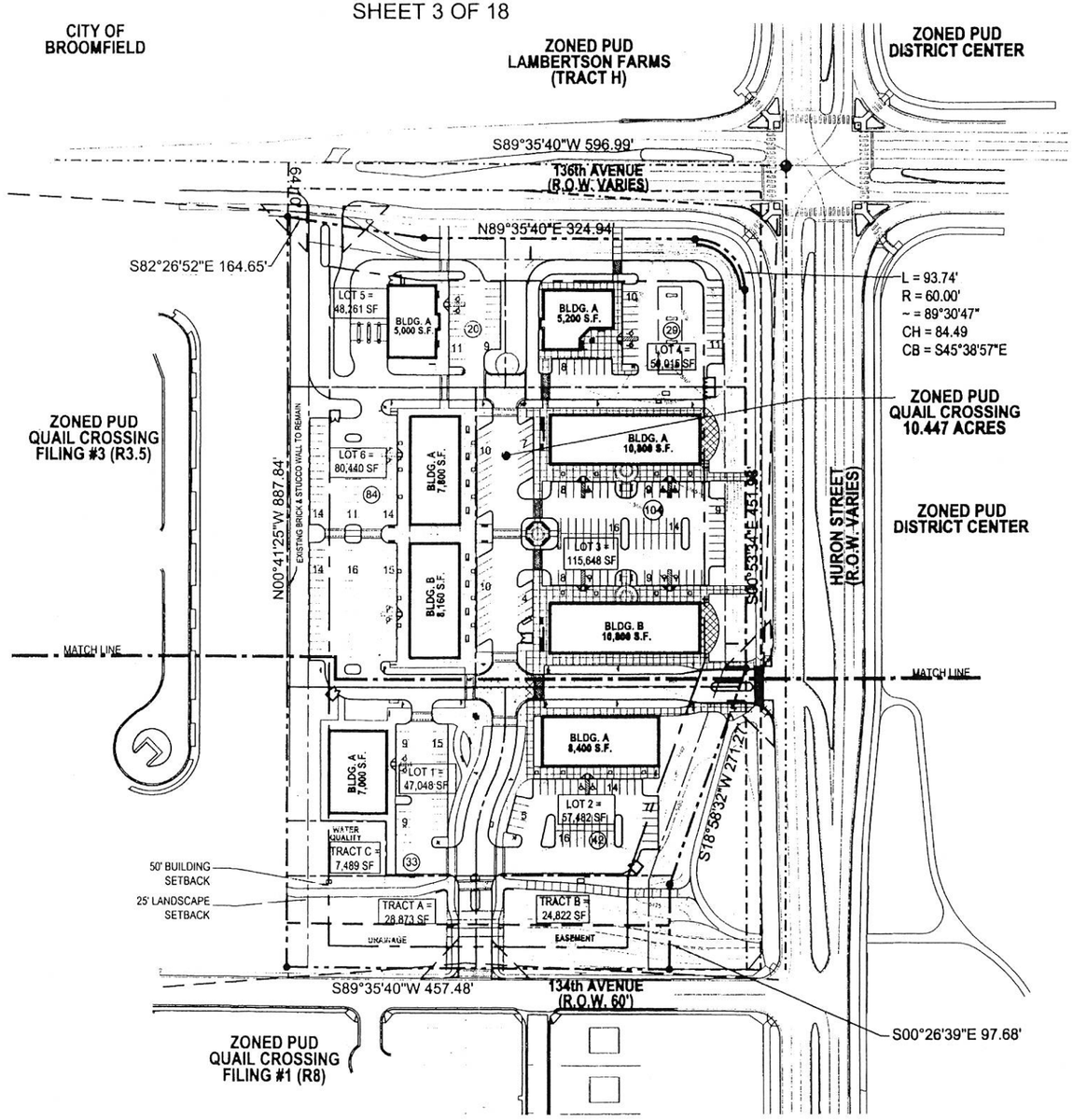
ATTACHMENT C

OFFICIAL DEVELOPMENT PLAN

QUAIL CROSSING COMMERCIAL SUBDIVISION FILING NO. 3
WITHIN THE 136TH AVENUE AND HURON
PLANNED UNIT DEVELOPMENT
IN THE CITY OF WESTMINSTER,
COUNTY OF ADAMS, STATE OF COLORADO

SHEET 3 OF 18

ALL LOTS THAT ARE PART OF PHASE II OF THIS ODP FOR THE QUAIL CROSSING - COMMERCIAL SUBDIVISION FILING NO. 3 WILL BE REQUIRED TO GO THROUGH THE ODP REVIEW PROCESS AS AN AMENDMENT TO THIS PLAN IN ACCORDANCE WITH THE W.M.C. REFER TO THE PHASING PLAN, SHEET 6 OF 18.



1 OVERALL SITE PLAN
1" = 100'-0"

N

0 50' 100' 200' 300'

SEM ARCHITECTS
677 S Colorado Blvd
Suite 200
Denver CO 80246
303 220 8900
303 220 0708 Fax
www.SEMarchitects.com

Copyright
These drawings are an instrument of service and are the property of the Architect and may not be used in any way without the Architect's written consent. These drawings are not to be used for any purpose other than the specific project for which they were prepared.

QUAIL CROSSING - COMMERCIAL

136th AVENUE AND HURON STREET WESTMINSTER, COLORADO 80020

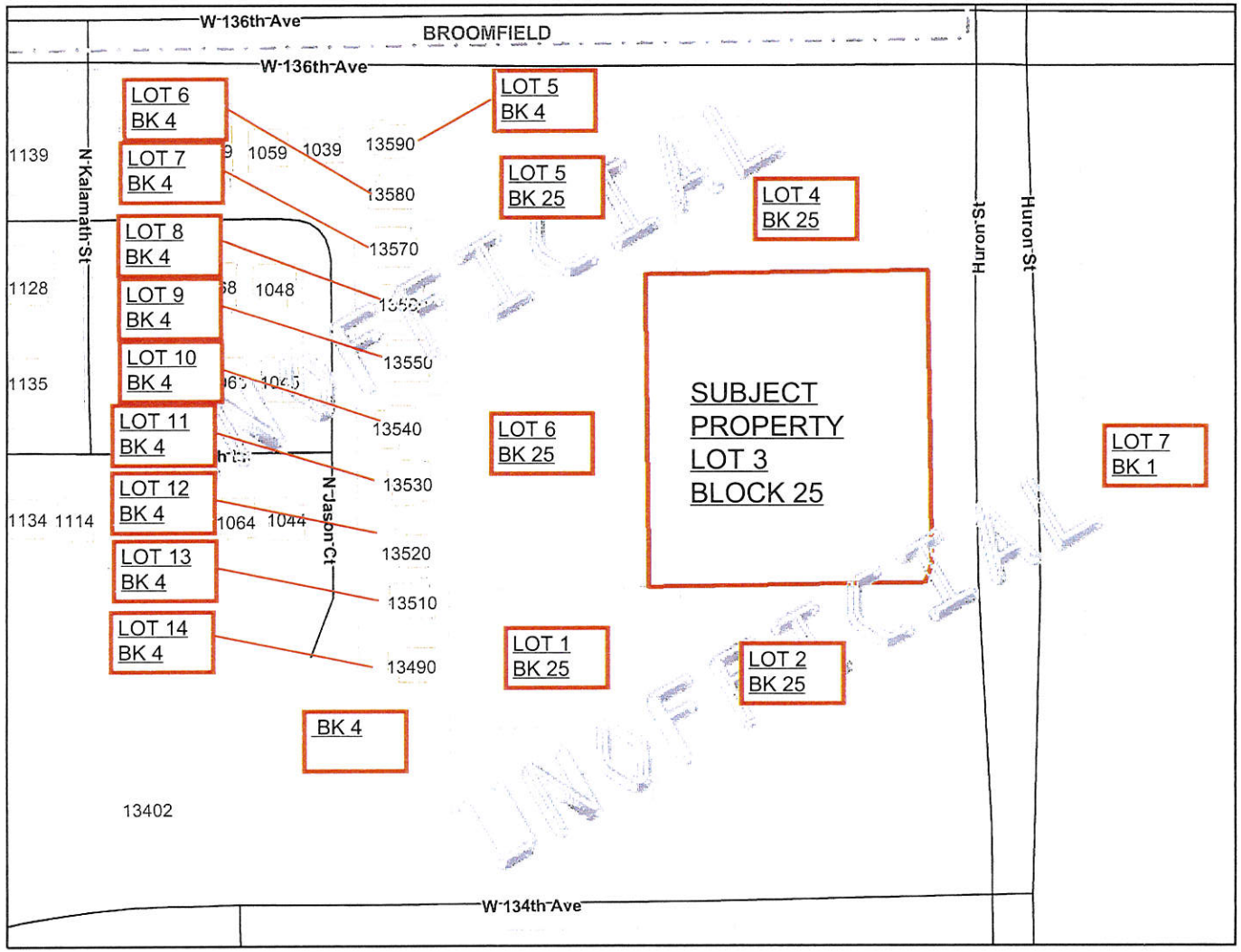
RAMIREZ PROPERTIES, LLC

Date	8/18/05
Proj No	05021.00
Drawn	GAR
Checked	TLR

Date	Issue
8/26/05	CONCEPT REVIEW
2/17/06	2ND CONCEPT REVIEW
06/09/06	1ST TECHNICAL REVIEW
9/01/06	2ND TECHNICAL REVIEW
12/08/06	FINAL REVIEW
01/26/07	FINAL REVIEW
02/22/07	MYLAR SUBMITTAL

Title · OVERALL SITE PLAN

Lot 3 - Quail Crossing



0 225 450 675 ft.

Map center: 3140676, 1768309

Legend

- County Boundary
- Adjacent Counties
- Township
- Streets
- Hwy outline
- Road outline
- Interstates
- US, State Hwys
- Tollways
- Streets/Roads
- Parcel Address Labels
- Residential Buildings
- Parcels

RECEIVED
AUG 18 2014
BY:

Scale: 1:2,291

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Notes: 300 foot radius parcels

WESTMINSTER

Agenda Item 10 G - J

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 26 re Salaries for Elective Officers, Resolution No. 23 re Adoption of the 2015/2016 City Budget, Authorization to Reallocate Funds from Existing Capital Projects, and Councillor's Bill No. 27 re 2015/2016 Appropriations

Prepared By: Steve Smithers, Deputy City Manager
Barbara Opie, Assistant City Manager
Aric Otzelberger, Assistant to the City Manager
Ben Goldstein, Senior Management Analyst

Recommended City Council Actions

1. Pass Councillor's Bill No. 26 on first reading amending the Westminster Municipal Code to allow for automatic biennial adjustments to City Council's compensation in an amount equal to the percentage of the Non-Exempt General Pay Plan's market adjustments; the compensation adjustments will be effective the first pay period in January, 2016, and effective the first pay period in even-numbered years thereafter.
2. Adopt Resolution No. 23 that sets the City mill levy at 3.65 mills for both fiscal years 2015 and 2016 and formally adopts the total 2015/2016 City Budget, including staffing levels and the Five-Year Capital Improvement Program.
3. Authorize the reallocation of $1,539,000 from five existing capital projects within the General Capital Improvement Fund (GCIF) as outlined in the Background Information section of this Agenda Memorandum for ten new projects proposed in 2015 to fill the short-term GCIF funding gap.
4. Pass Councillor's Bill No. 27 on first reading appropriating funds for the 2015/2016 Budget.

Summary Statement

- Under City Charter provisions, City Council is to hold a public hearing on the proposed City Budget for the ensuing year and adopt it no later than the fourth Monday in October. Two public meetings were held on June 9 and July 28 and the required public hearing was held on the proposed 2015/2016 Budget on September 8. A copy of the proposed 2015/2016 Budget has been on file in the City Clerk's Office, at College Hill and Irving Street Libraries, and on-line for citizen review since August 28.
- The Proposed 2015/2016 Budget marks the City of Westminster's sixth two-year, or biennial, adopted budget. In November 2000, Westminster voters approved a ballot measure that amended the City Charter to enable the City to adopt a two-year budget. One of the foremost benefits of biennial budgeting is the shift in focus towards the long-term and strategic aspects of budgeting. A biennial budget is also a better complement to longer term financial and policy planning such as the City's Five-Year Capital Improvement Program and Strategic Plan. The two-year budgeting approach emphasizes longer planning time frames and more consistent priorities from year to year. Staff is pleased to present the City's two-year budget at this time.
- The 2015/2016 Budget reflects all City operations and services to be provided to Westminster citizens and businesses in 2015/2016. This budget is balanced based on no tax increases or new taxes. 2015 will be the twenty-third and 2016 will be the twenty-fourth consecutive years maintaining the City's property tax mill levy at 3.65 mills. The 2015/2016 Budget reflects the City's ongoing work towards sustainability.
- The total Proposed 2015 Budget is $192,534,667, excluding $52,530,630 in reserves and projected carryover and $1,000,000 in contingency. The total Proposed 2016 Budget is $206,388,197, excluding $40,623,087 in reserves and projected carryover and $1,000,000 in contingency.
- A brief summary of the proposed 2015/2016 City Budget is as follows:

- The 2015 General Fund operating expenditures are budgeted at $104,464,044 (including contingency), which is a 1.3% increase from the adjusted 2014 budget of $103,164,875. In 2016, General Fund operating expenditures are budgeted at $107,046,268 (including contingency) which is an increase of 2.5% over the proposed 2015 budget for operating expenditures.
- The 2015 General Fund is predicated on receiving a transfer payment from the Sales and Use Tax Fund totaling $67,993,597, which is a 5.9% increase over the 2014 estimated transfer of $64,210,335. The 2016 General Fund is predicated on receiving a transfer payment from the Sales and Use Tax Fund totaling $69,982,521, an increase of 2.9% over the proposed 2015 transfer payment.
- In 2015, the Contingency account is recommended at $1,000,000 in the General Fund. The 2015 General Reserve Fund is recommended at $10,347,644, the General Fund Stabilization Reserve at $4,855,783, the Utility Fund Rate Stabilization Reserve at $13,298,552 and the Utility Fund Capital Projects Reserve at $22,009,647. In 2016, the Contingency account is again recommended at $1,000,000 in the General Fund. The 2016 General Reserve Fund is recommended at $10,611,391, the General Fund Stabilization Reserve at $5,101,529, the Utility Fund Rate Stabilization Reserve at $13,405,331 and the Utility Fund Capital Projects Reserve at $11,371,780.
- The total number of full-time equivalent (FTE) staffing in 2015 is 933.241 FTE, a net increase of 14.500 FTE. In 2016, the total number of FTE staffing is 940.241 FTE, a net increase of 7.000 FTE.
- In order to ensure reliable infrastructure throughout the City that accommodates continued growth, a proactive Capital Improvement Program (CIP) is recommended as a key component of the 2015 and 2016 Budget. The total capital improvement budget proposed for 2015 is $41,697,000, 100% of the recommended 2015 CIP will be funded on a "pay-as-you-go" basis. City streets and traffic improvements are recommended for 2015 at $2,735,000; facilities and infrastructure improvements at $4,518,000; public safety capital improvements at $757,000; park improvements at $6,239,000; wastewater capital improvements at $7,854,000; water capital improvements at $16,992,000; and stormwater improvements at $2,602,000. Staff recommends reallocating $1,539,000 from five existing capital projects within the General Capital Improvement Fund (GCIF) for ten new projects proposed in 2015 to fill the short-term GCIF funding gap. The total capital improvement budget proposed for 2016 is $50,358,000, 100% of the recommended 2016 CIP will be funded on a "pay-as-you-go" cash basis. City streets and traffic improvements are recommended for 2015 at $2,265,000; facilities and infrastructure improvements at $2,992,000; public safety capital improvements at $923,000; park improvements at $4,892,000; wastewater capital improvements at $9,722,000; water capital improvements at $26,296,000; and stormwater capital improvements at $3,268,000.
- The 19 citizen requests received by the City and Council direction on these requests are reflected in the background section of this memorandum. Any other follow up items from the Budget Retreat are highlighted in the background section of this memorandum as well.

- City Council is requested to approve the resolution and its attachments adopting the 2015/2016 City Budget, which officially sets the City's mill levy at 3.65 mills for 2015 and 2016. Finally, City Council is requested to pass on first reading the Appropriations Ordinance for 2015/2016, which sets forth the amounts of estimated revenue and expenditures by each separate fund of the City for calendar years/fiscal years 2015 and 2016. These actions are in compliance with City Charter budget provisions.

Expenditure Required:
2015 = $192,534,667, plus $52,530,630 in reserves and projected carryover and $1,000,000 in contingency; and
2016 = $206,388,197, plus $40,623,087 in reserves and projected carryover and $1,000,000 in contingency

Source of Funds: General; Utility; General Reserve; General Fund Stabilization Reserve; Utility Fund Rate Stabilization Reserve; Utility Fund Capital Projects Reserve; Golf Course; Fleet Maintenance; General Capital Outlay Replacement; Sales & Use Tax; Parks, Open Space and Trails (POST); Conservation Trust; General Capital Improvement; and Debt Service Funds

Policy Issue
Does City Council support the Proposed 2015/2016 Budget as presented by Staff and reviewed at the following meetings?

- May 5 Study Session – Level of Service Review in Preparation of the Proposed 2015/2016 Budget, including the proposed enhanced mobility and connectivity master plan and pilot project in the Public Works & Utilities Department for 2015, return animal management service levels with the return of an Animal Management Officer in the Police Department in 2015, and enhanced open space maintenance with the additional of a maintenance crew in the Parks, Recreation & Libraries Department in 2016;
- July 21 Study Session – 2015 Operating Priorities review, including the Human Service Board recommendations and City Council's proposed 2015 budget;
- August 18 Study Session – 2016 Operating Priorities, 2015/2016 Proposed Capital Improvement Program and City Council's proposed 2016 budget; and
- September 29 City Council Budget Retreat – entire Proposed 2015/2016 City Budget review, including citizen requests and Pay Plan adjustments.

Alternative
City Council could direct Staff to reconstruct the Proposed 2015/2016 Budget. City Council is required by City Charter to adopt a Budget for the following fiscal year no later than the fourth Monday in October; therefore, Staff does not recommend reconstructing the 2015/2016 Budget in light of the quickly approaching Charter deadline. Staff believes that the proposed budget accurately reflects the policy direction of Council.

Background Information
City Council Focus Areas: In April, City Council developed a new Strategic Plan with new goals and priority initiatives. The goals and definitions are as follows:

VISIONARY LEADERSHIP AND EFFECTIVE GOVERNANCE – The City of Westminster has articulated a clear vision for the future of the community. The vision is implemented through collaborative and transparent decision making.

VIBRANT AND INCLUSIVE NEIGHBORHOODS – Westminster provides housing options for a diverse demographic citizenry, in unique settings with community identity, ownership and sense of place, with easy access to amenities, shopping and employment.

COMPREHENSIVE COMMUNITY ENGAGEMENT – Westminster is represented by inclusive cultural, business, nonprofit and geographic participation. Members of the community are involved in activities; they are empowered to address community needs and important community issues.

BEAUTIFUL, DESIRABLE, ENVIRONMENTALLY RESPONSIBLE CITY – Westminster thoughtfully creates special places and settings. The City is an active steward, protecting and enhancing natural resources and environmental assets. The City promotes and fosters healthy communities.

PROACTIVE REGIONAL COLLABORATION – Westminster is proactively engaged with our partners to advance the common interests of the region.

DYNAMIC, DIVERSE ECONOMY – Westminster is a local government that fosters social, economic, and environmental vitality and cultivates and strengthens a wide array of economic opportunities.

EXCELLENCE IN CITY SERVICES – Westminster leads the region in a culture of innovation that exceeds expectations in all city services – the City is known for "the Westy Way."

EASE OF MOBILITY – Westminster pursues multi-modal transportation options to ensure the community is convenient, accessible and connected by local and regional transportation options through planning, collaboration, advocacy and execution. Transportation objectives include walkability, bike friendly, drivability and mass transit options.

The Proposed 2015/2016 Budget was developed in support of City Council's goals. The full Budget Message document is attached and provides an overview of the Proposed Budget funding priorities including services, staffing levels, and capital improvement projects for the coming two years.

Proposed Reallocation of General Capital Improvement Fund (GCIF) Money – As noted, in order to ensure reliable infrastructure throughout the City that accommodates continued growth, a proactive Capital Improvement Program (CIP) is recommended as a key component of the 2015 and 2016 Budget. The total capital improvement budget proposed for 2015 is $41,697,000. Staff recommends reallocating $1,539,000 from five existing capital projects within the General Capital Improvement Fund (GCIF) for ten new projects proposed in 2015 to fill the short-term GCIF funding gap.

The existing projects from which funds are proposed to be reallocated in the GCIF for 2015 are as follows:

- Capital Project Reserve - GCIF $63,000
- FasTracks Local Match $250,000
- Capital Project Reserve - PST $704,000
- Capital Project Reserve - Parks, Recreation & Libraries $413,000
- Community Enhancement Fund - Staffing $109,000

These funds are proposed to be utilized towards the following 2015 CIP projects. The cost of the projects that follow exceed the amount reflected above (i.e., $1,539,000); the funds proposed to be reallocated are assisting with the overall funding of these projects:

- City Hall Master Plan/Plaza Renovation
- Police Department Records Management System (RMS)
- Public Safety Center Building Infrastructure
- JD Edwards System Upgrades/Enhancements - PST
- Microsoft Software Upgrades - PST
- Public Safety Center Sally Port/Kennel Repairs
- Fire Station Emergency Generator Project
- Municipal Court Remodel and Security System Improvements
- Public Safety Facilities Major Maintenance (BO&M)
- Westminster Station Platform and South Plaza

Staff is requesting authorization to reallocate $1,539,000 from the five existing capital projects listed above in the General Capital Improvement Fund (GCIF) for ten new projects proposed in 2015 to fill the short-term GCIF funding gap.

Citizen Requests: At the various meetings and hearing on the Proposed 2015/2016 Budget, several residents either requested that City Council consider providing funds for specific City projects or programs. In addition, several requests were received via e-mail. City Council had the opportunity to review these requests in more detail at the Budget Retreat on September 29 and, where appropriate, funds have been included in the 2015/2016 Budget to address these projects. A summary of the requests and City Council's direction at the September 29 Budget Review follows:

1. **Request:** Continue City financial and staffing support for the Westminster Historical Society and provide a 1.0 FTE Full-Time Historic Administrator; add $20,000 for part-time staffing at Bowles House and Westminster History Center, marketing materials, preservation of historic artifacts, etc.; maintain $10,000 in the City budget ($5,000 for each of the next two years) to assist with Colorado Creative District establishment through Colorado Creative Industries (CCI), along with marketing, signage and other efforts in South Westminster.

   Staff Research: Linda Graybeal, President of the Westminster Historical Society, made these requests at the two public meetings and public hearing on the budget. The requested 1.0 FTE Historic Administrator position would be equivalent to the E6 Planner level, which would equal $73,436 in salary and benefit costs. Based on significant development review activity, Staff does not have capacity to absorb significant additional duties related to historical preservation. The total request, with the additional City 1.0 FTE and ongoing funding for part-time staff at the Historic Society total approximately $94,000.

To provide a contextual baseline, the following is a list of Staff's best estimate on the value of support currently given to the Westminster Historical Society by the City of Westminster. Of course, this list is not all-inclusive, but it captures major items of value. It does not include any hours of in-kind City of Westminster Staff support to assist the Westminster Historical Society with its efforts.

Annual Support

$15,000	Rent Value (based on square footage and comparable rent in the neighborhood at $5.20/square foot) – This includes the Bowles House and the Fire Ambulance Building (76th Avenue)
$3,000	Energy/Utility Bills (includes Bowles House and a proportional usage of the Fire Ambulance Building for Historical Society's storage)
$2,000	Building Operations and Maintenance – staff, supplies, etc.
$4,000	Irrigation and Landscape Maintenance
$1,000	Miscellaneous
$25,000	Total Estimated Annual Support

One-Time Support – It is important to note the significant capital improvement projects that maintain the Bowles House and benefit the Historical Society. This includes the $59,000 project initiated in 2010 that addressed issues with the east porch, wall cracking, etc. In addition, the City is providing $46,000 in the 2014 Capital Improvement Program (CIP) for soffit and gutter replacement at the Bowles House.

Staff recently applied for the South Westminster area to become a candidate for certification (Colorado Creative District) under the Colorado Creative Industries (CCI) program. Unfortunately, while the South Westminster area did receive some positive feedback, it was not accepted as a candidate for certification. Under program guidelines, two years from now is the soonest that the South Westminster area could reapply (2016 for possible acceptance as a candidate for certification in 2017). The $5,000 per year referenced by Ms. Graybeal is a required local match for the CCI program while a district is in the two-year candidacy period. The City had committed this amount in the event that the South Westminster area was accepted as a candidate for certification. While City Staff anticipates reapplying for the CCI program in 2016, Staff is aware that there is the potential for special projects over the course of the next two years in the South Westminster area that could include signage, marketing or other efforts. Staff remains open to exploring these potential efforts with other stakeholders in the area.

Related to the request for the 1.0 FTE Historic Administrator and the $20,000 request for part-time staffing and other support, Staff is in the process of analyzing potential staffing changes and will be developing proposed plans to address arts and cultural efforts and programming in the City. City Council would then consider these proposed plans in the future and take action as they deem appropriate. Please see the Staff Recommendation under request #16 below for a more detailed description of what Staff is contemplating to help support arts and cultural activities in the community.

Related to the $10,000 request for the South Westminster Arts District, if specific projects are identified in the future, Staff can consider potential funding support from Community Development operating funds or from the South Westminster Revitalization capital improvement account. Further efforts are necessary to identify and refine exactly what these projects would entail and when they would occur. As discussed under Citizen Request #5 below, further exploration of potential signage for the area is planned.

Staff greatly respects the work of the Westminster Historical Society and continues to provide direct financial support and in-kind Staff support. However, considering other competing priorities, Staff does not recommend additional Staff or financial resources at this time.

City Council Direction: Continue the roughly $25,000 annual financial and in-kind staff support. Provide $2,000 to the Westminster Historical Society for training focused on marketing, grant writing, fundraising, etc. for their volunteers/staff. In addition, the City will match up to $2,000 for any funds raised during 2015 for their association. Funds have been reallocated from the Central Charges budget in the General Fund associated with the US 36 Metro Mayors and Commissioners federal lobbyist into the City Council's 2015/2016 budget for these purposes.

2. Request: Construct a 100th Avenue Bike Lane

Staff Research: Michael Raber, Tom Buckner and Byron Walker made this request at a City Council meeting. Various members of the local bicycling community have requested over the past several years the installation of a bike lane and the widening of 100th Avenue west of Simms Street. Staff does not recommend striping alone on 100th Avenue (west of Simms Street), as the existing width of 23-feet does not allow for bike lanes and safe travel for motorists. Additionally, Staff notes that if this stretch of road were widened in Westminster in the future, bike lanes would disappear upon connection with the portion in unincorporated Jefferson County at Alkire. Staff believes that the four foot shoulders would not be sufficient for safe travel of cyclists and motor vehicles and recommends a six foot shoulder. The estimated cost of widening the requested section of 100th Avenue with six foot shoulders to accommodate a bike lane is approximately $310,000. As was highlighted in the August 18 Staff Report on Capital Improvement Program (CIP) priorities, Staff recommended funding for this project in equal installments over a period of three years, commencing in 2016.

City Council Direction: City Council directed Staff to reallocate the $100,000 proposed in the 2016 CIP for this specific stretch of roadway into the Bicycle Master Plan Implementation capital project instead to allow implementation of bicycle lanes throughout the City in concert with the Master Plan. City Council direction on this item was based on accomplishing maximum safety and convenience for bike riders for the dollars spent. This reallocation of funding is represented in the attached budget resolution and ordinance for formal adoption in the 2015/2016 CIP budget.

3. Request: Seek League of American Bicyclists "Bicycle Friendly Community" designation

Staff Research: Ted Heye attended the June 9 City Council meeting to request that the City of Westminster pursue this designation. Mr. Heye noted that many local communities, including Arvada and Lakewood, have achieved this designation. Taken from the League of American Bicyclists web site, "a community recognized by the League as Bicycle Friendly welcomes bicyclists by providing safe accommodation for cycling and encouraging people to bike for transportation and recreation. Encouraging bicycling is a simple way towards improving public health. With more people bicycling, communities experience reduced traffic demands, improved air quality and greater physical fitness."

The program is underwritten by Trek Bicycles, so there are no hard costs to apply; soft dollar Staff costs would be necessary to apply and respond to any follow-up. Staff is confident that the City of Westminster could achieve this designation. Applications are accepted twice per year with the next deadline in February 2015.

City Council Direction: Pursue application for February deadline.

4. Request: Construct Improvements along 92nd Avenue from Utica Street to Eastern City Limit

Staff Research: On June 17, 2014, Westminster resident Carol Jones requested landscaped medians, undergrounding of utility lines, fence/wall improvements and sidewalk improvements along 92nd Avenue from Utica Street to the eastern city limit. In Staff's review of the requested changes to 92nd Avenue, it was determined that significant investment would be needed. In order to accommodate the requested improvements, a wider roadway would be needed and the acquisition of right-of-way would cost approximately $2.6 million. The roadway reconstruction, including four foot bike lanes, a 20 foot raised median, 12 foot detached areas to the walks and 8 foot sidewalks and a brick wall, would cost approximately $8.64 million. Staff estimates that based on past undergrounding projects, the cost to underground the power and telecommunication lines would be approximately $1.0 million. Finally, Staff estimates an expenditure of $800,000 for the initial landscaping and installation of an irrigation system; Staff also notes that ongoing maintenance would be required. As a result of the significant costs to accommodate the request for beautification of 92nd Avenue with a total estimated cost of $13 million and other more pressing needs throughout the City, Staff does not recommend funding this complete request at this time.

Staff does recommend pursuing further consideration of the undergrounding of overhead lines along 92nd Avenue as the City's next major 1% Undergrounding Fund project with Xcel Energy. As part of the City's franchise agreement, Xcel Energy is required to allocate an annual amount, equal to 1% of the preceding year's electric gross revenues for the purpose of undergrounding existing overhead distribution facilities in the City, as may be requested by the City. However, Staff will not know for a few months whether sufficient funds exist within the 1% undergrounding fund to afford such a project. In addition, based on previous experience with Xcel on these types of projects, design and construction will take a significant period of time. Finally, Staff is not certain that sufficient right of way is present to complete the undergrounding (without the need for impacts to private property). Nonetheless, Staff recommends continued investigation of this project.

City Council Direction: Do not pursue the full beautification improvements but consider undergrounding of utility lines as next priority from Xcel 1% undergrounding fund if determined to be feasible.

5. **Request:** Install Westminster Historic Arts District Signage

Staff Research: On July 16, Jill Lewis submitted an email expressing concern about the viability of the Westminster Historic Art District. Ms. Lewis expressed interest in signage placed in the area, perhaps at 72nd Avenue and Federal Boulevard, stating "Westminster Historic Art District" with an arrow. Ms. Lewis also stated that she thought it would be beneficial to have signage in the area itself. Ms. Lewis also submitted her request via Access Westminster online and at the July 28 Public Meeting on the Budget.

Staff agrees that signage would benefit the newly designated arts district in South Westminster. The City's Community Development Department plans on working with community groups, including the South Westminster Arts Group, the Historic Westminster Art District, the Heart of Westminster and the Westminster Grange, to put together a plan for the design and placement of signage. The plan will include identifying cost and potential funding sources to make and install the signage. The Community Development Department is looking at the viability of initiating this project in 2015. It would be implemented in phases over several years subject to funding availability.

City Council Direction: Pursue per current efforts underway by Community Development; no specific funds are appropriated for this project at this time.

6. **Request:** Install a Pedestrian and Bike Path on 128th Avenue

Staff Research: On May 29, Paul Gehring submitted an email to Councillor Pinter requesting bicycle/pedestrian improvements along 128th Avenue from Home Farm Lane to Zuni Street. This stretch of 128th Avenue is still in its "county road" condition from when this area was annexed into the City. It has not been improved to arterial road standards because adjacent property has not been developed and therefore no improvements have been required of anyone. The City is the adjacent property owner (park and open space) on both sides of a good portion of this unimproved stretch of 128th Avenue, meaning that there is no other entity to share in improvement costs. Widening this roadway would be an expensive project due to the flood plain and the fact that a new bridge over Big Dry Creek would be required.

A possible less expensive option exists that might accomplish the stated goal of safe pedestrian travel without widening the street and replacing the bridge at this time. This would include a concrete sidewalk/trail could be installed along the south side of 128th Avenue between Home Farm and Big Dry Creek. A footbridge could be erected across the creek to connect to an existing trail that crosses under the street and leads north to the elementary school. The cost for this project is estimated at $200,000. Due to significant demands on the General Capital Improvement Fund at this time, Staff does not recommend funding at this time but does see this as a worthwhile project to consider in the future as funding allows.

City Council Direction: Do not pursue at this time but consider a link in the future to Big Dry Creek Park.

7. **Request:** Provide Free Childcare at the City Park Fitness Center (included in Passes) or Offer Discounted Monthly Childcare Passes

Staff Research: An unidentified resident, through Councillor Pinter, requested that the recreation centers have childcare included in passes or offer discounted monthly passes. She mentioned that she knows several individuals who left the City's facilities and joined Paul Derda Recreation Center (Broomfield) because they provide free childcare. Broomfield does include child care in the price of an annual pass, which costs $437 for an individual adult non-resident, but that will be going up to $588 in September 2014. City Park Fitness Center's annual pass for residents is $339 and does not include child care. However, the City offers child care for $2 per child per hour. Based on current pass prices, the price difference between Broomfield's pass and Westminster's would equate to about 50 hours of child care in Westminster (after September, it will be 125 hours). Broomfield charges $3.50 per hour for child care without an annual pass.

Regardless, Staff recognizes the importance of child care offerings, facilities and competitive rates for that care. Staff is ready to launch a pilot, free access, child care program for participants with children. Staff will use this pilot program to study participant demand and satisfaction while monitoring facility impacts. This pilot will be free to everyone and will be promoted through the City's "Free 4 Fall" Fitness Promotion, which includes many other great new efforts.

At this time, Staff is preparing for a comprehensive program to launch in January, which will be included as a feature in the annual pass program at City Park Fitness Center as well as be available as a pay-by-use opportunity for non-pass holders. This service will be available on a first come, first serve basis. Staff is very interested in monitoring capacity issues and patron satisfaction during the free week this fall. Staff will also be reviewing child care hours at the City Park Fitness Center to ensure they are consistent with patron demand.

City Council Direction: Proceed as planned with a pilot program at the end of September/early October and include childcare as an option in annual pass in 2015.

8. Request: Install tornado/storm warning sirens

Staff Research: On May 28, Westminster resident Don Trapp requested that the City of Westminster install tornado/storm warning sirens. Based on the experience of other communities, it would cost Westminster approximately $480,000 to install these sirens.

At the present time, the City does not have an outdoor notification system. The City of Westminster relies heavily on public education and encourages citizens, visitors and businesses to take personal responsibility during severe weather season. Fire Department, Public Education and Emergency Management staff regularly provide onsite reviews of emergency plans and procedures at no cost and upon requests from businesses, schools and care facilities. Further, Staff provides articles that are published in local media outlets in conjunction with the broader metro area public information outreach during severe weather season. Many free services are available through media outlets that can be downloaded onto portable devices providing location specific information and instruction to anyone interested in tracking weather events. Weather radios are the quickest means of notifying the public and the City encourages all schools, businesses, residential facilities and concerned citizens to consider purchasing them from any number of retail outlets. All of these notification methods are, if fact, faster in conveying the warning than an outdoor warning system because they come directly from the National Weather Service and do not have to be "activated" as does an outdoor notification system.

A few points regarding the effectiveness of outdoor notification systems may be helpful:

- No consistent standards exist for the use and activation of such systems in the State of Colorado and jurisdictions use the systems for everything from floods, tornados, mine failures, fire calls, hazardous materials spills, etc., and can easily confuse the public as to what the appropriate protective action should be.
- Older systems that simply provide siren notifications dramatically increase calls to 911 centers, especially in metropolitan areas where people are unfamiliar with the purpose.
- Newer systems that provide both siren and voice instruction have mixed reviews on the effectiveness of the verbal messages. People express concern that they cannot understand the message and either

call 911 or go inside and watch or listen to media outlets notification and recommendation for action, which is the most effective way of staying in touch with quickly changing weather events.

City Council Direction: Do not pursue at this time.

9. Request: Install an Architectural/Noise Wall on the East Side of Main Street between 116th Avenue and Airport Creek

Staff Research: On Wednesday, April 2, Joshua Conlew visited Westminster City Hall to express his concerns about development (Jefferson Academy, U.S. 36 Managed Lanes project, etc.) near his home and resulting traffic impacts. He requested a wall be installed as noted in the request. The distance from the northern City limits along Westminster Boulevard/Main Street to Airport Creek (excluding the width of 116th Avenue) is about 725 lineal feet. The best information available at this time indicates that 8-foot tall brick walls with occasional columns similar to those at 72nd Avenue/Sheridan Boulevard cost approximately $350/linear foot. That would bring the cost to about $255,000.

Historically, the City has adopted a policy of not paying for the construction of perimeter fences/walls around residential subdivisions located in the City with only a handful of exceptions. Those few exceptions have usually been associated with new commercial development within the City, such as the Costco (formerly Price Club) store on 92nd Avenue and the Walmart at Sheridan Boulevard/72nd Avenue. It would be highly unusual to fund the construction of architectural wall for the purpose of mitigating noise generated from a neighboring jurisdiction.

City Council Direction: Do not pursue. This would set a precedent and it is difficult to justify why the City would fund this wall versus walls requested by other neighborhoods in the past.

10. Request: Implement Improvements at Big Dry Creek Dog Park, including constructing a larger drain pan (for the French drain installed by dog owners), mowing grass more frequently (it is tough to locate dog waste with tall grass) and erecting benches with shelters for dog owners (sun protection)

Staff Research: This request was made by Sharon Wells and Sharon King at a City Council meeting. Responses to each of the three issues are highlighted below:

Drainage – Staff continues to struggle with keeping parts of the dog park dry because it is in a very low lying flood plain with little drainage. This spring, Staff relocated a potable water fountain used by the dogs from the west side of the dog park to a location farther east along the fence line where there is an opportunity to use a shallow drainage ditch along the road. This should help get rid of the excess water that was the reason for the request for the larger drain pan.

Mowing – Staff commenced mowing the native area of the dog park (approximately half the site) on a bi-weekly or monthly basis, depending on the growing condition of grass. This will help the volunteers see dog waste on the site as they do their clean up patrol.

Shade Shelter – A shade shelter was purchased and installed in July. This will provide much needed shade for the users of this facility.

City Council Direction: No further action; these improvements are complete.

11. Request: Provide $5,000 to $10,000 for ongoing operating costs to help maintain the viability of the Rocky Flats Cold War Museum

Staff Research: On March 4, Councillor Bob Briggs received a letter from Museum Board Member and Treasurer A.S. Widdowfield requesting funding. From the letter, it appears that this funding would be utilized for operational expenses. The Museum appears to have a significant operating deficit and is in need of additional funding on an annual basis. The Museum's goal is to educate people about Rocky Flats and its role in the history of the United States.

Staff is not aware of direct financial contribution to this Museum from any other local government entity, but Arvada does provide some space and in-kind services.

City Council Direction: Given the uncertainty of the museum's future, City Council did not fund this request.

12. **Request:** Fund and install Federal Parkway improvements from 120th Avenue to Zuni Street

Staff Research: On July 23, 2014, Staff received a formal budget request from Mike Byrne of Country Club Village Enterprises, LLC to fund Federal Parkway street improvements from 120th Avenue to Zuni Street in the 2015/2016 Budget. The project would include two north-bound through lanes with a painted center median, left turn lanes at intersecting streets, curb and gutter, a detached eight-foot sidewalk, bike lanes and native seeding in the landscape areas. It would also include the installation of a 24-inch water line. Funding for the water main project component is proposed under the City-wide Water Main Installation Project.

The City has collected $257,259 as cash-in-lieu of construction for a portion of these improvements from the Country Club Village development with the obligation that the City would then construct improvements in the future when conditions warrant. The Country Club Highlands development still owes their obligation to the City, which per the Official Development Plan (ODP) for that development, requires the developer to install the improvements to Federal Parkway adjacent to their development. However, this piecemeal approach to this project (where the City would install improvements on the southern end of this stretch and Country Club Highlands would handle the northern stretch) would not be an effective or economical approach. A more appropriate approach would likely consist of initiating negotiations with Country Club Highlands for a cash-in-lieu contribution towards the project, which would ultimately be managed by the City. Per the ODP, Country Club Highlands is required to install improvements concurrent with Phase 3 of their development, which has not occurred to date, but could occur in the near future.

A very preliminary and conservative cost estimate to perform this work is $2,000,000 (not including the water main component, which is budgeted separately in the Water Fund). While current and potential future cash-in-lieu contributions would help fund this project, the City's portion stands to be substantial and based on other competing priorities and funding challenges, funding is not recommended for this project in 2015/2016. The most recent traffic counts on Federal Parkway are reported at 11,202 vehicles per day and is below the standard minimum threshold to warrant a four-lane road, which is 18,000 vehicles per day. In addition, the forthcoming $7 million 120th Avenue and Federal Boulevard intersection improvement project will commence in 2015, widening the intersection to provide two southbound through lanes, two left turn lanes, a southbound right turn lane, and two northbound turn lanes. These lanes will extend 300 feet north of 120th Avenue before tapering back to the two-lane cross section at the first access street to the Country Club Village development. Adding to work in the area, the City's arterial roadway rehabilitation project has Federal Parkway programmed for resurfacing from 120th Avenue to 128th Avenue in 2015.

City Council Direction: Do not pursue at this time; allow the $7 million 120th and Federal Boulevard project to proceed and wait until Phase 3 of Country Club Highlands and traffic conditions warrant additional improvements.

13. **Request:** Eliminate rental housing inspection fees and dog licensing requirements

Staff Research: On July 28, Linda Hines submitted an email outlining her interest in the discontinuation of the City's rental housing inspection program and participation in the dog licensing program associated with Foothills Animal Shelter. Ms. Hines was upset about being subject to a rental housing inspection for her investment property (four-plex) and feels that the City is discriminating against dog owners.

The Westminster Rental Property Maintenance Code was adopted in 1997 with the intent of addressing the deteriorating condition of residential rental properties in the City of Westminster, particularly in the south Westminster area. The intent of the regulations was to require all owners of rental properties to operate their properties as a business and hold them responsible for the condition, appearance and maintenance of

their rental units. In 2010, licensing and registration programs were added to the Rental Property Maintenance Code with associated licensing and inspection fees added for properties with 4 or more units. These fees are nominal amounts that support the inspection program. The total amount for Ms. Hines property amounts to $210 ($50 License fee and $40/unit inspection fee) every 2 years, or equivalent to $2.19 per month per unit. The Rental Property Maintenance Program has been very effective in maintaining the condition of residential rental property and ensuring safe living conditions for rental residents in the City; the fee generates approximately $150,000 annually, which offsets the cost of this program.

Staff prepared a Staff Report earlier this year for City Council that outlined the City's relationship with the Foothills Animal Shelter. In short, it is a much more cost-effective way to provide animal shelter services than going it alone. If the City discontinued the dog licensing program, the City would be responsible for approximately $97,000 a year now paid by dog licenses. The City has a contractual obligation through an IGA with Jefferson County and the Jefferson County cities to collect a dog license fee with proceeds used to pay debt obligations incurred to pay for construction of the Foothills Animal Shelter.

City Council Direction: Do not pursue.

14. Request: Increase City's financial commitment to the Ralston House

Staff Research: On August 6, Vanessa DeMott, a Westminster resident and Board Member of the Ralston House, requested additional City funding for the Ralston House. The Ralston House is a child advocacy center "dedicated to helping children and teens heal from the trauma of sexual, physical and/or emotional abuse. It is the only child advocacy center in Jefferson, Adams and Broomfield Counties, Colorado and is a lifeline for some of Colorado's most vulnerable citizens - innocent children and adolescents who have been abused." The Westminster Police Department works with the Ralston House for interview and medical exam services.

No dollar amount was specified in the request. The City has historically provided Ralston House with Human Services Board (HSB) funding. For 2015, $4,000 is recommended (they requested $5,000 for 2015). Ralston House relies heavily on grant funding for operations. Other cities contribute financially as well, including some at higher levels (i.e., Lakewood at $10,000 and Arvada at $25,000).

Per a follow up telephone conversation with the Executive Director of the Ralston House, the organization will be kicking off a capital campaign in the future due to assuming work associated with the 17th Judicial District (thus the need for a new facility). With this in mind, Staff recommends continuing to consider regular funding for the Ralston House through the HSB process and then consider funding for the upcoming capital campaign separately.

City Council Direction: Provide the $4,000 recommended through Human Service Board funding in 2015; do not pursue additional funding at this time but consider funding assistance for Ralston House's upcoming capital campaign to build a new facility.

15. Request: Increase the Environmental Advisory Board's promotional/educational materials budget from $1,000 to $3,000

Staff Research: At the Public Hearing on the Budget on September 8, Lisa Bressler, Chair of the City's Environmental Advisory Board (EAB), requested an increase in funds in the EAB's promotional/educational materials budget from $1,000 to $3,000. The EAB's materials are aimed at educational outreach and provide information on recycling. In 2014, the EAB spent approximately $1,500 on materials distributed on Earth Day and at Westy Fest. As the EAB's budget is $1,000, other funds were necessary to meet the $1,500 funding level. This year's materials included a variety of items made from recycled materials. This included jar openers, funnels, crayons and coloring books. Past and ongoing efforts include the City's Hard to Recycle Guide and a generator that shows the different amounts of energy needed to power different types of light bulbs (incandescent, CFL, LED). The EAB also educates on curbside recycling resources.

City Council Direction: Provide the $2,000 increase to the EAB's budget for promotional/educational materials. These materials help promote City Council's Strategic Plan Goal of a Beautiful, Desirable, Environmentally Responsible City. Funds have been reallocated from the Central Charges budget in the General Fund associated with the US 36 Metro Mayors and Commissioners federal lobbyist into the City Council's 2015/2016 budget for these purposes.

16. Request: Provide $20,000 to the South Westminster Arts Group (SWAG) to fund a part-time grant writer and gallery manager

Staff Research: On August 24, Debbie Teter, Board Chair of SWAG, presented City Council with a letter requesting $20,000 to funds a part-time grant writer and gallery manager. The letter highlighted the volunteer nature of SWAG and expressed their desire to have the regular and dependable support that a paid employee would offer. SWAG envisions that the employee's duties would include writing grants, engaging the community and operating the gallery. In the letter, SWAG highlighted their achievements, which include the initiation of neighborhood art festivals, the provision of children's art clinics and after-school art programs, hosted workshops for artists and programming of art displays at the Rodeo Market Community Arts Center.

In 2012, Staff conducted a level of service analysis related to arts efforts undertaken by the City. The City currently performs multiple activities related to supporting arts in the community. This includes arts and cultural community development and outreach. The recruitment and support of artists and supporting businesses are an integral strategy towards revitalizing the South Westminster area. Several years ago, a report prepared for the City by ArtSpace, a nationally renowned non-profit arts-based organization, indicated there is a significant opportunity to attract such activities and enterprises into the community. Accordingly, Staff has been working diligently to enhance the artistic environment, promote the area for such interests, and actively recruit artists and related businesses into the area. In this arena, City staff serves in the following capacities:

- Serve as a liaison to SWAG, which was created through the efforts of Staff to provide a community based organization that would assist in growing the arts community.
- Work with SWAG in coordinating and hosting events and activities for the community.
- Provide and manage facilities in support of the arts community, such as the community theater, the Rodeo Market Community Arts Center, and a park and sculpture garden adjacent to the Rodeo Market building.
- Research and apply for grants from other governmental agencies and foundations.
- Maintain records for and provide financial management of grant proceeds.
- Maintain and nurture relationships with South Westminster based art galleries.
- Prepare arts related literature and promote programs and events.
- Assist with the coordination and operation of a community theater.
- Attend and network at events, workshops and conferences around region.
- Develop and maintain web pages pertaining to the City's arts initiatives.

In addition to these activities, Staff also manages the City's Public Art Program. This includes processing development applications, approving and selecting art works, overseeing installation of the art and administering the public art fund. In addition, Staff is responsible for planning, coordinating and running over 27 City events and providing support for another 31 non-City sponsored events. Many of these provide art and cultural opportunities for the community.

While the City has undertaken numerous efforts related to arts and cultural endeavors as outlined above, Staff understands the desire of City Council and community members in increasing the City's support for arts and cultural programming. To that end, while there are not specific funds in the proposed budget to address this request or the request from the Westminster Historical Society highlighted above (Request #1), Parks, Recreation and Libraries Department Staff are currently studying alternative organizational structures to better align staffing and other resources to current mission and strategy. With recent and anticipated staffing departures, part of this examination includes contemplating how to more greatly support arts and cultural programming and outreach. Staff has not reached a point in this planning where

specific proposed FTE counts or budgets have been identified for these purposes, but Staff is proposing to develop these over the next year and return to City Council as part of the level of service process in 2015 that will be conducted in advance of the mid-year 2016 Budget Review/Amendment process. Potential changes and additional resources for arts and cultural programming could be considered for the Amended 2016 Budget. Resource allocation in Community Development towards these efforts could be examined and refined at this time as well. While this does not contemplate direct financial contributions to SWAG, potential future City resources towards supporting arts and cultural efforts in the community could provide greater assistance to SWAG and their mission.

City Council Direction: Continue development of a proposed new organizational structure in the Parks, Recreation and Libraries Department that would include additional resources to support arts and cultural programming/outreach. Examine and refine arts, cultural and historic preservation activities in Community Development as well. Return to City Council in 2015 with specific recommendations. Do not pursue ongoing $20,000 annual commitment to SWAG at this time. Provide $2,000 to the SWAG for training focused on marketing, grant writing, fundraising, etc. for their volunteers/staff. In addition, the City will match up to $2,000 for any funds raised during 2015 for their association. These funds address both citizen request number 1 above, and this request. Funds have been reallocated from the Central Charges budget in the General Fund associated with the US 36 Metro Mayors and Commissioners federal lobbyist into the City Council's 2015/2016 budget for these purposes.

17. Request: Accept new burials at Wesley Chapel Cemetery and allow public access

Staff Research: On September 3, Staff received an email from Councillor Seitz that included a budget request from Vi June. Ms. June requested that the City accept new burials at the Wesley Chapel Cemetery and allow public access to the cemetery. Ms. June stated that the cemetery is currently locked up 24 hours a day.

In 2001, the ownership of Wesley Chapel Cemetery, located at the northeast corner of 120th Avenue and Huron Street, was deeded to the City of Westminster along with the ongoing operations and management responsibilities. The cemetery is a remnant of the early days of Adams County and the Westminster area, serving as a burial ground for many of the rural agricultural area's pioneers from 1891 through 1939. Two Union Civil War veterans are buried on the site. A Cemetery Task Force worked with a consulting firm to develop a cemetery master plan that was adopted by City Council in 2002. City Council decided to perform regular maintenance and to preserve the cemetery, but to not sell additional burial plots or to expend funds to expand or enhance the cemetery. The master planning effort found that extensive site improvements would be needed to meet public expectations of an "active" cemetery, which could run between $250,000 and $500,000. These improvements would be impossible to recover through fees and charges. In addition, a higher level of ongoing maintenance would be required if the cemetery became "active" and could range from $15,000 to $40,000. Individuals who owned a plot prior to the City owning the cemetery (direct family members of some individuals buried at Wesley Chapel Cemetery) are allowed to be buried at the site. However, this is a very small number of individuals and Staff could recall only one recent burial at the site.

Regarding ongoing maintenance, the City worked with a consultant and developed a preservation plan in 2008. The plan developed a roadmap to maintain the cemetery as a passive, historical asset. Accordingly, the City contracts for general landscape maintenance of the site, which per the City's current contract amounts to $1,220 per year. Due to the age of the cemetery and deterioration that has occurred over the years from the elements, the City has been in the process of repairing headstones. In 2014, the City will expend $6,260 on headstone repair. In addition to these expenses, occasional prairie dog control efforts are necessary on the site and result in an additional maintenance expense.

Related to public access, there is a gate on the north side of the cemetery that is kept closed but not locked. The gate is kept shut to deter vandalism and keep people from driving on the site. However, there is public, pedestrian access to the cemetery. There is no road, pathway or parking lot within the cemetery.

City Council Direction: Continue to maintain and preserve the cemetery as outlined per previous City Council policy actions and per the cemetery preservation plan. Continue to allow pedestrian access on the

site. Do not accept new burials on the site, with the exception of direct family members to those current buried in the cemetery that owned plots before the City took ownership of the cemetery.

18. Request: Provide Sunday hours at Irving Street Library and extend College Hill library hours

Staff Research: On September 2, Staff received a citizen budget request from Gerald Arguello through Councillor Garcia. Mr. Arguello requested Sunday hours at Irving Street Library and additional hours at College Hill Library. Mr. Arguello highlighted the community demand and benefit of the Irving Street Library and expressed his belief that Sunday is the busiest day at College Hill. It appears that Mr. Arguello desires the additional hours at College Hill to be on Sundays.

As City Council has expressed an interest in Sunday hours at Irving Street Library as well, Staff did some preliminary research on cost estimates and usage statistics. Opening Irving Street to match Sunday hours at College Hill (1pm to 5pm) would cost between $45,000 to $60,000 for staffing. Other ancillary costs would be anticipated. An additional three hours at College Hill (opening at 10am vs. 1pm) would cost between $40,000 to $70,000, depending on the level of participation from Front Range Community College. Year-to-date 2014 circulation hourly reports show the busiest hours throughout the entire system are on Saturdays on the first floor of College Hill by a wide margin. The average hourly checkout on Saturdays at College Hill is 443 compared to Irving Street's 82. Sundays at College Hill generate 397 checkouts per hour. College Hill is busier on Saturdays than on Sundays when open the same amount of time. In a typical community, Sundays are busier, so this goes against the national trend. Of course, circulation is just one measure of library utilization, but this does provide some informative usage data.

There are important policy considerations of opening the Irving Street Branch Library on Sundays. Opening Irving Street on Sunday for four hours would create a situation where a branch library would be open more hours during the weekend than the Central Library (College Hill). College Hill would be open eight hours and Irving Street would be open eleven hours. This goes against library best practices and is not recommended because two-thirds of the City's collection is located at the College Hill Library, the City's circulation experts are at College Hill and College Hill provides centralized processing required for the entire Library System. In addition, of the seven peer library systems in Colorado that operate a branch library, only nine out of the 55 branches have Sunday hours. In these situations, the branch libraries typically are open less hours during the week to make up for the additional hours on Sunday.

In a recent review of comment cards filled out by patrons over the last three years to identify those specifically mentioning library hours of operation, the following trends were identified:

- Thirteen comment cards were independently filled out about hours of operation.
- Of those, seven complained about the Saturday hours at College Hill Library.
- Two complained about not being open until 9 p.m.
- Four asked for either extended weekend hours or for the library to be open all hours.

City Council Direction: Do not pursue library hour changes at this time. Proceed with the Library Master Planning process in Fall 2014, which will analyze hours of operation. Consider results of Master Plan to inform any potential future recommended changes.

19. Request: Officially recognize Westminster Chamber of Commerce; join the Chamber as a VIP member; purchase a table for the Chamber's February 5th year-end gala; write a letter by the end of October recognizing the Westminster Chamber of Commerce and distribute to all businesses in Westminster; allow City employees to attend and speak at Chamber events

Staff Research: At the September 22, 2014, City Council meeting, several Westminster Chamber of Commerce Board members were present to deliver budget requests and to brief City Council on recent Chamber activities and efforts. Jennifer Shannon, President of the Westminster Chamber of Commerce delivered several budget requests. Those include officially recognizing the Westminster Chamber of Commerce, joining the Chamber as a VIP member, purchasing a table for the Chamber's February 5th year-end gala, writing a letter by the end of October recognizing the Westminster Chamber of Commerce and distributing to all businesses in Westminster, and allowing City employees to attend and speak at

Chamber events. Vice-President of the Board, A.J. Elserougi, also requested unanimous support and endorsement of the Westminster Chamber of Commerce by City Council and City Staff. Board members Bryan Head, Kaati Ross and Ina Machuca provided updates on Board activities. Teddi Davis, owner of the Exchange Tavern, presented her support for the Westminster Chamber of Commerce as well.

Historically, the City of Westminster has been actively involved in the North Metro Chamber of Commerce. The City provides support in the form of a $3,000 membership fee and participation in various events, committees and other efforts. As the Westminster Chamber of Commerce is a newer, "start-up" business effort, Westminster City Council has not taken an official position to recognize the new Chamber. Historically and currently, the City of Westminster provides support for and participates in several other business and economic-development related organizations in the area including the Adams County Economic Development Corporation (ACED), the Jefferson County Economic Development Corporation (JeffCo EDC) and the Metro Denver Economic Development Corporation (Metro Denver EDC). Related to financial support, the City provides $5,000 each for membership dues to ACED and JeffCo EDC and $2,500 in dues to Metro Denver EDC (which also provides City access to Metro Denver Chamber activities related to economic development). Westminster Chamber of Commerce VIP membership is $100 per year.

Per Westminster Chamber of Commerce President Jennifer Shannon, the Westminster Chamber states that they currently have 235 members and several working committees. The Chamber is supporting several business networking groups, promoting a variety of local events, offering business expos in partnerships with area schools, providing education classes for businesses and non-profits and offering scholarships in partnership with Front Range Community College. At the City Council meeting, President Shannon spoke about potential partnership opportunities for the City of Westminster and the Westminster Chamber of Commerce, including special events, Shop Westminster efforts, ensuring businesses in the City are registered and licensed, and offering licensing and permitting workshops. These are similar to support also offered and provided by the Metro North Chamber of Commerce.

City Council Direction: City Council directed Staff to officially recognize Westminster Chamber of Commerce by joining the Chamber as a VIP member ($100); purchase a table for the Chamber's February 5th year-end gala ($300); revise the standard letter distributed with new business licenses acknowledging both the Westminster Chamber and the North Metro Chamber as two Chambers of Commerce serving the Westminster business community; and allow City employees to attend and speak at Chamber events as reasonable. Funds have been reallocated from the Central Charges budget in the General Fund associated with the US 36 Metro Mayors and Commissioners federal lobbyist into the City Council's 2015/2016 budget for these purposes.

Additional Budget Retreat Follow Up: At the September 29 retreat, City Council inquired about two additional items, which are outlined below:

1. City Council salary adjustment – The Human Resources Division within the General Services Department conducted a salary survey of surrounding jurisdictions that are part of the City's annual market survey. This information was distributed to City Council as well as follow up information concerning the possibility of amending the Westminster Municipal Code to link City Council's salary to be adjusted annually with any adjustments made to the city employees' pay plan. Staff shared information from the City Attorney's Office and City Council directed Staff to proceed with drafting a proposed ordinance for City Council's consideration. Funds have been reallocated from the Central Charges budget in the General Fund associated with the US 36 Metro Mayors and Commissioners federal lobbyist into the City Council's 2015/2016 budget for these purposes ($1,370 in 2015; $2,370 in 2016). Pursuant to the Westminster City Charter, the City Council's compensation cannot increase nor decrease during the term of office, except members whose terms do not expire at the next regular City election; as such, the ordinance is drafted to make changes biennially after each City election. The adjustments, as directed by City Council, will be cumulative and tied to the Non-Exempt General Pay Plan market adjustments for the two years prior. This links City Council's biennial salary adjustment to the largest employee population's Pay Plan adjustments. Staff recommends making the salary adjustments effective the first pay period in even numbered years (City elections are held in odd numbered years); the first pay period of the new year is consistent with when the market adjustments to employee Pay Plans are implemented each year. An ordinance is attached for City Council

consideration that amends the Westminster Municipal Code concerning salaries for elected officers, adjusting the City Council's salaries biennially and tying the adjustment to the cumulative two-year market adjustment employees' receive.

2. City website redesign timing – City Council inquired about the planned update to the City's website as proposed for 2016. Interest was expressed in moving this project into 2015 rather than waiting until 2016. According to the Communication and Outreach Manager, the timing of this project works well with their work plan, including working with Parks, Recreation & Libraries Department staff on their web pages update as well as the upgrade/replacement of the recreation registration software planned for 2015 and will utilize these efforts to commence planning and organization of the overall city website redesign for 2016. Staff recommends leaving the funding as proposed in the 2016 operating budget.

Per the City Charter, the proposed budget resolution must be submitted to City Council for consideration by the second Monday in October and it must be adopted by the fourth Monday in October. Staff recommends adoption of the budget resolution and its attachments. In addition, Staff recommends the reallocation of project budgets within the General Capital Improvement Fund as outlined. Finally, Staff recommends the approval of the attached ordinance on first reading that officially appropriates the funds for 2015 and 2016 per accounting procedures.

The Proposed 2015/2016 Budget supports all of the City's Strategic Plan Goals: Visionary Leadership and Effective Governance; Vibrant and Inclusive Neighborhoods; Comprehensive Community Engagement; Beautiful, Desirable, Environmentally Responsible City; Proactive Regional Collaboration; Dynamic, Diverse Economy; Excellence in City Services; and Ease of Mobility.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

- Budget Message
- Ordinance Amending the Westminster Municipal Code Concerning Salaries for Elective Officers
- Resolution Setting the Mill Levies for 2015 and 2016, Adopting the 2015/2016 Budget and Adopting the 5-Year CIP for 2015/2016
    - Exhibit A – General Fund
    - Exhibit B – Utility Enterprise Fund
    - Exhibit C – General Capital Improvement Fund
    - Exhibit D – Sales & Use Tax Fund
    - Exhibit E – Parks, Open Space & Trails Sales & Use Tax Fund
    - Exhibit F – Fleet Maintenance Fund
    - Exhibit G – Golf Course Fund
    - Exhibit H – Human Service Agency Funding
    - Exhibit I – Five-Year Capital Improvement Program
    - Exhibit J – Staffing Summary
    - Exhibit K – General Reserve Fund
    - Exhibit K – General Fund Stabilization Reserve Fund
    - Exhibit K – Utility Fund Rate Stabilization Reserve Fund
    - Exhibit K – Utility Fund Capital Project Reserve Fund
    - Exhibit L – Debt Service Fund
    - Exhibit M – General Capital Outlay Replacement Fund
- Ordinance Appropriation of the 2015/2016 Budget

BUDGET MESSAGE

Mayor and City Council -

I present for your consideration the Proposed 2015/2016 Budget for the City of Westminster. The Proposed 2015/2016 Budget will be the City's seventh time preparing an official two-year budget for City Council's consideration. The two-year budget continues to provide longer term financial and policy planning that complements City Council's Strategic Plan and allows both City Council and Staff to focus on implementing the goals and key initiatives identified in the Strategic Plan. The Strategic Plan goals and initiatives provided critical direction for Staff in preparing their proposed operating and capital improvement budgets. In addition to the Strategic Planning process, Staff conducted a level of service analysis in coordination with the 2015/2016 Budget development process. The majority of Staff work examined current and projected service demands, evaluated current funding levels and determined if modifications are needed given the City's priorities and limited resources (both financial and staffing). This information was provided to City Council early in the budget development process to consider any proposed programmatic level of service changes and/or proposed reallocation of resources. In addition, Staff reviewed the current City services inventory document and ensured that it still accurately reflects City services and programs.

As the current financial picture slowly brightens throughout the nation, the City of Westminster has also seen promising signs of sustained economic growth. Per the most recent Case-Shiller Home Price Index Report (June 2014), home prices in the metro area were up 8.9% compared to one year ago and are 50% higher than home prices in 2000 (the benchmark year for the index). According to the most recent report by the Colorado Department of Labor and Unemployment (July 2014), the unemployment rate in Colorado is down to 5.5% compared to the national unemployment rate of 6.1%. The last time the Colorado unemployment rate was 5.5% or lower was October 2008. Per quarterly reports from the U.S. Bureau of Economic Analysis, personal income in Colorado continues to rise. Gross personal income in the State is up 5% compared to one year ago and continues a trend of modest and steady increases. At the local level, sales tax data remains a critical indicator for budget development in the City, as approximately 65% of the City's General Fund budget, which funds the majority of the City's day-to-day operations (police, fire, street maintenance, parks, recreation, libraries, etc.), is comprised of sales tax collections. In 2013, sales tax showed a strong rebound with a total collections amount 7.7% over 2012 collections. Although still positive, year-to-date collections for 2014 have slowed slightly (up 3.4% from the same period last year) and demonstrate the need for caution with future budget commitments.

In the Proposed 2015/2016 Budget, City Council will see that the improved economic picture has allowed Staff to propose the return of a few select positions that were cut in 2011 when the City eliminated 72.833 FTE in order to close a structural budget deficit, along with several new proposed positions. These positions are proposed following level of service assessments considering current and future service demands. Staff is proposing the addition of 14.5 FTE across all funds as part of the proposed 2015 budget and 7.0 FTE across all funds as part of the proposed 2016 budget. Many of these positions are recommended for funding due to associated offsetting revenues, cost savings or newly available resources due to the retirement of debt. A table summarizing these proposed new positions can be found in the "Compensation and Staffing" portion of this Budget Message. Specific details on these positions can be found in the Operating Budget Executive Summary section of this Proposed Budget Book, along with other proposed operating budget changes.

On the Capital Improvement Program (CIP) side of the budget, Staff is proposing 110 projects across all funds in 2015 at a total cost of $41,697,000. In 2016, 113 projects are proposed at a total cost of $50,358,000. The total CIP continues to reflect an effort to move forward on many capital improvement fronts to address the City's needs as well as to enhance community quality of life. These improvements benefit existing and future citizens and businesses by rehabilitating, improving and enhancing community amenities. Throughout the 2015/2016 budget development process, Staff has worked to strike a balance between capital and operating needs. The General Capital Improvement Fund (GCIF) faces significant immediate and long-term financial challenges. Staff anticipates returning to City Council at a future date to discuss op-

tions for funding the long-term needs of the City to reinvest in roads and other City infrastructure. Alternative, stable, long-term funding options need to be evaluated to continue to maintain the high-quality environment that citizens and businesses expect in Westminster. A summary of the CIP is presented later on in this budget message and details of the CIP can be found in the dedicated CIP section in this Proposed Budget Book.

Moving forward, the City faces exciting opportunities, changes and challenges. Major progress continues on significant projects, including the Westminster Center Urban Reinvestment Project (WURP) and the South Westminster Transit Oriented Development Area (Westminster Station and commuter rail service). Overall development activity in the City has reached a level not seen for many years. On the change front, with recent and pending retirements, including my own, leadership transitions are underway in the organization. Recent direction to commence discussions on collective bargaining with Westminster firefighters has the potential to create resource and other challenges, including equity considerations across the organization and the possibility of collective bargaining interest by other City Staff. Despite this and other ongoing challenges, I believe that the City is in excellent position to continue to deliver exceptional value and quality of life to Westminster's residents, businesses and visitors. The strength of the Westminster organization will assure that we are prepared to continue to move this community in a positive, visionary direction.

In this budget message, I will cover the following items:

Budget History delivers a brief Budget history and discusses recent Budget highlights.

Strategic Plan and City Council Goals identifies City Council's goals established in its Strategic Plan and highlights how the Proposed 2015/2016 Budget works to achieve these goals and associated initiatives.

Citizen Survey Results provides a brief summary of the City's survey results from 2014, which helped inform the development of the Proposed 2015/2016 Budget.

Tax Comparisons provides property tax and sales tax comparisons to other Front Range communities.

Revenues and Expenditures Overview discusses expenditure increases and reductions, revenue enhancements and revenue/expenditure summary information about the City's various funds.

Capital Outlay features a summary of proposed capital outlay levels and types of equipment.

Compensation and Staffing contains a summary of overall proposed staffing levels, proposed new staffing and the City's compensation approach and philosophy.

Capital Improvement Program (CIP) features an overview of the proposed CIP and proposed capital appropriations for 2015/2016.

BUDGET HISTORY

In recent history, two recessions have taken a toll on the economic foundation of this community and nation. A re-set in the financial base of the City's revenue structure has occurred, necessitating a re-set in how this organization operates. Commencing with the economic downturn in 2001, the City has taken a series of strategic steps to navigate through this economic storm. Below is a brief summary of the steps taken over the years:

FY 2001/2002 – Departments' budgets for 2001 and 2002 were adopted amidst a changing world as on September 11, 2001, the nation and world financial markets were shaken by the terrorist attacks on the World Trade Center towers, Pennsylvania and the Pentagon. Additionally, 2001 was significant for the City of Westminster as it marked the beginning of a long slow decline in revenue from the Westminster Mall, which at its peak in 1999 produced over $8.5 million in sales tax revenue for the City. A strategic hiring

freeze was implemented in May 2002 and continued into 2004; a total of approximately $5.5 million in expenditure reductions were implemented in 2002.

FY 2003 – Departments prepared their 2003/2004 budget with an additional 3% reduction from their reduced 2002 budget; an exception was made for the Police and Fire Departments where a reduction of only 2% was applied. These reductions for 2003 totaled approximately $1.8 million in additional reductions from the cuts made with the 2002 Budget. All new staff originally planned in the 2003/2004 budget were eliminated except for the hiring of 4.0 new FTE Police Officers and 3.0 new FTE Firefighters made possible by a modification to the City's vendors' fee. The strategic hiring freeze continued through 2003. Mid-year, departments made an additional 0.5% reduction to all 2003 General Fund operating budgets. Savings from capital projects spending less than originally budgeted and several projects that had not commenced were frozen in the General Capital Improvement Fund, which helped offset reduced revenue collections. A total of approximately $3.6 million in reductions were implemented to address revenue shortfalls.

FY 2004 – Departments amended their adopted 2004 budget with additional operating budget reductions and three capital projects were reduced or eliminated for additional reductions of $1.8 million to address revenue shortfalls. In November 2003, Westminster voters approved a sales and use tax increase of 0.6% for maintaining, enhancing and supporting public safety operations. As a result of this tax increase, 40.0 FTE in the Police Department, 35.0 FTE in the Fire Department and 8.0 FTE in support departments for a total of 83.0 FTE were added in December 2003 to the Amended 2004 Budget to enhance public safety operations in the City. The public safety tax provided for approximately an additional $10 million that prevented these operations and other City services from having to make significant reductions due to reduced revenues Citywide.

FY 2005/2006 – In October 2004, City Council adopted the 2005/2006 budget. Departments prepared their 2005/2006 Budget with a 1% increase from their reduced 2004 budget, with the exception of the Police and Fire Departments, which had an increase of 1% on their original General Fund budget and 3% on their public safety tax budget.

FY 2007 – Departments prepared their 2007 budget with a 0% increase from their 2006 budget, with the exception of the Police and Fire Departments, which had an increase of 2% over their 2006 budget due to the public safety sales tax. Also, Utility Fund operations had an increase of 2% over their 2006 budget due to water sales and system repair and replacement needs.

FY 2008 – Departments prepared their 2008 budget with a 1% increase from their 2007 budget, with the exception of the Police and Fire Departments, which had an increase of 2% over their 2007 budget due to the public safety sales tax. Also, Utility Fund operations had an increase of 2% over their 2007 budget due to water sales and system repair and replacement needs.

FY 2009/FY 2010 – Departments prepared their 2009 budget with a 0% increase from their Amended 2008 budget, with the exception of the Police and Fire Departments, which had an increase of 2% over their 2008 budget due to the public safety sales tax, and the Utility Fund operations, which had an increase of 2% over their 2008 budget due to water sales and system repair and replacement needs. Departments prepared their 2010 budget with a 1% increase from their 2009 budget, with the exception of the Police and Fire Departments, which had an increase of 2% over their 2009 budget due to the public safety sales tax, and the Utility Fund operations, which had an increase of 1.5% over their 2009 budget due to water sales and system repair and replacement needs.

Due to the second recession and resulting significant reduction in revenues, the City made $15.7 million worth of budget adjustments over these two years. However, many of these adjustments were "one-time" fixes, including $6.9 million of one-time revenues in 2010 not available to help the City address budget challenges in 2011 and 2012.

FY 2011 – In preparing the Adopted 2011 Budget, departments utilized the core services assessment conducted in late 2009 and early 2010. This assessment included an inventory of City services provided, identi-

fication of duplicate services (i.e. other governmental entities or the private sector offered similar services), and a prioritization process with City Council. In addition to addressing the uncertain economy in FY 2011/ FY 2012, the $6.9 million of one-time revenues utilized to balance the Amended 2010 Budget had to be backfilled. Unlike previous budget reductions, this core services assessment included a significant reduction in staffing. This was necessary due to the impact of the second recession in a decade and the permanent reset in the economy and City revenues. A total of 72.833 FTE were eliminated with the Adopted 2011 Budget. In addition, all staff wages were frozen at 2010 levels. These staffing reductions, wage freezes and service adjustments were necessary to make this organization financially sustainable into the future.

FY 2012 – The Amended 2012 Budget included a 2% market adjustment to the pay plan, and step and merit increases. Due to economic challenges, the City did not make any market adjustments in 2010 or 2011. Based on information on planned salary adjustments in other cities, Staff recommended the 2% market adjustment to help keep the City's Pay Plan within market and ensure competitive wages. Additionally, the originally estimated increase in medical and dental costs of 10% for 2012 was adjusted downward to a 0% increase for both the employee and employer shares.

FY 2013 – Departments prepared their Adopted 2013 budget with a 0% increase from their Amended 2012 budget. The biennial salary survey confirmed that the adjustments made in 2012 were instrumental in keeping the majority of the employee population competitively paid. A 1% market adjustment was implemented in 2013 to the existing pay plans in order to keep the City workforce competitively paid. City Council adopted two new additional pay plans, a non-exempt police sworn pay plan and a non-exempt fire commissioned pay plan, to better reflect the method of pay and prevailing wages. Significant market adjustments were given to six public safety classifications, including police officer and firefighter.

FY 2014 – Departments prepared their Amended 2014 budget with a 0% increase from their Adopted 2013 budget. A 1% market adjustment was implemented in 2014 to the existing pay plans in order to keep the City workforce competitively paid. Medical/dental insurance premiums costs for both the City and employees increased by 4.5%.

STRATEGIC PLAN AND CITY COUNCIL GOALS

In 2014, City Council developed a new Strategic Plan with new goals and priority initiatives. The 2014 Strategic Plan reinforces long-term planning for both operating (day-to-day operations and services) and capital (long-term investment projects such as road construction, water distribution and sewer maintenance) programs.

VISION STATEMENT: Westminster is an enduring community – a unique sense of place and identity; we have a choice of desirable neighborhoods that are beautiful and sustainable by design. Westminster residents enjoy convenient choices for an active, healthy lifestyle, are safe and secure, and have ease of mobility within our City and convenient connection to the metro area. Westminster is a respectful, diverse community in which residents are engaged. Westminster City Government provides exceptional city services, and has a strong tax base through a sustainable local economy.

MISSION STATEMENT: Our job is to deliver exceptional value and quality of life through S-P-I-R-I-T (Service, Pride, Integrity, Responsibility, Innovation, Teamwork).

The goals, their definitions and the associated initiatives, are listed below:

VISIONARY LEADERSHIP AND EFFECTIVE GOVERNANCE – The City of Westminster has articulated a clear vision for the future of the community. The vision is implemented through collaborative and transparent decision making.

- Secure a replacement for our retiring City Manager that has the combination of experience, knowledge, style and values that are consistent with City Council vision and organizational values; ensure a smooth transition.

VIBRANT AND INCLUSIVE NEIGHBORHOODS – Westminster provides housing options for a diverse demographic citizenry, in unique settings with community identity, ownership and sense of place, with easy access to amenities, shopping and employment.

- Complete St. Anthony North Hospital (84th Avenue) impact analysis
- Create an Arts District

COMPREHENSIVE COMMUNITY ENGAGEMENT – Westminster is represented by inclusive cultural, business, nonprofit and geographic participation. Members of the community are involved in activities; they are empowered to address community needs and important community issues.

- Create an Inclusiveness Commission

BEAUTIFUL, DESIRABLE, ENVIRONMENTALLY RESPONSIBLE CITY – Westminster thoughtfully creates special places and settings. The City is an active steward, protecting and enhancing natural resources and environmental assets. The City promotes and fosters healthy communities.

- Develop and implement Open Space Master Plan
- Identify and implement alternative energy options for City facilities
- Achieve "Solar City" designation to benefit both our environment and economy

PROACTIVE REGIONAL COLLABORATION – Westminster is proactively engaged with our partners to advance the common interests of the region.

- Collaborate with counties, school districts and neighboring cities

DYNAMIC, DIVERSE ECONOMY – Westminster is a local government that fosters social, economic, and environmental vitality and cultivates and strengthens a wide array of economic opportunities.

- Construct Westminster Station and develop TOD area
- Identify and pursue FasTracks next step
- Continue North I-25 development
- Proceed with Phase I of the Westminster Center Urban Reinvestment Project
- Advance business attraction strategy
- Encourage the development of chef-owned and/or operated restaurants
- Grow small businesses through incubation

EXCELLENCE IN CITY SERVICES – Westminster leads the region in a culture of innovation that exceeds expectations in all city services – the City is known for "the Westy Way."

- Analyze Fire/EMS alternative service delivery
- Provide improved collaboration and communication between City Council and employees at all levels of the organization
- Improve planning and permit process to be business friendly and achieve City goals

EASE OF MOBILITY – Westminster pursues multi-modal transportation options to ensure the community is convenient, accessible and connected by local and regional transportation options through planning, collaboration, advocacy and execution. Transportation objectives include walkability, bike friendly, drivability and mass transit options.

- Enhance trail connectivity

The Proposed 2015/2016 Budget supports the Strategic Plan goals and objectives in a variety of ways. A few examples of how the proposed budget supports the strategic plan are highlighted below:

VISIONARY LEADERSHIP AND EFFECTIVE GOVERNANCE

- Funds are proposed to address succession management efforts associated with current and forthcoming departures of key leadership positions.
- Funds are proposed to address projected attrition in the Police Department. Additional resources will be necessary for police academy expenses for trainees.

VIBRANT AND INCLUSIVE NEIGHBORHOODS

- Funds are proposed for start-up and ongoing costs associated with the commencement of City Council's Inclusiveness Commission.
- Continued funding of the South Westminster Revitalization Program is proposed in 2015/2016.

COMPREHENSIVE COMMUNITY ENGAGEMENT

- A 1.0 FTE Communication and Outreach Coordinator is proposed to coordinate outreach and engagement efforts for City Council, oversee Web-based engagement tools (Access Westminster, WestyCOnnect and social media), support outreach and engagement efforts in other departments and programs, provide Staff support for the Human Services Board and assist with City Council's Inclusiveness efforts.
- Staff is proposing $25,000 in additional funding for the City Council Outreach Program, which would fund two telephone town halls and other outreach efforts to be determined.

BEAUTIFUL, DESIRABLE, ENVIRONMENTALLY RESPONSIBLE CITY

- Staff is proposing the addition of a new open space maintenance crew in 2016, including 1.0 FTE Recreation Specialist (Naturalist), 1.0 FTE Horticultural Specialist and 2.0 FTE Parkworkers. This action would start to implement the Open Space Stewardship Plan.
- Funds are proposed to update the City's main data center facility, which includes using ambient air versus air conditioning as the primary means of cooling, thereby reducing energy consumption and costs by 38%.

PROACTIVE REGIONAL COLLABORATION

- A 1.0 FTE School Resource Officer Sergeant is proposed and would be assigned to assist schools and school district administration. This additional position places the Police Department in a much better position to interact with the three different school districts and help cover issues at over 30 schools in the City.
- $1.4 million is proposed in the General Capital Improvement Fund as local match money for regionally significant roadway projects in 2015.
- Starting in 2014 and continuing for a period of five years, the City will be taking over the administrative responsibility of the North Metro Drug Task Force.

DYNAMIC, DIVERSE ECONOMY

- Recruitment of unique, chef-owned or operated restaurants is a high-priority action item. Accordingly, Staff is proposing $30,000 in 2015 to hire specialized consultants to develop a strategy, marketing plan and potentially special incentive program to attract these types of restaurants.
- The Proposed 2015/2016 Budget continues to support Westminster Center Urban Reinvestment Project (WURP) efforts.
- Approximately $5.8 million is proposed in the General Capital Improvement Fund (GCIF) in 2015/2016 for costs associated with Westminster Station to prepare for commuter rail service in 2016 and re-energize development opportunities in this part of the City.

EXCELLENCE IN CITY SERVICES

- In 2015, an additional 0.3 FTE for a Planner position, along with 1.5 full-time temporary positions in Planning and Engineering, are proposed to help improve customer service and address increased development review activity.
- In 2016, a new 1.0 FTE Fire Inspector position is proposed to improve front line fire inspection and prevention efforts.
- An additional $60,000 is proposed in overtime in the Fire Department to increase availability for a fifth ambulance, improving response times and service to the community.
- Staff is proposing the creation of a new mobile application team that would include the creation of a new 1.0 FTE Software Engineer in 2015 and a 1.0 FTE Technical Support Specialist in 2016. New mobile applications would be targeted at improving operating efficiencies, community engagement and ease of access to City services.

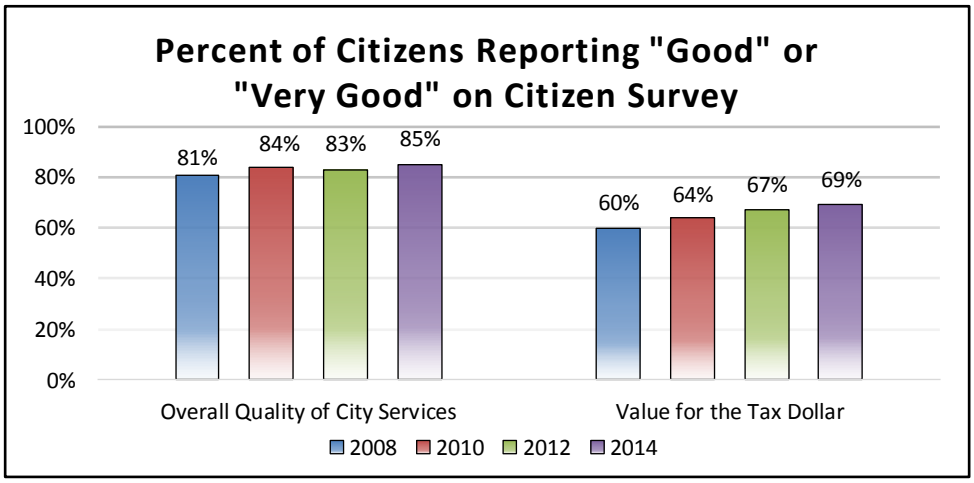
EASE OF MOBILITY

- Approximately $525,000 in additional funding is proposed to address street maintenance and repair. An additional 14 miles of street would receive treatment, which would represent an increase from 85 miles maintained in 2014 to 99 miles in 2015 (16% increase).
- Funding is proposed for an Enhanced Mobility and Connectivity Study and pilot projects. This new project envisions enhancing citizen, business and visitor mobility throughout the City and improving access to, and connectivity between, existing City services and facilities.

CITIZEN SURVEY RESULTS

Every two years, the City conducts a citizen survey to measure residents' satisfaction levels with City services and gather opinions on specific policy questions. This survey was conducted in 2014. The data from the survey was used by Staff and City Council to help in the prioritization of services and funding for the Proposed 2015/2016 Budget.

Overall, the results of the Citizen Survey continue to be very positive. In 2014, ratings were similar or above ratings given in 2012. When compared to ratings given by residents in other jurisdictions across the country, Westminster's ratings were generally higher. Comparisons to other Front Range communities were mostly above or similar to the benchmark. In 2014, one-quarter of survey respondents rated the overall quality of life in Westminster as very good and another six in ten rated it as good, similar to previous years. Ratings of aspects of quality of life were similar to the national and Front Range averages. Nine in ten residents gave positive marks to Westminster as a place to live, eight in ten gave positive marks to Westminster as a place to raise children and two-thirds gave positive ratings of Westminster as a place to retire. More than eight in ten Westminster residents gave good or very good ratings to the overall quality of services provided by the City, a rating that was above the benchmarks. Nine in ten survey respondents felt the City was heading in the right direction, similar to 2012. Westminster was above national and Front Range average for residents receiving good value for their taxes. The City ranked first in the nation of nine cities and first of five cities in the Front Range (asking the question) for perceptions of City Council caring what people think.



Recreation facilities and the appearance of parks and recreation facilities topped the list of City services with nearly nine in ten residents rating the quality of these services as good or very good. Street repair and economic development received lower ratings, with just over half of respondents rating these services as "very good" or "good." Most services were rated higher than or similar to the national and Front Range averages. Only recycling drop-off centers and emergency medical services (EMS) were lower than both benchmarks. When asked to rate the importance of the individual City services, residents cited drinking water quality, fire protection, police protection and EMS as essential or very important. Generally, importance ratings stayed the same from 2012 to 2014; however, increases were observed for eleven services, such as street repair, parks maintenance, recreation programs and code enforcement. Services with higher importance and lower quality included street repair and economic development. These services warrant increased attention and resources, which are proposed in the 2015/2016 Budget.

TAX COMPARISONS

Property Tax

Property taxes are projected to comprise less than 5% of General Fund revenues in 2015 and 2016. The City's property tax mill levy continues to be one of the lowest among Front Range cities. The property tax mill levy rate of 3.65 mills is maintained in the Proposed 2015/2016 Budget at the 2012 level. These are the 23rd and 24th consecutive years that the City's mill levy has been at 3.65 mills. The chart below provides a property tax comparison to 11 Front Range communities. Some of the cities listed use special districts to provide some of the services that the City of Westminster, a full-service city, provides to its residents. For example, fire district mill levies are included along with municipal levies for those municipalities that do not provide fire protection services. This table includes figures that represent the portion of the homeowner's property tax bill that goes towards municipal services and fire protection.

2014 Property Tax Rate Comparisons

City	City Levy	Fire Protection District Levy*	City and Fire Levy	Property Taxes $250,000 Home
Northglenn	11.597	11.176	22.773	$455.79
Broomfield (City)	11.457	11.176	22.633	$453.00
Fort Collins	9.797	10.595	20.392	$380.05
Arvada	4.310	14.806	19.116	$274.42
Lakewood	4.711	13.774	18.485	$365.62
Littleton	6.662	7.678	14.340	$285.37
Longmont	13.420	-	13.420	$267.06
Boulder	11.981	-	11.981	$204.87
Aurora	10.653	-	10.653	$208.83
Thornton	10.210	-	10.210	$203.18
Loveland	9.564	-	9.564	$190.32
Westminster	3.650	-	3.650	$72.64

*Northglenn, Broomfield, Fort Collins, Lakewood, Arvada and Littleton use fire protection districts to provide fire suppression services to their residents. (Northglenn and Broomfield utilize North Metro Fire and Rescue District; Fort Collins utilizes Poudre Valley Fire Protection District; Lakewood utilizes West Metro Fire Protection District; Arvada utilizes Arvada Fire Protection District; Littleton utilizes Littleton Fire Protection District.)

Sales and Use Tax

The City's total sales and use tax rate is comprised of three components: general, POST (parks, open space and trails) and public safety. A breakdown is provided below:

Westminster Sales & Use Tax Rate	
General	3.00%
POST	0.25%
Public Safety	0.60%
Total City Rate	3.85%

Sales and use tax remains the City's largest General Fund revenue source. In 2015 and 2016, sales and use tax is projected to comprise approximately 65% of General Fund revenues. While the City's total sales and use tax rate is above the average in the Front Range, it still remains very competitive. Below is a comparison to the same 11 Front Range communities. The following table only highlights general, POST and public safety tax rates (if applicable).

2014 Sales Tax Rate Comparisons

City	Municipal Sales Tax Rate	Municipal Sales Tax Paid on $50 Purchase
Broomfield (City)	4.15%	$2.08
Northglenn	4.00%	$2.00
Fort Collins	3.85%	$1.93
Westminster	3.85%	$1.93
Aurora	3.75%	$1.88
Thornton	3.75%	$1.88
Arvada	3.46%	$1.73
Boulder	3.41%	$1.71
Longmont	3.275%	$1.64
Loveland	3.00%	$1.50
Littleton	3.00%	$1.50
Lakewood	3.00%	$1.50

REVENUES AND EXPENDITURES OVERVIEW

In the City of Westminster, available revenues drive expenditures and determine the City's capacity to provide essential and quality of life services. Due to the economic re-set, increasing regional competition for retail sales, slowing growth and other factors, a modest growth pattern is anticipated for many of the City's revenue sources.

The total Proposed 2015 Budget for all funds is $192,534,667 exclusive of $52,530,630 in reserves and projected carryover and $1,000,000 in contingencies. The amount in reserve includes the General Reserve, General Fund Stabilization Reserve, Utility Rate Stabilization Reserve and the Utility Capital Projects Reserve Funds; the projected carryover includes the Golf Course, Conservation Trust, General Capital Improvement and Debt Service Funds; and the contingency amount includes the General Fund contingency.

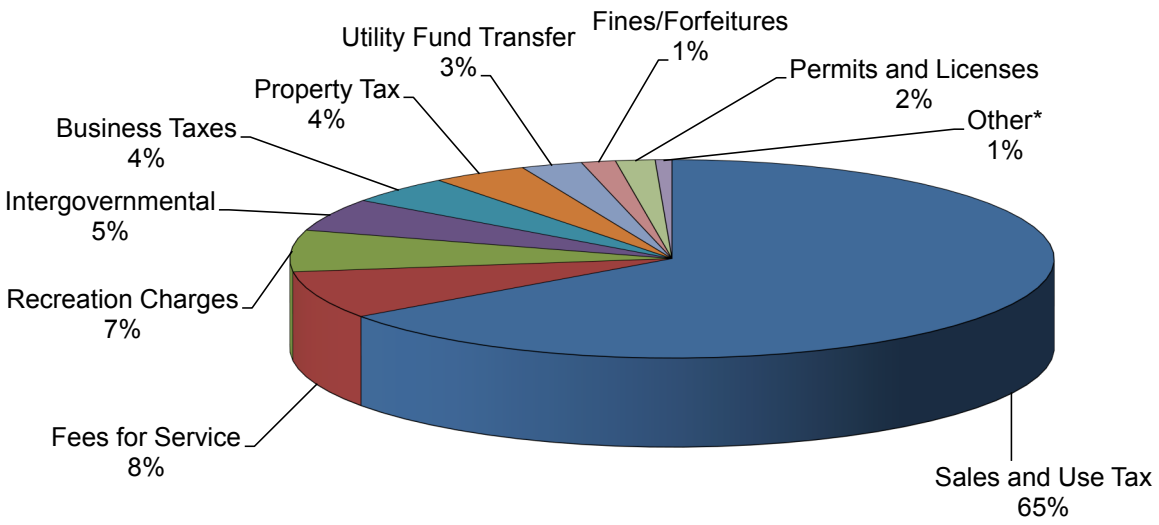
The total Proposed 2016 Budget for all funds is $206,388,197, exclusive of $40,623,087 in reserves and projected carryover and $1,000,000 in contingencies. The amount in reserve includes the General Reserve, General Fund Stabilization Reserve, Utility Fund Rate Stabilization Reserve, Utility Fund Capital Project Reserve; the projected carryover includes the Golf Course and Debt Service Funds; and the contingency amount includes the General Fund contingency.

Fund Overview

General Fund

The General Fund is the City's primary operating fund and provides revenues for public safety, streets, community development, parks, recreation, libraries and other general government services. Total available General Fund revenue is projected at $104,464,044 for 2015, which is a 4.7% increase over the 2014 estimated revenue of $99,819,007 (excluding carryover). This change for 2015 is primarily due to the projected increases in Sales and Use Tax revenue to be transferred to the General Fund, recreation revenues, other miscellaneous revenue adjustments and the final increase of $1 per month for the City's infrastructure fee. Reductions in court fines and emergency medical services (EMS) billings are the result of changes of traffic enforcement by the Police Department (including the impacts of construction along U.S. 36) and changes at the federal level associated with health care impacting the City's ability to be reimbursed for costs incurred in transporting patients.

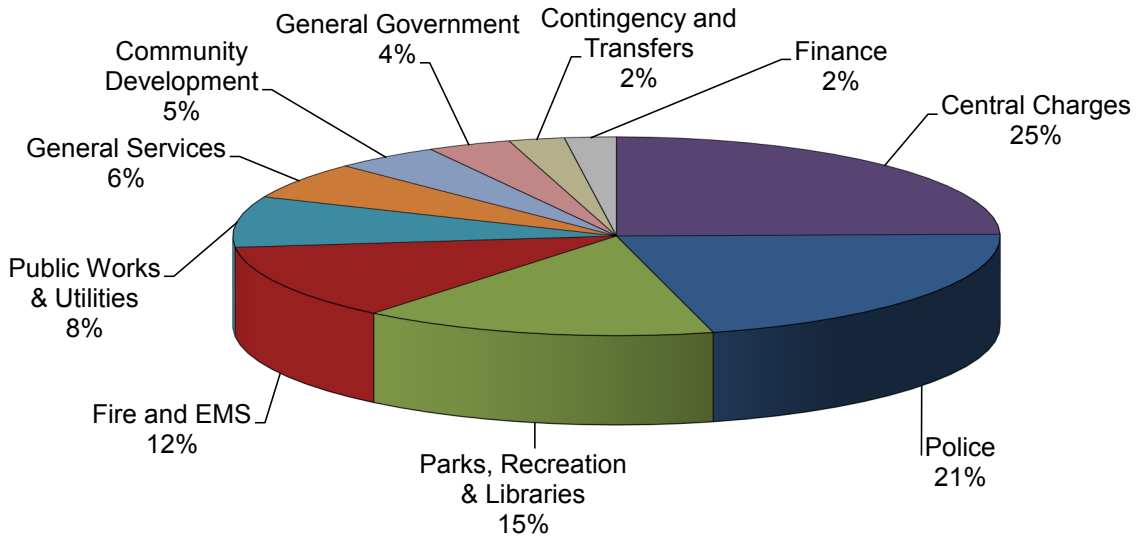
2015 General Fund Revenues by Source



* "Other" includes Admissions Tax, Interest Income, Reimbursements and Contributions

Total Proposed 2015 expenditures for the General Fund are $104,464,044, which is a 1.3% increase over the Adjusted 2014 Budget. This budget includes all transfer payments and a contingency amount of $1.0 million.

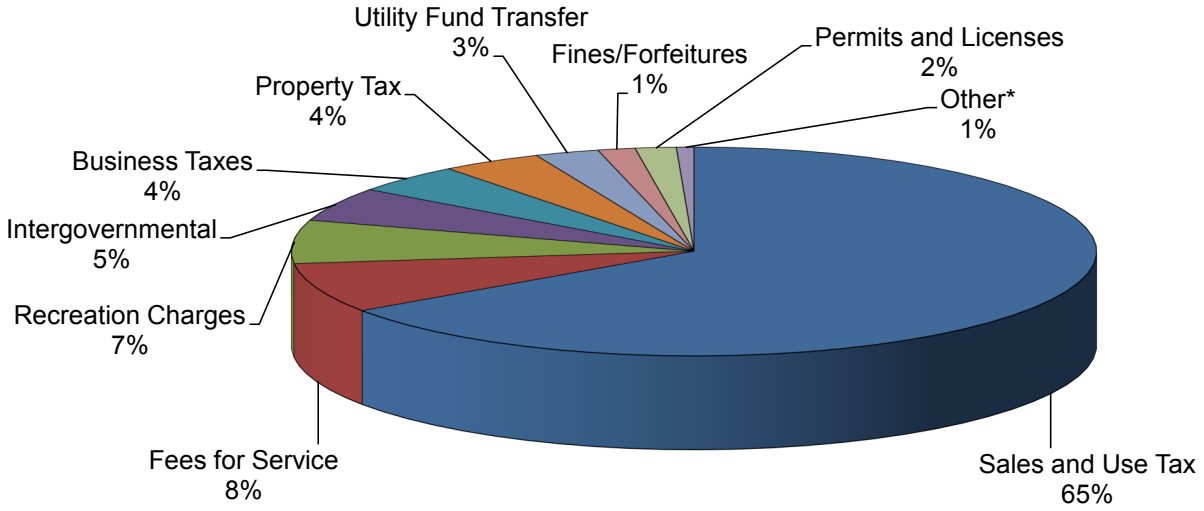
2015 General Fund Expenditures by Department



Central Charges serves as the centralized budgeted location for employee benefits. Central Charges reflects medical, dental, life and disability insurance benefits for employees budgeted in the General Fund. Central Charges also reflects transfer payments to other funds, including Property/Liability and Workers Compensation, and includes certificate of participation (COP) payments.

The Proposed 2016 Budget provides for General Fund revenue projected at $107,046,268, which is a 2.5% increase over the 2015 projected revenue. This is mainly due to an increase in Sales and Use Tax revenue to be transferred to the General Fund, increase in property tax revenue (due to increases in assessed valuation), recreation revenues and increases in other miscellaneous revenues.

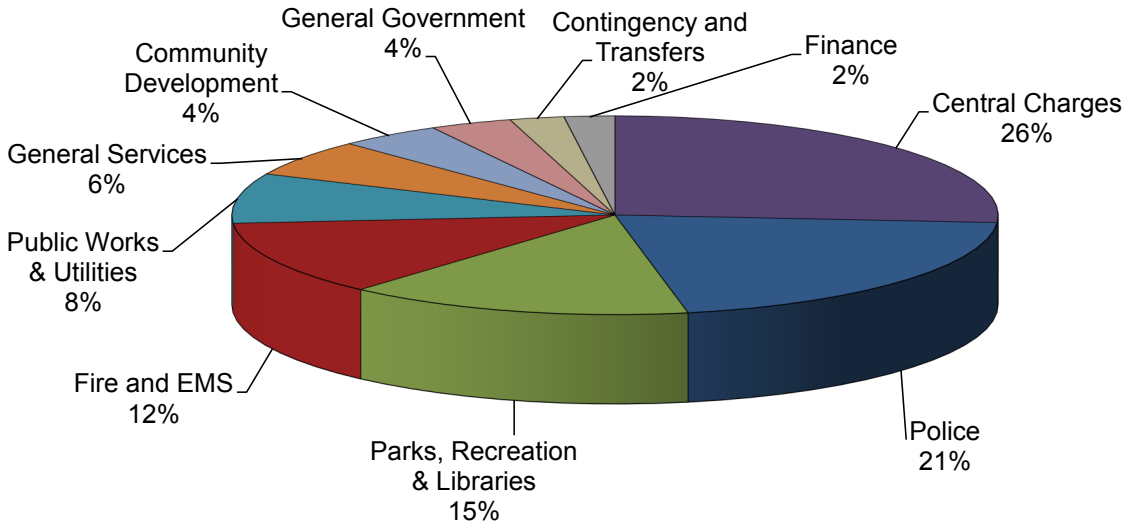
2016 General Fund Revenues by Source



* "Other" includes Admissions Tax, Interest Income, Reimbursements, and Contributions

Total Proposed 2016 expenditures for the General Fund are $107,046,268, which is a 2.5% increase over the Proposed 2015 Budget. This budget includes all transfer payments and a contingency of $1.0 million.

2016 General Fund Expenditures by Department



Central Charges serves as the centralized budgeted location for employee benefits. Central Charges reflects medical, dental, life and disability insurance benefits for employees budgeted in the General Fund. Central Charges also reflects transfer payments to other funds, including Property/Liability and Workers Compensation, and includes certificate of participation (COP) payments.

General Reserve Fund

The General Reserve Fund is intended to act as a source of funds for unusual, unanticipated, one-time expenditures and for emergencies. These funds also serve to keep the City in compliance with Article X, Section 20 of the Colorado State Constitution. In 2015, a fund total of $10,347,644 is projected, which includes expected interest to be earned from fund investments during 2015. The Proposed 2015 General Reserve Fund is a 2.8% increase over the estimated year-end total 2014 Reserve Fund of $10,068,076 and represents 10% of the total Proposed 2015 General Fund expenditures, excluding contingency. In 2016, the General Reserve Fund is projected at $10,611,391 and represents a 2.5% increase over the Proposed 2015 General Reserve Fund. The 2016 General Reserve Fund represents 10% of the total Proposed General Fund expenditures for that year. For both 2015 and 2016, the General Fund Reserve maintains City Council's policy of a balance at or above 10% of General Fund expenditures through a proposed transfer of $198,000 in 2015 and $180,000 in 2016 from the City's Sales and Use Tax Fund.

General Fund Stabilization Reserve

In August 2009, City Council passed a resolution creating the General Fund Stabilization Reserve (GFSR). The GFSR 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. This fund is intended to serve as a stabilizer during reduced revenue collections, allowing City services to continue to be delivered despite downturns in the economy. The GFSR is to be replenished in more favorable revenue collection years or from carryover funds. The GFSR operates separately from the General Reserve Fund, retaining a separate and distinct balance and earning interest accordingly.

When not in an economic downturn, the target amount of the General Fund Stabilization Reserve (GFSR) in any given year shall range from 5% to 10% of the total Sales and Use Tax Fund revenues for that year. For 2015, the projected Sales and Use Tax revenues are $74,923,597, resulting in an anticipated GFSR target range of $3,746,179 to $7,492,359. The Proposed GFSR is projected at $4,855,783 for 2015, which is 6.5% of the total Proposed 2015 Sales and Use Tax Fund. For 2016, Sales and Use Tax Fund revenues are projected at $76,603,521, resulting in a GFSR target range of $3,830,176 to $7,660,352. In 2016, the GFSR is projected to be $5,101,529 and represents 6.7% of the Sales and Use Tax Fund. Staff is proposing a transfer of $52,000 in 2015 and $206,000 in 2016 from the Sales and Use Tax Fund to the GFSR.

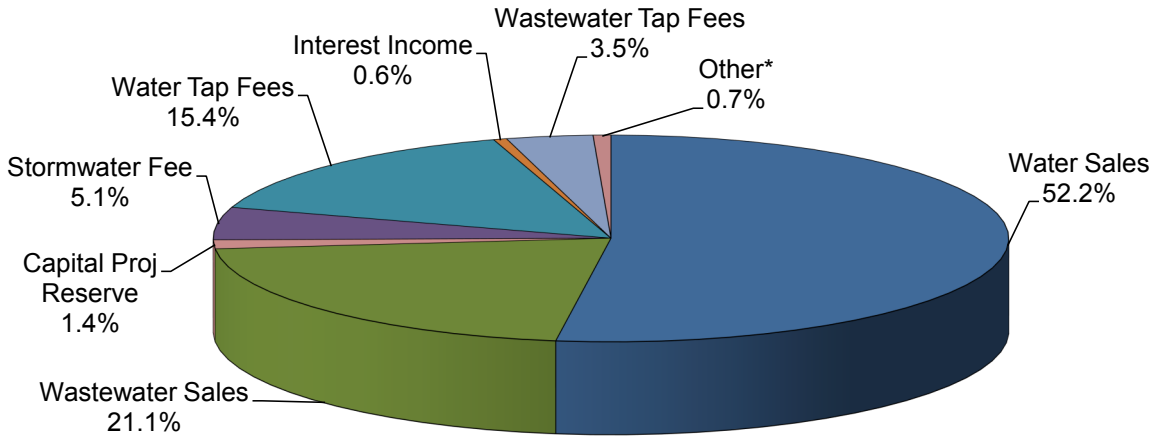
The General Fund Stabilization Reserve is utilized to fund General Fund operations, General Capital Improvement Fund projects and/or General Capital Outlay Replacement Fund capital outlay costs as needed should significant expenditure reductions be required to remain within available revenues. This fund may be tapped prior to, in conjunction with, or as a final step after budget reductions have been made.

Utility Enterprise Fund

The City develops water and wastewater utility rates to pay for the costs of operating and maintaining the City's water and wastewater infrastructure. Following City Council's policy to pursue regular modest rate adjustments versus occasional, major rate increases, water rates are proposed to increase by 4% each year in 2015 and 2016. Wastewater rates are proposed to increase by 6.25% each year in 2015 and 2016. These rate increases are a continuation of the City's financial policies to provide for the long-term repair and replacement of the City's aging utilities by gradually reducing the reliance on one-time tap fees as the City approaches build out conditions. These proposed rate adjustments will allow the City to meet current and future needs and make the utility system sustainable. They will also help mitigate the possibility of larger rate increases in the future. The combined 2015 increase in cost for the average single-family home is estimated at $2.80 per month. The combined 2016 increase over 2015 is estimated at $2.94 per month. These increases are part of a larger funding picture over the long-term that interplays with an anticipated debt issue for capital projects in 2017. More information on this anticipated debt issue can be found in the Capital Improvement Program section of this Budget Message.

The total Utility Enterprise Fund revenue for 2015 is projected at $67,069,617, which represents a 3.9% decrease from the 2014 estimated revenue of $69,757,468 (which excludes carryover).

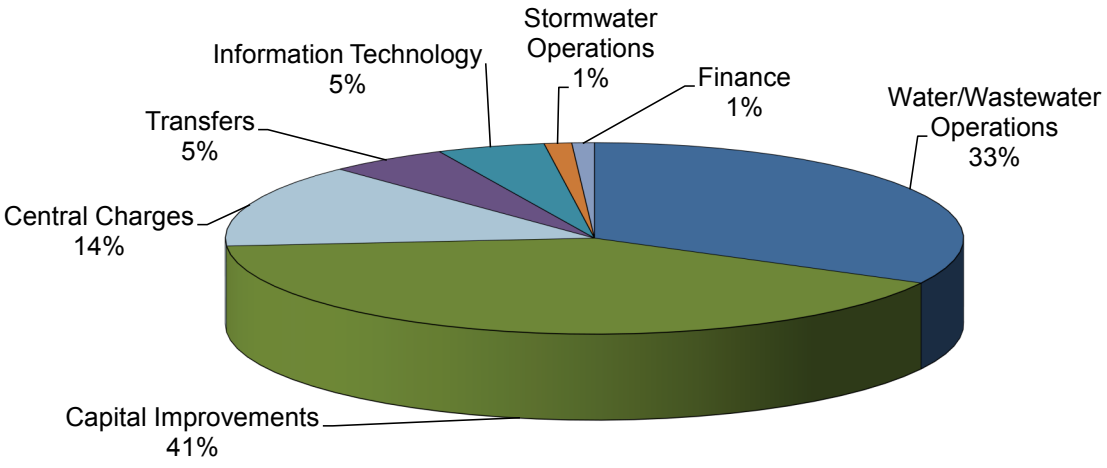
2015 Utility Fund Revenues by Source



* "Other" includes Contractor's License Fees and Miscellaneous Income

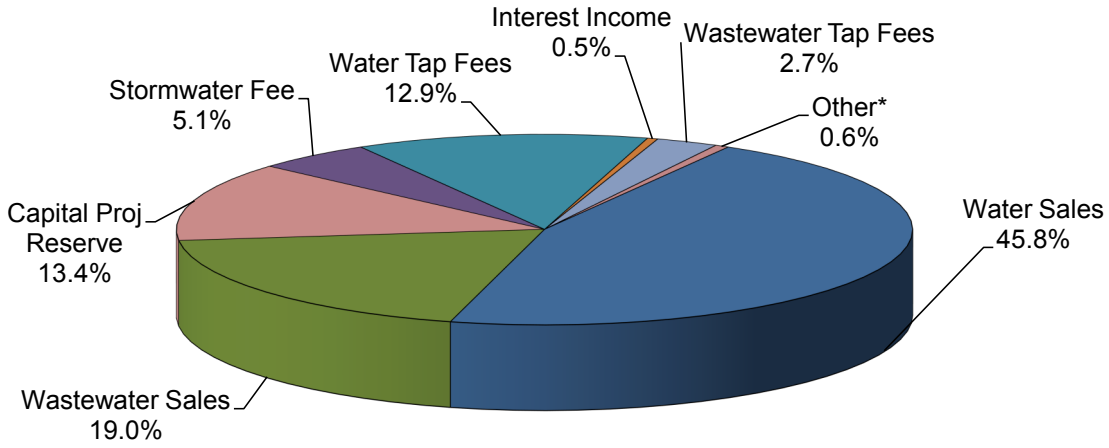
Expenditures for the Proposed 2015 Utility Enterprise Fund budget total $67,069,617, which is a decrease of 9.1% from the 2014 Adjusted Budget of $73,785,001, including carryover. A total of $930,000 of Utility Fund Capital Project Reserve is proposed to be utilized in 2015 to continue wastewater system repair and replacement efforts to the infrastructure through capital project improvements. The Utility Enterprise Fund is comprised of water and wastewater operations, stormwater drainage services and capital improvements.

2015 Utility Fund Expenditures



The total Utility Enterprise Fund revenue is projected at $79,967,800 for 2016, which represents a 19.2% increase over the 2015 projected revenue. As previously stated, water rates are budgeted to increase by 4.0% and wastewater rates are budgeted to increase by 6.25% in 2016. These rate increases will allow the City to continue to address its critical water and wastewater infrastructure needs while providing for long-term system sustainability. A significant investment in the infrastructure is proposed through the use of Capital Project Reserve Funds.

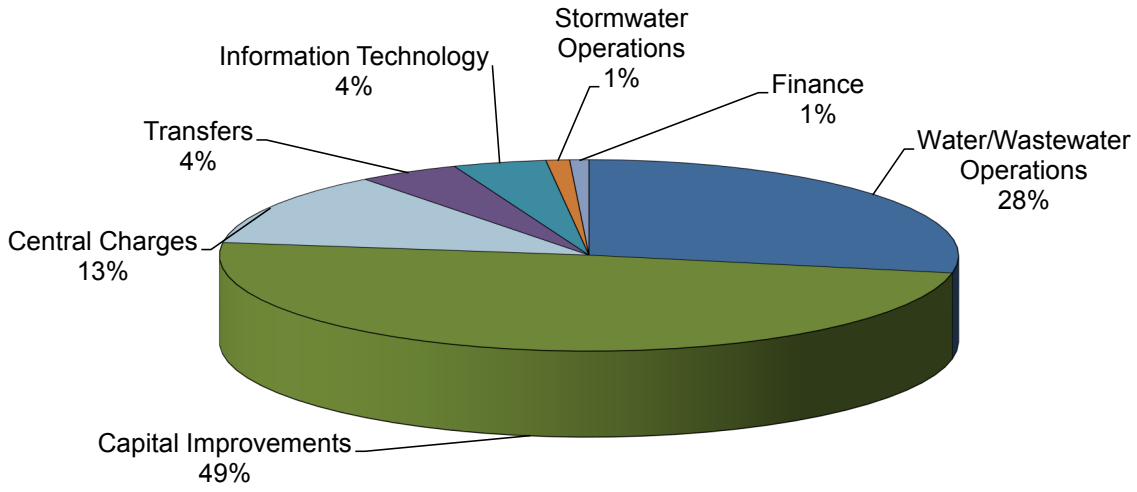
2016 Utility Fund Revenues by Source



* "Other" includes Contractor's License Fees and Miscellaneous Income

The total Proposed 2016 Utility Enterprise Fund expenditures is $79,967,800, which is an increase of 19.2% from the Proposed 2015 Budget. A total of $10,730,000 of Utility Fund Capital Project Reserve is proposed to be utilized in 2016 to continue water and wastewater system repair and replacement efforts to infrastructure. This budget includes continuation of an aggressive Capital Improvement Program focused on the repair and replacement of the City's water and wastewater system to ensure high-quality and reliable service.

2016 Utility Fund Expenditures



Stormwater Drainage Fund

Managed as a sub-fund of the Utility Enterprise Fund, the Stormwater Drainage Fund has allowed the City to operate and maintain the City's drainage systems, complete drainage improvement projects and comply with the federally mandated National Pollution Discharge Elimination System (NPDES) requirements for storm-water drainage. The Stormwater fee funds the implementation of drainage improvements for flood control, the retrofitting of existing detention ponds for water quality, street sweeping activities for water quality purposes and the updating of the storm sewer system. 2015 and 2016 will represent years two and three of a three-year implementation for a City Council adopted rate increase. The fee will increase from the current $4/month rate in 2014 to $5/month in 2015 and $6/month in 2016.

In 2015, this sub-fund is budgeted at $3,408,000; it funds operating costs totaling $806,000 and the balance of funds are utilized for capital improvement to the storm drainage system Citywide. The 2016 budget is proposed to increase to $4,092,000 and proposed to fund operating costs of $824,000, with the increased revenues being applied towards capital improvements. Major 2015 projects include Little Dry Creek Storm Drainage/Detention from Lowell Boulevard to Federal Boulevard (Westminster Station and South Westminster Transit Oriented Development) and Ranch Creek at 120th Avenue and Federal Boulevard. The Little Dry Creek project is proposed to continue to 2016. Other 2016 proposed projects include South Branch of Hylands Creek, Big Dry Creek Stabilizations, Middle Cotton Creek and City Park Channel Phase Two. Project descriptions can be found in the Capital Improvement Program section of this Proposed 2015/2016 Budget.

Utility Reserve Fund

The City maintains two utility reserve funds: The Rate Stabilization Reserve and The Capital Projects Reserve.

Rate Stabilization Reserve (RSR) – The RSR offsets revenue risk associated with low-water-demand years by preventing the need to increase rates unexpectedly. Recognizing that the majority of the Utility's operating expenses are fixed, while the majority of the revenues are variable, the RSR acts as a "Rainy Day Fund." Revenue shortfalls that may result from variations in the weather or other impacts to the Utility's rate revenue stream are made up by withdrawals from the RSR, while additional rate revenue produced during years of greater than anticipated water use is deposited into the RSR. The RSR "target amount" is sized as a percentage of the annual budgeted revenues (25% of the budgeted water rate revenues, 10% of the budgeted wastewater rate revenues) for the current year. The RSR balance maximum is 140% of the target amount, and the minimum is 70%. If the RSR reaches its maximum, funds flow into the Capital Project Reserve (CPR) for funding capital improvement projects. A total of $13,298,552 in 2015 and $13,405,331 in 2016 is projected for the Rate Stabilization Reserve, which keeps the fund in compliance with Council's adopted policy.

Capital Projects Reserve (CPR) – The CPR allows the Utility to address short- and long-term capital needs. The Utility's Capital Improvement Program (CIP) is developed based on identified repair and replacement needs, as well as growth-related improvements. As CIP projects can often be costly expenses, proactive funding is required to be developed over multiple years. The CPR pays for identified capital projects within the CIP. The CPR is to be used only on capital projects and is funded through tap fee and rate revenues. The CPR is not to exceed 40% of the 5-year water and wastewater Capital Improvement Program. Using the Proposed 2015-2019 Capital Improvement Plan budget, this amount is $49.5 million for water and $21 million for wastewater. The minimum balance is $3 million for the water reserve and $2 million for the wastewater reserve. To date, neither the water nor the wastewater CPR has reached the maximum level. In 2015, $22,009,647 is projected for the Capital Projects Reserve at year-end, which includes the recommended expenditure of $930,000 for wastewater system capital improvement projects. In 2016, a total of $10,730,000 is proposed to be utilized for water and wastewater system capital improvement projects. This will leave a projected year-end balance of $11,371,780 in 2016.

Sales and Use Tax Fund

In Colorado, sales and use tax is the primary funding source for essential municipal government services, and this reality is no different in Westminster. Historically, sales and use tax revenue has made up approximately 65% of the City's total General Fund revenues. Following the challenges of "the Great Recession," sales and use tax revenues are on the rebound. In 2013, total collections were 7.7% over 2012 collections. Although still positive, year-to-date collections for 2014 have slowed slightly (up 3.4% from the same period last year) and demonstrate the need for caution with future budget commitments.

Staff is projecting modest increases in sales tax revenue over the next two years. The Sales and Use Tax Fund revenue is projected to be $74,923,597 in 2015, which is a 1.2% increase from the 2014 estimated revenue of $74,019,026 (which excludes carryover). Sales tax returns, which constitute the largest share of the Sales and Use Tax Fund revenues, are projected to be $61,628,463 for 2015; this is an increase of 1.7% from the 2014 estimated sales tax returns of $60,598,859. The 2015 Sales and Use Tax Fund contains a $67,993,597 transfer to the General Fund, which is a 5.9% increase over the 2014 estimated transfer of $64,210,335. In addition, this fund includes a transfer of $2,680,000 to the General Capital Improvement Fund (GCIF); a transfer to the Debt Service Fund totaling $4,000,000; a transfer of $198,000 to the General Reserve Fund; and a transfer of $52,000 to the General Fund Stabilization Reserve. The transfer to the General Reserve Fund will maintain the reserves at the 10% of General Fund expenditures, excluding contingency.

The 2016 Sales and Use Tax Fund revenue is projected to be $76,603,521, which is a 2.2% increase from the 2015 projected revenue. Sales tax returns are projected to be $62,867,826 for 2016, an increase of 2.0% over the projected 2015 returns. The 2016 Sales and Use Tax Fund contains a $69,982,521 transfer to the General Fund, which is a 2.9% increase over the 2015 transfer. This fund also includes a transfer of $2,335,000 to the GCIF; a transfer to the Debt Service Fund totaling $3,900,000; a transfer of $180,000 to the General Reserve Fund; and a transfer of $206,000 to the General Fund Stabilization Reserve. The transfer to the General Reserve Fund will maintain the reserves at the 10% of General Fund expenditures, excluding contingency.

*Includes General and PST revenues

Parks, Open Space and Trails (POST) Fund

In 1985, voters in the City of Westminster approved a sales tax specifically earmarked to acquire and preserve open space land within the City. At that time, the City of Westminster Open Space Program was only the second municipal sales tax funded open space program in the state of Colorado. Since then, the City has preserved 3,087 acres of open space, which is 14.3% of the City's land mass. 158 additional acres are needed to achieve the City's goal of preserving 15% of land area as open space. This goal is anticipated to be achieved in 2014 following pending re-designations of undeveloped park land to open space. Now that the goal of acquiring properties has been attained, City Council has directed Staff to shift the focus of the open space program from acquisition to management and stewardship. The recently-developed Open Space Stewardship Plan focuses on the City's shift of priorities to maintenance and stewardship. It identifies the different land classes found in the City's open space inventory, provides the cost to maintain these natural resources and includes recommendations of needed resources. This plan also examines future capital improvements, the trails master plan, the wayfinding system and funding sources. The plan is intended to help guide future policy and resource allocation decisions, which will be considered as part of the City's regular budget development process. As part of this transition to maintenance, funds previously appropriated in the Community Development Department related to open space activities are proposed to be transferred to the Parks, Recreation and Libraries Department. These expenses include staffing, professional services and other costs.

Due to the upcoming retirement of several debt obligations, additional funding is anticipated for maintenance/stewardship activities in future years. 2016 is the final year of payment for certificates of participation (COPs) associated with the Metzger Farm property acquisition by the Broomfield-Westminster Open Space Foundation, but most of this payment in 2016 is anticipated to be covered by funds in the required debt service reserve fund associated with these COPs. Therefore, approximately $550,000 will be available for stewardship and maintenance activities in 2016, along with capital project needs. A major proposed new item for 2016 is the addition of a new open space maintenance crew, including 1.0 FTE Recreational Specialist (Naturalist), 1.0 FTE Horticultural Specialist, and 2.0 FTE Parkworkers. This action would start to implement the completed Open Space Stewardship Plan. Following 2016, the retirement of additional debt associated with open space acquisitions is anticipated in 2017 and will provide approximately $1 million in revenues to be considered for programming through the City's budget process. Specific proposals will be presented in the future as part of budget considerations.

Total POST Fund revenues are projected at $5,496,403 for 2015 (excluding carryover), which is 1.5% more than the 2014 estimate of $5,414,579 (excluding carryover). In 2015, $170,000 is projected in carryover to assist with capita improvement needs. Expenditures for 2015 include a transfer to the Debt Service Fund for 2007 POST issue totaling $3,531,337 and lease payments for the Metzger Farm COPs totaling $391,349 (an additional $175,000 is paid for Metzger Farm COPs from the Adams County Open Space Land Acquisition CIP project account, making the 2013 COP payment for the Metzger Farm total $566,349). Remaining funds are split between ongoing maintenance and capital projects related to park, trail and recreation capital improvements. A transfer payment to the Heritage is proposed for 2015 totaling $250,371 to help cover the debt service costs for that golf course.

The total POST Fund is budgeted at $5,603,927 for 2016, which is a 2.0% increase over the projected total for 2015 (excluding carryover). Expenditures for 2016 include a transfer to the Debt Service Fund for 2007 POST issue totaling $3,529,160. A transfer payment to the Heritage is again proposed for 2016 totaling $250,371 to help cover the debt service costs for that golf course.

Debt Service Fund

The Debt Service Fund addresses the City's non-Utility Fund and other enterprise fund debt payments. The 2015 budgeted expenditure level of $7,704,333 reflects payments on the following items: the 2001 Sales Tax (STX) Revenue Bonds, the 2007A and C Sales Tax (STX) Revenue Refunding Bonds, the 2010 STX Revenue Refunding Bonds, the 2007B Parks Open Space and Trails (POST) Revenue Refunding Bonds, and the 2007D POST Revenue Bonds. The detailed Debt Service Schedule is presented in the Revenues and Expenditures Summary section of the Budget. The 2016 budgeted expenditure level of $7,694,808 will provide another year of payments on these debt issues.

Westminster Economic Development Authority Fund

The Westminster Economic Development Authority (WEDA), the City's urban renewal authority, enables the City to utilize tax increment financing for needed development/re-development in specific urban renewal areas (URA's) throughout the City. Westminster's City Council serves as the Board of Directors for WEDA. The Authority acts in a separate capacity from the City. WEDA revenues are used to pay for debt service on bonds and for other WEDA expenses, such as economic development agreement payments, contractual services for certain maintenance expenses and loans from other funds. WEDA revenues are derived from the sales tax and property tax increment generated in each specific URA. Due to timing associated with receipt of assessed valuations from Adams and Jefferson Counties, along with the resulting time necessary to update WEDA proformas, specific proposed WEDA 2015/2016 budgets will be delivered separately for consideration.

Golf Course Enterprise Fund

Golf Course revenues continue to improve. In 2013, green fee revenues for Legacy Ridge were up approximately 2.7% compared to 2012 and The Heritage was up approximately 1.4%. Staff anticipates this positive growth to continue and be maintained into the future. The elimination of the Heritage airport lease and associated annual operating costs for this lease payment has reduced the annual subsidy provided to the Golf Course Fund by close to $100,000.

Proposed expenditures for Legacy Ridge and The Heritage in 2015 total $3,937,720, which includes Central Charges and facilities (Legacy Ridge=$1,665,985; The Heritage=$2,056,735; and $215,000 for capital improvement projects). Projected revenues for 2015 total $3,283,750 (charges for services only; this does not include any transfers; Legacy Ridge=$1,746,984, The Heritage=$1,536,766). In 2014, total transfers from the POST Fund and the General Capital Improvement Fund (GCIF) amounted to $579,143. The proposed budget for 2015 results in a subsidy transfer reduction of $143,772 in 2015 compared to 2014, for a total transfer of $435,371. Included in the proposed 2015 budget is a transfer of $84,598 from Legacy Ridge to The Heritage to assist with debt service, as revenues are projected to exceed expenditures for Legacy Ridge. In addition, a total of $215,000 of carryover funds are proposed to assist with capital improvement needs at the two golf courses in 2015. The Heritage certificates of participation (COPs) payment totals $496,750 in 2015.

Proposed expenditures for Legacy Ridge and The Heritage in 2016 total $3,872,126, which includes Central Charges and facilities (Legacy Ridge=$1,655,523; The Heritage=$2,086,603; and $130,000 for capital improvement projects). Projected revenues for 2016 total $3,307,068 (charges for services only; this does not include any transfers; Legacy Ridge=$1,755,223, The Heritage=$1,551,845). The proposed budget for 2016 results in a proposed subsidy transfer payment of $480,371 from the POST Fund and GCIF. The proposed budget for 2016 would result in a subsidy reduction of $45,000 in 2016 compared to 2015. Included in the proposed 2016 budget is a transfer of $54,387 from Legacy Ridge to The Heritage to assist with debt service. In addition, a total of $130,000 of carryover funds are proposed to assist with capital improvement needs at the two golf courses in 2016. The Heritage certificates of participation (COPs) payment totals $495,800 in 2016. Staff continues to pursue creative ways to increase golf rounds while maintaining a high-quality golfing experience for customers.

Fleet Maintenance Fund

The City currently operates a fleet of 550 vehicles requiring regular maintenance and service. An increase of $160,364 is proposed in the Fleet Maintenance Fund, which would bring the total budget from $2,536,530 to $2,696,894. Of the proposed increase, $80,956 is associated with increased parts costs and $20,000 is associated with tire costs and replacement needs. Other increases are associated with proposed regular salary adjustments and monitoring costs for cellular/monitoring charges associated with the Fleet Global Positioning System (GPS) units on vehicles. GPS monitoring was implemented in 2014 and will assist with ongoing fuel management and idling mitigation. The system also automates the inspection process and interface with the Fleet Maintenance preventative maintenance program to streamline the ordering of parts and other tasks related to maintaining the equipment in a safe manner. Based on these efforts, fuel lock strategies and market forecasts, Staff is proposing to maintain the 2015 fuel budget at 2014 levels at

$1,082,036. In 2016, Staff is proposing a total Fleet Maintenance Fund budget of $2,765,364, which is an increase of $68,470. This proposed increase is associated with projected salary adjustments, additional technical training, and license fees associated with the FASTER maintenance software.

Property/Liability and Workers Compensation Funds

The Workers Compensation Fund is proposed to remain at the 2014 adopted level in 2015 and 2016 at $960,055. The Property Liability Fund is proposed to remain at the 2014 adopted level in 2015 and 2016 at $1,295,137. Both of these risk management funds have adequately funded reserves. These funds primarily provide resources to address insurance and claim costs.

General Capital Outlay Replacement Fund (GCORF)

This fund finances the replacement of vehicles (except utility vehicles), replacement computers, replacement mobile devices and replacement copiers. GCORF is funded by an equipment rental charge to the General and POST Funds for vehicles and copiers (general, public safety and POST) and a PC replacement fee to all funds for computers. This fund levels capital outlay expenses in the operating budget and provides for ongoing vehicle, heavy equipment, computer and copier replacement needs.

In early 2014, Staff completed a 15-Year Vehicle/Equipment Replacement Plan to "smooth out" replacements to a manageable level, both from a budgetary and operational standpoint. This followed a Fleet Optimization Study completed in 2011, whereby vehicles/equipment were assessed to ensure that the "right tool" was available for the job and that each vehicle/equipment was being optimized. A total of 14 vehicles and two pieces of heavy equipment were eliminated, avoiding approximately $945,000 in future replacement costs and $38,000 in ongoing operating costs, as a result of right-sizing the fleet.

The development of the 15-Year Vehicle Replacement Plan involved revising replacement criteria by vehicle/equipment class (age, miles and maintenance costs) and developing strategies to prolong the useful life of vehicles/equipment (GPS monitoring, vehicle/equipment rotations, etc.). During the development of this plan, approximately 550 individual vehicles/pieces of heavy equipment were analyzed for their specific operational needs, fleet maintenance demands and costs. In order to avoid significant budgetary spikes, service impacts to customers due to decreased vehicle/equipment reliability and unsustainable demands on fleet maintenance operations, Staff developed a five-year "catch up" strategy for vehicles/equipment budgeted in GCORF. This plan addresses current replacement needs and results in a proposed baseline budget of a little over $1 million for the next five years in GCORF for general/non-public safety vehicles. Following the initial five-year period, it is anticipated that the proposed vehicle budget baseline would drop to approximately $850,000 over the following five years. This "catch up" strategy primarily allows for the replacement of critical street and park maintenance vehicles/equipment that have been delayed over the years due to available funding levels. Part of the funding strategy for the plan involves a cautious use of fund balance in GCORF, which was generated from years of cost savings and efficiencies.

In 2015, Staff is proposing a total budget of $1,009,500 for general/non-public safety vehicles, of which $859,500 is proposed from 2015 funds in Central Charges, which represents an increase of $307,000 in the GCORF vehicle/equipment funding level in the Amended 2014 Budget. The remaining $150,000 is proposed to be appropriated from the current $1,039,744 in fund balance in GCORF. Vehicles/equipment are also budgeted in Public Safety Tax (PST GCORF), POST (GCORF-POST) and the Utility Fund. Staff is proposing to maintain the Amended 2014 level of funding for PST GCORF vehicles/equipment and to utilize $210,250 from the current $1,058,388 in PST GCORF fund balance, for a total public safety vehicle replacement budget of $1,003,000 in 2015. The proposed baseline level of funding for PST GCORF vehicles is roughly $1 million per year for the next 12 years, followed by a modest increase to $1.1 million. Utility Fund vehicles are presented in the Capital Improvement Program (CIP) section of this document and the 15-Year Plan was successful in "smoothing out" those replacements without the need for additional financial strategies. In 2015, the vehicles associated with POST operations are proposed to be funded through the GCORF in a dedicated account for POST Fund vehicles, just like the PST GCORF. A total of $274,500 is proposed for 2015 for new vehicles/equipment associated with the proposed Construction Crew in the Parks, Recreation and Libraries Department.

In 2016, Staff is proposing a total budget of $1,045,000 for general/non-public safety vehicles, of which $895,000 is proposed from 2016 funds in Central Charges, which represents an increase of $35,500 in the GCORF vehicle/equipment funding level from the Proposed 2015 Budget. The remaining $150,000 is proposed to be reallocated from the fund balance in GCORF. Staff is proposing to reduce the Proposed 2016 level of funding for PST GCORF vehicles/equipment by $100,000 to $692,750 and to utilize $181,750 from the PST GCORF fund balance, for a total replacement amount of $874,500 in 2016. This proposed $100,000 adjustment is associated with a down payment for a replacement fire engine; this amount is reflected in the Fire Department budget per the historical budgeting approach for down payments/lease payments for fire apparatus.

With the Proposed 2015/2016 Budget, an annual PC replacement fee of $140 per desktop, $275 per laptop and $245 per tablet device will be charged to each department per year. In 2015 and 2016, this will provide $280,766 in funding in each year to fund desktop, laptop and tablet replacements. This amount also includes $95,000 per year semi/ruggedized mobile data terminals (MDT's) for the Police and Fire Departments. In 2015/2016 Staff proposes five new desktops, three new tablets and two new laptops in the General Fund; four new desktops, one new tablet and three new laptops are proposed in the Water Fund; and two new desktops are proposed in the Parks, Open Space and Trails (POST) fund. Most of these new proposed devices are associated with proposed additional staffing in 2015/2016.

In 2015/2016, Staff is continuing a consolidated budgeting approach for copier/multi-functional machine replacements. Depending on use, reliability, maintenance history and other factors, copiers/multi-functional devices typically need replacement every four to six years. Departments will continue to budget for maintenance, service and supply needs associated with the machines within their respective budgets. Staff is proposing $63,356 in 2015 and $8,065 in 2016 for these replacements. Based on functionality and size, replacement costs of these machines vary. Eleven machines (eight in GCORF and three in the water capital outlay replacement program) are proposed for replacement in 2015 and two (one in GCORF and one in the water capital outlay replacement program) in 2016.

General Capital Improvement Fund and Conservation Trust Fund

The General Capital Improvement Fund (GCIF) and Conservation Trust Fund includes proposed funding for all 2015 and 2016 capital improvement projects, with the exception of utility system improvements budgeted in the Utility Enterprise Fund. A total of 65 GCIF capital improvement projects are proposed for 2015 at a cost of $14,249,000. None of the 2015 GCIF Capital Improvement Program (CIP) projects are proposed to be debt financed. The total proposed GCIF for 2016 is $11,072,000 and will fund 68 projects, 100% of which are proposed on a "pay-as-you-go" basis.

The GCIF faces significant immediate and long-term financial challenges. In the short term, the City's success in being awarded state and federal grants with matching fund requirements is significantly impacting the 2015 budget. The City needs to provide $1.4 million in local match monies for regionally significant roadway projects in 2015. In addition, pressures related to required betterments at Westminster Station (commuter rail) per an Intergovernmental Agreement with the Regional Transportation District are placing additional strain on the GCIF. The City faces an $8 million funding need in 2015-2016. At the current time, revenues are not available to fully meet this need without reducing or eliminating other important infrastructure projects. Staff has a strategy to utilize potential unbudgeted revenues related to an ongoing development negotiation to "fill the gap" for Westminster Station and Transit Oriented Development (TOD) efforts; Staff continues to strategize alternative funding options should this effort not come to fruition in a timely manner. These are "unbudgeted" funds since it was uncertain when/if this development would move forward when the budget was developed.

Due to the pressures above, Staff is proposing the use of $1,539,000 in one-time project account balances in 2015 to help fill the short-term GCIF revenue shortfall. These dollars are available due to previous project cost savings, lack of short-term need for previously appropriated funding (e.g., FasTracks local match dollars for Northwest Rail), previous carryover appropriations and prior years' attrition for capital project accounts associated with staffing.

The City's annual revenues for the GCIF-non-park projects are primarily from two funding sources: Adams County road sales tax and the City's sales and use tax revenues. No certainty exists about how long the Adams County revenue will be available and the City's sales and use tax fluctuates, providing for capital investment as funding permits. Staff continues to evaluate long-term funding strategies. Staff anticipates returning to City Council at a future date to discuss options for funding the long-term needs of the City to reinvest in roads, facilities, technology and other City infrastructure. Alternative, stable, long-term funding options need to be evaluated to continue to maintain the high-quality environment that citizens and businesses expect in Westminster.

CAPITAL OUTLAY

The City expends a portion of its budget each year on capital outlay needs throughout the organization. Capital outlay items include miscellaneous equipment, software and other devices that will enable City Staff to perform their jobs in the most efficient and productive manner possible. A sampling of the capital outlay items included in the City's Proposed 2015/2016 Budget include: office furniture, law enforcement items, equipment for ambulances and fire engines, water meter and transponder units, equipment for water treatment plants, and park maintenance equipment. Descriptions of individual items can be found in the Capital Outlay Detail section of the Proposed 2015/2016 Budget.

In 2015, $756,115 is proposed to be invested in capital outlay equipment in the General and Utility Funds (excluding the capital outlay items budgeted within the GCORF and Utility Capital Outlay Replacement Project (UCORP)). This represents a 1.1% increase from the Amended 2014 Budget. In the General Fund in 2015, the proposed capital outlay budget is $408,315, of which 63% is designated for the Police and Fire Departments.

In 2016, $824,465 is proposed to be invested in citywide capital outlay equipment in the General and Utility Funds (excluding the capital outlay items budgeted within the GCORF and UCORP). In the General Fund in 2016, the capital outlay budget is $361,815, of which 69% is designated for the Police and Fire Departments.

COMPENSATION AND STAFFING

Based on salary market survey work, proposed new positions, and anticipated step, merit and other adjustments, Staff is anticipating a proposed $3.2 million increase to salary costs in 2015 across all funds. Staff has performed the City's biennial market survey that examined 75 benchmark classifications with market upgrade recommendations impacting 92 classifications and 453.8 full-time equivalent (FTE) employees. Colorado Municipal League (CML) conducts a statewide wage survey where the City draws their initial information. The City's market survey group includes professional "competitors" in local government, including Aurora, Arvada, Boulder, Broomfield, Denver, Fort Collins, Lakewood, Longmont and Thornton. West Metro Fire, North Metro Fire, select parks and recreation districts, and golf courses are also surveyed. Staff conducts a full analysis of the market data, which includes reviewing pay range minimum and maximums as well as actual wages of incumbent employees in each agency. This comprehensive review results in recommendations for classification adjustments.

In addition to these recommended benchmark adjustments, 13 additional classification changes are currently being recommended based on department reorganizations. The cost of the recommended classification adjustments is $818,475. In addition to position market adjustments, Staff is proposing a 1.5% market increase to the five benefited pay plans as a strategy to keep classifications within market, ensuring a competitive wage. Staff is also proposing to fund step increases for non-exempt employees as well as merit pay increases for exempt employees in 2015. Cost estimates for the 1.5% market adjustment and step/merit increases total $1,446,908.

An additional $150,000 is proposed in 2015 (and proposed to be maintained in 2016) related to response pay. In 2010, the City adjusted overtime pay eligibility guidelines to be more in line with the federal Fair Labor Standards Act (FLSA). The City's previous policies were more generous than FLSA requirements and these changes were made in a time of recession and financial challenges resulting in significant cost sav-

ings. In addition to the financial challenges of the times, employee equity and the appropriateness of certain benefits were also examined. Since the overtime policy changes, Staff has experienced instances where employees called out to unplanned or uncontrolled incidents in addition to their regular shifts are not receiving overtime pay due to general leave taken, holiday implications or other factors. In order to recognize the unexpected nature of some of these events, address employee morale concerns and foster a healthy work-life balance, Staff is proposing a new "premium pay" called response pay. Staff is working through the details of the planned administration of this type of pay, but in general an employee would be eligible for response pay when a qualifying event occurs outside of an employee's normal shift that causes the employee to work beyond a scheduled shift. Examples include water main breaks, homicide and criminal investigations, sanitary sewer overflows, court appearances for public safety officers, major snow events, etc. In addition to response pay, Staff is also proposing to pay overtime to Fire Department Staff involved with coverage for wildland fire and urban search and rescue (USAR) deployments. When the City offers Staff resources for wildland and USAR deployments, those expenses, including staffing costs to backfill those Staff members deployed, are reimbursable at overtime rates. This proposed policy change associated with the Fire Department would be cost-neutral to the City.

In 2015, 14.5 FTE are proposed as new positions. These positions are highlighted individually in the Operating Budget Executive Summary section and total $963,371 citywide (salary only). A summary table follows:

Department / Division	Position Title	FTE	Projected Salary (salary only)
City Manager's Office / Administration	Deputy City Manager	1.0	$138,918
City Manager's Office / Communication and Outreach	Communication & Outreach Coordinator	1.0	$63,707
Finance / Administration	Contract Coordinator	1.0	$79,144
Community Development / Planning	Planner	0.3	$20,547
Police Department / Investigation Services	Animal Management Officer	1.0	$44,640
Police Department / Patrol Services	Sergeant	1.0	$80,890
Parks, Recreation & Libraries / Recreation Programs (The MAC)	Recreation Specialist (cost shared with Hyland Hills Recreation District)	0.7	$42,877
	GENERAL FUND TOTAL	6.0	$470,723
Information Technology	Software Engineer II	1.0	$85,079
Information Technology	ERP Software Engineer	0.5	$50,750
Public Works & Utilities / Utilities Operations	Maintenanceworker / Senior Maintenanceworker	3.0	$107,799
Public Works & Utilities / Utilities Operations	Foreman	1.0	$59,615
Public Works & Utilities / UPED (Water Quality Section)	Engineer / Senior Engineer	1.0	$81,802
	UTILITY FUND TOTAL	6.5	$385,045
Parks, Recreation & Libraries / Park Services – Open Space	Foreman	1.0	$59,615
Parks, Recreation & Libraries / Park Services – Open Space	Equipment Operator I	1.0	$47,987
	POST FUND TOTAL	2.0	$107,602
	PROPOSED TOTAL 2015 – ALL FUNDS	14.5	$963,371

As City Council is aware, City Council and Staff are in the process of conducting a third-party evaluation of the City's development review process; additional recommendations with budgetary impacts may be forthcoming following this effort but Staff believes it prudent at this time to increase temporary staffing to address customer service processing time and the overall significant increase in workload in the Division.

In 2016, based on salary market survey work, proposed new positions and anticipated step, merit and other adjustments, Staff is anticipating a $2.5 million increase to salary costs in 2016 across all funds. Cost estimates for a projected 1.0% market adjustment, step/merit increases and possible special audits total $2,237,247. Staff will be conducting mid-year budget work during the summer of 2015, including special audit and salary surveys. Updated figures will be reviewed with City Council during the mid-year budget review of the proposed amendment to the Adopted 2016 Budget. Proposed new positions total $320,813 (salary only) across all funds and are highlighted individually in the "Operating Budget Executive Summary" section. Below is a summary table of proposed new staffing for 2016:

Department / Division	Position Title	FTE	Projected Salary (salary only)
Fire/Fire Prevention	Civilian Fire Inspector	1.0	$59,615
General Service/City Clerk	Records Management Technician	1.0	$47,987
	GENERAL FUND TOTAL	2.0	$107,602
Information Technology	Technical Support Specialist	1.0	$44,640
	UTILITY FUND TOTAL	1.0	$44,640
Parks, Recreation & Libraries / Park Services – Open Space	Recreation Specialist (Naturalist)	1.0	$52,065
Parks, Recreation & Libraries / Park Services – Open Space	Horticulture Specialist	1.0	$44,640
Parks, Recreation & Libraries / Park Services – Open Space	Parksworker I/II	2.0	$71,866
	POST FUND TOTAL	4.0	$168,571
	PROPOSED TOTAL 2016 – ALL FUNDS	7.0	$320,813

A summary of total authorized staffing levels with the new positions proposed for 2015/2016 follows:

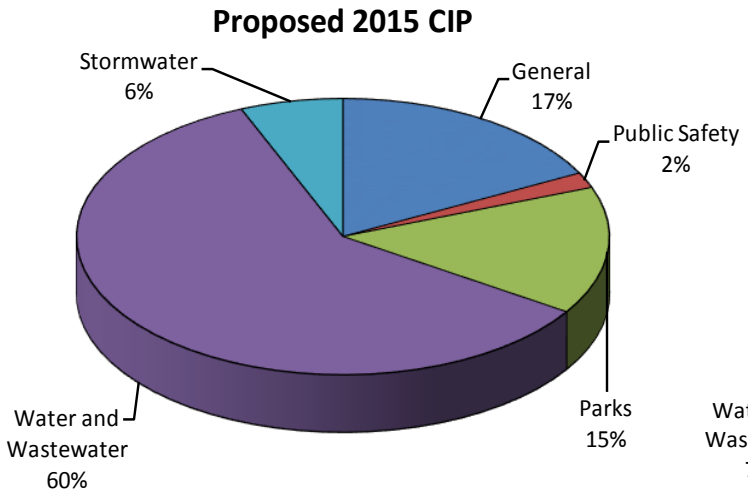
Staffing	FTEs
1/1/14 Authorized Staffing Plan	918.741
2015 Proposed Staffing Changes	+14.500
Proposed Staffing Plan - 2015 Budget	933.241
2016 Proposed Staffing Changes	+7.000
Proposed Staffing Plan - 2016 Budget	940.241

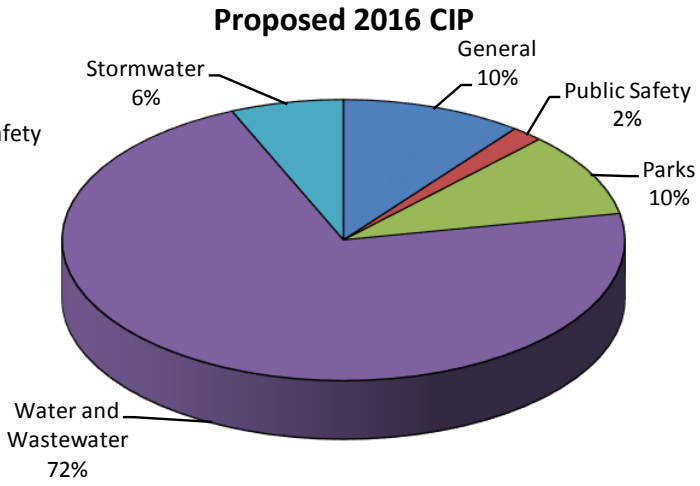
As part of the City's Total Compensation Package, the City also provides employees with comprehensive benefits that continue to be competitively based and includes medical, dental, pension, Medicare, life, long-term disability and survivor income benefits. The total proposed contribution for all benefits by the City is $18.1 million in 2015 and $18.9 million in 2016. The City continues to beat national trends for health care increases. For 2015, the City can retain the current benefit package with only a 5% increase in healthcare premiums. A 5% increase in premiums is also budgeted for 2016. These increases would be reflected in both the employer and employee portion of health insurance premiums. The City is able to retain these low rate by providing a blended rate, so all employees pay the same regardless of which provider they choose (i.e., Cigna or Kaiser Permanente). Increases are proposed for both the City's self-insured plan and its Kaiser Permanente plan. Kaiser's negotiated renewal is 9.6%. Since the Kaiser plan is fully insured, the City is unable to capture savings in low claim years (2010-2012) and then bears the full burden of a high claim year (as experienced in 2013). Therefore, the ability to mitigate Kaiser cost increases through proactive actions is limited. The City's self-insured program is more actively managed through the City's wellness clinic (Center for Healthy Living) and other proactive strategies in data claims analysis used in renewal negotiations and in wellness program strategies. The result is a robust healthcare plan with much lower than average health care cost trend. From 2010 through 2014, the average annual claims cost increase under the self-insured plan was 3%.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The total CIP continues to reflect an effort to move forward on many capital improvement fronts to address the City's needs as well as to enhance community quality of life. These improvements benefit existing and future citizens and businesses by rehabilitating, improving and enhancing community amenities. Throughout the 2015/2016 budget development process, Staff has worked to strike a balance between capital and operating needs. More detail on proposed projects can be found in the CIP section of this Proposed 2015/2016 Budget. The table and charts below provide a summary:

	Proposed 2015 CIP:		Proposed 2016 CIP:	
Revenue Source	**# of Projects**	**Available Funds**	**# of Projects**	**Available Funds**
General Capital Improvements	25	$7,253,000	29	$5,257,000
Public Safety Capital Improvements	10	$757,000	11	$923,000
Parks, Recreation & Libraries Capital Improvement	30	$6,239,000	28	$4,892,000
Subtotal General CIP Funds	*65*	*$14,249,000*	*68*	*$11,072,000*
Wastewater Capital Improvements	12	$7,854,000	12	$9,722,000
Water Capital Improvements	29	$16,992,000	26	$26,296,000
Stormwater Capital Improvements	4	$2,602,000	7	$3,268,000
Subtotal Utility CIP Funds	*45*	*$27,448,000*	*45*	*$39,286,000*
Grand Total Proposed CIP	**110**	**$41,697,000**	**113**	**$50,358,000**





The figures in the previous table reflect "pay-as-you-go" projects for 2015 and 2016; Staff anticipates a $12.5 million debt issuance in the Wastewater Fund and a $17 million debt issuance in the Water Fund in 2017. Formal City Council consideration of these debt issuances would be considered in future years, but general concurrence of the proposed debt approach at this point is important to ensure pursuit of critical capital improvement projects in future years, minimize potential rate adjustments and maintain a fiscally sound Capital Project Reserve (CPR) balance in both the Water and Wastewater Funds. This debt strategy also promotes intergenerational equity of costs of necessary improvements to the utility system. The primary drivers behind this debt strategy are the Little Dry Creek Interceptor Repairs project and the Big Dry Creek Biosolids and De-watering Improvements project on the wastewater side and the Pressure Zone 3 Expansion project on the water side. Project descriptions are provided in the CIP section of this budget document. For the Little Dry Creek Interceptor Repairs project, $7.5 million in funding is proposed from "cash" and CPR balance in 2015 and 2016; $5 million in planned debt in 2017 is proposed to cover the remaining project costs. For the Big Dry Creek Biosolids and De-watering Improvements project, $7.5

million in funding is planned for 2017 debt and $2.92 million of this project's costs would be funded from "cash" and CPR in 2017. On the water side, $10.35 million in funding is proposed from "cash" and CPR balance in 2016; $17 million in planned debt in 2017 is proposed to cover the remaining project costs.

Related to this proposed debt strategy and per the City's adopted financial policies regarding the Utility Fund, use of CPR is proposed in 2015 and 2016. In the Wastewater Fund, $930,000 of CPR is proposed in 2015 and $2,240,000 in 2016. In the Water Fund, no CPR use is proposed for 2015 and $8,475,000 in CPR is proposed in 2016. The table below shows current balances in both the Water and Wastewater CPR as of 8/12/2014, along with what those CPR balances would be at the end of 2015 and 2016 with the proposed use of CPR balances as highlighted above. Please note that the table below does not factor in any additional revenue coming into the Water or Wastewater CPR over the next several years due to higher than anticipated revenues, budgeted expenditure savings or other factors. Per the City's adopted financial policies, it is very likely that additional funds will become available for each CPR fund and City Council would consider this through the City's regular carryover appropriations process (2014 carryover, 2015 carryover and 2016 carryover). As an example, with the recent 2013 carryover process, City Council appropriated $3,957,240 to the Water CPR and $1,055,558 to the Wastewater CPR. The 2016 figure below for Wastewater CPR would be below the minimum reserve balance, but Staff anticipates additional funding for the Wastewater CPR over the next several years that would ensure that the Wastewater CPR stays above the minimum $2 million balance.

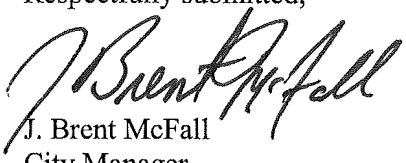
Projected Year-End Balance	Water CPR	Wastewater CPR
2014	$18,491,043	$4,272,668
2015	$18,639,515	$3,370,132
2016	$10,321,733	$1,050,048

CONCLUSION

Moving forward, the City is facing exciting opportunities and numerous changes. Major progress continues on significant projects, leadership transitions are underway and discussions on collective bargaining with Westminster firefighters has the potential to raise equity considerations across the organization and change the way we do business in Westminster. Despite this and other ongoing challenges, I believe that the City is in excellent position to continue to deliver exceptional value and quality of life to Westminster's residents, businesses and visitors. Guided by the City's Strategic Plan, we will continue to provide high-quality services at an exceptional value thanks to the leadership of City Council and the hard work and creativity of Staff. I would like to acknowledge all of the Departments, and in particular the City Manager's Office and General Services Department, for the dedication they put forth in preparing this comprehensive budget document.

As this is my last budget with the City of Westminster and of my career in city management, I am proud to present this document that reflects Staff's commitment to this community and to our SPIRIT values. The City of Westminster does more on a daily basis to support the quality of life of residents than any other organization. Whether it is the clean, safe water that comes out of the tap by magic, the well-maintained streets that transport citizens to a wide variety of destinations or the facilities that provide almost endless recreational opportunities, the City of Westminster is there. The well-planned, quality development in the community, the professional and expedient public safety services, and the acres of open space and miles of trails are all us, too. It takes a remarkable team, providing both external and internal services, to deliver the exceptional value and quality of life we enjoy in Westminster. I am honored to have had the opportunity to be part of this team.

Respectfully submitted,



J. Brent McFall
City Manager

WESTMINSTER

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **26**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

A BILL
FOR AN ORDINANCE AMENDING THE WESTMINSTER MUNICIPAL CODE CONCERNING SALARIES FOR ELECTIVE OFFICERS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 1-7-1, W.M.C., is hereby AMENDED to read as follows:

1-7-1: ELECTIVE OFFICERS: The salaries of the City's elective officers shall be as follows:

Mayor	$1,400 per month
Mayor Pro Tem, elected by Council	$1,200 per month
Councillors, other than Mayor or Mayor Pro Tem	$1,000 per month

Commencing the first full pay period in 2016, City elective officer salaries shall be adjusted by the percentage of the 2015 non-exempt general employee pay plan adjustment rounded to the nearest whole dollar. Biennially thereafter in the first full pay period of the year, City elective officer salaries shall be adjusted by the cumulative percentage of the two (2) previous years' non-exempt general employee pay plan adjustments rounded to the nearest whole dollar.

The City's elective officers shall receive an additional monthly allowance for expenses related to the performance of their respective duties. Commencing January 1, 2011, the below stated allowance shall be adjusted, and biennially thereafter ~~each January 1~~in the first full pay period in January, by the then current Denver/Boulder Consumer Price Index, rounded to the nearest whole dollar. This allowance shall be in lieu of any reimbursement to which the Mayor, Mayor Pro Tem or Councillor may otherwise be entitled to for Internet service, fax communications, cell phone usage, and local commuting costs within the city limits. All mileage for trips outside of the City limits shall be a reimbursable expense.

The allowances shall be as follows:

Mayor, Mayor Pro Tem and Councillors	$300 per month

In addition, the City shall contribute to the City deferred compensation accounts of each such officer an amount equal to the officer's City deferred compensation contributions. The combined contributions from the City and the elective officer shall be subject to all applicable I.R.S. regulations, but in no event shall such combined contributions from the City and the elective officer exceed 25% of the officer's total City salary.

Section 2. This ordinance shall take effect on January 11, 2016.

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 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO LEGAL FORM:

_____
City Attorney

RESOLUTION

RESOLUTION NO. **23** INTRODUCED BY COUNCILLORS

SERIES OF 2014 _____

A RESOLUTION
OF THE CITY OF WESTMINSTER, COLORADO, SETTING THE 2014 MILL LEVY COLLECTIBLE IN 2015 AND THE 2015 MILL LEVY COLLECTIBLE IN 2016, ADOPTING THE BUDGET AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEARS 2015 AND 2016.

WHEREAS, In accordance with Section 9.2 of the City Charter, the City Manager has prepared and submitted to the City Council a proposed budget for the fiscal years 2015 and 2016; and

WHEREAS, On September 8, 2014, a public hearing on the proposed 2015/2016 Budget was held by the City Council pursuant to Section 9.4 of the City Charter.

NOW THEREFORE, be it resolved, by the City Council of the City of Westminster, Colorado that there is hereby levied for the 2014 year and the 2015 year upon all taxable property within the City of Westminster, taxes in the amount of three and sixty-five hundredths (3.65) mills per dollar of assessed valuation in Adams and Jefferson Counties, which shall be paid into the General Fund of the City; and

NOW, THEREFORE, be it resolved by the City Council of the City of Westminster, Colorado that the annual budgets of the City of Westminster for the fiscal year beginning January 1, 2015, and fiscal year beginning January 1, 2016, which have been submitted by the City Manager are hereby adopted according to the attached exhibits:

FUND	EXHIBITS
General	A
Utility Enterprise	B
General Capital Improvement	C
Sales & Use Tax	D
Parks, Open Space & Trails Sales and Use Tax	E
Fleet Maintenance	F
Golf Course Enterprise	G
Human Service Agency Funding	H
Five-Year Capital Improvement Program	I
Staffing Summary	J
General Reserves	K
General Fund Stabilization Reserve	K
Utility Fund Rate Stabilization Reserve	K
Utility Fund Capital Project Reserve	K
Debt Service	L
General Capital Outlay Replacement Fund	M

Be it further resolved, that the annual budget of the City of Westminster for fiscal year 2015 beginning January 1, 2015, and annual budget for the fiscal year 2016 beginning January 1, 2016, shall be established with the following totals:

BEGINNING BALANCE OF FUNDS:	2015 PROPOSED (1/1/15)	2016 PROPOSED (1/1/16)
General Reserve Fund	$10,068,076	$10,347,644
General Fund Stabilization Reserve Fund	4,765,328	4,855,783
Utility Fund Rate Stabilization Reserve Fund	13,192,623	13,298,552
Utility Fund Capital Projects Reserve Fund	22,763,711	22,009,647
Golf Course Fund	264,001	130,000
Parks, Open Space & Trails Fund	170,000	0
Conservation Trust Fund	307,000	60,000
General Capital Improvement Fund	4,262,124	1,766,000
Debt Service Fund	0	63,004
TOTAL Fund Balance	$55,792,863	$52,530,630

REVENUES:	2015 PROJECTED	2016 PROJECTED
General Fund	$104,464,044	$107,046,268
Utility Enterprise Fund	67,069,617	79,967,800
Fleet Maintenance Fund	2,696,894	2,765,364
General Capital Outlay Replacement Fund	2,628,793	2,468,457
Sales & Use Tax Fund	74,923,597	76,603,521
General Capital Improvement Fund	9,066,876	8,426,000
General Reserve Fund	279,568	263,747
General Fund Stabilization Reserve Fund	90,455	245,746
Utility Fund Rate Stabilization Reserve Fund	105,929	106,779
Utility Fund Capital Projects Reserve Fund	175,936	92,133
Conservation Trust Fund	685,000	690,000
Parks Open Space & Trails Fund	5,496,403	5,603,927
General Debt Service Fund	7,767,337	7,665,160
Golf Course Fund	3,803,719	3,841,826
TOTAL Revenues	$279,254,168	$295,786,728
Less Transfers	(88,981,734)	(100,306,074)
Grand Total Funds Available	$190,272,434	$195,480,654

EXPENDITURES	2015 PROPOSED	2016 PROPOSED
General Fund	$103,464,044	$106,046,268
Utility Fund	67,069,617	79,967,800
Fleet Maintenance Fund	2,696,894	2,765,364
General Capital Outlay Replacement Fund	2,628,793	2,468,457
Sales & Use Tax Fund	74,923597	76,603,521
General Capital Improvement Fund	11,563,000	10,192,000
General Reserve Fund	0	0
General Fund Stabilization Reserve	0	0
Utility Fund Rate Stabilization Reserve Fund	0	0
Utility Fund Capital Projects Reserve Fund	930,000	10,730,000
Conservation Trust Fund	932,000	750,000
Parks Open Space & Trails Fund	5,666,403	5,603,927
General Debt Service Fund	7,704,333	7,694,808
Golf Course Fund	3,937,720	3,872,126
TOTAL	$281,516,401	$306,694,271
Less Transfers	(88,981,734)	(100,306,074)
TOTAL Expenditures	$192,534,667	$206,388,197
Total Contingencies	1,000,000	1,000,000
GRAND TOTAL	$193,534,667	$207,388,197

ENDING BALANCE OF FUNDS:	2015 PROPOSED (12/31/15)	2016 PROPOSED (12/31/16)
General Reserve Fund	$10,347,644	$10,611,391
General Fund Stabilization Reserve Fund	4,855,783	5,101,529
Utility Fund Rate Stabilization Reserve Fund	13,298,552	13,405,331
Utility Fund Capital Projects Reserve Fund	22,009,647	11,371,780
Golf Course Fund	130,000	99,700
Conservation Trust Fund	60,000	0
General Capital Improvement Fund	1,766,000	0
Debt Service Fund	63,004	33,356
TOTAL Fund Balance	$52,530,630	$40,623,087

PASSED AND ADOPTED this 13th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

Exhibit A

GENERAL FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Property Tax								
Property Tax Adams	$2,285,633	$2,350,000	$2,270,547	$2,267,475	$2,370,000	4.5%	$2,417,400	2.0%
Property Tax Jeffco	$1,788,753	$1,810,000	$1,813,999	$1,840,882	$1,875,000	1.9%	$1,903,125	1.5%
Total	*$4,074,386*	*$4,160,000*	*$4,084,546*	*$4,108,357*	*$4,245,000*	*3.3%*	*$4,320,525*	*1.8%*
Business Fees & Taxes								
Public Service Co	$3,270,140	$2,939,132	$1,646,858	$3,335,543	$3,385,576	1.5%	$3,429,588	1.3%
Qwest/US West Comm	$146,152	$155,000	$92,268	$152,500	$154,635	1.4%	$156,491	1.2%
Comcast/AT&T Cable	$1,199,103	$1,194,514	$599,214	$1,205,090	$1,208,000	0.2%	$1,210,000	0.2%
Total	*$4,615,395*	*$4,288,646*	*$2,338,340*	*$4,693,133*	*$4,748,211*	*1.2%*	*$4,796,079*	*1.0%*
Admissions Tax								
Movie Theaters	$472,589	$460,000	$265,990	$480,150	$484,952	1.0%	$491,946	1.4%
Bowling Alleys	$57,884	$63,500	$33,152	$58,811	$59,870	1.8%	$60,886	1.7%
Butterfly Pavillion	$41,548	$40,000	$26,881	$42,794	$43,565	1.8%	$44,262	1.6%
Cover Charges	$14,510	$19,000	$8,165	$14,655	$14,831	1.2%	$15,024	1.3%
Total	*$586,531*	*$582,500*	*$334,188*	*$596,410*	*$603,218*	*1.1%*	*$612,118*	*1.5%*
License Revenue								
Contractors	$83,650	$86,500	$59,250	$84,487	$85,331	1.0%	$86,185	1.0%
Beer & Liquor	$89,261	$86,500	$54,394	$90,154	$91,055	1.0%	$91,966	1.0%
Other Licenses	$60,758	$49,000	$32,863	$52,308	$52,831	1.0%	$53,360	1.0%
Total	*$233,669*	*$222,000*	*$146,507*	*$226,949*	*$229,217*	*1.0%*	*$231,511*	*1.0%*
Building Permit Revenue								
Adams County Commercial	$1,412,594	$350,000	$367,539	$450,000	$400,000	-11.1%	$400,000	0.0%
Jefferson County Commercial	$295,091	$350,000	$185,224	$350,000	$400,000	14.3%	$425,000	6.3%
Adams County Residential	$493,011	$450,000	$371,765	$475,000	$460,000	-3.2%	$450,000	-2.2%
Jefferson County Residential	$218,917	$250,000	$161,328	$225,000	$250,000	11.1%	$250,000	0.0%
Total	*$2,419,613*	*$1,400,000*	*$1,085,856*	*$1,500,000*	*$1,510,000*	*0.7%*	*$1,525,000*	*1.0%*
Intergovernmental Revenue								
Cigarette Tax	$241,560	$245,000	$109,233	$230,000	$225,000	-2.2%	$220,000	-2.2%
Miscellaneous	$200,444	$0	$73,798	$11,722	$0	-100.0%	$0	N/A
Other Governmental-Thornton	$0	$0	$246,926	$246,926	$475,000	92.4%	$500,000	5.3%
Vehicle/Highway Taxes:								
HUTF	$3,238,573	$3,240,000	$1,589,849	$3,250,000	$3,263,000	0.4%	$3,279,315	0.5%
Ownership Adams	$184,041	$175,000	$113,525	$190,000	$192,850	1.5%	$195,743	1.5%
Ownership Jeffco	$142,586	$144,000	$89,059	$146,000	$148,190	1.5%	$150,413	1.5%
Vehicle Reg Adams	$210,095	$207,480	$124,575	$214,500	$216,645	1.0%	$218,811	1.0%
Vehicle Reg Jeffco	$152,468	$147,957	$91,434	$155,500	$157,055	1.0%	$158,625	1.0%

Exhibit A

Source	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Road/Bridge Adams	$413,447	$433,543	$419,663	$420,000	$422,000	0.5%	$422,000	0.0%
Road/Bridge Jeffco	$341,718	$345,000	$344,874	$340,000	$342,000	0.6%	$345,000	0.9%
Subtotal	*$4,682,928*	*$4,692,980*	*$2,772,979*	*$4,716,000*	*$4,741,740*	*0.5%*	*$4,769,907*	*0.6%*
State/Federal Grants:								
Federal Grants	$92,771	$35,000	$55,842	$79,000	$35,000	-55.7%	$35,000	0.0%
State of Colorado	$152,076	$63,000	$120,285	$118,700	$63,000	-46.9%	$63,000	0.0%
County Grants	$53,416	$0	$36,866	$23,376	$0	-100.0%	$0	N/A
Other Grants	$2,000	$0	$500	$0	$0	N/A	$0	N/A
CDOT Signal Reimb	$43,560	$44,200	$21,780	$44,200	$44,650	1.0%	$44,650	0.0%
Subtotal	*$343,823*	*$142,200*	*$235,273*	*$265,276*	*$142,650*	*-46.2%*	*$142,650*	*0.0%*
Total	*$5,468,755*	*$5,080,180*	*$3,438,209*	*$5,469,924*	*$5,584,390*	*2.1%*	*$5,632,557*	*0.9%*
Recreation Charges								
Swim Fitness Center	$546,461	$542,000	$387,486	$550,000	$558,250	1.5%	$566,624	1.5%
Ice Center Joint Venture	$930,504	$963,538	$578,198	$963,538	$964,488	0.1%	$966,838	0.2%
Countryside Pool	$59,479	$70,000	$56,605	$66,000	$68,000	3.0%	$70,000	2.9%
Kings Mill Cell Tower Lease	$15,873	$13,800	$11,903	$15,870	$15,870	0.0%	$15,870	0.0%
Standley Lake	$570,051	$560,000	$557,566	$572,000	$574,000	0.3%	$575,000	0.2%
General Recreation/Programs	$1,352,513	$1,366,000	$1,312,363	$1,400,000	$1,444,000	3.1%	$1,480,000	2.5%
Athletic Fields	$61,235	$50,000	$51,340	$62,500	$63,000	0.8%	$64,000	1.6%
Westminster Sports Center	$316,801	$314,000	$180,912	$320,000	$336,000	5.0%	$345,000	2.7%
City Park Rec Center	$1,263,694	$1,220,000	$909,538	$1,290,000	$1,305,000	1.2%	$1,320,000	1.1%
City Park Fitness Center	$834,970	$816,000	$594,193	$850,000	$881,890	3.8%	$900,000	2.1%
West View Recreation Center	$437,304	$465,000	$322,543	$448,000	$460,000	2.7%	$465,000	1.1%
Park & Library Rentals	$57,959	$45,000	$55,507	$50,000	$50,000	0.0%	$50,000	0.0%
The MAC	$341,325	$350,000	$261,770	$350,000	$355,000	1.4%	$360,500	1.5%
Total	*$6,788,169*	*$6,775,338*	*$5,279,924*	*$6,937,908*	*$7,075,498*	*2.0%*	*$7,178,832*	*1.5%*
Fines & Forfeitures								
Court Fines	$1,724,908	$2,000,000	$950,860	$1,209,346	$1,350,000	11.6%	$1,450,000	7.4%
Library Fines	$139,825	$150,000	$92,465	$143,000	$161,000	12.6%	$161,000	0.0%
Total	*$1,864,733*	*$2,150,000*	*$1,043,325*	*$1,352,346*	*$1,511,000*	*11.7%*	*$1,611,000*	*6.6%*
Interest Income	$25,622	$60,000	$53,633	$65,000	$75,000	15.4%	$79,000	5.3%
Total Reimbursement	$472,631	$55,000	$457,951	$457,800	$55,000	-88.0%	$55,000	0.0%
General Miscellaneous								
EMS Billings	$2,173,899	$2,150,000	$1,102,858	$1,630,424	$1,775,000	8.9%	$1,820,000	2.5%
Infrastructure Fee	$1,443,458	$1,797,163	$1,186,002	$1,864,320	$2,237,183	20.0%	$2,237,184	0.0%
Rental Housing Inspection Fee	$150,155	$150,000	$113,088	$165,000	$150,000	-9.1%	$215,000	43.3%

Exhibit A

Source	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Promenade CAM Billings	$116,984	$176,000	$230,303	$161,013	$176,000	9.3%	$176,000	0.0%
Pension Fund Admin Fee	$108,275	$104,175	$72,183	$108,275	$109,222	0.9%	$109,412	0.2%
Recording & Filing	$155,901	$80,000	$112,672	$110,000	$90,000	-18.2%	$90,000	0.0%
Sale of Assets	$30,663	$30,000	$24,846	$30,000	$30,000	0.0%	$30,000	0.0%
Miscellaneous	$273,462	$284,937	$269,543	$224,553	$287,000	27.8%	$297,958	3.8%
Passport Fees	$12,374	$22,000	$17,468	$18,000	$18,000	0.0%	$20,000	11.1%
Off Duty Police Reimb	$239,610	$150,000	$93,556	$150,000	$150,000	0.0%	$150,000	0.0%
Westy Fest	$13,159	$17,000	$18,814	$15,000	$16,000	6.7%	$16,000	0.0%
Street Cut Impact Fee	$186,703	$290,000	$131,346	$195,000	$198,000	1.5%	$205,000	3.5%
Thornton Reimbursement	$1,266,650	$1,268,250	$264,125	$1,268,250	$1,267,088	-0.1%	$1,269,363	0.2%
GID Admin Fee	$50,497	$50,144	$57,266	$57,144	$57,144	0.0%	$57,144	0.0%
SRO Reimbursement	$70,765	$66,000	$48,609	$72,000	$73,800	2.5%	$75,645	2.5%
Rentals/Leases	$395,621	$401,779	$243,339	$401,779	$401,779	0.0%	$401,779	0.0%
PD Training Reimb	$23,838	$12,000	$10,375	$12,000	$12,000	0.0%	$12,000	0.0%
Westin Accommodations Tax	$872,232	$720,000	$500,741	$872,000	$885,080	1.5%	$898,356	1.5%
Conference Center Fee	$127,302	$102,500	$73,780	$102,500	$102,500	0.0%	$102,500	0.0%
WEDA Reimbursement	$82,000	$82,000	$0	$82,000	$82,000	0.0%	$82,000	0.0%
Total	*$7,793,548*	*$7,953,948*	*$4,570,914*	*$7,539,258*	*$8,117,796*	*7.7%*	*$8,265,341*	*1.8%*
Contributions	$865	$5,000	$30,004	$30,010	$5,000	-83.3%	$5,000	0.0%
Transfer Payments								
From Utility Fund	$2,631,577	$2,631,577	$1,780,701	$2,631,577	$2,711,117	3.0%	$2,751,784	1.5%
From Sales & Use	$61,418,242	$64,210,335	$42,806,890	$64,210,335	$67,993,597	5.9%	$69,982,521	2.9%
Total	*$64,049,819*	*$66,841,912*	*$44,587,591*	*$66,841,912*	*$70,704,714*	*5.8%*	*$72,734,305*	*2.9%*
Total General Fund	**$98,393,736**	**$99,574,524**	**$67,450,988**	**$99,819,007**	**$104,464,044**	**4.7%**	**$107,046,268**	**2.5%**
Carryover	$2,921,136	$265,000	$3,235,585	$3,235,585	$0	-100.0%	$0	N/A
Total Funds Available	**$101,314,872**	**$99,839,524**	**$70,686,573**	**$103,054,592**	**$104,464,044**	**1.4%**	**$107,046,268**	**2.5%**

Exhibit A

GENERAL FUND EXPENDITURES

Activity	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	15 Prop/ 14 Est	2016 Proposed	16 Prop/ 15 Prop
City Council	$197,638	$254,094	$137,804	$225,914	$266,525	18.0%	$267,525	0.4%
City Attorney's Office	$1,244,041	$1,316,507	$859,125	$1,358,937	$1,347,732	-0.8%	$1,350,807	0.2%
City Manager's Office								
Administration	$1,089,168	$1,176,542	$728,386	$1,182,780	$795,880	-32.7%	$791,430	-0.6%
Management and Budget	$0	$0	$0	$0	$273,765	N/A	$273,768	0.0%
Economic Development	$415,601	$425,730	$277,976	$438,403	$508,000	15.9%	$511,217	0.6%
Communication & Outreach	$0	$0	$0	$0	$511,475	N/A	$532,443	4.1%
Subtotal	$1,504,769	$1,602,272	$1,006,362	$1,621,183	$2,089,120	28.9%	$2,108,858	0.9%
Central Charges	$35,524,019	$24,381,180	$12,615,460	$24,005,782	$25,801,227	7.5%	$28,038,743	8.7%
General Services								
Administration	$615,664	$578,437	$290,477	$520,370	$519,639	-0.1%	$519,688	0.0%
Human Resources	$1,287,634	$1,307,476	$832,878	$1,351,416	$1,538,744	13.9%	$1,538,728	0.0%
City Clerk's Office	$569,750	$608,353	$387,717	$608,353	$638,333	4.9%	$702,780	10.1%
Municipal Court	$1,433,769	$1,538,216	$952,964	$1,538,116	$1,553,927	1.0%	$1,573,667	1.3%
Building Ops & Maintenance	$1,941,715	$2,094,515	$1,294,364	$2,069,654	$2,049,002	-1.0%	$2,069,851	1.0%
Subtotal	$5,848,532	$6,126,997	$3,758,400	$6,087,909	$6,299,645	3.5%	$6,404,714	1.7%
Finance								
Administration	$406,838	$424,487	$273,578	$400,683	$521,803	30.2%	$521,997	0.0%
Accounting	$786,486	$821,111	$528,036	$798,286	$851,250	6.6%	$858,103	0.8%
Treasury/Utility Billing	$295,317	$281,706	$184,863	$275,956	$294,760	6.8%	$295,007	0.1%
Sales Tax	$583,195	$606,318	$376,858	$590,654	$606,256	2.6%	$606,256	0.0%
Subtotal	$2,071,836	$2,133,622	$1,363,335	$2,065,579	$2,274,069	10.1%	$2,281,363	0.3%
Police								
Administration	$829,490	$823,890	$651,436	$811,581	$752,301	-7.3%	$755,181	0.4%
Specialized Services	$8,316,024	$8,634,159	$5,256,981	$8,279,755	$8,763,154	5.8%	$8,733,539	-0.3%
Patrol Services	$12,062,796	$12,131,541	$7,813,646	$11,572,936	$12,641,726	9.2%	$12,685,278	0.3%
Subtotal	$21,208,310	$21,589,590	$13,722,063	$20,664,272	$22,157,181	7.2%	$22,173,998	0.1%
Fire								
Emergency Services	$12,546,549	$12,663,848	$8,013,859	$12,198,866	$12,840,305	5.3%	$12,979,245	1.1%
Subtotal	$12,546,549	$12,663,848	$8,013,859	$12,198,866	$12,840,305	5.3%	$12,979,245	1.1%
Subtotal Public Safety	$33,754,859	$34,253,438	$21,735,922	$32,863,138	$34,997,486	6.5%	$35,153,243	0.4%
Community Development								
Administration	$461,555	$502,712	$287,350	$496,774	$518,097	4.3%	$515,717	-0.5%
Planning	$1,031,771	$1,152,211	$694,724	$1,111,211	$1,258,643	13.3%	$1,258,850	0.0%
Building	$1,189,046	$1,257,202	$759,851	$1,044,349	$1,280,031	22.6%	$1,290,408	0.8%
Engineering	$1,463,472	$1,470,544	$1,006,161	$1,498,740	$1,592,541	6.3%	$1,570,121	-1.4%
Subtotal	$4,145,844	$4,382,669	$2,748,086	$4,151,074	$4,649,312	12.0%	$4,635,096	-0.3%

Exhibit A

Activity	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	15 Prop/ 14 Est	2016 Proposed	16 Prop/ 15 Prop
Public Works & Utilities								
Street Maintenance	$7,867,431	$8,181,812	$3,789,863	$8,156,312	$8,634,295	5.9%	$8,685,623	0.6%
Subtotal	$7,867,431	$8,181,812	$3,789,863	$8,156,312	$8,634,295	5.9%	$8,685,623	0.6%
Parks, Recreation & Libraries								
Administration	$908,606	$967,021	$572,422	$933,798	$1,088,646	16.6%	$1,084,080	-0.4%
Park Services	$3,465,563	$3,684,634	$2,441,549	$3,606,507	$3,679,519	2.0%	$3,690,448	0.3%
Library Services	$2,801,255	$2,952,382	$1,808,961	$2,793,478	$2,902,211	3.9%	$2,915,876	0.5%
Standley Lake	$471,954	$475,424	$318,020	$473,134	$475,116	0.4%	$474,872	-0.1%
Design Development	$361,446	$363,261	$247,312	$363,061	$379,725	4.6%	$381,027	0.3%
Recreation Facilities	$4,136,591	$4,234,478	$2,815,343	$4,204,639	$4,533,340	7.8%	$4,528,394	-0.1%
Recreation Programs	$2,437,546	$2,380,529	$275,439	$2,560,080	$2,517,882	-1.6%	$2,517,405	0.0%
Subtotal	$14,582,961	$15,057,729	$8,479,046	$14,934,697	$15,576,439	4.3%	$15,592,102	0.1%
Subtotal Operating	$106,741,930	$97,690,320	$56,493,403	$95,470,525	$101,935,850	6.8%	$104,518,074	2.5%
Transfer Payments								
To Reserve Fund	$204,000	$0	$0	$0	$0	N/A	$0	N/A
To GSRF	$350,000	$100,000	$100,000	$100,000	$0	N/A	$0	N/A
To GCORF	$51,391	$0	$0	$0	$0	N/A	$0	N/A
To Property/Liability	$1,045,307	$783,147	$522,098	$783,147	$783,147	0.0%	$783,147	0.0%
To Workers Compensation	$672,038	$672,038	$448,025	$672,038	$672,038	0.0%	$672,038	0.0%
To WEDA	$200,000	$200,000	$200,000	$200,000	$0	N/A	$0	N/A
To Capital Projects	$1,507,247	$2,719,370	$2,695,034	$2,719,370	$73,009	-97.3%	$73,009	0.0%
Subtotal	$4,029,983	$4,474,555	$3,965,157	$4,474,555	$1,528,194	-65.8%	$1,528,194	0.0%
Subtotal General Fund (including transfers)	$110,771,913	$102,164,875	$60,458,560	$99,945,080	$103,464,044	3.5%	$106,046,268	2.5%
Contingency	$0	$1,000,000	$0	$0	$1,000,000	N/A	$1,000,000	0.0%
TOTAL GENERAL FD EXP	**$110,771,913**	**$103,164,875**	**$60,458,560**	**$99,945,080**	**$104,464,044**	**4.5%**	**$107,046,268**	**2.5%**
Less: CIP Transfers	$1,507,247	$2,719,370	$2,695,034	$2,719,370	$73,009	-97.3%	$73,009	0.0%
TOTAL GF OPERATING EXP	**$109,264,666**	**$100,445,505**	**$57,763,526**	**$97,225,710**	**$104,391,035**	**7.4%**	**$106,973,259**	**2.5%**

Exhibit B

UTILITY FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
WATER REVENUES							
Contractor's License	$100,370	$75,000	$75,000	$75,000	0.0%	$75,000	0.0%
Interest Income	$8,490	$233,665	$273,000	$277,500	1.6%	$285,000	2.7%
Miscellaneous Income	$1,738,576	$300,000	$695,000	$300,000	-56.8%	$300,000	0.0%
Water Sales							
Residential	$15,500,096	$17,550,000	$17,550,000	$18,378,748	4.7%	$19,267,914	4.8%
Commercial	$5,368,192	$6,600,000	$6,600,000	$6,908,373	4.7%	$7,301,588	5.7%
Wholesale-Federal Heights	$1,643,172	$1,595,000	$1,595,000	$1,638,800	2.7%	$1,760,931	7.5%
Wholesale-Brighton	$1,923,951	$2,220,660	$2,220,660	$2,354,951	6.0%	$2,354,951	0.0%
Water Reclamation	$1,582,367	$2,202,312	$2,202,312	$2,238,804	1.7%	$2,281,660	1.9%
Meter Service Fee	$3,213,099	$3,277,442	$3,341,623	$3,499,462	4.7%	$3,635,822	3.9%
Total	*$29,230,877*	*$33,445,414*	*$33,509,595*	*$35,019,138*	*4.5%*	*$36,602,866*	*4.5%*
Biosolids Farm	$96,430	$100,000	$100,000	$100,000	0.0%	$100,000	0.0%
Water Tap Fees							
Residential	$788,776	$7,271,000	$6,100,000	$7,927,653	30.0%	$7,685,828	-3.1%
Commercial	$5,879,923	$296,000	$1,100,000	$2,400,000	118.2%	$2,600,000	8.3%
Total	*$6,668,699*	*$7,567,000*	*$7,200,000*	*$10,327,653*	*43.4%*	*$10,285,828*	*-0.4%*
Total Water Revenue	**$37,843,442**	**$41,721,079**	**$41,852,595**	**$46,099,291**	**10.1%**	**$47,648,694**	**3.4%**
WASTEWATER REVENUES							
Interest Income	$12,379	$90,182	$80,000	$83,000	3.8%	$85,000	2.4%
Miscellaneous	$18,750	$10,000	$10,000	$10,000	0.0%	$10,000	0.0%
Wastewater Sales							
Residential	$10,836,967	$11,430,000	$11,080,397	$11,689,208	5.5%	$12,581,298	7.6%
Commercial	$2,407,014	$2,390,000	$2,478,416	$2,492,545	0.6%	$2,631,445	5.6%
Total	*$13,243,981*	*$13,820,000*	*$13,558,813*	*$14,181,753*	*4.6%*	*$15,212,743*	*7.3%*

Exhibit B

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Wastewater Tap Fees							
Residential	$326,156	$990,000	$1,730,830	$1,679,573	-3.0%	$1,642,023	-2.2%
Commercial	$1,932,958	$105,000	$305,400	$678,000	122.0%	$547,340	-19.3%
Total	*$2,259,114*	*$1,095,000*	*$2,036,230*	*$2,357,573*	*15.8%*	*$2,189,363*	*-7.1%*
Total Wastewater Revenue	**$15,534,224**	**$15,015,182**	**$15,685,043**	**$16,632,326**	**6.0%**	**$17,497,106**	**5.2%**
Total W/WW Revenue, excluding tap fees	**$44,449,853**	**$48,074,261**	**$48,301,408**	**$50,046,391**	**3.6%**	**$52,670,609**	**5.2%**
Water Tap Fee Income	$6,668,699	$7,567,000	$7,200,000	$10,327,653	43.4%	$10,285,828	-0.4%
Wastewater Tap Fee Income	$2,259,114	$1,095,000	$2,036,230	$2,357,573	15.8%	$2,189,363	-7.1%
Tap Fees Total	*$8,927,813*	*$8,662,000*	*$9,236,230*	*$12,685,226*	*37.3%*	*$12,475,191*	*-1.7%*
Carryover Water	$7,451,335	$4,446,506	$4,446,506	$0	-100.0%	$0	N/A
Carryover Wastewater	$1,607,209	$1,671,802	$1,671,802	$0	-100.0%	$0	N/A
Carryover Total	*$9,058,544*	*$6,118,308*	*$6,118,308*	*$0*	*-100.0%*	*$0*	*N/A*
Trsfr-Rate Stabilization Rsv to WFd	$0	$0	$0	$0	N/A	$0	N/A
Trsfr-Rate Stabilization Rsv to WW Fd	$0	$0	$0	$0	N/A	$0	N/A
Trsfr-Cap Proj Reserve to WFd	$2,097,065	$8,619,230	$8,619,230	$0	-100.0%	$8,400,000	N/A
Trsfr-Cap Proj Reserve to WW Fd	$436,107	$287,600	$287,600	$930,000	223.4%	$2,330,000	150.5%
Capital Project Reserve Total	*$2,533,172*	*$8,906,830*	*$8,906,830*	*$930,000*	*N/A*	*$10,730,000*	*N/A*
Total Water/Wastewater Revenue	**$64,969,382**	**$71,761,399**	**$72,562,776**	**$63,661,617**	**-12.3%**	**$75,875,800**	**19.2%**
STORMWATER DRAINAGE REVENUES							
Interest Income	($5,057)	$38,000	$25,000	$26,000	4.0%	$27,000	3.8%
Miscellaneous	$23	$585,000	$585,000	$0	-100.0%	$0	0.0%
Residential	$999,147	$1,332,000	$1,333,000	$1,667,000	25.1%	$2,000,000	20.0%
Commercial	$1,035,159	$1,366,000	$1,370,000	$1,715,000	25.2%	$2,065,000	20.4%
Total	*$2,034,306*	*$2,698,000*	*$2,703,000*	*$3,382,000*	*25.1%*	*$4,065,000*	*20.2%*
Carryover Stormwater	$44,136	$130,728	$130,728	$0	-100.0%	$0	N/A
Total Stormwater Revenue	**$2,073,408**	**$3,451,728**	**$3,443,728**	**$3,408,000**	**-1.0%**	**$4,092,000**	**20.1%**
TOTAL Utility Funds Available	**$67,042,790**	**$75,213,127**	**$76,006,504**	**$67,069,617**	**-11.8%**	**$79,967,800**	**19.2%**

Exhibit B

UTILITY FUND EXPENDITURES

Activity	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	15 Prop/ 14 Est	2016 Proposed	16 Prop/ 15 Prop
Water Department Expenses								
Finance								
Utility Billing	$542,218	$646,754	$370,705	$639,538	$662,357	3.6%	$670,397	1.2%
Subtotal	$542,218	$646,754	$370,705	$639,538	$662,357	3.6%	$670,397	1.2%
Parks, Recreation & Libraries								
Standley Lake	$115,686	$152,417	$99,001	$142,539	$152,467	7.0%	$152,467	0.0%
Subtotal	$115,686	$152,417	$99,001	$142,539	$152,467	7.0%	$152,467	0.0%
Information Technology	$2,585,379	$3,038,821	$1,811,046	$3,032,253	$3,173,708	4.7%	$3,261,797	2.8%
Public Works & Utilities								
Administration	$303,667	$348,217	$206,338	$305,678	$359,111	17.5%	$359,248	0.0%
Utilities Planning & Engineering	$5,143,798	$6,063,559	$3,362,039	$5,946,576	$6,447,750	8.4%	$6,546,501	1.5%
Utilities Operations	$6,231,626	$7,993,579	$3,857,167	$7,750,651	$8,385,254	8.2%	$8,512,843	1.5%
Subtotal	$11,679,091	$14,405,355	$7,425,544	$14,002,905	$15,192,115	8.5%	$15,418,592	1.5%
Central Charges	$11,659,538	$7,854,040	$3,838,146	$3,385,174	$7,741,479	128.7%	$8,038,216	3.8%
Subtotal Water Operating	$26,581,912	$26,097,387	$13,544,442	$21,202,409	$26,922,126	27.0%	$27,541,469	2.3%
Transfer Payments								
To General Fund	$1,686,369	$1,711,665	$1,141,110	$1,711,665	$1,737,340	1.5%	$1,763,400	1.5%
To Utility Rate Stab Res Fd	$0	$418,698	$418,698	$418,698	$0	-100.0%	$0	N/A
To Utility Capital Reserve Fund	$4,777,768	$3,957,240	$3,957,240	$3,957,240	$0	-100.0%	$0	N/A
To Property/Liability Fund	$448,318	$332,618	$221,745	$332,618	$332,618	0.0%	$332,618	0.0%
To Workers Compensation Fd	$115,207	$115,207	$76,805	$115,207	$115,207	0.0%	$115,207	0.0%
To Sales & Use Tax Fund	$167,619	$0	$0	$0	$0	N/A	$0	N/A
To POST Sales & Use Tax Fd	$12,381	$0	$0	$0	$0	N/A	$0	N/A
Subtotal	$7,207,662	$6,535,428	$5,815,598	$6,535,428	$2,185,165	-66.6%	$2,211,225	1.2%
WATER TOTAL EXPENSES	$33,789,574	$32,632,815	$19,360,040	$27,737,837	$29,107,291	4.9%	$29,752,694	2.2%
Wastewater Department Expenses								
Public Works & Utilities								
Utilities Planning & Engineering	$359,686	$369,412	$231,681	$362,473	$381,412	5.2%	$381,412	0.0%
Utilities Operations	$5,232,055	$6,117,876	$3,341,542	$5,867,545	$6,244,694	6.4%	$6,421,351	2.8%
Subtotal	$5,591,741	$6,487,288	$3,573,223	$6,230,018	$6,626,106	6.4%	$6,802,763	2.7%
Central Charges	$3,551,646	$2,050,076	$950,559	$844,274	$1,756,261	108.0%	$1,961,777	11.7%
Subtotal Wastewater Operating	$9,143,387	$8,537,364	$4,523,782	$7,074,292	$8,382,367	18.5%	$8,764,540	4.6%

Exhibit B

Activity	2013 Actuals	2014 Adjusted	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	15 Prop/ 14 Est	2016 Proposed	16 Prop/ 15 Prop
Transfer Payments								
To General Fund	$945,208	$959,386	$639,591	$959,386	$973,777	1.5%	$988,384	1.5%
To Utility Rate Stab Res Fd	$28,510	$134,696	$134,696	$134,696	$0	-100.0%	$0	N/A
To Utility Capital Reserve Fd	$1,135,699	$1,055,558	$1,055,558	$1,055,558	$0	-100.0%	$0	N/A
To Property/Liability Fund	$241,672	$179,372	$119,581	$179,372	$179,372	0.0%	$179,372	0.0%
To Workers Compensation Fd	$172,810	$172,810	$115,207	$172,810	$172,810	0.0%	$172,810	0.0%
To Sales & Use Tax Fund	$74,839	$0	$0	$0	$0	N/A	$0	N/A
To POST Sales & Use Tax Fd	$5,161	$0	$0	$0	$0	N/A	$0	N/A
Subtotal	$2,603,899	$2,501,822	$2,064,633	$2,501,822	$1,325,959	-47.0%	$1,340,566	1.1%
WASTEWATER TOTAL EXP	$11,747,286	$11,039,186	$6,588,415	$9,576,114	$9,708,326	1.4%	$10,105,106	4.1%
Stormwater Department Expenses								
General Services								
Environmental Services	$95,596	$86,200	$18,424	$86,200	$86,200	0.0%	$86,200	0.0%
Subtotal	$95,596	$86,200	$18,424	$86,200	$86,200	0.0%	$86,200	0.0%
Community Development								
Engineering	$172,022	$178,990	$116,800	$178,990	$181,396	1.3%	$186,237	2.7%
Subtotal	$172,022	$178,990	$116,800	$178,990	$181,396	1.3%	$186,237	2.7%
Public Works & Utilities								
Street	$275,615	$329,810	$98,168	$328,178	$338,404	3.1%	$351,563	3.9%
Subtotal	$275,615	$329,810	$98,168	$328,178	$338,404	3.1%	$351,563	3.9%
Parks, Recreation & Libraries								
Park Services	$86,127	$200,000	$34,679	$200,000	$200,000	0.0%	$200,000	0.0%
Subtotal	$86,127	$200,000	$34,679	$200,000	$200,000	0.0%	$200,000	0.0%
Subtotal Stormwater Operating	$629,360	$795,000	$268,071	$793,368	$806,000	1.6%	$824,000	2.2%
Capital Improvements								
Water Capital Improvements	$10,385,000	$22,154,000	$9,088,163	$22,154,000	$16,992,000	-23.3%	$26,296,000	54.8%
Wastewater Capital Impr	$4,592,000	$5,223,000	$2,773,968	$5,223,000	$7,854,000	50.4%	$9,722,000	23.8%
Stormwater Capital Impr	$1,349,000	$1,941,000	$595,696	$1,941,000	$2,602,000	34.1%	$3,268,000	25.6%
Total Capital Improvements	$16,326,000	$29,318,000	$12,457,827	$29,318,000	$27,448,000	-6.4%	$39,286,000	43.1%
TOTAL UTILITY ENT. FUND EXP.	**$62,492,220**	**$73,785,001**	**$38,674,353**	**$67,425,319**	**$67,069,617**	**-0.5%**	**$79,967,800**	**19.2%**

Exhibit C

GENERAL CAPITAL IMPROVEMENT FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
General Capital Improvements							
CIP Interest Income	$42,655	$260,000	$260,000	$270,000	3.8%	$280,000	3.7%
ADCO Road Tax	$1,309,604	$1,243,448	$1,322,700	$1,337,250	1.1%	$1,350,622	1.0%
Cash-in Lieu Future Capital	$2,681,502	$40,000	$10,000	$40,000	300.0%	$40,000	0.0%
SID/Development Assessment Pmnts	$39,198	$35,000	$38,847	$35,000	-9.9%	$0	-100.0%
Miscellaneous Income	$1,442,123	$375,799	$375,799	$299,587	-20.3%	$299,378	-0.1%
Grants	$304,033	$1,843,400	$1,843,400	$0	N/A	$0	N/A
Transfer From General Fund	$1,432,118	$2,646,361	$2,646,361	$0	-100.0%	$0	N/A
Transfer From Sales & Use Tax	$6,655,494	$5,222,825	$5,222,825	$2,680,000	N/A	$2,335,000	-12.9%
Transfer From POST Fund	$10,876	$0	$0	$0	N/A	$0	N/A
Transfer From GCORF	$1,077,552	$0	$0	$0	N/A	$0	N/A
Transfer From Housing Authority	$2,200,000	$0	$0	$0	N/A	$0	N/A
Transfer From WEDA	$500,000	$350,000	$350,000	$350,000	0.0%	$375,000	7.1%
Carryover	$397,308	$2,831,586	$2,831,586	$1,981,163	-30.0%	$1,500,000	-24.3%
Total General Capital Imp (non-park)	*$18,092,463*	*$14,848,419*	*$14,901,518*	*$6,993,000*	*-53.1%*	*$6,180,000*	*-11.6%*
Park Capital Improvements							
Park Development Fees	$60,214	$75,000	$50,000	$52,592	5.2%	$54,550	3.7%
Accommodations Tax	$1,641,782	$1,313,000	$1,500,000	$1,520,000	1.3%	$1,535,000	1.0%
Cash-in Lieu Parks	$0	$49,633	$49,633	$50,000	0.7%	$35,000	-30.0%
Transfer From POST Fund	$832,579	$590,088	$590,088	$500,438	-15.2%	$175,441	-64.9%
Transfer From General Fd	$75,129	$73,009	$73,009	$73,009	0.0%	$73,009	0.0%
Adco Open Space - Grants	$316,975	$0	$0	$0	N/A	$0	N/A
Jeffco Open Space - Grants	$250,000	$0	$0	$0	N/A	$0	N/A
Adco Open Space - City Share	$459,538	$434,160	$470,000	$480,000	2.1%	$490,000	2.1%
Jeffco Open Space - City Share	$1,374,933	$1,235,743	$1,375,000	$1,379,000	0.3%	$1,383,000	0.3%
Miscellaneous	$829,756	$0	$70,000	$0	-100.0%	$0	N/A
Carryover	$263,143	$403,367	$403,367	$514,961	27.7%	$266,000	-48.3%
Subtotal Park GCIF Revenues	*$6,104,049*	*$4,174,000*	*$4,581,097*	*$4,570,000*	*-0.2%*	*$4,012,000*	*-12.2%*
Conservation Trust Fund							
Interest Income	$409	$9,464	$10,000	$10,000	0.0%	$10,000	0.0%
Lottery Proceeds	$880,207	$650,000	$710,000	$675,000	-4.9%	$680,000	0.7%
Carryover	$0	$197,536	$445,025	$247,000	-44.5%	$60,000	-75.7%
Conservation Trust Revenues	*$880,616*	*$857,000*	*$1,165,025*	*$932,000*	*-20.0%*	*$750,000*	*-19.5%*
Total Park Capital Imp	*$6,984,665*	*$5,031,000*	*$5,746,122*	*$5,502,000*	*-4.2%*	*$4,762,000*	*-13.4%*
TOTAL GCIF REVENUES	**$25,077,128**	**$19,879,419**	**$20,647,640**	**$12,495,000**	**-39.5%**	**$10,942,000**	**-12.4%**

Proposed 2015 General Capital Improvements	
New Traffic Signals/Traffic Signal Pole Replacements	$185,000
Arterial Roadway Rehabilitation and Improvements	$930,000
Major Concrete Replacement Program	$250,000
Lowell Boulevard Improvements - 120th to 124th Avenue (IGA with Broomfield)	$425,000
120th Avenue and Federal Boulevard Intersection Improvements (DRCOG TIP Match)	$463,000
U.S. 36 Auto/Pedestrian Box Widening (IGA with CDOT)	$285,000
I-25 North Managed Lanes (IGA with CDOT)	$167,000
Bicycle Master Plan Implementation	$30,000
Enhanced Mobility and Connectivity	$70,000
Building Operations and Maintenance (BO&M) Major Maintenance	$80,000
City Facility Energy Improvements/Project Manager	$100,000
Westminster Center Urban Reinvestment Project (WURP)	$200,000
South Westminster Revitalization Project	$50,000
Small Business Capital Project Grant Program	$50,000
Westminster Station Platform and South Plaza	$1,782,000
Westminster Station North Infrastructure	$1,631,000
Laserfiche Upgrades/Additional Licenses	$59,000
Photovoltaic Solar Panel System Acquisition	$50,000
BO&M Computerized Maintenance Management System (CMMS)	$125,000
Municipal Court Remodel and Security System Improvements	$60,000
IT Server Room Updates/Upgrades	$100,000
JD Edwards System Upgrades/Enhancements	$23,000
Microsoft Software Upgrades	$58,000
SQL Server Clustering	$40,000
Mobile Technologies/Applications	$40,000
Proposed 2015 General Capital Improvements Total	$7,253,000

Proposed 2015 Public Safety Capital Improvements	
Fire Station Emergency Generator Project	$15,000
Police Department Records Management System (RMS)	$500,000
Public Safety Center Building Infrastructure	$25,000
Public Safety Center Sally Port and Kennel Repairs	$50,000
Public Safety Facilities Major Maintenance (BO&M)	$40,000
Municipal Court Remodel and Security System Improvements	$40,000
JD Edwards System Upgrades/Enhancements	$18,000
Microsoft Software Upgrades	$29,000
SQL Server Clustering	$20,000
Mobile Technologies/Applications	$20,000
Proposed 2015 Public Safety Capital Improvements Total	$757,000

Proposed 2015 Parks, Recreation and Libraries Capital Improvements	
Community Enhancement Program	$1,520,000
Greenbelt and Drainage Improvements	$25,000
Trail Development	$50,000
Landscape Architect II/Project Manager	$72,000
Recreation Facilities Improvements	$200,000
Park Maintenance - Jefferson County Open Space (JCOS)	$495,000
Adams County Open Space Land Acquisition	$175,000
Park Renovation Program	$250,000

Standley Lake Regional Park Improvements	$50,000
Standley Lake Regional Park Trail Development	$45,000
Recreation Facilities Major Maintenance (BO&M)	$300,000
Minor Median Maintenance	$25,000
Aquatics Major Maintenance (BO&M)	$33,000
Swim and Fitness Center Americans with Disabilities Act (ADA) Ramp	$30,000
Westminster Sports Center	$20,000
Libraries Repair and Maintenance	$50,000
Libraries Radio Frequency Identification Project (RFID)	$84,000
Open Space Repair and Maintenance	$150,000
Recreation Facilities Major Maintenance - Energy (BO&M)	$40,000
Transfer to Golf Course Fund	$185,000
Golf Course Improvements	$23,000
Legacy Ridge Capital Projects (BO&M)	$112,000
The Heritage Clubhouse Elevator (BO&M)	$80,000
Westview Recreation Center Boiler Room Replacement (BO&M)	$125,000
Enhanced Mobility and Connectivity	$55,000
Parks, Recreation and Libraries Website/Registration Software Improvements	$100,000
City Park Master Plan Implementation	$31,000
City Hall Master Plan Implementation - Xeriscape	$680,000
City Hall Arcade Wall Restoration/Repairs	$150,000
City Hall Master Plan Implementation - Plaza Renovation	$1,084,000
Proposed 2015 Park Capital Improvements Total	$6,239,000
PROPOSED 2015 GENERAL FUND CIP TOTAL	**$14,249,000**

Proposed 2015 Wastewater Capital Improvements

Sanitary Sewer Line Trenchless Rehabilitation	$500,000
Little Dry Creek Interceptor Repairs	$2,500,000
80th Avenue and Clay Street Lift Station Elimination Project	$1,500,000
Big Dry Creek Wastewater Treatment Facility Digester Complex Repair and Replacement	$2,500,000
Water Quality Compliance and Testing Facility Repair and Replacement	$35,000
Big Dry Creek Wastewater Treatment Facility Buildings and Facility Maintenance	$575,000
JD Edwards System Upgrades/Enhancements	$10,000
Microsoft Software Upgrades	$29,000
SQL Server Clustering	$15,000
Mobile Technologies/Applications	$15,000
Wastewater Capital Outlay Replacement Program (WWCORP)	$29,000
Payment In Lieu of Use Tax	$146,000
Proposed 2015 Wastewater Capital Improvements Total	$7,854,000

Proposed 2015 Water Capital Improvements

Utility Fund Facilities Parking Lot Maintenance Program	$50,000
City Hall Master Plan Implementation - Xeriscape	$375,000
Raw Water System Improvements	$350,000
Pump Station Equipment - Major Repair	$150,000
Reclaimed Water Treatment Facility - Major Repair and Replacement	$50,000
Croke Canal and Standley Lake Improvements	$175,000
Gravel Lakes Facilities Major Repair and Replacement	$750,000
Supervisory Control and Data Acquisitions/Programmable Logic Control Updates	$175,000

Water Quality Lab Equipment Major Repair and Replacement	$215,000
Semper Water Treatment Facility Lime Chemical Feed Repair and Replacement	$750,000
Distribution System Pressure Reducing Valves Repair and Replacement	$1,500,000
Semper Water Treatment Facility Sedimentation Repair and Replacement	$600,000
Northwest Water Treatment Facility Membrane Repair and Replacement	$1,700,000
Northwest Water Treatment Facility Chemical Feed Systems Repair and Replacement	$1,000,000
Semper and Northwest Water Treatment Facilities - HVAC Repair and Replacement	$1,750,000
Zone 5 Pump Station Major Repair and Replacement	$2,000,000
Water Treatment Facility Master Plan	$450,000
City-wide Water Main Installation	$3,000,000
Distribution System Water Quality Compliance Stations	$450,000
Comprehensive Water Supply Plan - Raw Water System Efficiency Improvements	$300,000
Improvements to Utility Storage Facilities	$110,000
Temporary Engineer/Project Manager	$100,000
Water Capital Outlay Replacement Program (WCORP)	$531,000
IT Server Room Updates/Upgrades	$100,000
JD Edwards System Upgrades/Enhancements	$15,000
Microsoft Software Upgrades	$27,000
SQL Server Clustering	$25,000
Mobile Technologies/Applications	$20,000
Payment in Lieu of Use Tax	$274,000
Proposed 2015 Water Capital Improvements Total	$16,992,000

Proposed 2015 Stormwater Capital Improvements

Miscellaneous Storm Drainage Improvements	$100,000
Little Dry Creek Storm Drainage/Detention (Lowell Boulevard to Federal Boulevard)	$2,055,000
Ranch Creek at 120th Avenue and Federal Boulevard	$400,000
Payment in Lieu of Use Tax	$47,000
Proposed 2015 Stormwater Capital Improvements Total	$2,602,000

PROPOSED 2015 UTILITY FUND CIP TOTAL	**$27,448,000**
PROPOSED 2015 CIP GRAND TOTAL	**$41,697,000**

Proposed 2016 General Capital Improvements

New Traffic Signals/Traffic Signal Pole Replacements	$225,000
New Development Participation	$125,000
Sidewalk Connection	$25,000
New Street Light Program	$25,000
Geographic Information System Upgrades	$25,000
Arterial Roadway Rehabilitation and Improvements	$955,000
Major Concrete Replacement Program	$250,000
Lowell Boulevard Improvements - 120th to 124th Avenue (IGA with Broomfield)	$425,000
Creekside Drive (Little Dry Creek Project) (Lowell Boulevard to Irving Street)	$80,000
Bicycle Master Plan Implementation	$130,000
City Facilities Parking Lot Maintenance Program	$120,000
City Facilities Parking Lot Major Rehabilitation and Reconstruction Program	$100,000
Enhanced Mobility and Connectivity	$40,000
Building Operations and Maintenance (BO&M) Major Maintenance	$80,000
City Facility Energy Improvements/Project Manager	$105,000

Westminster Center Urban Reinvestment Project (WURP)	$100,000
Miscellaneous Community Development Construction Projects	$10,000
South Westminster Revitalization Project	$50,000
Small Business Capital Project Grant Program	$50,000
Westminster Station Platform and South Plaza	$1,283,000
Westminster Station North Infrastructure	$600,000
Laserfiche Upgrades/Additional Licenses	$66,000
Photovoltaic Solar Panel System Acquisition	$150,000
Municipal Court Remodel and Security System Improvements	$60,000
Historic Structures Maintenance	$30,000
JD Edwards System Upgrades/Enhancements	$50,000
Microsoft Software Upgrades	$58,000
Mobile Technologies/Applications	$40,000
Proposed 2016 General Capital Improvements Total	$5,257,000

Proposed 2016 Public Safety Capital Improvements

Fire Station Major Modifications	$15,000
Fire Station Emergency Generator Project	$20,000
Police Department Records Management System (RMS)	$500,000
Public Safety Center Building Infrastructure	$20,000
Public Safety Center Sally Port and Kennel Repairs	$50,000
Public Safety Facilities Major Maintenance (BO&M)	$40,000
Municipal Court Remodel and Security System Improvements	$40,000
Computer Aided Dispatch/Report Management System (CAD/RMS) Software Upgrades	$140,000
JD Edwards System Upgrades/Enhancements	$49,000
Microsoft Software Upgrades	$29,000
Mobile Technologies/Applications	$20,000
Proposed 2016 Public Safety Capital Improvements Total	$923,000

Proposed 2016 Parks, Recreation and Libraries Capital Improvements

Community Enhancement Program	$1,535,000
Greenbelt and Drainage Improvements	$25,000
Trail Development	$50,000
Landscape Architect II/Project Manager	$75,000
Recreation Facilities Improvements	$200,000
Park Maintenance - Jefferson County Open Space (JCOS)	$510,000
Adams County Open Space Land Acquisition	$175,000
Park Renovation Program	$250,000
Standley Lake Regional Park Improvements	$50,000
Standley Lake Master Plan Implementation	$75,000
Standley Lake Regional Park Trail Development	$150,000
Recreation Facilities Major Maintenance (BO&M)	$150,000
Minor Median Maintenance	$25,000
Aquatics Major Maintenance (BO&M)	$50,000
Westminster Sports Center	$20,000
Tepper Fields and Westbury Open Space Parking Lot Rehabilitation	$76,000
Libraries Repair and Maintenance	$55,000
Libraries Radio Frequency Identification Project (RFID)	$198,000
Open Space Repair and Maintenance	$150,000
Park Operations Facilities Repair and Maintenance	$30,000
Recreation Facilities Major Maintenance - Energy (BO&M)	$40,000

Transfer to Golf Course Fund	$230,000
Golf Course Improvements	$70,000
The Heritage Clubhouse Elevator (BO&M)	$60,000
Enhanced Mobility and Connectivity	$35,000
City Park Master Plan Implementation	$100,000
City Hall Master Plan Implementation - Xeriscape	$425,000
City Hall Master Plan Implementation - Plaza Renovation	$83,000
Proposed 2016 Park Capital Improvements Total	$4,922,000
PROPOSED 2016 GENERAL FUND CIP TOTAL	**$11,072,000**

Proposed 2016 Wastewater Capital Improvements

Sanitary Sewer Line Trenchless Rehabilitation	$250,000
Sanitary Sewer Line Open Cut Replacement	$250,000
Little Dry Creek Interceptor Repairs	$5,000,000
Big Dry Creek Wastewater Treatment Facility Digester Complex Repair and Replacement	$150,000
Lift Station and Forcemains Major Repair and Replacement	$3,400,000
Water Quality Compliance and Testing Facility Repair and Replacement	$70,000
Big Dry Creek Wastewater Treatment Facility Buildings and Facility Maintenance	$290,000
JD Edwards System Upgrades/Enhancements	$8,000
Microsoft Software Upgrades	$29,000
Mobile Technologies/Applications	$15,000
Wastewater Capital Outlay Replacement Program (WWCORp)	$83,000
Payment In Lieu of Use Tax	$177,000
Proposed 2016 Wastewater Capital Improvements Total	$9,722,000

Proposed 2016 Water Capital Improvements

Raw Water System Improvements	$350,000
Pump Station Equipment - Major Repair and Replacement	$150,000
Reclaimed Water Treatment Facility - Major Repair and Replacement	$50,000
Croke Canal and Standley Lake Improvements	$200,000
Gravel Lakes Facilities Major Repair and Replacement	$50,000
Supervisory Control and Data Acquisition/Programmable Logic Control Updates	$50,000
Water Quality Lab Equipment Major Repair and Replacement	$235,000
Pressure Zone 3 Expansion	$10,350,000
Distribution System Pressure Reducing Valves Repair and Replacement	$50,000
Northwest Water Treatment Facility Membrane Repair and Replacement	$50,000
Semper and Northwest Water Treatment Facilities - HVAC Repair and Replacement	$200,000
City-wide Water Main Installation	$200,000
Semper Water Treatment Facility Filtration Repair and Replacement	$2,250,000
Countryside Pump Station and Tank Repair and Replacement	$1,000,000
Distribution System Master Meter Repair and Replacement	$4,000,000
Sheridan Boulevard Water Main Repair and Replacement (south of U.S. 36)	$4,750,000
Semper Water Treatment Facility Campus/Pump Station Roof Repair and Replacement	$850,000
Temporary Engineer/Project Manager	$100,000
Water Capital Outlay Replacement Program (WCORP)	$486,000
Teleworks Upgrade	$100,000
JD Edwards System Upgrades/Enhancements	$13,000
Microsoft Software Upgrades	$27,000
Mobile Technologies/Applications	$20,000

Utility Billing Software Upgrade or Replacement	$250,000
City Hall Cashier System	$75,000
Payment in Lieu of Use Tax	$440,000
Proposed 2016 Water Capital Improvements Total	$26,296,000
Proposed 2016 Stormwater Capital Improvements	
Miscellaneous Storm Drainage Improvements	$200,000
Little Dry Creek Storm Drainage/Detention (Lowell Boulevard to Federal Boulevard)	$2,045,000
South Branch Hylands Creek	$200,000
Big Dry Creek Stabilizations	$453,000
Middle Cotton Creek	$270,000
City Park Channel Phase Two	$42,000
Payment in Lieu of Use Tax	$58,000
Proposed 2016 Stormwater Capital Improvements Total	$3,268,000
PROPOSED 2016 UTILITY FUND CIP TOTAL	**$39,286,000**
PROPOSED 2016 CIP GRAND TOTAL	**$50,358,000**

Exhibit D

SALES & USE TAX FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Sales Tax							
Returns	$59,960,517	$58,439,406	$60,598,859	$61,628,463	1.7%	$62,867,826	2.0%
Audit	$824,029	$860,000	$860,000	$860,000	0.0%	$860,000	0.0%
Refunds	($42,914)	($91,000)	($91,000)	($91,000)	0.0%	($91,000)	0.0%
Audit Returns	($1,827)	($7,500)	($8,000)	($7,500)	-6.3%	($7,500)	0.0%
Total	*$60,739,805*	*$59,200,906*	*$61,359,859*	*$62,389,963*	*1.7%*	*$63,629,326*	*2.0%*
Use Tax							
Returns	$2,809,380	$3,320,000	$2,879,614	$2,935,983	2.0%	$3,020,356	2.9%
Building	$2,301,959	$1,793,000	$2,085,000	$2,110,000	1.2%	$2,140,000	1.4%
Auto	$6,315,101	$5,340,000	$6,409,828	$6,455,975	0.7%	$6,595,435	2.2%
Audit	$1,221,894	$970,000	$970,000	$970,000	0.0%	$970,000	0.0%
Refunds	($91,911)	($101,500)	($101,500)	($101,500)	0.0%	($101,500)	0.0%
Collection Fees	($318,942)	($267,000)	($320,491)	($322,799)	0.7%	($329,772)	2.2%
Total	*$12,237,481*	*$11,054,500*	*$11,922,451*	*$12,047,659*	*1.1%*	*$12,294,519*	*2.0%*
Subtotal Sales & Use Tax	*$72,977,286*	*$70,255,406*	*$73,282,310*	*$74,437,622*	*1.6%*	*$75,923,845*	*2.0%*
Interest Income	$2,279	$61,000	$51,000	$51,000	0.0%	$51,000	0.0%
Miscellaneous	$0	$287,291	$356,253	$0	-100.0%	$0	#DIV/0!
Payment in Lieu of Use Taxes	$265,458	$329,463	$329,463	$434,975	32.0%	$628,676	44.5%
Subtotal	*$267,737*	*$677,754*	*$736,716*	*$485,975*	*-34.0%*	*$679,676*	*39.9%*
Total Sales & Use Tax Fund	*$73,245,023*	*$70,933,160*	*$74,019,026*	*$74,923,597*	*1.2%*	*$76,603,521*	*2.2%*
Carryover	$3,036,366	$3,272,649	$3,272,649	$0	-100.0%	$0	N/A
Total Funds Available	**$76,281,389**	**$74,205,809**	**$77,291,675**	**$74,923,597**	**-3.1%**	**$76,603,521**	**2.2%**

NOTE: In November 2003, Westminster voters approved a 0.6% sales and use tax increase for the purpose of enhancing public safety. The public safety tax was implemented in January 2004 and the revenue collections are utilized for public safety purposes (primarily Police and Fire operations plus some support departments). The revenue collections are included in the figures above.

Exhibit D

SALES & USE TAX FUND EXPENDITURES

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
Sales and Use Tax								
53010900								
	Transfers							
79800 0100	Transfers General Fund		$61,418,242	$64,210,335	$42,806,890	$64,210,335	$67,993,597	$69,982,521
79800 0110	Transfers Reserve Fund		$0	$250,000	$166,667	$250,000	$198,000	$180,000
79800 0120	Transfers GFSR		$250,000	$0	$0	$0	$52,000	$206,000
79800 0450	Transfers GCORF		$633,223	$0	$0	$0	$0	$0
79800 0680	Transfers WEDA		$0	$600,000	$600,000	$600,000	$0	$0
79800 0750	Transfers GCIF		$6,655,494	$5,395,474	$4,583,629	$6,395,474	$2,680,000	$2,335,000
79800 0800	Transfers Debt Service		$3,750,000	$3,750,000	$2,500,000	$3,750,000	$4,000,000	$3,900,000
		Subtotal	$72,706,959	$74,205,809	$50,657,186	$75,205,809	$74,923,597	$76,603,521
530	Sales and Use Tax Fund	Total	$72,706,959	$74,205,809	$50,657,186	$75,205,809	$74,923,597	$76,603,521
DEPARTMENT TOTAL ALL FUNDS			$72,706,959	$74,205,809	$50,657,186	$75,205,809	$74,923,597	$76,603,521

Exhibit E

PARKS, OPEN SPACE & TRIALS (POST) FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Sales Tax							
Returns	$4,398,187	$4,319,576	$4,486,150	$4,585,192	2.2%	$4,676,896	2.0%
Audit	$57,191	$75,000	$75,000	$75,000	0.0%	$75,000	0.0%
Refunds	($3,105)	($5,500)	($5,500)	($5,500)	0.0%	($5,500)	0.0%
Total	*$4,452,273*	*$4,389,076*	*$4,555,650*	*$4,654,692*	*2.2%*	*$4,746,396*	*2.0%*
Use Tax							
Returns	$199,752	$255,155	$204,746	$209,865	2.5%	$213,013	1.5%
Building	$221,411	$122,052	$122,052	$124,000	1.6%	$124,000	0.0%
Auto	$438,295	$349,152	$349,152	$354,389	1.5%	$357,047	0.8%
Audit	$84,805	$60,000	$60,000	$60,000	0.0%	$60,000	0.0%
Refunds	($6,377)	($5,500)	($5,500)	($5,500)	0.0%	($5,500)	0.0%
Collection Fees	($22,136)	($17,458)	($17,458)	($17,719)	1.5%	($17,853)	0.8%
Total	*$915,750*	*$763,401*	*$712,992*	*$725,035*	*1.7%*	*$730,707*	*0.8%*
Subtotal Sales & Use Tax	*$5,368,023*	*$5,152,477*	*$5,268,642*	*$5,379,727*	*2.1%*	*$5,477,103*	*1.8%*
Interest Income	$2,556	$10,000	$10,000	$10,000	0.0%	$10,500	5.0%
Payment in Lieu of Use Taxes	$19,542	$24,537	$24,537	$32,025	30.5%	$46,324	44.6%
Miscellaneous	$6,708	$73,750	$73,925	$63,371	-14.3%	$70,000	10.5%
Intergovernmental	$1,232,899	$0	$6,472	$0	-100.0%	$0	N/A
Rentals	$22,425	$11,280	$31,003	$11,280	-63.6%	$0	-100.0%
Subtotal	*$1,284,130*	*$119,567*	*$145,937*	*$116,676*	*-20.1%*	*$126,824*	*8.7%*
Total POST Sales & Use Tax	*$6,652,153*	*$5,272,044*	*$5,414,579*	*$5,496,403*	*1.5%*	*$5,603,927*	*2.0%*
Carryover	$1,566,139	$328,400	$328,400	$170,000	*-48.2%*	$0	*-100.0%*
Total Funds Available	**$8,218,292**	**$5,600,444**	**$5,742,979**	**$5,666,403**	**-1.3%**	**$5,603,927**	**-1.1%**

Exhibit E

PARKS, OPEN SPACE & TRAILS (POST) FUND EXPENDITURES

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
Parks, Open Space and Trails (POST) - Community Development - Administration								
54010900								
	POST Park Services							
	Personnel Services							
60200 0000	Regular Salaries		$66,240	$104,000	$55,014	$98,000	$0	$13,174
60400 0000	Salaries Overtime		$0	$2,000	$0	$500	$0	$0
61200 0000	Mileage Reimb		$516	$800	$0	$800	$0	$0
61400 0000	Meeting Expense		$7,849	$2,500	$604	$1,500	$0	$0
61800 0000	Career Dev		$1,176	$1,200	$1,005	$1,200	$0	$0
62800 0590	Non Med Ins ER Life		$0	$0	$0	$0	$556	$573
62800 0591	Non Med Ins ER LTD		$0	$0	$0	$0	$1,161	$1,196
62800 0592	Non Med Ins ER SIB		$0	$0	$0	$0	$1,037	$1,068
63000 0594	Med Ins ER SELF		$0	$0	$0	$0	$22,324	$28,465
63000 0595	Med Ins ER Delta Dental		$0	$0	$0	$0	$1,054	$1,107
63000 0596	Med Ins ER Kaiser		$0	$0	$0	$0	$22,324	$28,463
		Subtotal	$75,781	$110,500	$56,623	$102,000	$48,456	$74,046
	Contractual Services							
65100 0000	Prof Serv		$58,098	$50,000	$28,581	$50,000	$0	$0
65400 0000	Legal & Admin		$0	$0	$0	$1,000	$0	$0
66000 0450	Equip Rental-Cap Replace		$0	$0	$0	$0	$274,500	$190,000
66900 0000	Telephone		$780	$420	$520	$780	$0	$0
66950 0000	PC Replacement Fee		$280	$280	$280	$280	$0	$0
67700 0000	Lease Payments to Others		$386,545	$388,358	$33,280	$388,358	$391,349	$132,216
		Subtotal	$445,703	$439,058	$62,661	$440,418	$665,849	$322,216
	Commodities							
70200 0000	Supplies		$302	$1,000	$808	$1,000	$0	$0
		Subtotal	$302	$1,000	$808	$1,000	$0	$0
	Capital Outlay							
75400 0000	Comp Soft/Hard		$0	$1,000	$629	$650	$0	$0
76600 0000	Land Purchases		$1,523,286	$339,688	$323,805	$1,078,405	$0	$0
		Subtotal	$1,523,286	$340,688	$324,434	$1,079,055	$0	$0
	Debt Service							
78400 0000	Interest Expense		$14,401	$0	$0	$0	$0	$0
		Subtotal	$14,401	$0	$0	$0	$0	$0
	Transfers							
79800 0230	Transfers Heritage		$243,143	$243,143	$162,095	$243,143	$250,371	$250,371
79800 0750	Transfers GCIF		$843,455	$590,088	$393,392	$590,088	$500,438	$175,441
79800 0800	Transfers Debt Service		$3,536,192	$3,536,251	$2,357,501	$3,536,251	$3,531,337	$3,529,160
		Subtotal	$4,622,790	$4,369,482	$2,912,988	$4,369,482	$4,282,146	$3,954,972
540 POST Fund		Total	$6,682,263	$5,260,728	$3,357,514	$5,991,955	$4,996,451	$4,351,234
Parks, Open Space and Trails (POST) - Parks, Recreation and Libraries - Park Services								
54050550								
	POST Park Services							
	Personnel Services							
60200 0000	Regular Salaries		$59,730	$62,849	$41,500	$62,849	$380,398	$548,970
60400 0000	Salaries Overtime		$1,048	$1,235	$1,021	$1,235	$3,235	$23,235
60600 0000	Salaries-Temporary		$25,765	$31,629	$32,617	$31,629	$39,629	$71,629
61000 0000	Unif & Equip Allow		$376	$200	$149	$200	$1,240	$2,280
61200 0000	Mileage Reimb		$0	$0	$0	$0	$800	$800
61400 0000	Meeting Expense		$264	$200	$339	$300	$2,700	$2,500
61800 0000	Career Development		$1,084	$600	$226	$500	$1,800	$3,800
		Subtotal	$88,267	$96,713	$75,852	$96,713	$429,802	$653,214

Exhibit E

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
	Contractual Services							
65100 0000	Prof Serv		$44,881	$45,168	$20,285	$45,168	$95,168	$140,000
65400 0000	Legal & Admin		$0	$0	$0	$0	$1,000	$1,000
66000 0000	Equip Rental		$2,846	$3,000	$379	$3,000	$3,000	$3,000
66100 0000	Maint/Rep Equip		$365	$365	$365	$0	$192	$192
66900 0000	Telephone		$0	$0	$0	$0	$1,260	$1,260
66950 0000	PC Replacement Fee		$250	$250	$250	$250	$1,650	$1,545
67800 0000	Contract Svcs		$3,468	$4,000	$2,283	$4,000	$4,000	$4,000
		Subtotal	$51,810	$52,783	$23,562	$52,418	$106,270	$150,997
	Commodities							
70200 0000	Supplies		$11,009	$7,635	$6,136	$7,635	$8,970	$9,170
71800 0000	Build & Grd Mtrls		$37,755	$48,303	$33,485	$48,303	$39,803	$48,303
72400 0000	Maint Const Mtrls		$25,838	$31,782	$1,697	$31,782	$31,782	$31,782
72600 0000	Signing Mtrls		$4,329	$2,500	$1,282	$2,500	$8,500	$17,500
		Subtotal	$78,931	$90,220	$42,600	$90,220	$89,055	$106,755
	Capital Outlay							
75400 0000	Comp Soft/Hard		$0	$0	$0	$0	$325	$325
76000 0000	Other Equipment		$0	$10,000	$9,995	$10,000	$0	$0
76400 0000	Construction		$45,119	$90,000	$29,666	$90,000	$44,500	$156,402
76600 0000	Land Purchases		$0	$0	$0	$0	$0	$185,000
		Subtotal	$45,119	$100,000	$39,661	$100,000	$44,825	$341,727
540	POST Fund	Total	$264,127	$339,716	$181,675	$339,351	$669,952	$1,252,693
POST TOTAL ALL DEPARTMENTS			$6,946,390	$5,600,444	$3,539,189	$6,331,306	$5,666,403	$5,603,927

Exhibit F

FLEET MAINTENANCE FUND EXPENDITURES

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
Fleet - Maintenance								
30012460								
	Fleet Maintenance							
	Personnel Services							
60200 0000	Regular Salaries		$526,686	$541,017	$313,288	$518,794	$548,508	$567,843
60200 0911	Regular Salaries PST		$61,918	$61,925	$61,925	$59,514	$62,853	$65,069
60400 0000	Salaries Overtime		$36,467	$37,600	$27,196	$37,600	$37,600	$41,360
60600 0000	Salaries Temp		$1,190	$1,500	$1,154	$1,500	$1,500	$1,500
61000 0000	Unif & Equip Allow		$5,659	$5,900	$3,845	$5,900	$5,900	$5,900
61200 0000	Mileage Reimbursement		$28	$200	$0	$200	$200	$200
61400 0000	Meeting Expense		$454	$600	$232	$600	$600	$600
61800 0000	Career Dev		$4,243	$6,000	$1,310	$6,000	$6,000	$9,000
64000 0000	Employee Med Expense		$42	$300	$192	$300	$300	$300
		Subtotal	$636,687	$655,042	$409,142	$630,408	$663,461	$691,772
	Contractual Services							
66000 0000	Equip Rental		$57,720	$57,720	$38,537	$57,720	$61,800	$61,800
66100 0000	Maint/Rep Equip		$2,421	$7,004	$2,725	$7,000	$6,922	$6,922
66200 0000	Maint/Rep Infra		$19,018	$15,000	$8,146	$15,000	$15,000	$15,000
66900 0000	Telephone		$2,710	$2,600	$1,987	$2,600	$2,600	$2,600
66950 0000	PC Replacement Fee		$1,870	$1,870	$1,870	$1,840	$1,945	$6,250
67000 0000	Outside Comp Chgs		$20,749	$18,996	$16,854	$18,996	$18,996	$29,796
67800 0000	Contract Svcs		$0	$70,000	$40,143	$103,747	$115,000	$115,000
68800 0000	Maint Repair-Rolling Stock		$77,161	$90,000	$44,312	$85,000	$90,000	$90,000
68900 0000	Accident Repair Costs		$8,861	$12,500	$7,526	$12,500	$12,500	$12,500
		Subtotal	$190,510	$275,690	$162,100	$304,403	$324,763	$339,868
	Commodities							
70200 0000	Supplies		$23,908	$27,640	$13,739	$22,000	$27,640	$27,640
70200 0911	Supplies-PST		$7,060	$7,060	$7,060	$7,060	$7,060	$7,060
73000 0000	Chemicals		$13,140	$12,500	$8,041	$12,500	$12,500	$12,500
73600 0000	Parts		$367,880	$205,000	$114,781	$255,000	$265,956	$274,046
73600 0911	Parts PST		$66,680	$66,680	$66,680	$66,680	$86,680	$86,680
73800 0000	Tires		$133,271	$140,000	$97,858	$135,000	$160,000	$160,000
74000 0000	Fuel		$775,078	$858,586	$376,899	$815,000	$858,586	$884,000
74000 0911	Fuel PST		$223,450	$223,450	$223,450	$223,450	$223,450	$230,000
74100 0000	Lubricants		$35,395	$42,000	$22,096	$42,000	$42,000	$42,000
74100 0911	Lubricants PST		$9,798	$9,798	$9,798	$9,798	$9,798	$9,798
		Subtotal	$1,655,660	$1,592,714	$940,402	$1,588,488	$1,693,670	$1,733,724
	Capital Outlay							
76000 0000	Other Equip		$3,677	$13,084	$0	$13,084	$15,000	$0
		Subtotal	$3,677	$13,084	$0	$13,084	$15,000	$0
300	Fleet Maintenance Fund	Total	$2,486,534	$2,536,530	$1,511,644	$2,536,383	$2,696,894	$2,765,364
DEPARTMENT TOTAL ALL FUNDS			$2,486,534	$2,536,530	$1,511,644	$2,536,383	$2,696,894	$2,765,364

Exhibit G

GOLF COURSE FUND REVENUES

Source	2013 Actuals	2014 Adjusted	2014 Estimated	2015 Projected	15 Proj/ 14 Est	2016 Projected	16 Proj/ 15 Proj
Golf Course Revenues							
Green Fees	$1,966,361	$1,959,650	$2,059,765	$2,089,250	1.4%	$2,104,818	0.7%
Cart Rental	$490,838	$437,310	$518,000	$525,000	1.4%	$526,500	0.3%
Driving Range	$190,713	$196,860	$198,000	$201,000	1.5%	$204,000	1.5%
Pro Shop Retail	$303,947	$273,462	$315,000	$317,000	0.6%	$318,500	0.5%
Junior Golf	$6,615	$7,900	$8,310	$7,000	-15.8%	$7,200	2.9%
Lesson Fees	$14,680	$17,280	$18,200	$19,100	4.9%	$20,200	5.8%
Miscellaneous	$27,179	$44,474	$45,500	$45,700	0.4%	$45,900	0.4%
Rentals	$11,334	$16,350	$13,450	$13,650	1.5%	$13,900	1.8%
Concessions	$61,934	$66,050	$66,050	$66,050	0.0%	$66,050	0.0%
Note Proceeds	$0	$1,101,069	$1,101,068	$0	-100.0%	$0	N/A
Subtotal	*$3,073,601*	*$4,120,405*	*$4,343,343*	*$3,283,750*	*-24.4%*	*$3,307,068*	*0.7%*
Transfer Payments							
From Legacy Ridge	$0	$0	$0	$84,598	N/A	$54,387	-35.7%
From Gen Capital Imp Fund	$339,000	$336,000	$336,000	$185,000	-44.9%	$230,000	24.3%
From POST Fund	$243,143	$243,143	$243,143	$250,371	3.0%	$250,371	0.0%
Subtotal	*$582,143*	*$579,143*	*$579,143*	*$519,969*	*-10.2%*	*$534,758*	*2.8%*
Carryover	$550,000	$375,000	$375,000	$215,000	-42.7%	$130,000	-39.5%
Total Funds Available	**$4,205,744**	**$5,074,548**	**$5,297,486**	**$4,018,719**	**-24.1%**	**$3,971,826**	**-1.2%**

Exhibit G

GOLF COURSE FUND EXPENDITURES

				2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
Legacy Ridge - Central Charges									
22010900									
		Central Charges							
		Personnel Services							
60200	0000	Regular Salaries		$0	$0	$0	$0	$0	$14,686
62800	0590	Non Med Ins ER Life		$1,271	$1,300	$752	$1,300	$1,400	$1,442
62800	0591	Non Med Ins ER LTD		$2,394	$2,500	$1,435	$2,500	$2,900	$2,987
62800	0592	Non Med Ins ER SIB		$2,302	$2,400	$1,380	$2,400	$2,600	$2,678
63000	0594	Med Ins ER SELF		$53,740	$58,600	$26,153	$58,600	$61,500	$64,575
63000	0595	Med Ins ER Dental		$3,685	$4,100	$2,230	$4,100	$4,300	$4,515
63000	0596	Med Ins ER Kaiser		$16,519	$18,000	$11,464	$18,000	$19,000	$20,055
63600	0000	Medicare		$8,461	$12,000	$6,204	$10,452	$7,235	$7,488
			Subtotal	$88,372	$98,900	$49,618	$97,352	$98,935	$118,426
		Transfers							
79800	0230	Transfers Heritage		$585,628	$0	$0	$0	$84,598	$54,387
			Subtotal	$585,628	$0	$0	$0	$84,598	$54,387
220	Legacy Ridge Fund		Total	$674,000	$98,900	$49,618	$97,352	$183,533	$172,813
Legacy Ridge - Facilities									
22050720		Recreation Facilities							
		Personnel Services							
60200	0000	Regular Salaries		$315,183	$351,712	$174,589	$351,712	$300,066	$301,956
60200	0249	Regular Salaries Club Ops		$146,181	$171,341	$99,893	$171,341	$185,552	$185,551
60400	0000	Salaries Overtime		$109	$0	$17	$100	$0	$0
60400	0249	Salaries Overtime Club Ops		$524	$0	$145	$55	$0	$0
60600	0000	Salaries Temp		$78,610	$89,294	$77,571	$89,294	$120,786	$120,786
60600	0011	Salaries - Temp Instructors		$9,104	$13,000	$9,283	$13,000	$13,000	$13,000
60600	0249	Salaries Temp Club Ops		$94,112	$92,128	$77,424	$92,128	$82,128	$82,128
61000	0000	Unif & Equip Allow		$130	$500	$58	$500	$500	$500
61000	0249	Unif & Equip Allow Club Ops		$2,776	$1,084	$2,104	$2,500	$2,500	$2,500
61200	0249	Mileage Reimb Club Ops		$301	$200	$255	$500	$1,000	$1,000
61400	0000	Meeting Expense		$312	$300	$200	$300	$300	$300
61400	0249	Meeting Expense Club Ops		$477	$1,000	$565	$1,000	$1,000	$1,000
61800	0000	Career Dev		$2,224	$1,800	$990	$1,800	$1,800	$1,800
61800	0249	Career Dev Club Ops		$2,172	$1,800	$1,776	$1,800	$1,800	$1,800
64200	0249	Cash Over/Short		-$42	$0	$20	$0	$0	$0
			Subtotal	$652,173	$724,159	$444,890	$726,030	$710,432	$712,321
		Contractual Services							
65100	0000	Prof Serv		$4,928	$4,000	$2,486	$4,000	$4,000	$4,000
65100	0249	Prof Serv Club Ops		$27,144	$24,921	$15,437	$27,321	$27,321	$27,544
65900	0000	Motor Fuel Chgs		$19,976	$21,000	$12,939	$21,000	$21,000	$21,000
66000	0000	Equip Rental		$1,845	$1,500	$0	$1,500	$1,500	$1,500
66000	0249	Equip Rental Club Ops		$2,356	$2,500	$0	$2,500	$2,500	$2,500
66100	0249	Maint/Rep Equip Club Ops		$5,683	$9,644	$7,893	$10,000	$7,261	$5,011
66200	0000	Maint/Rep Infra		$645	$1,000	$0	$1,000	$1,000	$1,000
66300	0000	Maint/Repair Radios		$1,949	$2,046	$1,364	$2,046	$2,046	$2,046
66800	0249	Bank Chgs-Club Operations		$25,648	$29,963	$16,398	$29,963	$28,164	$28,980
66900	0000	Telephone		$296	$0	$180	$240	$240	$240
66900	0249	Telephone Club Ops		$5,929	$6,402	$4,112	$6,402	$6,402	$6,584
66950	0000	PC Replacement Fee		$1,120	$1,120	$1,120	$1,120	$1,120	$1,120
67100	0000	Wtr & Sewer		$91,685	$109,200	$62,808	$99,200	$109,200	$109,200
67100	0249	Wtr & Sewer Club Ops		$3,405	$3,200	$2,387	$3,200	$3,200	$3,200
67200	0000	Electricity & Gas		$35,340	$38,538	$21,991	$38,538	$38,538	$38,538
67200	0249	Electricity & Gas Club Ops		$36,956	$43,483	$24,575	$51,700	$51,700	$51,700

Exhibit G

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
67300 0000	Solid Waste Collect		$1,056	$1,500	$638	$1,500	$1,500	$1,500
67300 0249	Solid Waste Collect Club Ops		$0	$700	$0	$700	$700	$700
67600 0249	Spec Promo Club Ops		$9,121	$5,000	$7,014	$8,000	$10,000	$10,000
67700 0000	Lease Pay to Others		$3,503	$140,442	$140,431	$140,442	$94,659	$94,659
67700 0249	Lease Pay to Others Club Ops		$4,356	$63,691	$47,767	$60,000	$65,661	$65,466
67800 0000	Contract Svcs		$395	$1,195	$0	$1,195	$1,195	$1,195
		Subtotal	$283,336	$511,045	$369,540	$511,567	$478,907	$477,683
	Commodities							
70200 0000	Supplies		$14,308	$14,453	$11,386	$14,453	$14,453	$14,453
70200 0249	Supplies Club Ops		$22,031	$30,153	$27,955	$30,153	$29,760	$29,353
71000 0000	Landscape Sup		$51,975	$39,000	$32,975	$39,000	$45,000	$45,000
72200 0000	Irrigation Mtrls		$19,859	$19,388	$13,569	$19,388	$18,000	$18,000
73000 0000	Chemicals		$9,372	$7,000	$9,124	$10,000	$10,000	$10,000
73400 0249	Merch for Resale Club Ops		$142,400	$145,600	$115,641	$135,900	$145,900	$145,900
73600 0000	Parts		$28,168	$27,000	$18,827	$27,000	$27,000	$27,000
73600 0249	Parts Club Ops		$0	$0	$893	$0	$0	$0
		Subtotal	$288,113	$282,594	$230,370	$275,894	$290,113	$289,706
	Capital Outlay							
75600 0000	Vehicles		$0	$22,000	$0	$22,000	$0	$0
76000 0000	Other Equip		$3,377	$543,431	$487,030	$543,431	$3,000	$3,000
76000 0249	Other Equip Club Ops		$216,985	$0	$0	$0	$0	$0
		Subtotal	$220,362	$565,431	$487,030	$565,431	$3,000	$3,000
220	Legacy Ridge Fund	Total	$1,443,984	$2,083,229	$1,531,830	$2,078,922	$1,482,452	$1,482,710
Legacy Ridge Section Total			$2,117,984	$2,182,129	$1,581,448	$2,176,274	$1,665,985	$1,655,523
The Heritage - Central Charges								
23010900								
	Central Charges							
	Personnel Services							
60200 0000	Regular Salaries		$0	$0	$0	$0	$0	$14,922
62800 0590	Non Med Ins ER Life		$1,485	$1,700	$990	$1,700	$1,700	$1,751
62800 0591	Non Med Ins ER LTD		$2,798	$3,000	$1,863	$3,000	$3,000	$3,090
62800 0592	Non Med Ins ER SIB		$2,690	$2,800	$1,792	$2,800	$2,800	$2,884
63000 0594	Med Ins ER SELF		$16,118	$14,700	$12,261	$14,700	$15,500	$16,275
63000 0595	Med Ins ER Dental		$4,009	$4,100	$3,102	$4,100	$4,300	$4,515
63000 0596	Med Ins ER Kaiser		$48,396	$72,500	$41,486	$72,500	$52,614	$55,245
63600 0000	Medicare		$9,644	$14,000	$6,962	$9,017	$7,335	$7,591
		Subtotal	$85,140	$112,800	$68,456	$107,817	$87,249	$106,273
230	Heritage at Westmoor Fund	Total	$85,140	$112,800	$68,456	$107,817	$87,249	$106,273
The Heritage - Facilities								
23050720								
	Recreation Facilities							
	Personnel Services							
60200 0000	Regular Salaries		$388,007	$330,929	$221,485	$313,929	$295,421	$297,311
60200 0249	Regular Salaries Club Ops		$182,214	$184,955	$120,495	$184,955	$198,388	$198,388
60400 0000	Salaries Overtime		$3,853	$0	$1,371	$100	$0	$0
60400 0249	Salaries Overtime Club Ops		$0	$0	$51	$0	$0	$0
60600 0000	Salaries Temp		$83,836	$87,798	$74,036	$87,798	$122,317	$132,317
60600 0011	Salaries Temp Golf Instrs		$5,310	$10,000	$6,020	$10,000	$10,000	$10,000
60600 0249	Salaries Temp Club Ops		$86,040	$88,251	$70,426	$88,251	$78,251	$78,251
61000 0000	Unif & Equip Allow		$631	$500	$114	$500	$500	$500
61000 0249	Unif & Equip Allow Club Ops		$2,876	$2,500	$3,672	$4,000	$2,500	$2,500
61200 0249	Mileage Reimb Club Ops		$454	$300	$559	$600	$1,000	$1,000
61400 0000	Meeting Expense		$0	$300	$0	$300	$300	$300
61400 0249	Meeting Expense Club Ops		$291	$1,000	$46	$1,000	$1,000	$1,000

Exhibit G

			2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
61800 0000	Career Dev		$1,586	$1,800	$498	$1,800	$1,800	$1,800
61800 0249	Career Dev Club Ops		$950	$1,800	$2,225	$1,800	$1,800	$1,800
64200 0000	Cash Over/Short		$24	$0	-$1	$0	$0	$0
		Subtotal	$756,072	$710,133	$500,997	$695,033	$713,277	$725,167
	Contractual Services							
65100 0000	Prof Serv		$5,541	$4,000	$3,926	$4,000	$4,000	$4,000
65100 0249	Prof Serv Club Ops		$20,009	$23,990	$13,494	$23,990	$23,990	$24,213
65900 0000	Motor Fuel Chgs		$20,504	$20,000	$14,955	$20,000	$20,000	$20,000
66000 0000	Equip Rental		$794	$1,000	$0	$1,000	$1,000	$1,000
66000 0249	Equip Rental Club Ops		$0	$500	$0	$500	$500	$500
66100 0000	Maint/Rep Equip		$1,011	$2,276	$527	$2,276	$2,276	$2,276
66100 0249	Maint/Rep Equip Club Ops		$10,672	$4,750	$4,302	$4,750	$6,657	$5,157
66200 0000	Maint/Rep Infra		$212	$1,000	$35	$1,000	$1,000	$1,000
66300 0000	Maint/Repair Radios		$1,949	$2,046	$1,364	$2,046	$2,046	$2,046
66800 0249	Bank Chgs-Club Operations		$23,154	$23,809	$16,732	$23,809	$25,969	$26,971
66900 0000	Telephone		$244	$0	$180	$240	$240	$240
66900 0249	Telephone Club Ops		$6,292	$6,496	$4,183	$6,496	$6,496	$6,675
66950 0000	PC Replacement Fee		$1,120	$1,120	$1,120	$1,120	$1,120	$1,120
67100 0000	Wtr & Sewer		$102,536	$125,253	$69,779	$125,253	$125,253	$125,253
67100 0249	Wtr & Sewer Club Ops		$3,032	$3,675	$2,378	$3,675	$3,675	$3,675
67200 0000	Electricity & Gas		$56,832	$46,176	$33,893	$46,176	$46,176	$46,176
67200 0249	Electricity & Gas Club Ops		$46,079	$57,750	$31,543	$57,750	$57,750	$57,750
67300 0000	Solid Waste Collect		$167	$1,300	$398	$1,300	$1,300	$1,300
67300 0249	Solid Waste Collect Club Ops		$0	$900	$0	$700	$900	$900
67600 0249	Spec Promo Club Ops		$10,437	$7,000	$4,066	$7,000	$10,000	$10,000
67700 0000	Lease Pay to Others		$86,721	$134,571	$106,166	$134,571	$98,522	$98,522
67700 0249	Lease Pay to Others Club Ops		$4,356	$64,687	$47,767	$64,687	$63,690	$63,690
67700 0273	Lease Pay-2010 Refunding		$138,800	$329,350	$69,675	$329,350	$496,750	$495,800
67800 0000	Contract Svcs		$195	$750	$195	$750	$750	$750
67800 0249	Contract Svcs Club Ops		$0	$1,695	$0	$1,695	$1,695	$1,695
		Subtotal	$540,657	$864,094	$426,678	$864,134	$1,001,755	$1,000,709
	Commodities							
70200 0000	Supplies		$16,479	$12,362	$8,293	$12,362	$12,362	$12,362
70200 0249	Supplies Club Ops		$13,640	$26,512	$19,443	$26,512	$25,812	$25,812
71000 0000	Landscape Sup		$56,404	$47,900	$31,730	$47,900	$52,700	$52,700
71800 0000	Build & Grd Mtrls		$820	$1,900	$230	$1,900	$1,900	$1,900
71800 0249	Build & Grd Mtrls Club Ops		$501	$1,000	$0	$1,000	$1,000	$1,000
72200 0000	Irrigation Mtrls		$12,323	$16,000	$13,696	$16,000	$17,600	$17,600
73000 0000	Chemicals		$2,249	$4,000	$1,372	$4,000	$8,000	$8,000
73400 0249	Merch for Resale Club Ops		$122,888	$135,000	$116,211	$126,000	$110,000	$110,000
73600 0000	Parts		$36,626	$22,000	$23,893	$22,000	$22,000	$22,000
		Subtotal	$261,930	$266,674	$214,868	$257,674	$251,374	$251,374
	Capital Outlay							
75200 0000	Ofc Equip		$369	$0	$0	$0	$0	$0
76000 0000	Other Equip		$2,905	$563,718	$561,788	$563,718	$3,080	$3,080
76000 0249	Other Equip Club Ops		$220,191	$0	$0	$0	$0	$0
		Subtotal	$223,465	$563,718	$561,788	$563,718	$3,080	$3,080
230	Heritage at Westmoor Fund	Total	$1,782,124	$2,404,619	$1,704,331	$2,380,559	$1,969,486	$1,980,330
The Heritage Section Total			$1,867,264	$2,517,419	$1,772,787	$2,488,376	$2,056,735	$2,086,603
GOLF FUND OPERATING TOTAL			$3,985,248	$4,699,548	$3,354,235	$4,664,650	$3,722,720	$3,742,126
	Golf Capital Improvement Program		$0	$200,000	$200,001	$200,000	$215,000	$130,000
GOLF FUND GRAND TOTAL			$3,985,248	$4,899,548	$3,554,236	$4,864,650	$3,937,720	$3,872,126

Exhibit H

2015 HUMAN SERVICES BOARD FUNDING RECOMMENDATIONS

AGENCY	MISSION TYPE	2014 AWARDED	2015 REQUESTED	2015 RECOMMENDED
A Precious Child	Children's Services	$1,000	$10,000	$2,000
Access Housing	Affordable Housing	$0	$0	$0
Adams County Housing Authority	Shelter/Food/Other	$2,500	$6,000	$2,500
Alternatives to Family Violence	Domestic Violence	$2,500	$0	$0
Audio Information Network	Disabled Services	$1,000	$1,500	$1,000
CASA of Adams County	Children's Services	$3,500	$4,000	$4,000
Catholic Charities of Denver (North Area CARES)	Shelter/Food/Other	$5,000	$7,000	$5,000
Center for People With Disabilities (CPWS)	Disabled Services	$1,500	$1,800	$1,800
Children's Outreach Project	Children's Services	$3,500	$5,000	$3,500
Clinica Campesina Family Health Services, Inc.	Health Care/Mental Health	$9,000	$10,000	$10,000
Colorado Homeless Families	Shelter/Food/Other	$4,000	$7,000	$5,000
Community Reach Center (ADCO Mental Health)	Health Care/Mental Health	$1,000	$5,000	$1,000
Denver Hospice	Health Care/Mental Health	$4,000	$4,000	$4,000
Family Tree, Inc.	Shelter/Food/Other	$0	$14,759	$2,000
FISH Inc.	Food Bank	$5,500	$6,500	$6,500
Food Bank of the Rockies	Food Bank	$5,000	$5,000	$5,000
Growing Home - Interfaith Hospitality Network (IHN)	Shelter/Food/Other	$0	$10,000	$1,700
Have a Heart Project, Inc.	Children's Services	$5,000	$12,000	$6,000
Inter-Church ARMS	Shelter/Food/Other	$2,500	$8,000	$3,000
Jefferson Center for Mental Health	Health Care/Mental Health	$7,500	$10,000	$7,500
Kempe Children's' Fund	Children's Services	$1,000	$0	$0
Kids First Health Care	Children's Services	$9,000	$10,000	$10,000
North Metro CAC (Children's Advocacy Program)	Children's Services	$0	$0	$0
Project Angel Heart	Food Bank	$2,000	$5,000	$2,000
Ralston House (Arvada Child Advocacy Center)	Children's Services	$4,000	$5,000	$4,000
Senior Hub	Older Adult Services	$10,000	$15,000	$10,000
Senior Resource Center	Older Adult Services	$0	$8,500	$1,500
St. Anthony North Health Foundation	Health Care	$0	$10,000	$0
Volunteers of America Colorado Branch	**Older Adult Services**	**$0**	**$10,000**	**$1,000**
Westminster 7:10 Rotary	Children's Services	$0	$0	$0
TOTAL		**$90,000**	**$191,059**	**$100,000**

New agencies' requests are noted in **BOLD** (new agencies for 2015 funding)

Exhibit I

PROPOSED 2015-2019 CAPITAL IMPROVEMENT PROGRAM

	REQ 2015	REC 2015	REQ 2016	REC 2016	REQ 2017	REC 2017	REQ 2018	REC 2018	REQ 2019	REC 2019	REQ TOTAL	REC TOTAL
GENERAL CAPITAL IMPROVEMENT FUND												
Streets and Traffic Improvements												
New Traffic Signals & Traffic Signal Pole Replacements	$237	$185	$237	$225	$237	$237	$237	$237	$237	$237	$1,185	$1,121
New Development Participation	$0	$0	$125	$125	$100	$100	$100	$100	$100	$100	$425	$425
Sidewalk Connection	$100	$0	$100	$25	$100	$25	$100	$25	$100	$25	$500	$100
New Street Light Program	$25	$0	$25	$25	$25	$25	$25	$25	$25	$25	$125	$100
Geographic Information System Upgrades	$25	$0	$25	$25	$25	$30	$50	$20	$25	$20	$150	$95
Arterial Roadway Rehabilitation & Improvements	$964	$930	$964	$955	$1,208	$960	$1,012	$990	$1,063	$1,063	$5,211	$4,898
Major Concrete Replacement Program	$250	$250	$250	$250	$0	$0	$0	$0	$0	$0	$500	$500
City Center Drive Reconstruction	$58	$0	$0	$0	$0	$58	$0	$0	$780	$200	$838	$258
Lowell Blvd (120th to 124th) (IGA Requirement with Broomfield)	$425	$425	$425	$425	$425	$425	$425	$425	$0	$0	$1,700	$1,700
120th & Federal (TIP) (DRCOG Matching Requirement)	$463	$463	$0	$0	$0	$0	$0	$0	$0	$0	$463	$463
U.S. 36 Auto/Pedestrian Box Widening (CDOT Requirement)	$285	$285	$0	$0	$0	$0	$0	$0	$0	$0	$285	$285
I-25 North Managed Lanes (CDOT Matching Requirement)	$167	$167	$0	$0	$0	$0	$0	$0	$0	$0	$167	$167
DRCOG TIP Matching Funds (future required matches)	$0	$0	$500	$0	$2,000	$700	$2,000	$1,200	$2,000	$1,200	$6,500	$3,100
Bradburn Blvd Realignment	$0	$0	$500	$0	$600	$0	$0	$0	$0	$500	$1,100	$500
Creekside Drive (Little Dry Creek Project) (Lowell to Irving)	$150	$0	$700	$80	$0	$680	$0	$0	$0	$0	$850	$760
Bicycle Master Plan Implementation	$60	$30	$60	$130	$60	$130	$60	$140	$60	$30	$300	$460
100th Ave Bicycle Facilities - Simms to Alkire	$0	$0	$310	$0	$0	$0	$0	$0	$0	$0	$310	$0
Subtotal Streets and Traffic - Pay As You Go	*$3,209*	*$2,735*	*$4,221*	*$2,265*	*$4,780*	*$3,370*	*$4,009*	*$3,162*	*$4,390*	*$3,400*	*$20,609*	*$14,932*
Subtotal Streets and Traffic - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Streets and Traffic Improvements	**$3,209**	**$2,735**	**$4,221**	**$2,265**	**$4,780**	**$3,370**	**$4,009**	**$3,162**	**$4,390**	**$3,400**	**$20,609**	**$14,932**
Other Capital Improvements												
City Facilities Parking Lot Maintenance Program	$120	$0	$120	$120	$125	$125	$125	$125	$135	$135	$625	$505
Bridge, Pedestrian Railing Repainting Project	$0	$0	$201	$0	$689	$350	$966	$400	$1,236	$450	$3,092	$1,200
City Facility Parking Lot Major Rehabilitation & Reconstruction	$85	$0	$200	$100	$145	$150	$89	$89	$450	$200	$969	$539
Railroad Crossing Surface Replacement Program	$0	$0	$90	$0	$0	$90	$92	$0	$68	$92	$250	$182
Enhanced Mobility and Connectivity	$125	$70	$75	$40	$75	$40	$75	$40	$75	$40	$425	$230
Building Operations and Maintenance (BO&M) Major Maintenance	$260	$80	$150	$80	$105	$105	$105	$105	$105	$105	$725	$475
City Facility Energy Improvements/Project Manager	$178	$100	$178	$105	$190	$135	$190	$140	$190	$145	$926	$625
Westminster Center Transit Oriented Development	$0	$0	$0	$0	$0	$0	$100	$100	$400	$100	$500	$200
Westminster Center Urban Reinvestment Project (WURP)	$300	$200	$200	$100	$100	$100	$100	$100	$0	$0	$700	$500
Miscellaneous CD Construction Projects	$10	$0	$25	$10	$25	$20	$25	$25	$25	$25	$110	$80
South Westminster Revitalization Project	$100	$50	$100	$50	$100	$50	$100	$50	$100	$50	$500	$250
Small Business Capital Project Grant Program	$100	$50	$100	$50	$100	$60	$100	$60	$100	$60	$500	$280
Westminster Station Platform & South Plaza	$2,400	$1,782	$2,493	$1,283	$900	$1,435	$0	$0	$0	$0	$5,793	$4,500
Westminster Station North Infrastructure	$2,200	$1,631	$810	$600	$0	$779	$0	$0	$0	$0	$3,010	$3,010
Laserfiche Upgrades / Additional Licenses	$59	$59	$66	$66	$38	$38	$32	$32	$0	$0	$195	$195
City Hall Carpet Replacement / Facelift (BO&M)	$200	$0	$150	$0	$150	$170	$0	$150	$0	$150	$500	$470
City Hall Furniture System Replacement	$140	$0	$140	$0	$140	$190	$0	$120	$0	$120	$420	$430
PV Solar Panel System Acquisition	$0	$50	$200	$150	$0	$0	$0	$0	$0	$0	$200	$200
City Hall Arcade Wall Restoration / Repairs	$185	$0	$0	$0	$0	$0	$0	$0	$0	$0	$185	$0
City Hall Courtyard Concrete Replacement	$67	$0	$0	$0	$0	$0	$0	$0	$0	$0	$67	$0
City Hall Plaza Renovation/Repair	$550	$0	$33	$0	$0	$0	$0	$0	$0	$0	$583	$0
Computerized Maintenance Management System (CMMS) (BO&M)	$180	$125	$0	$0	$0	$0	$0	$0	$0	$0	$180	$125
Municipal Court Remodel & Security System Improvements	$169	$60	$0	$60	$0	$49	$0	$0	$0	$0	$169	$169
Outside Project Management (BO&M)	$60	$0	$60	$0	$0	$0	$0	$0	$0	$0	$120	$0
Recycling Center	$20	$0	$178	$0	$0	$0	$0	$0	$0	$0	$198	$0
Historic Structures Maintenance	$150	$0	$100	$30	$100	$40	$100	$40	$100	$40	$550	$150
IT Server Room Updates/Upgrades	$100	$100	$0	$0	$0	$0	$0	$0	$0	$0	$100	$100
Teleworks Upgrade	$0	$0	$0	$0	$60	$60	$0	$0	$0	$0	$60	$60
Storage Area Network (SAN) Replacement	$0	$0	$0	$0	$75	$75	$0	$0	$0	$0	$75	$75
JD Edwards System Upgrades/Enhancements	$23	$23	$50	$50	$20	$20	$20	$20	$20	$20	$133	$133
Microsoft Software Upgrades	$58	$58	$58	$58	$58	$58	$58	$58	$58	$58	$290	$290
SQL Server Clustering	$40	$40	$0	$0	$0	$0	$0	$0	$0	$0	$40	$40

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REC = Recommended

Exhibit I

	REQ 2015	REC 2015	REQ 2016	REC 2016	REQ 2017	REC 2017	REQ 2018	REC 2018	REQ 2019	REC 2019	REQ TOTAL	REC TOTAL
Mobile Technologies/Applications	$40	$40	$40	$40	$0	$0	$0	$0	$0	$0	$80	$80
Quiet Zones for Railroad Crossings	$200	$0	$200	$0	$400	$0	$400	$0	$400	$0	$1,600	$0
Subtotal Other Capital Projects - Pay As You Go	*$8,119*	*$4,518*	*$6,017*	*$2,992*	*$3,595*	*$4,139*	*$2,677*	*$1,654*	*$3,462*	*$1,790*	*$23,870*	*$15,093*
Subtotal Other Capital Projects - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Other Capital Projects	**$8,119**	**$4,518**	**$6,017**	**$2,992**	**$3,595**	**$4,139**	**$2,677**	**$1,654**	**$3,462**	**$1,790**	**$23,870**	**$15,093**
Total General Capital Improvement Projects (non-pst)	**$11,328**	**$7,253**	**$10,238**	**$5,257**	**$8,375**	**$7,509**	**$6,686**	**$4,816**	**$7,852**	**$5,190**	**$44,479**	**$30,025**
Public Safety Capital Improvements												
Fire Station Major Modifications	$46	$0	$50	$15	$50	$30	$50	$30	$50	$30	$246	$105
Fire Station Concrete/ Asphalt Replacement Program	$0	$0	$0	$0	$29	$29	$0	$0	$0	$0	$29	$29
Fire Station Major Renovations (Station 4 & Station 3)	$0	$0	$0	$0	$0	$0	$0	$100	$2,000	$150	$2,000	$250
Fire Station Emergency Generator Project	$15	$15	$40	$20	$40	$30	$40	$30	$50	$40	$185	$135
Fire Administration Office Creation/Reconfiguration	$0	$0	$45	$0	$0	$0	$0	$0	$0	$0	$45	$0
Police Department Records Management System	$820	$500	$820	$500	$0	$0	$0	$0	$0	$0	$1,640	$1,000
Public Safety Center Building Infrastructure (PD)	$50	$25	$50	$20	$50	$25	$50	$30	$50	$30	$250	$130
Public Safety Center Sally Port & Kennel Repairs (BO&M)	$0	$50	$100	$50	$100	$50	$100	$0	$0	$0	$300	$150
Public Safety Center Carpet Replacement (BO&M)	$100	$0	$100	$0	$100	$50	$0	$90	$0	$120	$300	$260
Public Safety Facilities' Maintenance (BO&M)	$219	$40	$219	$40	$80	$85	$80	$100	$80	$120	$678	$385
Public Safety Facilities' Energy Projects (BO&M)	$50	$0	$50	$0	$50	$60	$0	$40	$0	$40	$150	$140
Municipal Court Remodel & Security System Improvements	$0	$40	$180	$40	$18	$40	$17	$50	$0	$0	$215	$170
CAD/RMS Software Upgrades (IT)	$150	$0	$150	$140	$150	$140	$150	$140	$150	$140	$750	$560
Storage Area Network (SAN) Replacement	$0	$0	$0	$0	$50	$50	$0	$0	$0	$0	$50	$50
JD Edwards System Upgrades/Enhancements	$18	$18	$49	$49	$20	$20	$20	$20	$20	$20	$127	$127
Microsoft Software Upgrades	$29	$29	$29	$29	$29	$29	$29	$29	$29	$29	$145	$145
SQL Server Clustering	$20	$20	$0	$0	$0	$0	$0	$0	$0	$0	$20	$20
Mobile Technologies/Applications	$20	$20	$20	$20	$0	$0	$0	$0	$0	$0	$40	$40
Subtotal Public Safety Capital Projects - Pay As You Go	*$1,537*	*$757*	*$1,902*	*$923*	*$766*	*$638*	*$536*	*$659*	*$2,429*	*$719*	*$7,170*	*$3,696*
Subtotal Public Safety Capital Projects - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Public Safety Capital Projects	**$1,537**	**$757**	**$1,902**	**$923**	**$766**	**$638**	**$536**	**$659**	**$2,429**	**$719**	**$7,170**	**$3,696**
Subtotal Streets/ Other/ Public Safety - Pay As You Go	*$12,865*	*$8,010*	*$12,140*	*$6,180*	*$9,141*	*$8,147*	*$7,222*	*$5,475*	*$10,281*	*$5,909*	*$51,649*	*$33,721*
Subtotal Streets and Traffic / Other/ Public Safety - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total All Non-Park Projects	**$12,865**	**$8,010**	**$12,140**	**$6,180**	**$9,141**	**$8,147**	**$7,222**	**$5,475**	**$10,281**	**$5,909**	**$51,649**	**$33,721**
Park, Recreation & Libraries Improvements												
Community Enhancement Program (CEP)	$1,320	$1,520	$1,330	$1,535	$1,340	$1,540	$1,350	$1,545	$1,355	$1,550	$6,695	$7,690
Greenbelt & Drainage Improvements	$25	$25	$25	$25	$25	$25	$25	$25	$25	$25	$125	$125
Trail Development	$250	$50	$250	$50	$250	$50	$250	$50	$250	$50	$1,250	$250
Landscape Architect II/ Project Manager	$72	$72	$75	$75	$77	$77	$79	$79	$82	$82	$385	$385
Recreation Facilities Improvements	$325	$200	$325	$200	$325	$200	$325	$250	$325	$250	$1,625	$1,100
Park Maintenance (JCOS)	$495	$495	$510	$510	$525	$525	$541	$540	$559	$550	$2,630	$2,620
Adams County Open Space Land Acquisition	$175	$175	$175	$175	$175	$175	$175	$175	$175	$175	$875	$875
Park Renovation Program	$475	$250	$475	$250	$475	$250	$475	$400	$475	$425	$2,375	$1,575
Standley Lake Regional Park Improvements	$125	$50	$0	$50	$0	$25	$0	$0	$0	$0	$125	$125
Standley Lake Master Plan Implementation	$0	$0	$400	$75	$2,000	$200	$2,000	$200	$600	$500	$5,000	$975
Standley Lake Regional Park Trail Development	$100	$45	$320	$150	$180	$75	$0	$0	$0	$0	$600	$270
Recreation Facilities Major Maintenance (BO&M)	$398	$300	$183	$150	$357	$200	$80	$80	$80	$80	$1,098	$810
Minor Median Maintenance	$25	$25	$25	$25	$25	$25	$25	$25	$25	$25	$125	$125
Aquatics Major Maintenance (BO&M)	$50	$33	$50	$50	$50	$50	$50	$50	$50	$50	$250	$233
Swim Fit ADA Ramp	$30	$30	$0	$0	$0	$0	$0	$0	$0	$0	$30	$30
Westminster Sports Center	$20	$20	$20	$20	$20	$20	$20	$20	$20	$20	$100	$100
Tepper Fields & Westbury Open Space Parking Lot Rehabilitation	$0	$0	$76	$76	$26	$26	$0	$0	$0	$0	$102	$102
Libraries Repair and Maintenance	$166	$50	$52	$55	$250	$70	$250	$70	$250	$80	$968	$325
Libraries RFID	$84	$84	$198	$198	$0	$0	$0	$0	$0	$0	$282	$282
Open Space Repair and Maintenance	$200	$150	$200	$150	$200	$200	$200	$200	$200	$200	$1,000	$900
Park Operations Facilities Repair and Maintenance	$30	$0	$30	$30	$30	$30	$30	$30	$30	$30	$150	$120
Recreation Facilities Major Maintenance - Energy (BO&M)	$69	$40	$69	$40	$0	$40	$0	$20	$0	$0	$138	$140
Transfer to Golf Course Fund	$336	$185	$370	$230	$370	$260	$370	$270	$370	$270	$1,816	$1,215
Golf Course Improvements (PRL)	$300	$23	$300	$70	$300	$50	$300	$50	$300	$50	$1,500	$243

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Legacy Ridge CIP Projects (BO&M)	$112	$112	$0	$0	$0	$0	$0	$0	$0	$0	$112	$112
Heritage Clubhouse Elevator (BO&M)	$100	$80	$90	$60	$0	$50	$0	$0	$0	$0	$190	$190
Westview Boiler Room Replacement	$125	$125	$0	$0	$0	$0	$0	$0	$0	$0	$125	$125
Recreational Facilities Future Energy and Maintenance	$0	$0	$0	$0	$200	$200	$200	$200	$160	$160	$560	$560
Enhanced Mobility and Connectivity	$125	$55	$75	$35	$75	$35	$75	$35	$75	$35	$425	$195
PRL Website/Registration Software Improvements	$100	$100	$0	$0	$0	$0	$0	$0	$0	$0	$100	$100
Park at Little Dry Creek Phase 1	$250	$0	$1,150	$0	$1,000	$150	$0	$400	$0	$400	$2,400	$950
City Park Master Plan Implementation	$500	$31	$3,000	$100	$5,000	$200	$4,000	$200	$4,000	$200	$16,500	$731
City Hall Master Plan Implementation - Xeriscape	$1,440	$680	$0	$425	$0	$225	$0	$0	$0	$0	$1,440	$1,330
City Hall Arcade Wall Restoration / Repairs	$185	$150	$0	$0	$0	$0	$0	$0	$0	$0	$185	$150
City Hall Master Plan Implementation - Plaza Renovation	$1,298	$1,084	$324	$83	$0	$136	$0	$0	$0	$0	$1,622	$1,303
Subtotal PRL Projects - Pay As You Go	*$9,305*	*$6,239*	*$10,097*	*$4,892*	*$13,275*	*$5,109*	*$10,820*	*$4,914*	*$9,406*	*$5,207*	*$52,903*	*$26,361*
Subtotal PRL Projects - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Park, Recreation & Libraries Improvements	**$9,305**	**$6,239**	**$10,097**	**$4,892**	**$13,275**	**$5,109**	**$10,820**	**$4,914**	**$9,406**	**$5,207**	**$52,903**	**$26,361**
Subtotal Streets	*$3,209*	*$2,735*	*$4,221*	*$2,265*	*$4,780*	*$3,370*	*$4,009*	*$3,162*	*$4,390*	*$3,400*	*$20,609*	*$14,932*
Subtotal Other Capital	*$8,119*	*$4,518*	*$6,017*	*$2,992*	*$3,595*	*$4,139*	*$2,677*	*$1,654*	*$3,462*	*$1,790*	*$23,870*	*$15,093*
Subtotal Public Safety	*$1,537*	*$757*	*$1,902*	*$923*	*$766*	*$638*	*$536*	*$659*	*$2,429*	*$719*	*$7,170*	*$3,696*
Subtotal Parks, Recreation & Libraries	*$9,305*	*$6,239*	*$10,097*	*$4,892*	*$13,275*	*$5,109*	*$10,820*	*$4,914*	*$9,406*	*$5,207*	*$52,903*	*$26,361*
Subtotal Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
GENERAL CAPITAL IMPROVEMENT FUND TOTAL	**$22,170**	**$14,249**	**$22,237**	**$11,072**	**$22,416**	**$13,256**	**$18,042**	**$10,389**	**$19,687**	**$11,116**	**$104,552**	**$60,082**
UTILITY ENTERPRISE FUND												
Wastewater System Improvements												
Sanitary Sewer Line Trenchless Rehabilitation	$500	$500	$250	$250	$500	$500	$500	$500	$500	$500	$2,250	$2,250
Sanitary Sewer Line Open-Cut Replacement	$0	$0	$250	$250	$800	$800	$750	$750	$650	$650	$2,450	$2,450
BDCWWTF Biosolids & Dewatering Improvements **(cash)**	$0	$0	$0	$0	$2,942	$2,942	$0	$0	$0	$0	$2,942	$2,942
BDCWWTF Biosolids & Dewatering Improvements **(debt)**	$0	$0	$0	$0	$7,500	$7,500	$0	$0	$0	$0	$7,500	$7,500
Subtotal - BDCWWTF Biosolids & Dewatering Improvements	*$0*	*$0*	*$0*	*$0*	*$10,442*	*$10,442*	*$0*	*$0*	*$0*	*$0*	*$10,442*	*$10,442*
Lift Station Improvements	$0	$0	$0	$0	$0	$0	$0	$0	$2,755	$2,755	$2,755	$2,755
Little Dry Creek Interceptor Repairs **(cash)**	$2,500	$2,500	$5,000	$5,000	$0	$0	$0	$0	$0	$0	$7,500	$7,500
Little Dry Creek Interceptor Repairs **(debt)**	$0	$0	$0	$0	$5,000	$5,000	$0	$0	$0	$0	$5,000	$5,000
Subtotal - Little Dry Creek Interceptor Repairs	*$2,500*	*$2,500*	*$5,000*	*$5,000*	*$5,000*	*$5,000*	*$0*	*$0*	*$0*	*$0*	*$12,500*	*$12,500*
Little Dry Creek Interceptor Repairs - Outyears	$0	$0	$0	$0	$260	$260	$0	$0	$1,400	$1,400	$1,660	$1,660
80th & Clay LS Elimination Project - Additional Funds	$1,500	$1,500	$0	$0	$0	$0	$0	$0	$0	$0	$1,500	$1,500
BDCWWTF Digester Complex Major R&R	$2,500	$2,500	$150	$150	$504	$504	$150	$150	$0	$0	$3,304	$3,304
Lift Station & Forcemains Major R&R	$0	$0	$3,400	$3,400	$0	$0	$0	$0	$0	$0	$3,400	$3,400
Water Quality Compliance & Testing Facility R&R - Wastewater Fd	$35	$35	$70	$70	$0	$0	$0	$0	$0	$0	$105	$105
BDCWWTF Buildings and Facility Maintenance	$575	$575	$290	$290	$200	$200	$200	$200	$1,266	$1,266	$2,531	$2,531
BDCWWTF & N. Huron Lift Station Yard Structures Major R&R	$0	$0	$0	$0	$2,000	$2,000	$0	$0	$0	$0	$2,000	$2,000
BDCWWTF Electrical Equipment Replacement	$0	$0	$0	$0	$0	$0	$2,775	$2,775	$0	$0	$2,775	$2,775
BDCWWTF Phosphorous Removal Improvements	$0	$0	$0	$0	$0	$0	$0	$0	$3,000	$3,000	$3,000	$3,000
Storage Area Network (SAN) Replacement	$0	$0	$0	$0	$30	$30	$0	$0	$0	$0	$30	$30
JD Edwards System Upgrades/Enhancements	$10	$10	$8	$8	$10	$10	$10	$10	$10	$10	$48	$48
Microsoft Software Upgrades	$29	$29	$29	$29	$29	$29	$29	$29	$29	$29	$145	$145
SQL Server Clustering	$15	$15	$0	$0	$0	$0	$0	$0	$0	$0	$15	$15
Mobile Technologies/Applications	$15	$15	$15	$15	$0	$0	$0	$0	$0	$0	$30	$30
Wastewater Capital Outlay Replacement Program (WWCORP)	$29	$29	$83	$83	$129	$129	$174	$174	$263	$263	$678	$678
Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	$194	$146	$177	$177	$140	$379	$253	$81	$184	$184	$948	$967
Subtotal Wastewater - Pay As You Go	*$7,902*	*$7,854*	*$9,722*	*$9,722*	*$7,544*	*$7,783*	*$4,841*	*$4,669*	*$10,057*	*$10,057*	*$40,066*	$40,085
Subtotal Wastewater - Debt	*$0*	*$0*	*$0*	*$0*	*$12,500*	*$12,500*	*$0*	*$0*	*$0*	*$0*	*$12,500*	*$12,500*
Total Wastewater System Improvements	**$7,902**	**$7,854**	**$9,722**	**$9,722**	**$20,044**	**$20,283**	**$4,841**	**$4,669**	**$10,057**	**$10,057**	**$52,566**	**$52,585**
Water System Improvements												
Utility Fund Facilities Parking Lot Maintenance Program	$50	$50	$0	$0	$0	$0	$28	$28	$0	$0	$78	$78
City Hall Xeriscape Garden	$325	$375	$0	$0	$0	$0	$0	$0	$0	$0	$325	$375
CWSP - Reclaimed System Improvements	$0	$0	$0	$0	$0	$0	$650	$650	$650	$650	$1,300	$1,300
CWSP - Wattenberg Gravel Lakes Storage	$0	$0	$0	$0	$2,300	$2,300	$2,300	$2,300	$2,500	$2,500	$7,100	$7,100
Raw Water System Improvements	$350	$350	$350	$350	$350	$350	$3,500	$3,500	$1,350	$1,350	$5,900	$5,900
Open Cut Water Line Replacements	$0	$0	$0	$0	$0	$0	$1,000	$1,000	$5,150	$5,150	$6,150	$6,150
Pump Station Equipment - Major Repair and Replacement	$150	$150	$150	$150	$150	$150	$150	$150	$150	$150	$750	$750
RWTF - Major Repair and Replacement	$50	$50	$50	$50	$50	$50	$50	$50	$50	$50	$250	$250
Croke Canal and Standley Lake Improvements	$175	$175	$200	$200	$100	$100	$1,000	$1,000	$100	$100	$1,575	$1,575
Gravel Lakes Facilities Major R&R	$750	$750	$50	$50	$50	$50	$690	$690	$50	$50	$1,590	$1,590
SCADA & PLC Updates	$175	$175	$50	$50	$275	$275	$50	$50	$1,020	$1,020	$1,570	$1,570
Water Quality Lab Equipment Major R&R	$215	$215	$235	$235	$280	$280	$138	$138	$256	$256	$1,124	$1,124

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Exhibit I

	REQ 2015	REC 2015	REQ 2016	REC 2016	REQ 2017	REC 2017	REQ 2018	REC 2018	REQ 2019	REC 2019	REQ TOTAL	REC TOTAL
Gregory Hill Tank Major R&R	$0	$0	$0	$0	$5,750	$5,750	$0	$0	$0	$0	$5,750	$5,750
Pressure Zone 3 Expansion **(cash)**	$0	$0	$10,350	$10,350	$0	$0	$0	$0	$0	$0	$10,350	$10,350
Pressure Zone 3 Expansion **(debt)**	$0	$0	$0	$0	$17,000	$17,000	$0	$0	$0	$0	$17,000	$17,000
Subtotal - Pressure Zone 3 Expansion	*$0*	*$0*	*$10,350*	*$10,350*	*$17,000*	*$17,000*	*$0*	*$0*	*$0*	*$0*	*$27,350*	*$27,350*
Semper WTF Lime Chemical Feed R&R	$750	$750	$0	$0	$0	$0	$0	$0	$0	$0	$750	$750
Distribution System Pressure Reducing Valves R&R	$1,500	$1,500	$50	$50	$50	$50	$50	$50	$50	$50	$1,700	$1,700
Semper WTF Sedimentation R&R	$600	$600	$0	$0	$0	$0	$0	$0	$0	$0	$600	$600
NWTF Membrane R&R	$1,700	$1,700	$50	$50	$900	$900	$50	$50	$900	$900	$3,600	$3,600
NWTF Chemical Feed Systems R&R	$1,000	$1,000	$0	$0	$0	$0	$0	$0	$1,650	$1,650	$2,650	$2,650
SWTF & NWTF Campus Buildings HVAC R&R	$1,750	$1,750	$200	$200	$200	$200	$200	$200	$680	$680	$3,030	$3,030
Zone 5 Pump Station Major R&R	$2,000	$2,000	$0	$0	$0	$0	$0	$0	$0	$0	$2,000	$2,000
Water Treatment Facility Master Plan	$450	$450	$0	$0	$0	$0	$0	$0	$0	$0	$450	$450
City-Wide Water Main Installation	$3,000	$3,000	$200	$200	$200	$200	$200	$200	$200	$200	$3,800	$3,800
Distribution System Water Quality Compliance Stations	$450	$450	$0	$0	$0	$0	$0	$0	$0	$0	$450	$450
Semper WTF Filtration R&R	$0	$0	$2,250	$2,250	$0	$0	$1,520	$1,520	$0	$0	$3,770	$3,770
Countryside Pump Station and Tank R&R	$0	$0	$1,000	$1,000	$7,000	$7,000	$0	$0	$0	$0	$8,000	$8,000
Distribution System Master Meter R&R	$0	$0	$4,000	$4,000	$0	$0	$0	$0	$0	$0	$4,000	$4,000
Sheridan Water Main Repair- South of US36	$0	$0	$4,750	$4,750	$0	$0	$0	$0	$0	$0	$4,750	$4,750
Northridge Pump Station and Tank R&R	$0	$0	$0	$0	$850	$850	$5,075	$5,075	$0	$0	$5,925	$5,925
CWSP - Raw Water System Efficiency Improvements	$300	$300	$0	$0	$0	$0	$0	$0	$250	$250	$550	$550
Semper WTF Campus & Pump Station Buildings Roof R&R	$0	$0	$850	$850	$0	$0	$0	$0	$0	$0	$850	$850
Improvements to Utility Storage Facilities	$110	$110	$0	$0	$0	$0	$0	$0	$0	$0	$110	$110
RWTF Chemical Feed System R&R	$0	$0	$0	$0	$175	$175	$0	$0	$0	$0	$175	$175
Water System Model Regular Updates	$0	$0	$0	$0	$50	$50	$0	$0	$50	$50	$100	$100
Semper WTF Chemical Storage and Pumping Systems R&R	$0	$0	$0	$0	$0	$0	$1,250	$1,250	$0	$0	$1,250	$1,250
Reclaimed Distribution System Water Line R&R	$0	$0	$0	$0	$0	$0	$300	$300	$300	$300	$600	$600
Standley Lake Pump Station Major R&R	$0	$0	$0	$0	$0	$0	$1,090	$1,090	$0	$0	$1,090	$1,090
Residential Water Meters Replacement	$0	$0	$0	$0	$0	$0	$0	$0	$4,500	$4,500	$4,500	$4,500
104th Water Main - Sheridan to Federal Replacement	$0	$0	$0	$0	$0	$0	$0	$0	$2,400	$2,400	$2,400	$2,400
Engineer/Project Manager	$72	$100	$76	$100	$0	$0	$0	$0	$0	$0	$148	$200
Water Capital Outlay Replacement Program (WCORp)	$531	$531	$486	$486	$433	$433	$480	$480	$506	$506	$2,436	$2,436
IT Server Room Updates/Upgrades	$100	$100	$0	$0	$0	$0	$0	$0	$0	$0	$100	$100
Teleworks Upgrade	$0	$0	$0	$100	$100	$0	$0	$0	$0	$0	$100	$100
Storage Area Network (SAN) Replacement	$0	$0	$0	$0	$45	$45	$0	$0	$0	$0	$45	$45
JD Edwards System Upgrades/Enhancements	$15	$15	$13	$13	$10	$10	$10	$10	$10	$10	$58	$58
Microsoft Software Upgrades	$27	$27	$27	$27	$27	$27	$27	$27	$27	$27	$135	$135
SQL Server Clustering	$25	$25	$0	$0	$0	$0	$0	$0	$0	$0	$25	$25
Mobile Technologies/Applications	$20	$20	$20	$20	$0	$0	$0	$0	$0	$0	$40	$40
Upgrade/Replacement Utility Billing Software (CIS Advanced Software)	$275	$0	$275	$250	$0	$300	$0	$0	$0	$0	$550	$550
City Hall Cashier System	$0	$0	$75	$75	$75	$75	$0	$0	$0	$0	$150	$150
Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	$465	$274	$433	$440	$485	$631	$362	$320	$326	$314	$2,071	$1,979
Subtotal Water - Pay As You Go	*$17,380*	*$16,992*	*$26,190*	*$26,296*	*$19,905*	*$20,251*	*$20,170*	*$20,128*	*$23,125*	*$23,113*	*$106,770*	*$106,780*
Subtotal Water - Debt	*$0*	*$0*	*$0*	*$0*	*$17,000*	*$17,000*	*$0*	*$0*	*$0*	*$0*	*$17,000*	*$17,000*
Total Water System Improvements	**$17,380**	**$16,992**	**$26,190**	**$26,296**	**$36,905**	**$37,251**	**$20,170**	**$20,128**	**$23,125**	**$23,113**	**$123,770**	**$123,780**
Total Water and Wastewater System Improvements	**$25,282**	**$24,846**	**$35,912**	**$36,018**	**$56,949**	**$57,534**	**$25,011**	**$24,797**	**$33,182**	**$33,170**	**$176,336**	**$176,365**
Stormwater System Improvements												
Misc Storm Drainage Improvements	$100	$100	$200	$200	$200	$200	$200	$200	$200	$200	$900	$900
Little Dry Creek Storm Drainage/Detention (Lowell to Federal)	$2,100	$2,055	$2,000	$2,045	$0	$0	$0	$0	$0	$0	$4,100	$4,100
LDC Storm Drainage - ADCO Share/Repay Bank Loan	$0	$0	$0	$0	$1,094	$1,591	$1,094	$846	$1,094	$845	$3,282	$3,282
South Branch Hylands Creek	$200	$0	$378	$200	$631	$378	$0	$631	$0	$0	$1,209	$1,209
Ranch Creek at 120th Ave & Federal Blvd	$400	$400	$0	$0	$0	$0	$0	$0	$0	$0	$400	$400
Big Dry Creek Stabilization	$0	$0	$453	$453	$500	$500	$500	$0	$1,230	$0	$2,683	$953
Middle Cotton Creek	$0	$0	$270	$270	$0	$0	$0	$0	$0	$0	$270	$270
Hyland Hills Tributary #4	$0	$0	$0	$0	$80	$80	$0	$0	$0	$0	$80	$80
Lake Erie Basin Tributary #6	$0	$0	$0	$0	$830	$830	$0	$0	$0	$0	$830	$830
Walnut Creek	$0	$0	$0	$0	$1,168	$75	$2,709	$1,148	$0	$1,930	$3,877	$3,153
City Park Channel Phase 2	$0	$0	$150	$42	$0	$108	$0	$0	$0	$0	$150	$150
3207 Drainage Way (Metzger)	$0	$0	$0	$0	$0	$0	$0	$0	$1,120	$0	$1,120	$0
Shaw Heights Tributary (80th to 76th Avenues)	$0	$0	$0	$0	$0	$0	$0	$0	$411	$0	$411	$0

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	REQ 2015	REC 2015	REQ 2016	REC 2016	REQ 2017	REC 2017	REQ 2018	REC 2018	REQ 2019	REC 2019	REQ TOTAL	REC TOTAL
SW Tributary McKay Lake	$0	$0	$0	$0	$0	$0	$0	$0	$448	$0	$448	$0
Walnut Creek Tributary #2	$0	$0	$0	$0	$697	$0	$0	$0	$0	$697	$697	$697
Payment In Lieu of Use Tax (transfer to S&U Tax Fund)	$50	$47	$63	$58	$75	$29	$62	$43	$62	$51	$312	$228
Subtotal Stormwater - Pay As You Go	*$2,850*	*$2,602*	*$3,514*	*$3,268*	*$5,275*	*$3,791*	*$4,565*	*$2,868*	*$4,565*	*$3,723*	*$20,769*	*$16,252*
Subtotal Stormwater - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Stormwater System Improvements	**$2,850**	**$2,602**	**$3,514**	**$3,268**	**$5,275**	**$3,791**	**$4,565**	**$2,868**	**$4,565**	**$3,723**	**$20,769**	**$16,252**
UTILITY FUND CAPITAL IMPROVEMENT TOTAL	**$28,132**	**$27,448**	**$39,426**	**$39,286**	**$62,224**	**$61,325**	**$29,576**	**$27,665**	**$37,747**	**$36,893**	**$197,105**	**$192,617**
Total GCIF- Pay As You Go	*$22,170*	*$14,249*	*$22,237*	*$11,072*	*$22,416*	*$13,256*	*$18,042*	*$10,389*	*$19,687*	*$11,116*	*$104,552*	*$60,082*
Total GCIF - Debt	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
Total Utility Fund- Pay As You Go	*$28,132*	*$27,448*	*$39,426*	*$39,286*	*$32,724*	*$31,825*	*$29,576*	*$27,665*	*$37,747*	*$36,893*	*$167,605*	*$163,117*
Total Utility Fund - Debt	*$0*	*$0*	*$0*	*$0*	*$29,500*	*$29,500*	*$0*	*$0*	*$0*	*$0*	*$29,500*	*$29,500*
GRAND TOTAL CIP - ALL FUNDS - ALL PROJECTS	**$50,302**	**$41,697**	**$61,663**	**$50,358**	**$84,640**	**$74,581**	**$47,618**	**$38,054**	**$57,434**	**$48,009**	**$301,657**	**$252,699**

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Exhibit J

STAFFING SUMMARY - PROPOSED 2015/2016 FULL-TIME EQUIVALENT EMPLOYEES

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
City Attorney's Office				
10003120	**City Attorney's Office Section**			
	Administrative Coordinator	*1.000*	*0.000*	*0.000*
	Assistant City Attorney I/II	2.150	2.150	2.150
	City Attorney	1.000	1.000	1.000
	Deputy City Attorney	1.000	1.000	1.000
	Legal Coordinator	0.000	1.000	1.000
	Legal Secretary	1.800	2.800	2.800
	Paralegal	*1.000*	*0.000*	*0.000*
	Secretary	*0.000*	*0.000*	*0.000*
City Attorney's Office Section Total		**7.950**	**7.950**	**7.950**
100031200125	**Prosecuting Section**			
	Assistant Prosecuting Attorney	1.700	1.700	1.700
	Lead Prosecuting Attorney	0.750	0.750	0.750
	Legal Secretary	0.500	0.500	0.500
	Secretary	0.500	0.500	0.500
	Prosecuting Section Sum	**3.450**	**3.450**	**3.450**
100031200911	**Prosecuting Section - Public Safety**			
	Assistant City Attorney I/II	0.250	0.250	0.250
	Assistant Prosecuting Attorney	1.300	1.300	1.300
	Lead Prosecuting Attorney	0.250	0.250	0.250
	Legal Secretary	0.500	0.500	0.500
	Prosecuting Section - Public Safety Sum	**2.300**	**2.300**	**2.300**
Prosecuting Section Total		**5.750**	**5.750**	**5.750**
City Attorney's Office Total		**13.700**	**13.700**	**13.700**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
City Manager's Office				
10005050	**City Manager's Office Section**			
	Administrative Secretary	2.000	2.000	2.000
	Assistant City Manager	*1.000*	*0.000*	*0.000*
	Assistant to the City Manager	*1.000*	*0.000*	*0.000*
	City Manager	1.000	1.000	1.000
	Deputy City Manager	1.000	2.000	2.000
	Executive Secretary to City Manager	1.000	1.000	1.000
	Senior Management Analyst	*1.000*	*0.000*	*0.000*
City Manager's Office Section Total		**8.000**	**6.000**	**6.000**
10005080	**Management and Budget Division**			
	Assistant City Manager	0.000	1.000	1.000
	Assistant to the City Manager	0.000	1.000	1.000
	Senior Management Analyst	0.000	1.000	1.000
Management and Budget Division Total		**0.000**	**3.000**	**3.000**
100050500387	***Public Information Office Section***			
	Communication and Outreach Manager	*1.000*	*0.000*	*0.000*
	Public Information Specialist	*1.000*	*0.000*	*0.000*
	Senior Public Information Specialist	*1.000*	*0.000*	*0.000*
Public Information Office Division Total		***3.000***	***0.000***	***0.000***
10005387	**Communication and Outreach Division**			
	Communication and Outreach Coordinator	0.000	3.000	3.000
	Communication and Outreach Manager	0.000	1.000	1.000
Communication and Outreach Division Total		**0.000**	**4.000**	**4.000**
10005340	**Economic Development Division**			
	Administrative Secretary	1.000	1.000	1.000
	Economic Development Manager	1.000	1.000	1.000
	Economic Development Officer	1.000	1.000	1.000
	Economic Development Specialist	1.000	1.000	1.000
Economic Development Division Total		**4.000**	**4.000**	**4.000**
City Manager's Office Total		**15.000**	**17.000**	**17.000**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Community Development Department				
10030050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Community Development Director	1.000	1.000	1.000
	Secretary	1.600	1.600	1.600
	Senior Projects Coordinator	1.000	1.000	1.000
Administration Division Total		**4.600**	**4.600**	**4.600**
10030370	**Building Division Section**			
	Applications Specialist	1.000	1.000	1.000
	Assistant Building Plans Analyst	1.500	1.500	1.500
	Building Inspection Supervisor	1.000	1.000	1.000
	Building Permit Technician	1.000	1.000	1.000
	Building Plans Analyst	1.000	1.000	1.000
	Chief Building Official	1.000	1.000	1.000
	Electrical Inspector	2.000	2.000	2.000
	General Building Inspector	3.600	3.600	3.600
	Housing Inspector	1.000	1.000	1.000
	Lead Housing Inspector	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Building Division Section Sum	**15.100**	**15.100**	**15.100**
100303700911	**Building Division - Public Safety**			
	Assistant Building Plans Analyst	1.000	1.000	1.000
	Building Division - Public Safety Sum	**1.000**	**1.000**	**1.000**
Building Division Total		**16.100**	**16.100**	**16.100**
10030380	**Engineering Division**			
	Assistant City Engineer	1.000	1.000	1.000
	Capital Projects Inspector	1.000	1.000	1.000
	City Engineer	1.000	1.000	1.000
	Construction Inspector	2.000	1.000	1.000
	Engineer/Senior Engineer	2.500	2.500	2.500
	Engineering Projects Specialist	0.000	1.000	1.000
	GIS Coordinator	1.000	1.000	1.000
	GIS Specialist	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Projects Engineer	1.000	1.000	1.000
	Traffic Technician	1.000	1.000	1.000
	Transportation Systems Coordinator	1.000	1.000	1.000
Engineering Division Total		**13.000**	**13.000**	**13.000**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
10030360	**Planning Division**			
	Associate Planner	2.000	2.000	2.000
	Code Enforcement Officer	0.500	0.500	0.500
	Construction Inspector	1.000	1.000	1.000
	Landscape Planner	1.000	1.000	1.000
	Planner / Senior Planner	4.200	4.500	4.500
	Planning Aide	1.000	1.000	1.000
	Planning Manager	1.000	1.000	1.000
	Principal Planner	1.000	1.000	1.000
	Records Management Technician	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Urban Designer	1.000	1.000	1.000
Planning Division Total		**14.200**	**14.500**	**14.500**
Community Development Department Total		**47.900**	**48.200**	**48.200**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Finance Department				
10015050	**Administration Division**			
	Accounting Technician/Retirement	0.500	0.500	0.500
	Administrative Secretary	1.000	1.000	1.000
	Contract Coordinator	0.000	1.000	1.000
	Finance Director	1.000	1.000	1.000
	Purchasing Officer	1.000	1.000	1.000
	Retirement Administrator	1.000	1.000	1.000
Administration Division Total		**4.500**	**5.500**	**5.500**
10015220	**Accounting Division Section**			
	Accountant	3.500	3.500	3.500
	Accounting Manager	1.000	1.000	1.000
	Accounting Specialist	1.000	1.000	1.000
	Accounting Technician	3.500	3.500	3.500
	Accounting Division Section Sum	**9.000**	**9.000**	**9.000**
100152200911	**Accounting Division - Public Safety**			
	Accountant	0.500	0.500	0.500
	Accounting Technician	1.000	1.000	1.000
	Accounting Division - Public Safety Sum	**1.500**	**1.500**	**1.500**
Accounting Division Total		**10.500**	**10.500**	**10.500**
10015250	**Sales Tax Division Section**			
	Accounting Technician	0.000	1.000	1.000
	Revenue Agent	1.000	1.000	1.000
	Sales Tax Audit Supervisor	1.000	1.000	1.000
	Sales Tax Auditor	4.000	4.000	4.000
	Sales Tax Manager	1.000	1.000	1.000
	Sales Tax Technician	*1.000*	*0.000*	*0.000*
	Sales Tax Division Section Sum	**8.000**	**8.000**	**8.000**
100152500911	**Sales Tax Division - Public Safety**			
	Accountant	0.500	0.500	0.500
	Sales Tax Division - Public Safety Sum	**0.500**	**0.500**	**0.500**
Sales Tax Division Total		**8.500**	**8.500**	**8.500**
10015240	**Treasury Division**			
	Financial Analyst	1.000	1.000	1.000
	Revenue Services Representative	1.000	1.000	1.000
	Senior Financial Analyst	1.000	1.000	1.000
	Treasury Manager	1.000	1.000	1.000
Treasury Division Total		**4.000**	**4.000**	**4.000**
Finance Department Sum		**27.500**	**28.500**	**28.500**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Fire Department				
10025260	**Emergency Services Division Section**			
	Administrative Secretary	1.000	1.000	1.000
	Battalion Chief	3.000	3.000	3.000
	Deputy Chief/Administration	1.000	1.000	1.000
	Deputy Chief/Operations	1.000	1.000	1.000
	Fire Captain	6.000	6.000	6.000
	Fire Chief	1.000	1.000	1.000
	Fire Engineer	21.000	21.000	21.000
	Fire Lieutenant	15.000	15.000	15.000
	Fire Lieutenant - Field Training Officer	1.000	1.000	1.000
	Fire Lieutenant - Technical Services Coordinator	1.000	1.000	1.000
	Fire Training Coordinator	1.000	1.000	1.000
	Firefighter I/II	39.000	39.000	39.000
	Secretary	2.500	2.500	2.500
	Emergency Services Division Section Sum	**93.500**	**93.500**	**93.500**
100252600546	**EMS Section**			
	Battalion Chief	*1.000*	*0.000*	*0.000*
	Battalion Chief/EMS Coordinator	0.000	1.000	1.000
	Fire Lieutenant - EMS Field Coordinator	2.000	2.000	2.000
	Fire Paramedic	33.000	33.000	33.000
	EMS Section Sum	**36.000**	**36.000**	**36.000**
Emergency Services Division Total		**129.500**	**129.500**	**129.500**
100252600547	**Fire Prevention Division Section**			
	Fire Inspector	0.000	0.000	1.000
	Emergency Management Coordinator	0.800	0.800	0.800
	Fire Lieutenant - Fire Investigator	1.000	1.000	1.000
	Fire Lieutenant - Fire Plans Examiner/Inspector	1.000	1.000	1.000
	Fire Marshal	1.000	1.000	1.000
	Management Analyst	1.000	1.000	1.000
	Public Information Specialist	1.000	1.000	1.000
Fire Prevention Division Total		**5.800**	**5.800**	**6.800**
Fire Department Sum		**135.300**	**135.300**	**136.300**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
General Services Department				
10012050	**Administration Division Section**			
	Administrative Secretary	1.000	1.000	1.000
	Business Operations Coordinator	0.000	1.000	1.000
	General Services Director	1.000	1.000	1.000
	Human Resources Analyst/HRIS	1.000	1.000	1.000
	Senior Projects Officer	*1.000*	*0.000*	*0.000*
	Administration Division Section Sum	**4.000**	**4.000**	**4.000**
100120500015	***Volunteer Section***			
	Volunteer Coordinator	*1.000*	*0.000*	*0.000*
	Volunteer Section Sum	***1.000***	***0.000***	***0.000***
Administration Division Total		**5.000**	**4.000**	**4.000**
10012390	**Building Operations & Maintenance Division**			
	Carpenter	1.000	1.000	1.000
	Contract Services Coordinator	1.000	1.000	1.000
	Electromechanic Specialist	2.000	1.000	1.000
	Facilities and CIP Manager	0.000	1.000	1.000
	Facilities Manager	*1.000*	*0.000*	*0.000*
	Facilities Supervisor	1.000	1.000	1.000
	HVAC Specialist	2.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	3.000	3.000	3.000
	Secretary	1.000	1.000	1.000
Building Operations & Maintenance Division Total		**12.000**	**11.000**	**11.000**
10012070	**City Clerk's Office Division Section**			
	City Clerk	1.000	1.000	1.000
	Deputy City Clerk	1.000	1.000	1.000
	Information/Records Management Coordinator	1.000	1.000	1.000
	Messenger	0.500	0.500	0.500
	Records Management Technician	0.000	0.000	1.000
	Secretary	0.500	0.500	0.500
	Switchboard Operator	1.116	1.116	1.116
	City Clerk's Office Division Section Sum	**5.116**	**5.116**	**6.116**
100120700135	**City Clerk's Office - Print Shop Section**			
	Press Operator Assistant	1.000	1.000	1.000
	Print Shop Coordinator	1.000	1.000	1.000
	City Clerk's Office - Print Shop Section	**2.000**	**2.000**	**2.000**
City Clerk's Office Total		**7.116**	**7.116**	**8.116**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Human Resources Divison-Benefits				
10012060	**Human Resources Division-Benefits Section**			
	Employee Development and Benefits Manager	*1.000*	*0.000*	*0.000*
	Human Resources Analyst/Senior Human Resources Analyst	1.000	1.000	1.000
	Human Resources Manager/Benefits	0.000	1.000	1.000
	Human Resources Division-Benefits Section Sum	**2.000**	**2.000**	**2.000**
100120600544	**Wellness Section**			
	Wellness Program Coordinator	1.000	1.000	1.000
	Wellness Section Sum	**1.000**	**1.000**	**1.000**
100120600612	**Employee Development Section**			
	Employee Development Coordinator	1.000	1.000	1.000
	Employee Development Section Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Benefits Total		**4.000**	**4.000**	**4.000**
Human Resources Division-Risk				
100120500552	**Environmental Section**			
	Environmental Analyst	*1.000*	*0.000*	*0.000*
	Environmental Health and Safety Analyst	0.000	1.000	1.000
	Environmental Section Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Risk Total		**1.000**	**1.000**	**1.000**
Human Resources Division-Workforce				
10012060	**Human Resources Division-Workforce Section**			
	Human Resources Analyst/Senior Human Resources Analyst	3.000	3.000	3.000
	Human Resources Manager/Workforce	0.000	1.000	1.000
	Human Resources Technician	2.000	2.000	2.000
	Secretary	2.050	2.050	2.050
	Workforce Planning and Compensation Manager	*1.000*	*0.000*	*0.000*
	Human Resources Division-Workforce Section Sum	**8.050**	**8.050**	**8.050**
100120600015	**Volunteer Section**			
	Volunteer Coordinator	0.000	1.000	1.000
	Volunteer Section Sum	**0.000**	**1.000**	**1.000**
100120600911	**Workforce Section-Public Safety**			
	Human Resources Analyst/Recruitment	1.000	1.000	1.000
	Workforce Section-Public Safety Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Workforce Total		**9.050**	**10.050**	**10.050**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
10012130	**Municipal Court Division Section**			
	Associate Judge	0.800	0.800	0.800
	Court Administrator	1.000	1.000	1.000
	Court Financial/Technical Supervisor	1.000	1.000	1.000
	Deputy Court Administrator	1.000	1.000	1.000
	Deputy Court Clerk	10.300	10.300	10.300
	Municipal Judge	1.000	1.000	1.000
	Municipal Court Division Section Sum	**15.100**	**15.100**	**15.100**
100121300130	**Probation Section**			
	Deputy Court Clerk	1.000	1.000	1.000
	Probation Officer	1.500	1.500	1.500
	Probation Supervisor	1.000	1.000	1.000
	Probation Section Sum	**3.500**	**3.500**	**3.500**
100121300911	**Probation - Public Safety**			
	Probation Officer	0.500	0.500	0.500
	Probation - Public Safety Sum	**0.500**	**0.500**	**0.500**
	Municipal Court - Public Safety			
	Deputy Court Clerk	1.500	1.500	1.500
	Municipal Court - Public Safety Sum	**1.500**	**1.500**	**1.500**
Municipal Court Division Total		**20.600**	**20.600**	**20.600**
General Services Department Total		**58.766**	**57.766**	**58.766**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Parks, Recreation and Libraries Department				
10050050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Applications Specialist	1.000	1.000	1.000
	Management Assistant	*1.200*	*0.000*	*0.000*
	Parks, Recreation and Libraries Director	1.000	1.000	1.000
	PR&L Community Outreach Coordinator	*1.000*	*0.000*	*0.000*
	PR&L Marketing Analyst	0.000	1.200	1.200
	PR&L Marketing Supervisor	0.000	1.000	1.000
	PR&L Operations Manager	1.000	1.000	1.000
	Secretary	3.000	3.000	3.000
	Senior Management Analyst	1.000	1.000	1.000
Administration Division Total		**10.200**	**10.200**	**10.200**
10050620	**Library Services Division**			
	Librarian I	6.100	6.100	6.100
	Librarian II	2.000	2.000	2.000
	Library Associate I/II	6.700	6.700	6.700
	Library Clerk I/II	8.750	8.750	8.750
	Library Network Specialist	1.000	1.000	1.000
	Library Services Coordinator	5.000	5.000	5.000
	Library Services Manager	1.000	1.000	1.000
	Library Shelver	5.225	5.225	5.225
	Library Specialist	1.500	1.500	1.500
	Library Supervisor	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
Library Services Division Total		**39.275**	**39.275**	**39.275**
10050720	**Recreation Facilities Division Section**			
	Recreation Facilities Superintendent	0.000	1.000	1.000
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Facilities Division Section Sum	**0.500**	**1.500**	**1.500**
100507200505	**Fitness Section**			
	Recreation Program Assistant	0.500	0.500	0.500
	Recreation Specialist	1.000	1.000	1.000
	Fitness Section Sum	**1.500**	**1.500**	**1.500**
100507200860	**City Park Recreation Center**			
	Assistant Recreation Supervisor	*0.500*	*0.000*	*0.000*
	City Park Superintendent	0.500	0.500	0.500
	Custodian	1.500	1.500	1.500
	Facility Assistant	2.700	2.700	2.700
	Guest Relations Clerk I/II	6.400	6.400	6.400
	Recreation Supervisor	0.000	0.500	0.500
	City Park Recreation Center Sum	**11.600**	**11.600**	**11.600**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100507200861	**City Park Fitness Center**			
	Assistant Recreation Supervisor	*0.500*	*0.000*	*0.000*
	City Park Superintendent	0.500	0.500	0.500
	Custodian	1.000	1.000	1.000
	Facility Assistant	1.500	1.500	1.500
	Guest Relations Clerk I/II	4.300	4.300	4.300
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor	0.000	0.500	0.500
	City Park Fitness Center Sum	**8.300**	**8.300**	**8.300**
100507200963	**Swim and Fitness Center**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	3.500	3.500	3.500
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor - SFC	*1.000*	*0.000*	*0.000*
	Swim and Fitness Center Sum	**6.600**	**5.600**	**5.600**
100507200967	**West View Recreation Center**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	3.900	3.900	3.900
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor	0.000	1.000	1.000
	Recreation Supervisor - West View	*1.000*	*0.000*	*0.000*
	West View Recreation Center Sum	**7.000**	**7.000**	**7.000**
Recreation Facilities Division Total		**35.500**	**35.500**	**35.500**
10050760	**Recreation Programs Division Section**			
	Facility Assistant	1.750	1.750	1.750
	Recreation Program Assistant	1.000	1.000	1.000
	Recreation Programs Superintendent	0.000	1.000	1.000
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Specialist	4.000	4.000	4.000
	Recreation Supervisor	0.000	1.000	1.000
	Recreation Supervisor - Sports	*1.000*	*0.000*	*0.000*
	Recreation Programs Division Section Sum	**8.250**	**9.250**	**9.250**
100507600017	**The MAC**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	1.900	1.900	1.900
	Recreation Aide	0.600	0.600	0.600
	Recreation Specialist	1.000	1.700	1.700
	Recreation Supervisor - The MAC	*1.000*	*0.000*	*0.000*
	Recreation Supervisor II	0.000	1.000	1.000
	The MAC Sum	**6.100**	**6.800**	**6.800**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100507600035	**Westminster Sports Center**			
	Facility Assistant	0.250	0.250	0.250
	Recreation Program Assistant	0.500	0.500	0.500
	Westminster Sports Center Sum	**0.750**	**0.750**	**0.750**
100507600532	**Arts Program Section**			
	Recreation Program Assistant	0.500	0.500	0.500
	Arts Program Section Sum	**0.500**	**0.500**	**0.500**
Recreation Programs Division Total		**15.600**	**17.300**	**17.300**
10050550	**Park Services Section**			
	Crewleader	3.000	3.000	3.000
	Equipment Mechanic	2.000	2.000	2.000
	Foreman	2.000	2.000	2.000
	Park Services Manager	1.000	1.000	1.000
	Parks Specialist	3.000	3.000	3.000
	Parksworker I/II	5.000	3.000	3.000
	Park Services Section Sum	**16.000**	**14.000**	**14.000**
10050690	**Design/Development Section**			
	Equipment Operator II	2.000	2.000	2.000
	Landscape Architect I/II	0.800	0.800	0.800
	Parks Specialist	1.000	1.000	1.000
	Parks Superintendent	1.000	1.000	1.000
	Design/Development Section Sum	**4.800**	**4.800**	**4.800**
Park Services Division Total		**20.800**	**18.800**	**18.800**
100507200511	**Aquatics Section**			
	Aquatics Supervisor	1.000	1.000	1.000
	Assistant Pool Manager	4.000	4.000	4.000
	Electromechanic Specialist	0.000	1.000	1.000
	Lead Lifeguard	7.800	7.800	7.800
	Recreation Specialist	1.000	1.000	1.000
	Recreation Specialist	1.000	1.000	1.000
Aquatics Section Total		**14.800**	**15.800**	**15.800**
10050660	**Standley Lake Section**			
	Lake Operations Coordinator	1.000	1.000	1.000
	Park Ranger	2.000	2.000	2.000
	Senior Park Ranger	1.000	1.000	1.000
Standley Lake Section Total		**4.000**	**4.000**	**4.000**
100505500106	**Parks Promenade**			
	Parksworker I/II	2.000	2.000	2.000
	Parks Promenade Sum	**2.000**	**2.000**	**2.000**
Parks, Recreation and Libraries Department Total		**142.175**	**142.875**	**142.875**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Police Department				
10020050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Police Chief	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
Administration Division Total		**3.000**	**3.000**	**3.000**
	Police Patrol Services Division			
10020500	**Administration Section**			
	Deputy Police Chief	1.000	1.000	1.000
	Equipment Services Assistant	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	5.000	5.000	5.000
	Secretary	0.800	0.800	0.800
	Sergeant	1.000	2.000	2.000
	Administration Section Sum	**9.800**	**10.800**	**10.800**
100205000348	**Traffic Section**			
	Crime Analyst	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	15.000	15.000	15.000
	Sergeant	2.000	2.000	2.000
	Traffic Accident Investigator	4.000	4.000	4.000
	Traffic Section Sum	**23.000**	**23.000**	**23.000**
100205000349	**Patrol Section**			
	Police Commander	3.000	3.000	3.000
	Police Officer/Senior Police Officer	90.000	90.000	90.000
	Report Specialist	2.000	2.000	2.000
	Sergeant	13.000	13.000	13.000
	Patrol Section Sum	**108.000**	**108.000**	**108.000**
Police Patrol Services Division Total		**140.800**	**141.800**	**141.800**
	Police Specialized Services Division			
10020300	**Administration Section**			
	Deputy Police Chief	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Administration Section Sum	**2.000**	**2.000**	**2.000**
100203000341	**Professional Services Section**			
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	7.000	7.000	7.000
	Secretary	0.800	0.800	0.800
	Professional Services Section Sum	**8.800**	**8.800**	**8.800**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100203000342	**Neighborhood Services Section**			
	Animal Management Officer	3.500	4.500	4.500
	Animal Management Supervisor	1.000	1.000	1.000
	Code Enforcement Officer	5.000	5.000	5.000
	Code Enforcement Supervisor	1.000	1.000	1.000
	Code Enforcement Technician	1.000	1.000	1.000
	Graffiti Enforcement Specialist	0.000	1.000	1.000
	Neighborhood Services Specialist	*1.000*	*0.000*	*0.000*
	Neighborhood Services Section Sum	**12.500**	**13.500**	**13.500**
100203000343	**Records and Property Section**			
	Lead Police Records Technician	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Records Supervisor	1.000	1.000	1.000
	Police Records Technician	11.000	11.000	11.000
	Property Evidence Technician	3.000	3.000	3.000
	Records and Property Section Sum	**17.000**	**17.000**	**17.000**
100203000344	**Investigations Section**			
	Criminalist/Senior Criminalist	3.000	3.000	3.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	31.000	31.000	31.000
	Secretary	1.500	1.500	1.500
	Sergeant	4.000	4.000	4.000
	Victim Advocate	3.000	3.000	3.000
	Victim Services Coordinator	1.000	1.000	1.000
	Investigations Section Sum	**44.500**	**44.500**	**44.500**
100203000345	**Communications Section**			
	Communications Specialist I/II	23.000	23.000	23.000
	Communications Supervisor	4.000	4.000	4.000
	Public Safety Communications Administrator	1.000	1.000	1.000
	Technical Services Coordinator	1.000	1.000	1.000
	Communications Section Sum	**29.000**	**29.000**	**29.000**
Police Specialized Services Division Total		**113.800**	**114.800**	**114.800**
100205000106	**Patrol Promenade**			
	Police Officer/Senior Police Officer	4.000	4.000	4.000
	Patrol Promenade Sum	**4.000**	**4.000**	**4.000**
Police Department Total		**261.600**	**263.600**	**263.600**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Public Works and Utilities Department				
10035450	**Street Maintenance Division**			
	Equipment Operator I	4.000	4.000	4.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	2.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	9.000	9.000	9.000
	Pavement Management Coordinator	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Street Inspector	3.000	3.000	3.000
	Street Operations Manager	1.000	1.000	1.000
	Street Projects Specialist	1.000	1.000	1.000
Street Maintenance Division Total		**24.000**	**24.000**	**24.000**
General Fund Total		**725.941**	**730.941**	**732.941**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
Community Development Department				
25030380	**Engineering Division Section**			
	Engineer/Senior Engineer	1.500	1.500	1.500
	GIS Technician	1.000	1.000	1.000
Engineering Division Section Total		**2.500**	**2.500**	**2.500**
Finance Department				
20015240	**Treasury Division Section**			
	Revenue Services Representative	3.000	3.000	3.000
	Utility Billing Supervisor	1.000	1.000	1.000
Treasury Division Section Total		**4.000**	**4.000**	**4.000**
Information Technology Department				
20060230	**Information Technology Section**			
	Administrative Secretary	1.000	1.000	1.000
	ERP Software Engineer	1.000	2.000	2.000
	Information Systems Manager	1.000	1.000	1.000
	Information Technology Director	1.000	1.000	1.000
	Internet Software Engineer	2.000	2.000	2.000
	IT Systems Supervisor	2.000	2.000	2.000
	Lead Software Engineer	2.000	2.000	2.000
	Network Administrator	0.600	0.600	0.600
	Network Systems Technician	0.500	0.500	0.500
	Senior Telecommunications Administrator	1.000	1.000	1.000
	Software Engineer I/II	4.500	5.000	5.000
	Software Engineering Manager	1.000	1.000	1.000
	Systems Administrator	2.700	2.700	2.700
	Technical Support Specialist / Senior Technical Support Specialist	4.000	4.000	5.000
	Utilities Software Analyst	0.000	1.000	1.000
	Information Technology Section Sum	**24.300**	**26.800**	**27.800**
200602300911	**Information Technology - Public Safety**			
	Network Administrator	0.400	0.400	0.400
	Software Engineer I/II	0.300	0.300	0.300
	Systems Administrator	0.300	0.300	0.300
	Information Technology - Public Safety Sum	**1.000**	**1.000**	**1.000**
Information Technology Department Total		**25.300**	**27.800**	**28.800**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
Public Works and Utilities Department				
20035050	**Water Administration Division**			
	Administrative Secretary	1.000	1.000	1.000
	Public Works and Utilities Director	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
Water Administration Division Total		**3.000**	**3.000**	**3.000**
	Utilities Operations Division			
20035470	**Water Field Operations Section**			
	Distribution and Collection Superintendent	1.000	1.000	1.000
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	1.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	3.000	3.000	3.000
	Secretary	2.000	2.000	2.000
	Utilities Operations Manager	1.000	1.000	1.000
	Utilities Technician	1.000	1.000	1.000
	Water Field Operations Section Sum	**13.000**	**14.000**	**14.000**
20035490	**Water Plant Section**			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Foreman	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000
	Plant Operator Trainee/Plant Operator IV	9.000	9.000	9.000
	Plant Superintendent	1.000	1.000	1.000
	Utilities Technician	2.000	2.000	2.000
	Water Plant Section Sum	**17.000**	**17.000**	**17.000**
21035470	**Wastewater Field Operations Section**			
	Equipment Operator I	1.000	1.000	1.000
	Foreman	1.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000
	Utilities Systems Specialist	*1.000*	*0.000*	*0.000*
	Utilities Technician	4.000	4.000	4.000
	Wastewater Field Operations Section Sum	**9.000**	**9.000**	**9.000**
21035490	**Wastewater Plant Section**			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Foreman	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	Plant Operator Trainee/Plant Operator IV	9.000	9.000	9.000
	Plant Superintendent	1.000	1.000	1.000
	Utilities Technician	1.000	1.000	1.000
	Wastewater Plant Section Sum	**15.000**	**15.000**	**15.000**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
200354700402	**Meter Shop Section**			
	Maintenanceworker/Senior Maintenanceworker	1.000	4.000	4.000
	Utilities Systems Specialist	1.000	1.000	1.000
	Utilities Technician	3.000	3.000	3.000
	Meter Shop Section Sum	**5.000**	**8.000**	**8.000**
200354700497	**Water Field Ops/Water Line Replacement Section**			
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	*1.000*	*0.000*	*0.000*
	Maintenanceworker/Senior Maintenanceworker	6.000	6.000	6.000
	Water Field Ops/Water Line Replacement Section Sum	**11.000**	**10.000**	**10.000**
200354900023	**PW&U Water Plants/Reclaimed Section**			
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	PW&U Water Plants/Reclaimed Section Sum	**1.000**	**1.000**	**1.000**
210354900401	**Biosolids Section**			
	Equipment Operator II	3.000	3.000	3.000
	Biosolids Section Sum	**3.000**	**3.000**	**3.000**
200354700498	***Water Field Operations Section-Team***			
	Applications Specialist	*1.000*	*0.000*	*0.000*
	GIS Specialist	*1.000*	*0.000*	*0.000*
	Maintenance Management System Coordinator	*1.000*	*0.000*	*0.000*
	Secretary	*1.500*	*0.000*	*0.000*
	Water Field Operations Section-Team Sum	*4.500*	*0.000*	*0.000*
200354700498	**Water Field Operations - Infrastructure Support Services**			
	Applications Specialist	0.000	1.000	1.000
	Information Support Services Lead	0.000	1.000	1.000
	Secretary	0.000	1.500	1.500
	Wastewater and Support Services Supervisor	0.000	1.000	1.000
	Water Field Operations - Infrastructure Support Services Sum	**0.000**	**4.500**	**4.500**
Utilities Operations Division Total		**78.500**	**81.500**	**81.500**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
	Utilities Planning and Engineering Division			
20035430	**PW&U Engineering Section**			
	Engineer/Senior Engineer	5.000	5.000	5.000
	Records Management Technician	1.000	1.000	1.000
	Senior Projects Engineer	1.000	1.000	1.000
	PW&U Engineering Section Sum	**7.000**	**7.000**	**7.000**
20035480	**Water Resources Section**			
	Engineer/Senior Engineer	2.000	2.000	2.000
	Project Specialist	1.000	1.000	1.000
	Reclaimed System Analyst	1.000	1.000	1.000
	Reclaimed Water System Coordinator	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Utilities Planning and Engineering Manager	1.000	1.000	1.000
	Water Resources Analyst	1.000	1.000	1.000
	Water Resources Engineering Coordinator	1.000	1.000	1.000
	Water Resources Technician	1.000	1.000	1.000
	Water Resources Section Sum	**10.000**	**10.000**	**10.000**
200354800943	**Water Quality Section**			
	Chemist	2.000	2.000	2.000
	Engineer/Senior Engineer	0.000	1.000	1.000
	Laboratory Aide	1.000	1.000	1.000
	Laboratory Analyst	1.000	1.000	1.000
	Water Quality Administrator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Water Quality Section Sum	**6.000**	**7.000**	**7.000**
210354800943	**Laboratory Services Section**			
	Chemist	1.000	2.000	2.000
	Laboratory Analyst	*1.000*	*0.000*	*0.000*
	Laboratory Services Coordinator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Laboratory Services Section Sum	**4.000**	**4.000**	**4.000**
Utilities Planning and Engineering Division Total		**27.000**	**28.000**	**28.000**
Public Works and Utilities Department Total		**108.500**	**112.500**	**112.500**
Utility Fund Total		**140.300**	**146.800**	**147.800**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Fleet Maintenance Fund				
30012460	**Fleet Division Section**			
	Applications Specialist	1.000	1.000	1.000
	Fleet Manager	1.000	1.000	1.000
	Foreman	1.000	1.000	1.000
	Mechanic I/II	5.000	5.000	5.000
	Secretary	0.500	0.500	0.500
	Fleet Division Section Sum	**8.500**	**8.500**	**8.500**
300124600911	**Fleet - Public Safety Section**			
	Fire Mechanic	1.000	1.000	1.000
	Fleet - Public Safety Section Sum	**1.000**	**1.000**	**1.000**
Fleet Division Total		**9.500**	**9.500**	**9.500**
Fleet Maintenance Fund Total		**9.500**	**9.500**	**9.500**
Property Liability Fund				
General Services Department				
	Human Resources Division			
46010900	**Risk Section**			
	Human Resources Manager/Risk	0.000	1.000	1.000
	Risk Manager	*1.000*	*0.000*	*0.000*
	Risk/Claims Analyst	0.500	0.500	0.500
	Risk Section Sum	**1.500**	**1.500**	**1.500**
460109000911	Risk Section - Public Safety			
	Risk/Claims Analyst	0.500	0.500	0.500
	Risk Section - Public Safety Sum	**0.500**	**0.500**	**0.500**
Human Resources Division-Risk Total		**2.000**	**2.000**	**2.000**
Property Liability Fund Total		**2.000**	**2.000**	**2.000**
Medical/Dental Fund				
General Services Department				
	Human Resources Division			
49010900	**Benefits Section**			
	Benefits Specialist	1.000	1.000	1.000
	Human Resources Technician	0.500	0.500	0.500
	Benefits Section Sum	**1.500**	**1.500**	**1.500**
Human Resources Division-Benefits Total		**1.500**	**1.500**	**1.500**
Medical/Dental Fund Total		**1.500**	**1.500**	**1.500**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Open Space Fund				
Community Development Department				
	Administration			
54010900	*Open Space (POST)*			
	Open Space Coordinator	*1.000*	*0.000*	*0.000*
	Open Space Technician	*0.500*	*0.000*	*0.000*
	Open Space (POST) Total	***1.500***	***0.000***	***0.000***
Parks, Recreation and Libraries Department				
	Park Operations			
54050550	**Open Space (POST)**			
	Equipment Operator II	0.000	1.000	1.000
	Foreman	0.000	1.000	1.000
	Horticultural Specialist	0.000	0.000	1.000
	Open Space Coordinator	0.000	1.000	1.000
	Open Space Technician	0.000	0.500	0.500
	Open Space Volunteer Coordinator	1.000	1.000	1.000
	Parksworker I/II	0.000	2.000	4.000
	Recreation Specialist	0.000	0.000	1.000
	Open Space (POST) Total	**1.000**	**6.500**	**10.500**
Open Space (POST) Fund Total		**2.500**	**6.500**	**10.500**
Community Development Block Grant Fund				
	Community Development Admin			
76030350	**Community Development Block Grant**			
	CDBG Technician	1.000	1.000	1.000
	Community Development Program Planner	0.500	0.500	0.500
Community Development Block Grant Fund Total		**1.500**	**1.500**	**1.500**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Golf Course Enterprise Fund				
Parks, Recreation and Libraries Department				
	Golf Course Enterprise Fund - Heritage			
23050720	**Heritage Golf Course Maintenance**			
	Assistant Golf Course Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Course Superintendent	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Worker	1.000	1.000	1.000
	Horticultural Specialist	0.500	0.500	0.500
	Recreation Facilities Superintendent	*0.500*	*0.000*	*0.000*
	Heritage Golf Course Maintenance Sum	**6.000**	**5.500**	**5.500**
230507200249	**The Heritage Club House**			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	The Heritage Club House Sum	**3.000**	**3.000**	**3.000**
Golf Course Enterprise Fund - Heritage Total		**9.000**	**8.500**	**8.500**
Parks, Recreation and Libraries Department				
	Golf Course Enterprise Fund - Legacy			
22050720	**Legacy Ridge Golf Course Maintenance**			
	Assistant Golf Course Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Course Superintendent	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Worker	1.000	1.000	1.000
	Horticultural Specialist	0.500	0.500	0.500
	Recreation Facilities Superintendent	*0.500*	*0.000*	*0.000*
	Legacy Ridge Golf Course Maintenance Sum	**6.000**	**5.500**	**5.500**
220507200249	**Legacy Ridge Club House**			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	Legacy Ridge Club House Sum	**3.000**	**3.000**	**3.000**
Golf Course Enterprise Fund - Legacy Total		**9.000**	**8.500**	**8.500**
Golf Course Enterprise Fund Total		**18.000**	**17.000**	**17.000**

Exhibit J

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Capital Improvement Fund				
General Services Department				
	Building Operations & Maintenance Division			
81275012994	**City Facility Energy Improvements**			
	Energy and Facilities Projects Coordinator	1.000	1.000	1.000
City Facility Energy Improvements Total		**1.000**	**1.000**	**1.000**
Parks, Recreation and Libraries Department				
	Parks Services Division			
80175050340	**Community Enhancement Program**			
	City Forester	1.000	1.000	1.000
	Contract Services Coordinator	1.000	1.000	1.000
	Crewleader	1.000	1.000	1.000
	Landscape Architect I/II	1.000	1.000	1.000
	Parks Specialist	1.000	1.000	1.000
	Parks Superintendent	1.000	1.000	1.000
Community Enhancement Program Section Total		**6.000**	**6.000**	**6.000**
	Park Services Division			
80175050037	**Capital Projects**			
	Landscape Architect I/II	1.000	1.000	1.000
Capital Projects Total		**1.000**	**1.000**	**1.000**
	Parks Services Division			
80275050512	**Capital Projects - Park Maintenance (JCOS)**			
	Crewleader	3.000	3.000	3.000
	Parks Specialist	2.000	2.000	2.000
	Parksworker I/II	4.000	4.000	4.000
Capital Projects - Park Maintenance (JCOS) Total		**9.000**	**9.000**	**9.000**
General Capital Improvement Fund Total		**17.000**	**17.000**	**17.000**
WURP Fund				
City Manager's Office				
80968005952	**Economic Development Division**			
	Administrative Secretary	0.000	0.500	0.500
	Communication Coordinator	*0.500*	*0.000*	*0.000*
Economic Development Division Section Total		**0.500**	**0.500**	**0.500**
WURP Fund Total		**0.500**	**0.500**	**0.500**
Grand Total		**918.741**	**933.241**	**940.241**

Exhibit K

GENERAL RESERVE FUND

Total Reserve Fund Balance

	2013 Ending Balance (Actual)	2014 Revised Ending Balance (Adjusted Budget)	2014 Ending Balance (Estimated)	2015 Estimated Ending Balance (Proposed Budget)	2016 Estimated Ending Balance (Proposed Budget)
Fund Balance	$9,743,926	$10,163,488	$10,068,076	$10,347,645	$10,611,391
TOTAL	**$9,743,926**	**$10,163,488**	**$10,068,076**	**$10,347,645**	**$10,611,391**

GENERAL FUND STABILIZATION RESERVE FUND

Total Reserve Fund Balance

	2013 Ending Balance (Actual)	2014 Revised Ending Balance (Adjusted Budget)	2014 Ending Balance (Estimated)	2015 Estimated Ending Balance (Proposed Budget)	2016 Estimated Ending Balance (Proposed Budget)
Fund Balance	$4,630,182	$4,727,796	$4,765,328	$4,855,784	$5,101,530
TOTAL	**$4,630,182**	**$4,727,796**	**$4,765,328**	**$4,855,784**	**$5,101,530**

UTILITY RESERVE FUNDS

Total Reserve Fund Balances

	2013 Ending Balance (Actual)	2014 Revised Ending Balance (Adjusted Budget)	2014 Ending Balance (Estimated)	2015 Estimated Ending Balance (Proposed Budget)	2016 Estimated Ending Balance (Proposed Budget)
Rate Stabilization Rsv	$12,533,996	$12,763,802	$13,192,623	$13,298,552	$13,405,331
Capital Projects Rsv	$26,492,169	$19,322,387	$22,763,711	$22,009,647	$11,371,780
TOTAL	**$39,026,165**	**$32,086,189**	**$35,956,334**	**$35,308,199**	**$24,777,111**

Total Budget by Category

	2013 Actual	2014 Revised Budget	2014 Estimated	2015 Proposed	2016 Proposed
RSR Transfers	$342,116	$0	$0	$0	$0
CPR Transfers	$2,533,172	$8,906,830	$8,906,830	$930,000	$10,730,000
TOTAL	**$2,875,288**	**$8,906,830**	**$8,906,830**	**$930,000**	**$10,730,000**

Exhibit L

GENERAL DEBT SERVICE SCHEDULE

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
Sales & Use Tax	Principal	$165,000	$170,000	$180,000	$185,000	$195,000	$1,315,000
Revenue Refunding Bonds	Interest	$64,245	$56,820	$49,000	$40,000	$30,750	$272,565
$13,275,000; Issued 9/01	Total	$229,245	$226,820	$229,000	$225,000	$225,750	$1,587,565
Sales & Use Tax	Principal	$1,146,626	$1,210,327	$0	$0	$0	$2,356,953
Refunding Bonds - Streets Portion	Interest	$114,503	$51,439	$0	$0	$0	$165,942
$10,715,000; 2007A	Total	$1,261,129	$1,261,766	$0	$0	$0	$2,522,895
Sales & Use Tax	Principal	$293,374	$309,673	$0	$0	$0	$603,047
Refunding Bonds - Golf Portion	Interest	$29,297	$13,161	$0	$0	$0	$42,458
$10,715,000; 2007A	Total	$322,671	$322,834	$0	$0	$0	$645,505
Sales & Use Tax	Principal	$1,755,000	$1,850,000	$0	$0	$0	$3,605,000
Revenue Refunding Bonds - POST	Interest	$189,025	$92,500	$0	$0	$0	$281,525
$13,680,000; 2007B	Total	$1,944,025	$1,942,500	$0	$0	$0	$3,886,525
Sales & Use Tax	Principal	$1,178,477	$1,234,215	$0	$0	$0	$2,412,692
Refunding Bonds - Streets Portion	Interest	$123,720	$64,796	$0	$0	$0	$188,516
$10,910,000; 2007C	Total	$1,302,197	$1,299,012	$0	$0	$0	$2,601,208
Sales & Use Tax	Principal	$301,523	$315,785	$0	$0	$0	$617,308
Refunding Bonds - Golf Portion	Interest	$31,655	$16,579	$0	$0	$0	$48,234
$10,910,000; 2007C	Total	$333,178	$332,363	$0	$0	$0	$665,542
Sales & Use Tax	Principal	$0	$0	$960,000	$1,000,000	$1,045,000	$20,000,000
Revenue Bonds - POST	Interest	$930,863	$930,863	$930,863	$892,463	$849,963	$10,251,513
$20,000,000; 2007D	Total	$930,863	$930,863	$1,890,863	$1,892,463	$1,894,963	$30,251,513
Sales & Use Tax	Principal	$995,000	$1,015,000	$1,045,000	$1,090,000	$1,135,000	$8,940,000
Revenue Refunding Bonds	Interest	$380,925	$356,050	$325,600	$294,250	$239,750	$1,963,825
$10,545,000; Issued 7/10	Total	$1,375,925	$1,371,050	$1,370,600	$1,384,250	$1,374,750	$10,903,825
Total Sales & Use Tax	**Principal**	**$5,835,000**	**$6,105,000**	**$2,185,000**	**$2,275,000**	**$2,375,000**	**$39,850,000**
Debt	**Interest**	**$1,864,233**	**$1,582,208**	**$1,305,463**	**$1,226,713**	**$1,120,463**	**$13,214,578**
	Total	**$7,699,233**	**$7,687,208**	**$3,490,463**	**$3,501,713**	**$3,495,463**	**$53,064,578**
Less:							
Open Space Fund Portion	Total	$2,874,888	$2,873,363	$1,890,863	$1,892,463	$1,894,963	$34,138,038
Golf Course/ Open Space Fund Portion	Total	$655,849	$655,197	$0	$0	$0	$1,311,046
Total Sales & Use Tax	**Principal**	**$3,485,103**	**$3,629,542**	**$1,225,000**	**$1,275,000**	**$1,330,000**	**$15,024,645**
Debt paid for via General	**Interest**	**$683,393**	**$529,105**	**$374,600**	**$334,250**	**$270,500**	**$2,590,849**
Debt Service Fund	**Total**	**$4,168,496**	**$4,158,648**	**$1,599,600**	**$1,609,250**	**$1,600,500**	**$17,615,494**

* Some debt issues extend beyond 2019 and Outstanding represents projected balances on 12/31/14.

Exhibit L

GENERAL FUND LEASE-PURCHASE SCHEDULE

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
Fire Truck 2008	Principal	$24,137	$0	$0	$0	$0	$24,137
$603,450	Interest	$336	$0	$0	$0	$0	$336
Purchased 04/08	Total	$24,473	$0	$0	$0	$0	$24,473
Fire Pumper Truck 2008	Principal	$33,317	$0	$0	$0	$0	$33,317
$216,475	Interest	$463	$0	$0	$0	$0	$463
Purchased 12/08	Total	$33,780	$0	$0	$0	$0	$33,780
Energy Audit Lease 2005	Principal	$216,421	$23,079	$0	$0	$0	$435,851
$396,932	Interest	$219,430	$20,070	$0	$0	$0	$43,149
Purchased 12/05	Total	$435,851	$43,149	$0	$0	$0	$479,000
Parks Equipment 2015	Principal	$105,643	$108,813	$112,077	$115,439	$115,335	$560,875
$577,703	Interest	$16,826	$13,657	$10,393	$7,030	$3,567	$51,473
Estimated 1/15	Total	$122,470	$122,470	$122,470	$122,470	$118,903	$612,348
Energy Audit Lease 2010	Principal	$239,998	$249,990	$260,398	$271,240	$282,533	$1,760,167
$2,517,094	Interest	$68,098	$58,106	$47,698	$36,856	$25,563	$252,458
Purchased 5/10	Total	$308,096	$308,096	$308,096	$308,096	$308,096	$2,012,624
Fire Heavy Rescue 2010	Principal	$41,585	$42,163	$33,153	$0	$0	$116,901
$274,999	Interest	$1,625	$1,047	$461	$0	$0	$3,133
Purchased 7/10	Total	$43,210	$43,210	$33,614	$0	$0	$120,034
Fire Pumper Truck 2010	Principal	$67,938	$68,882	$69,839	$0	$0	$206,659
$451,415	Interest	$2,873	$1,928	$971	$0	$0	$5,772
Purchased 12/10	Total	$70,810	$70,810	$70,810	$0	$0	$212,431
Fire Ladder Truck 2011	Principal	$97,511	$99,649	$101,834	$104,067	$0	$403,062
$683,383	Interest	$7,975	$5,837	$3,652	$1,418	$0	$18,882
Purchased 10/2011	Total	$105,486	$105,486	$105,486	$105,486	$0	$421,943
Fire Pumper Truck 2013	Principal	$58,908	$60,057	$61,228	$62,422	$63,639	$371,134
$435,393	Interest	$7,237	$6,088	$4,917	$3,723	$2,506	$25,738
Purchased 10/2013	Total	$66,145	$66,145	$66,145	$66,145	$66,145	$396,872
CHF Shoenberg Farm	Principal	$0	$0	$112,724	$0	$0	$112,724
$112,724	Interest	$3,382	$3,382	$1,691	$0	$0	$8,454
Purchased 3/12	Total	$3,382	$3,382	$114,415	$0	$0	$121,178
Section 108 HUD	Principal	$0	$0	$0	$0	$0	$1,500,000
$1,500,000	Interest	$9,699	$9,699	$9,699	$9,699	$9,699	$145,485
Purchased 8/2013	Total	$9,699	$9,699	$9,699	$9,699	$9,699	$1,645,485
Total General Lease	**Principal**	**$885,458**	**$652,632**	**$751,254**	**$553,169**	**$461,508**	**$5,524,827**
	Interest	**$337,017**	**$119,814**	**$79,481**	**$58,727**	**$41,335**	**$554,415**
	Total	**$1,222,476**	**$772,447**	**$830,734**	**$611,896**	**$502,843**	**$6,079,242**

* Some leases extend beyond 2019 and Outstanding represents projected balances on 12/31/14.

Exhibit L

CERTIFICATES OF PARTICIPATION

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
144th Interchange **	Principal	$835,000	$0	$0	$0	$0	$835,000
2005 COPS Issued 5/05	Interest	$35,488	$0	$0	$0	$0	$35,488
$17,130,000	Total	$870,488	$0	$0	$0	$0	$870,488
Refunding of 1998 & 1999	Principal	$2,375,000	$2,465,000	$2,570,000	$2,675,000	$2,810,000	$21,190,000
2007 Series	Interest	$928,538	$833,538	$734,938	$625,713	$491,963	$4,902,538
$32,210,000	Total	$3,303,538	$3,298,538	$3,304,938	$3,300,713	$3,301,963	$26,092,538
Refunding 2001 & 1998 GC	Principal	$1,115,000	$1,150,000	$1,190,000	$1,235,000	$1,285,000	$10,100,000
2010 COPS Issued 8/10	Interest	$372,781	$339,331	$293,331	$245,731	$197,431	$1,764,375
$17,645,000	Total	$1,487,781	$1,489,331	$1,483,331	$1,480,731	$1,482,431	$11,864,375
Refunding 1998 Ice Centre	Principal	$705,000	$730,000	$750,000	$775,000	$800,000	$7,325,000
2010 COPS Issued 11/10	Interest	$256,788	$235,638	$213,738	$189,363	$166,113	$1,388,813
$9,950,000	Total	$961,788	$965,638	$963,738	$964,363	$966,113	$8,713,813
Refunding 2005 COPs	Principal	$65,000	$940,000	$970,000	$995,000	$1,020,000	$10,900,000
2013 COPS Issued 1/13	Interest	$377,800	$375,850	$347,650	$318,550	$298,650	$2,696,350
$11,095,000	Total	$442,800	$1,315,850	$1,317,650	$1,313,550	$1,318,650	$13,596,350
Total Certificates of	**Principal**	**$5,095,000**	**$5,285,000**	**$5,480,000**	**$5,680,000**	**$5,915,000**	**$50,350,000**
Participation	**Interest**	**$1,971,394**	**$1,784,356**	**$1,589,656**	**$1,379,356**	**$1,154,156**	**$10,787,563**
	Total	**$7,066,394**	**$7,069,356**	**$7,069,656**	**$7,059,356**	**$7,069,156**	**$61,137,563**
Less:							
Hyland Hills Share of	Principal	$352,500	$365,000	$375,000	$387,500	$400,000	$3,662,500
Ice Centre COP (50%)	Interest	$128,394	$117,819	$106,869	$94,681	$83,056	$694,406
	Total	$480,894	$482,819	$481,869	$482,181	$483,056	$4,356,906
Thornton's Reimbursement	Principal	$770,000	$805,000	$840,000	$875,000	$910,000	$10,640,000
of 2005 COPS	Interest	$497,088	$464,363	$428,138	$394,538	$359,538	$3,316,663
	Total	$1,267,088	$1,269,363	$1,268,138	$1,269,538	$1,269,538	$13,956,663
Net Certificates of	**Principal**	**$3,972,500**	**$4,115,000**	**$4,265,000**	**$4,417,500**	**$4,605,000**	**$36,047,500**
Participation	**Interest**	**$1,345,913**	**$1,202,175**	**$1,054,650**	**$890,138**	**$711,563**	**$6,776,495**
	Total	**$5,318,413**	**$5,317,175**	**$5,319,650**	**$5,307,638**	**$5,316,563**	**$42,823,995**

* Some COP issues extend beyond 2019 and Outstanding represents projected balances on 12/31/14.

** Per Intergovernmental Agreement with Thornton, the City will be reimbursed the COP costs on this issue with the 1% Sales Tax revenue sharing component of the agreement.

Exhibit L

UTILITY ENTERPRISE FUND DEBT SERVICE SCHEDULE

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
Water Reclamation 1997	Principal	$870,788	$934,118	$1,008,003	$0	$0	$2,812,908
$13,246,525	Interest	$58,444	$25,041	$20,420	$0	$0	$103,904
Issued 03/97	Service Fee	$105,972	$79,479	$26,493	$0	$0	$211,944
	Total	$1,035,203	$1,038,637	$1,054,916	$0	$0	$3,128,756
Water Reclamation 1998	Principal	$261,076	$279,916	$145,341	$0	$0	$686,333
$4,085,697	Interest	$10,384	$3,326	$0	$0	$0	$13,710
Issued 06/98	Service Fee	$28,600	$18,386	$6,129	$0	$0	$53,114
	Total	$300,059	$301,627	$151,470	$0	$0	$753,156
Water Treatment Plant 2000	Principal	$851,067	$878,258	$908,167	$946,234	$1,014,211	$5,128,155
$14,998,357	Interest	$143,080	$115,812	$86,037	$46,914	$14,178	$407,893
Issued 05/00	Service Fee	$119,987	$119,987	$119,987	$119,987	$82,491	$584,936
	Total	$1,114,134	$1,114,057	$1,114,191	$1,113,136	$1,110,880	$6,120,984
Wastewater Plant 2005	Principal	$760,000	$782,500	$807,500	$830,000	$847,500	$9,210,000
$15,440,000	Interest	$237,289	$214,702	$191,447	$168,474	$149,032	$1,392,242
Issued 05/05	Service Fees	$123,520	$123,520	$123,520	$123,520	$123,520	$1,173,440
	Total	$1,120,809	$1,120,722	$1,122,467	$1,121,994	$1,120,052	$11,775,682
BABs 2010	Principal	$1,475,000	$1,505,000	$1,540,000	$1,580,000	$1,625,000	$29,505,000
$29,505,000	Interest	$1,477,884	$1,430,212	$1,374,602	$1,313,079	$1,244,918	$14,555,335
Issued 05/10	Total	$2,952,884	$2,935,212	$2,914,602	$2,893,079	$2,869,918	$44,060,335
Rehfeld Note	Principal	$11,374	$11,829	$12,303	$12,795	$13,307	$120,374
$180,000	Interest	$4,815	$4,360	$3,887	$3,395	$2,883	$25,331
Issued 03/08	Total	$16,189	$16,189	$16,189	$16,189	$16,189	$145,705
Total Utility Enterprise	**Principal**	**$4,229,305**	**$4,391,621**	**$4,421,314**	**$3,369,029**	**$3,500,017**	**$47,462,768**
Fund Bonded Debt & Notes	**Interest**	**$1,931,895**	**$1,793,453**	**$1,676,394**	**$1,531,862**	**$1,411,011**	**$16,498,414**
	Service Fees	**$378,079**	**$341,372**	**$276,128**	**$243,507**	**$206,011**	**$2,023,435**
	Total	**$6,539,279**	**$6,526,445**	**$6,373,836**	**$5,144,398**	**$5,117,039**	**$65,984,617**

* Some debt issues extend beyond 2019 and Outstanding represents projected balances on 12/31/14.

Exhibit L

GOLF COURSE FUND DEBT SERVICE SCHEDULE

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
Refunding 01 COPS & 98 GC	Principal	$365,000	$375,000	$390,000	$405,000	$420,000	$3,770,000
2010 COPS Issued 8/10	Interest	$131,750	$120,800	$105,800	$90,200	$78,050	$699,613
$17,130,000	Total	$496,750	$495,800	$495,800	$495,200	$498,050	$4,469,613
Total Golf Course Fund	**Principal**	**$365,000**	**$375,000**	**$390,000**	**$405,000**	**$420,000**	**$3,770,000**
Bonded Debt	**Interest**	**$131,750**	**$120,800**	**$105,800**	**$90,200**	**$78,050**	**$699,613**
	Total	**$496,750**	**$495,800**	**$495,800**	**$495,200**	**$498,050**	**$4,469,613**
Leases							
Golf Carts	Principal	$177,635	$176,385	$180,442	$184,592	$188,837	$907,891
$1,101,068	Interest	$15,546	$16,796	$12,739	$8,589	$4,344	$58,014
Purchased 04/14	Total	$193,181	$193,181	$193,181	$193,181	$193,181	$965,905
Golf Joint Lease	Principal	$121,068	$124,000	$63,122	$0	$0	$308,190
$484,283	Interest	$6,313	$3,380	$569	$0	$0	$10,262
Purchased 07/13	Total	$127,381	$127,380	$63,691	$0	$0	$318,452
Total Golf Course Fund	**Principal**	**$298,703**	**$300,385**	**$243,564**	**$184,592**	**$188,837**	**$1,216,081**
Leases	**Interest**	**$21,859**	**$20,176**	**$13,308**	**$8,589**	**$4,344**	**$68,276**
	Total	**$320,562**	**$320,561**	**$256,872**	**$193,181**	**$193,181**	**$1,284,357**
Total Golf Course Fund	**Principal**	**$663,703**	**$675,385**	**$633,564**	**$589,592**	**$608,837**	**$4,986,081**
Debt Service & Leases	**Interest**	**$153,609**	**$140,976**	**$119,108**	**$98,789**	**$82,394**	**$767,889**
	Total	**$817,312**	**$816,361**	**$752,672**	**$688,381**	**$691,231**	**$5,753,970**

* Some debt and lease issues extend beyond 2019 and Outstanding represents projected balances on 12/31/14.

Exhibit L

POST FUND CERTIFICATES OF PARTICIPATION

		2015	2016	2017	2018	2019	Outstanding Balance as of 12/31/14 *
Open Space Foundation	Principal	$520,000	$540,000	$0	$0	$0	$1,060,000
2006 COPS	Interest	$45,320	$23,220	$0	$0	$0	$68,540
$4,920,000; Issued 4/06	Total	$565,320	$563,220	$0	$0	$0	$1,128,540

The COPS are an obligation of the Broomfield-Westminster Open Space Foundation. The City, as a member of the Foundation, has committed Open Space funds to pay the City's share of the COP obligation.

Exhibit M

GENERAL CAPITAL OUTLAY REPLACEMENT FUND (GCORF) EXPENDITURES

				2013 Actual	2014 Revised Budget	2014 Actual (9/1/14)	2014 Estimated	2015 Proposed	2016 Proposed
General Capital Outlay Replacement Fund (GCORF)									
45010900									
		Capital Outlay							
80645010900	8888	Vehicles - General		$511,220	$552,500	$182,874	$552,500	$859,500	$895,000
80645010911	8888	Vehicles PST		$1,366,435	$792,750	$518,524	$792,750	$792,750	$692,750
80645010911	8888	Lease Pymts to Others - Fire Trucks		$508,198	$462,027	$402,885	$429,261	$343,904	$385,651
80645010921	8888	PC Replacement Outlay		$242,187	$390,674	$89,001	$89,001	$294,783	$296,991
81245005995	8888	Citywide Copier Replacement		$31,365	$101,000	$15,695	$15,695	$63,356	$8,065
81145010911	8888	Wildland Truck Replacement		$0	$0	$0	$96,859	$0	$0
81545010540	8888	Vehicles - POST		$0	$0	$0	$0	$274,500	$190,000
			Subtotal	$2,659,405	$2,298,951	$1,208,979	$1,976,066	$2,628,793	$2,468,457
	450	Gen Capital Outlay Replace Fd	Total	$2,659,405	$2,298,951	$1,208,979	$1,976,066	$2,628,793	$2,468,457
DEPARTMENT TOTAL ALL FUNDS				$2,659,405	$2,298,951	$1,208,979	$1,976,066	$2,628,793	$2,468,457

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **27**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL
FOR AN ORDINANCE MAKING APPROPRIATIONS TO PAY THE EXPENSE OF CONTINUING THE PUBLIC BUSINESS FOR THE YEAR 2015 AND 2016 AND OTHER PURPOSES REQUIRED BY THE CHARTER AND BY ANY OTHER LAW

THE CITY OF WESTMINSTER ORDAINS:

Section 1: Carryover as of December 31, along with revenue for the calendar and fiscal year are combined and reflected as the total in each of the following funds:

NON-EMERGENCY RESERVE AND NEW REVENUE

		Fiscal Year 2015	Fiscal Year 2016
a.	General Fund	$104,464,044	$107,046,268
b.	Utility Fund	67,069,617	79,967,800
c.	General Capital Improvement Fund	11,563,000	10,192,000
d.	Fleet Maintenance Fund	2,696,894	2,765,364
e.	General Capital Outlay Replacement Fund	2,628,793	2,468,457
f.	General Debt Service Fund	7,704,333	7,694,808
g.	Conservation Trust Fund	932,000	750,000
h.	Sales and Use Tax Fund	74,923,597	76,603,521
i.	Parks Open Space & Trails Fund	5,666,403	5,603,927
j.	General Reserve Fund	0	0
k.	General Fund Stabilization Reserve Fund	0	0
l.	Utility Fund Rate Stabilization Reserve Fund	0	0
m.	Utility Fund Capital Projects Reserve Fund	930,000	10,730,000
n.	Golf Course Fund	3,937,720	3,872,126
	Total Funds Available	$282,516,401	$307,694,271
	Less Transfers	-88,981,734	-100,306,074
	GRAND TOTAL	$193,534,667	$207,388,197

Section 2: The following amounts are hereby appropriated for expenditure by fund to be expended by the City Manager in accordance with the City Charter.

		Fiscal Year 2015	Fiscal Year 2016
a.	General Fund	$104,464,044	$107,046,268
b.	Utility Fund	67,069,617	79,967,800
c.	General Capital Improvement Fund	11,563,000	10,192,000
d.	Fleet Maintenance Fund	2,696,894	2,765,364
e.	General Capital Outlay Replacement Fund	2,628,793	2,468,457
f.	General Debt Service Fund	7,704,333	7,694,808
g.	Conservation Trust Fund	932,000	750,000
h.	Sales and Use Tax Fund	74,923,597	76,603,521
i.	Parks Open Space & Trails Fund	5,666,403	5,603,927
j.	General Reserve Fund	0	0
k.	General Fund Stabilization Reserve Fund	0	0
l.	Utility Fund Rate Stabilization Reserve Fund	0	0
m.	Utility Fund Capital Projects Reserve Fund	930,000	10,730,000
n.	Golf Course Fund	3,937,720	3,872,126
	Total Funds Available	$282,516,401	$307,694,271
	Less Transfers	-88,981,734	-100,306,074
	GRAND TOTAL	$193,534,667	$207,388,197

Section 3. This ordinance shall become effective January 1, 2015.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

WESTMINSTER

Agenda Item 10 K

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Resolution No. 24 re 2015 and 2016 City Pay Plans

Prepared By: Debbie Mitchell, General Services Director
Dee Martin, Workforce Planning and Compensation Manager

Recommended City Council Action

Adopt Resolution No. 24 adopting the 2015 and 2016 Pay Plan.

Summary Statement

- Staff is recommending the adoption of the 2015 City Pay Plan with a recommendation of a 1.5% market adjustment to the pay ranges in the Non Exempt General, Non Exempt Police Sworn, Non Exempt Fire Commissioned, Exempt and Administrative Officer Pay Plans.
- Staff is recommending changes to the 2015 and 2016 City Pay Plans, which include individual classification adjustments based on the salary survey of 75 benchmark classifications. 20 benchmark classifications are proposed for market adjustments along with aligned classifications. In addition to recommended upgrades based on salary survey, Staff is recommending 30 individual position and title changes due to special review, department restructures and job function changes.
- A mid-year budget review of individual classifications is anticipated in 2015 with potential recommendations to be made in the 2016 City Pay Plan for adjustments to specific classifications based on market changes to some classifications impacting internal alignments, job function changes and reclassifications resulting from Department restructuring to appropriately respond to the changing needs of the organization. Any other market analysis completed in 2015 resulting in potential market adjustments will also be reviewed with City Council in the mid-year budget review.
- Staff is proposing 21 hourly and seasonal classification changes and eliminations for the 2015 budget based on department requests and HR review.
- Staff is recommending a total of 14.5 additional full-time equivalent positions (FTE) citywide in 2015 and 7.0 additional FTE citywide in 2016 bringing the FTE in all funds to 933.241 in 2015 and 940.241 in 2016.
- Staff is anticipating six classification upgrades in the Hourly and Seasonal Pay Plans for 2015 based on anticipated changes in the 2015 Colorado Minimum Wage. There are no positions in the five regular Pay Plans that will be impacted by the Colorado Minimum Wage increase.

Expenditure Required: Addressed in the Proposed 2015/2016 Budget

Source of Funds: Various City funds as addressed in the Proposed 2015/2016 Budget

Policy Issue

Should City Council approve a revised City Pay Plan that incorporates a number of changes to the present classification system?

Alternative

Approve a City Pay Plan that provides fewer or none of the changes requested for 2015/2016. Staff does not recommend this as an alternative since it will reduce the City's ability to compete for quality personnel in the public sector labor market and will not address service needs based on a review of core services.

Background Information

The City develops the Employee Total Compensation Package through a thorough review of pay and benefits of other cities and special districts that are direct competitors for quality staff. The comprehensive analysis of market data is normally completed every other year as part of the City's two-year budgeting process. The market review process takes approximately six months. It begins with the completion of the Colorado Municipal League (CML) survey and includes a market review of 75 benchmark positions plus a comprehensive benefits survey. This process was completed for the 2015/2016 budget. The City also did special review work and individual position audits due to department reorganizations and job restructuring.

The review of benchmark positions this year provided a labor market assessment for all 'regular' positions in the organization because all of the non-surveyed job classifications are internally aligned to specific benchmark classifications. The results of the benchmark review shows that most of the classifications are competitively positioned in the market.

The extensive salary survey process includes a thorough analysis of CML submitted data, as well as follow up contact with cities when data is inconsistent with past survey reporting or when a more specific job description is needed to ensure a solid match with the City's benchmark. Staff also reviews the Mountain States Employers Council (MSEC) public survey to verify and supplement the compensation review of positions. The market analysis of our benchmark positions and hourly and seasonal benchmarks was conducted evaluating pay range and actual wage information from nine survey cities that are seen as direct competitors for quality staff. The cities of Arvada, Aurora, Boulder, Broomfield, Denver, Fort Collins, Lakewood, Longmont and Thornton, along with related special districts that offer comparable services to citizens in those communities, make up our survey group.

Based on the thorough benchmark review this year, Staff believes that the 1% market adjustment given in 2014 to all pay ranges in the Non Exempt General, Non Exempt Fire Commissioned, Non Exempt Police Sworn, Exempt and Administrative Pay Plans with pay adjustments available to incumbents has played an important role in maintaining the City's overall competitive position in the market. This important factor has resulted in only 20 out of 75 benchmark position adjustments. This will impact 92 classifications because of internal alignments out of the 270 classifications within the five benefited Pay Plans. Unique to the Police and Fire Plans is a 1% classification adjustment to all non-exempt positions within the Pay Plans, as all positions in these pay plans are internally aligned. In addition, 30 recommended individual position adjustments are recommended for title changes and reclassifications due to department reorganizations and job restructures. These recommended adjustments will impact 454.30 FTE's. Further indicators of our overall competitive positioning includes low turnover, robust applicant pools for vacancies and little movement in salary ranges with other market competitors.

Although City wages, as a whole, are currently at or above market, in order to remain competitive and to anticipate the market moving in 2015, a 1.5% market adjustment is being recommended for all five benefited Pay Plans in addition to the classification adjustments noted above. The recommended market adjustment to the Pay Plans will result in automatic increases to non-exempt staff and additional merit increase opportunities for exempt and administrative employees. Further pay adjustments in these Pay Plans come in step and merit increases for employees progressing through their range.

As a second component, to ensure we are paying market competitive wages, it is anticipated that non benchmark special surveys and job audits will be conducted in 2015 for possible recommended market changes in 2016. This review maintains the integrity of our benchmark salary survey structure and classification system. Any recommended adjustments to the 2016 Pay Plans will be reviewed with City Council and would be contingent on adequate revenue availability.

An additional element of the classification analysis conducted for the 2015/2016 budget is reflected in the adjustment recommendations to classifications within our Hourly and Seasonal Pay Plans. Based on department requests and HR review, 21 adjustments are being recommended and include classification eliminations and title changes to better reflect market.

Currently, the City has an authorized 2014 FTE staffing level of 918.741. As part of strategic measures to ensure sustainability and 'right-size' of the organization as the City approaches build out, the organization made a reduction of 72.733 FTE in 2011 with a small adjustment increasing our FTE by 1.1 in 2012. The continued comprehensive review of level of services in 2012 with prioritization by Staff and Council, led Staff to recommend and Council to authorize adding 6.35 FTE in 2013 and one additional FTE in 2014. Based on the continued level of services review by departments during the 2015/2016 budget cycle, Staff recommends an increase of 14.5 FTE citywide in 2015 and 7.0 FTE in 2016. This would bring the authorized staffing in 2015 to 933.241 FTE and 940.241 in 2016. Many of the proposed FTE increases will have a significant return on investment through cost savings by decreasing the need for contract work as well as making operations more effective. The recommended additional FTE in 2015 include: a 1.0 FTE Communication and Outreach Coordinator in the City Manager's Office Public Information Division to support Council efforts on public outreach initiatives; a 1.0 FTE Deputy City Manager; a 1.0 FTE Contract Coordinator is proposed in the Finance Department in response to an identified need to support departments with the contracting process as well as to fulfill contract requirements and obligations; a request for a .3 FTE Planner/Senior Planner is proposed to allow Community Development to fully utilize .2 unused vacant FTE by creating a .5 FTE to support Planning development and redevelopment projects; and staff are proposing 2.0 new FTE in the Police Department which include a 1.0 Animal Management Officer and a 1.0 Sergeant. The request for additional animal management support comes from the analysis that the service was cut too much in the 2010 reduction in force, which has impacted the quality of service available to our citizens. The 1.0 FTE proposed Sergeant is intended to create a front line supervisor for the School Resource Officer (SRO) function which will enhance the school resource service coordination with area school districts. The final General Fund proposed FTE in 2015 is a .7 FTE Recreation Specialist request at the Mature Adult Center (MAC) to replace a retiring Hyland Hills Park and Recreation District employee. The district will reimburse the City for the cost of the FTE as part of the intergovernmental agreement. These additions are intended to better balance organizational service delivery needs, make the organization more efficient as well as meet the strategic objectives as established by Council.

In the Utility Fund, 1.5 new FTE are proposed in Information Technology as a 1.0 Software Engineer II and a .5 ERP Software Engineer. These FTE will support the growing need of the organization to create and support mobile applications as well as the JD Edwards Enterprise Wide Reporting System. Additionally, Public Works and Utilities is proposing 4.0 new FTE to bring back in-house meter shop support which was cut in the 2010 reduction in force. The organization has determined through extensive analysis that the City can recover lost revenues by enhancing the City's large meter testing and maintenance. Public Works and Utilities estimates a revenue generation of $581,000 with the addition of the 1.0 Foreman and 3.0 Maintenanceworkers/Senior Maintenanceworkers supporting the enhanced meter service. Lastly, Public Works and Utilities Department is proposing an additional 1.0 Engineer/Senior Engineer in the Utility Fund to support large Capital Improvement Project (CIP) inspections, which is currently being completed by contract support. The department anticipates a substantial savings with the addition of the Engineer/Senior Engineer to support this function.

Finally, the Parks, Recreation and Libraries Department is proposing 2.0 new FTE to support Parks and Open Space with funding from the Parks, Open Space and Trails tax. The additional Foreman and Equipment Operator II will be a part of a construction crew that will support in-house construction efforts, park maintenance and renovation projects rather than spending money contractually. The department anticipates that the in-house crew will provide a better product at a significantly lower cost. It is anticipated that the corresponding increase in services in the General, Utility and POST funds will allow staff to continue to deliver core services in an exceptional, quality manner, which is an ongoing commitment and trademark of this organization.

The State of Colorado makes recommendations for minimum wage based on an escalating scale using CPIU projections. Changes to minimum wage are adopted by the State in November of each year with implementation required the following January 1. The pay range for six classifications in the Hourly and Seasonal Pay Plans start at minimum wage. In order to stay compliant with Federal and State law, Staff is recommending that the Pay Plan states the City will meet all minimum wage requirements.

These proposed City Pay Plan recommendations support Council's Strategic Plan Goal of "Excellence in City Services." Maintaining a market based classification system helps the organization maintain its ability to attract and retain top talent as an employer of choice. Additionally, the continued use of an effective organizational structure allows the City to remain efficient ensuring its ability to continue to provide quality services to the citizens of Westminster.

Funding for all the proposed City Pay Plan changes has been included in the recommended 2015 and 2016 Budget.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments:

Resolution
Attachment A - 2015/2016 Proposed City Pay Plan
Attachment B - 2015/2016 Proposed Change Sheets
Attachment C - 2015/2016 Proposed New Position Sheets

RESOLUTION

RESOLUTION NO. **24** INTRODUCED BY COUNCILLORS

SERIES OF 2014 _____

A RESOLUTION ESTABLISHING THE 2015 / 2016 PAY PLANS

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

WHEREAS, a 1.5% market adjustment to the Non Exempt General, Non Exempt Fire Commissioned, Non Exempt Police Sworn, Exempt and Administrative Officer Pay Plans is recommended as a result of a market pay survey analysis; and

WHEREAS, classification adjustments based on a market review of benchmark surveys are being proposed to pay competitive wages; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTMINSTER that the attached new salary schedule and titles described above are hereby adopted and approved and shall be put into effect on January 11, 2015; contingent upon approval of funds in the 2015/2016 City Budget, and subject to adjustment of the minimum wage by the State of Colorado.

PASSED AND ADOPTED this 13th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
City Attorney

Attachment A

WESTMINSTER

2015

Proposed Pay Plan

City of Westminster
Department of General Services
Human Resources Division

4800 West 92nd Avenue
Westminster, CO 80031

Phone: (303) 658-2150
Fax: (303) 706-3924
Website: www.cityofwestminster.us

City of Westminster
2015/2016 Budget
2015 Proposed Pay Plan Table of Contents

Attachment A

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City of Westminster **Attachment A**

2015/2016 Budget

2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
City Attorney's Office				
10003120	**City Attorney's Office Section**			
	Administrative Coordinator	*1.000*	*0.000*	*0.000*
	Assistant City Attorney I/II	2.150	2.150	2.150
	City Attorney	1.000	1.000	1.000
	Deputy City Attorney	1.000	1.000	1.000
	Legal Coordinator	0.000	1.000	1.000
	Legal Secretary	1.800	2.800	2.800
	Paralegal	*1.000*	*0.000*	*0.000*
	Secretary	*0.000*	*0.000*	*0.000*
City Attorney's Office Section Total		**7.950**	**7.950**	**7.950**
100031200125	**Prosecuting Section**			
	Assistant Prosecuting Attorney	1.700	1.700	1.700
	Lead Prosecuting Attorney	0.750	0.750	0.750
	Legal Secretary	0.500	0.500	0.500
	Secretary	0.500	0.500	0.500
	Prosecuting Section Sum	**3.450**	**3.450**	**3.450**
100031200911	**Prosecuting Section - Public Safety**			
	Assistant City Attorney I/II	0.250	0.250	0.250
	Assistant Prosecuting Attorney	1.300	1.300	1.300
	Lead Prosecuting Attorney	0.250	0.250	0.250
	Legal Secretary	0.500	0.500	0.500
	Prosecuting Section - Public Safety Sum	**2.300**	**2.300**	**2.300**
Prosecuting Section Total		**5.750**	**5.750**	**5.750**
City Attorney's Office Total		**13.700**	**13.700**	**13.700**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
City Manager's Office				
10005050	**City Manager's Office Section**			
	Administrative Secretary	2.000	2.000	2.000
	Assistant City Manager	*1.000*	*0.000*	*0.000*
	Assistant to the City Manager	*1.000*	*0.000*	*0.000*
	City Manager	1.000	1.000	1.000
	Deputy City Manager	1.000	2.000	2.000
	Executive Secretary to City Manager	1.000	1.000	1.000
	Senior Management Analyst	*1.000*	*0.000*	*0.000*
City Manager's Office Section Total		**8.000**	**6.000**	**6.000**
10005080	**Management and Budget Division**			
	Assistant City Manager	0.000	1.000	1.000
	Assistant to the City Manager	0.000	1.000	1.000
	Senior Management Analyst	0.000	1.000	1.000
Management and Budget Division Total		**0.000**	**3.000**	**3.000**
100050500387	***Public Information Office Section***			
	Communication and Outreach Manager	*1.000*	*0.000*	*0.000*
	Public Information Specialist	*1.000*	*0.000*	*0.000*
	Senior Public Information Specialist	*1.000*	*0.000*	*0.000*
Public Information Office Division Total		***3.000***	***0.000***	***0.000***
10005387	**Communication and Outreach Division**			
	Communication and Outreach Coordinator	0.000	3.000	3.000
	Communication and Outreach Manager	0.000	1.000	1.000
Communication and Outreach Division Total		**0.000**	**4.000**	**4.000**
10005340	**Economic Development Division**			
	Administrative Secretary	1.000	1.000	1.000
	Economic Development Manager	1.000	1.000	1.000
	Economic Development Officer	1.000	1.000	1.000
	Economic Development Specialist	1.000	1.000	1.000
Economic Development Division Total		**4.000**	**4.000**	**4.000**
City Manager's Office Total		**15.000**	**17.000**	**17.000**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Community Development Department				
10030050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Community Development Director	1.000	1.000	1.000
	Secretary	1.600	1.600	1.600
	Senior Projects Coordinator	1.000	1.000	1.000
Administration Division Total		**4.600**	**4.600**	**4.600**
10030370	**Building Division Section**			
	Applications Specialist	1.000	1.000	1.000
	Assistant Building Plans Analyst	1.500	1.500	1.500
	Building Inspection Supervisor	1.000	1.000	1.000
	Building Permit Technician	1.000	1.000	1.000
	Building Plans Analyst	1.000	1.000	1.000
	Chief Building Official	1.000	1.000	1.000
	Electrical Inspector	2.000	2.000	2.000
	General Building Inspector	3.600	3.600	3.600
	Housing Inspector	1.000	1.000	1.000
	Lead Housing Inspector	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Building Division Section Sum	**15.100**	**15.100**	**15.100**
100303700911	**Building Division - Public Safety**			
	Assistant Building Plans Analyst	1.000	1.000	1.000
	Building Division - Public Safety Sum	**1.000**	**1.000**	**1.000**
Building Division Total		**16.100**	**16.100**	**16.100**
10030380	**Engineering Division**			
	Assistant City Engineer	1.000	1.000	1.000
	Capital Projects Inspector	1.000	1.000	1.000
	City Engineer	1.000	1.000	1.000
	Construction Inspector	2.000	1.000	1.000
	Engineer/Senior Engineer	2.500	2.500	2.500
	Engineering Projects Specialist	0.000	1.000	1.000
	GIS Coordinator	1.000	1.000	1.000
	GIS Specialist	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Projects Engineer	1.000	1.000	1.000
	Traffic Technician	1.000	1.000	1.000
	Transportation Systems Coordinator	1.000	1.000	1.000
Engineering Division Total		**13.000**	**13.000**	**13.000**

Attachment A

City of Westminster
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
10030360	**Planning Division**			
	Associate Planner	2.000	2.000	2.000
	Code Enforcement Officer	0.500	0.500	0.500
	Construction Inspector	1.000	1.000	1.000
	Landscape Planner	1.000	1.000	1.000
	Planner / Senior Planner	4.200	4.500	4.500
	Planning Aide	1.000	1.000	1.000
	Planning Manager	1.000	1.000	1.000
	Principal Planner	1.000	1.000	1.000
	Records Management Technician	1.000	1.000	1.000
	Secretary	0.500	0.500	0.500
	Senior Urban Designer	1.000	1.000	1.000
Planning Division Total		**14.200**	**14.500**	**14.500**
Community Development Department Total		**47.900**	**48.200**	**48.200**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Finance Department				
10015050	**Administration Division**			
	Accounting Technician/Retirement	0.500	0.500	0.500
	Administrative Secretary	1.000	1.000	1.000
	Contract Coordinator	0.000	1.000	1.000
	Finance Director	1.000	1.000	1.000
	Purchasing Officer	1.000	1.000	1.000
	Retirement Administrator	1.000	1.000	1.000
Administration Division Total		**4.500**	**5.500**	**5.500**
10015220	**Accounting Division Section**			
	Accountant	3.500	3.500	3.500
	Accounting Manager	1.000	1.000	1.000
	Accounting Specialist	1.000	1.000	1.000
	Accounting Technician	3.500	3.500	3.500
	Accounting Division Section Sum	**9.000**	**9.000**	**9.000**
100152200911	**Accounting Division - Public Safety**			
	Accountant	0.500	0.500	0.500
	Accounting Technician	1.000	1.000	1.000
	Accounting Division - Public Safety Sum	**1.500**	**1.500**	**1.500**
Accounting Division Total		**10.500**	**10.500**	**10.500**
10015250	**Sales Tax Division Section**			
	Accounting Technician	0.000	1.000	1.000
	Revenue Agent	1.000	1.000	1.000
	Sales Tax Audit Supervisor	1.000	1.000	1.000
	Sales Tax Auditor	4.000	4.000	4.000
	Sales Tax Manager	1.000	1.000	1.000
	Sales Tax Technician	*1.000*	*0.000*	*0.000*
	Sales Tax Division Section Sum	**8.000**	**8.000**	**8.000**
100152500911	**Sales Tax Division - Public Safety**			
	Accountant	0.500	0.500	0.500
	Sales Tax Division - Public Safety Sum	**0.500**	**0.500**	**0.500**
Sales Tax Division Total		**8.500**	**8.500**	**8.500**
10015240	**Treasury Division**			
	Financial Analyst	1.000	1.000	1.000
	Revenue Services Representative	1.000	1.000	1.000
	Senior Financial Analyst	1.000	1.000	1.000
	Treasury Manager	1.000	1.000	1.000
Treasury Division Total		**4.000**	**4.000**	**4.000**
Finance Department Sum		**27.500**	**28.500**	**28.500**

Attachment A

City of Westminster
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Fire Department				
10025260	**Emergency Services Division Section**			
	Administrative Secretary	1.000	1.000	1.000
	Battalion Chief	3.000	3.000	3.000
	Deputy Chief/Administration	1.000	1.000	1.000
	Deputy Chief/Operations	1.000	1.000	1.000
	Fire Captain	6.000	6.000	6.000
	Fire Chief	1.000	1.000	1.000
	Fire Engineer	21.000	21.000	21.000
	Fire Lieutenant	15.000	15.000	15.000
	Fire Lieutenant - Field Training Officer	1.000	1.000	1.000
	Fire Lieutenant - Technical Services Coordinator	1.000	1.000	1.000
	Fire Training Coordinator	1.000	1.000	1.000
	Firefighter I/II	39.000	39.000	39.000
	Secretary	2.500	2.500	2.500
	Emergency Services Division Section Sum	**93.500**	**93.500**	**93.500**
100252600546	**EMS Section**			
	Battalion Chief	*1.000*	*0.000*	*0.000*
	Battalion Chief/EMS Coordinator	0.000	1.000	1.000
	Fire Lieutenant - EMS Field Coordinator	2.000	2.000	2.000
	Fire Paramedic	33.000	33.000	33.000
	EMS Section Sum	**36.000**	**36.000**	**36.000**
Emergency Services Division Total		**129.500**	**129.500**	**129.500**
100252600547	**Fire Prevention Division Section**			
	Fire Inspector	0.000	0.000	1.000
	Emergency Management Coordinator	0.800	0.800	0.800
	Fire Lieutenant - Fire Investigator	1.000	1.000	1.000
	Fire Lieutenant - Fire Plans Examiner/Inspector	1.000	1.000	1.000
	Fire Marshal	1.000	1.000	1.000
	Management Analyst	1.000	1.000	1.000
	Public Information Specialist	1.000	1.000	1.000
Fire Prevention Division Total		**5.800**	**5.800**	**6.800**
Fire Department Sum		**135.300**	**135.300**	**136.300**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
General Services Department				
10012050	**Administration Division Section**			
	Administrative Secretary	1.000	1.000	1.000
	Business Operations Coordinator	0.000	1.000	1.000
	General Services Director	1.000	1.000	1.000
	Human Resources Analyst/HRIS	1.000	1.000	1.000
	Senior Projects Officer	*1.000*	*0.000*	*0.000*
	Administration Division Section Sum	**4.000**	**4.000**	**4.000**
100120500015	***Volunteer Section***			
	Volunteer Coordinator	*1.000*	*0.000*	*0.000*
	Volunteer Section Sum	***1.000***	***0.000***	***0.000***
Administration Division Total		**5.000**	**4.000**	**4.000**
10012390	**Building Operations & Maintenance Division**			
	Carpenter	1.000	1.000	1.000
	Contract Services Coordinator	1.000	1.000	1.000
	Electromechanic Specialist	2.000	1.000	1.000
	Facilities and CIP Manager	0.000	1.000	1.000
	Facilities Manager	*1.000*	*0.000*	*0.000*
	Facilities Supervisor	1.000	1.000	1.000
	HVAC Specialist	2.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	3.000	3.000	3.000
	Secretary	1.000	1.000	1.000
Building Operations & Maintenance Division Total		**12.000**	**11.000**	**11.000**
10012070	**City Clerk's Office Division Section**			
	City Clerk	1.000	1.000	1.000
	Deputy City Clerk	1.000	1.000	1.000
	Information/Records Management Coordinator	1.000	1.000	1.000
	Messenger	0.500	0.500	0.500
	Records Management Technician	0.000	0.000	1.000
	Secretary	0.500	0.500	0.500
	Switchboard Operator	1.116	1.116	1.116
	City Clerk's Office Division Section Sum	**5.116**	**5.116**	**6.116**
100120700135	**City Clerk's Office - Print Shop Section**			
	Press Operator Assistant	1.000	1.000	1.000
	Print Shop Coordinator	1.000	1.000	1.000
	City Clerk's Office - Print Shop Section	**2.000**	**2.000**	**2.000**
City Clerk's Office Total		**7.116**	**7.116**	**8.116**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Human Resources Divison-Benefits				
10012060	**Human Resources Division-Benefits Section**			
	Employee Development and Benefits Manager	*1.000*	*0.000*	*0.000*
	Human Resources Analyst/Senior Human Resources Analyst	1.000	1.000	1.000
	Human Resources Manager/Benefits	0.000	1.000	1.000
	Human Resources Division-Benefits Section Sum	**2.000**	**2.000**	**2.000**
100120600544	**Wellness Section**			
	Wellness Program Coordinator	1.000	1.000	1.000
	Wellness Section Sum	**1.000**	**1.000**	**1.000**
100120600612	**Employee Development Section**			
	Employee Development Coordinator	1.000	1.000	1.000
	Employee Development Section Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Benefits Total		**4.000**	**4.000**	**4.000**
Human Resources Division-Risk				
100120500552	**Environmental Section**			
	Environmental Analyst	*1.000*	*0.000*	*0.000*
	Environmental Health and Safety Analyst	0.000	1.000	1.000
	Environmental Section Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Risk Total		**1.000**	**1.000**	**1.000**
Human Resources Division-Workforce				
10012060	**Human Resources Division-Workforce Section**			
	Human Resources Analyst/Senior Human Resources Analyst	3.000	3.000	3.000
	Human Resources Manager/Workforce	0.000	1.000	1.000
	Human Resources Technician	2.000	2.000	2.000
	Secretary	2.050	2.050	2.050
	Workforce Planning and Compensation Manager	*1.000*	*0.000*	*0.000*
	Human Resources Division-Workforce Section Sum	**8.050**	**8.050**	**8.050**
100120600015	**Volunteer Section**			
	Volunteer Coordinator	0.000	1.000	1.000
	Volunteer Section Sum	**0.000**	**1.000**	**1.000**
100120600911	**Workforce Section-Public Safety**			
	Human Resources Analyst/Recruitment	1.000	1.000	1.000
	Workforce Section-Public Safety Sum	**1.000**	**1.000**	**1.000**
Human Resources Division-Workforce Total		**9.050**	**10.050**	**10.050**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
10012130	**Municipal Court Division Section**			
	Associate Judge	0.800	0.800	0.800
	Court Administrator	1.000	1.000	1.000
	Court Financial/Technical Supervisor	1.000	1.000	1.000
	Deputy Court Administrator	1.000	1.000	1.000
	Deputy Court Clerk	10.300	10.300	10.300
	Municipal Judge	1.000	1.000	1.000
	Municipal Court Division Section Sum	**15.100**	**15.100**	**15.100**
100121300130	**Probation Section**			
	Deputy Court Clerk	1.000	1.000	1.000
	Probation Officer	1.500	1.500	1.500
	Probation Supervisor	1.000	1.000	1.000
	Probation Section Sum	**3.500**	**3.500**	**3.500**
100121300911	**Probation - Public Safety**			
	Probation Officer	0.500	0.500	0.500
	Probation - Public Safety Sum	**0.500**	**0.500**	**0.500**
	Municipal Court - Public Safety			
	Deputy Court Clerk	1.500	1.500	1.500
	Municipal Court - Public Safety Sum	**1.500**	**1.500**	**1.500**
Municipal Court Division Total		**20.600**	**20.600**	**20.600**
General Services Department Total		**58.766**	**57.766**	**58.766**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Parks, Recreation and Libraries Department				
10050050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Applications Specialist	1.000	1.000	1.000
	Management Assistant	*1.200*	*0.000*	*0.000*
	Parks, Recreation and Libraries Director	1.000	1.000	1.000
	PR&L Community Outreach Coordinator	*1.000*	*0.000*	*0.000*
	PR&L Marketing Analyst	0.000	1.200	1.200
	PR&L Marketing Supervisor	0.000	1.000	1.000
	PR&L Operations Manager	1.000	1.000	1.000
	Secretary	3.000	3.000	3.000
	Senior Management Analyst	1.000	1.000	1.000
Administration Division Total		**10.200**	**10.200**	**10.200**
10050620	**Library Services Division**			
	Librarian I	6.100	6.100	6.100
	Librarian II	2.000	2.000	2.000
	Library Associate I/II	6.700	6.700	6.700
	Library Clerk I/II	8.750	8.750	8.750
	Library Network Specialist	1.000	1.000	1.000
	Library Services Coordinator	5.000	5.000	5.000
	Library Services Manager	1.000	1.000	1.000
	Library Shelver	5.225	5.225	5.225
	Library Specialist	1.500	1.500	1.500
	Library Supervisor	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
Library Services Division Total		**39.275**	**39.275**	**39.275**
10050720	**Recreation Facilities Division Section**			
	Recreation Facilities Superintendent	0.000	1.000	1.000
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Facilities Division Section Sum	**0.500**	**1.500**	**1.500**
100507200505	**Fitness Section**			
	Recreation Program Assistant	0.500	0.500	0.500
	Recreation Specialist	1.000	1.000	1.000
	Fitness Section Sum	**1.500**	**1.500**	**1.500**
100507200860	**City Park Recreation Center**			
	Assistant Recreation Supervisor	*0.500*	*0.000*	*0.000*
	City Park Superintendent	0.500	0.500	0.500
	Custodian	1.500	1.500	1.500
	Facility Assistant	2.700	2.700	2.700
	Guest Relations Clerk I/II	6.400	6.400	6.400
	Recreation Supervisor	0.000	0.500	0.500
	City Park Recreation Center Sum	**11.600**	**11.600**	**11.600**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100507200861	**City Park Fitness Center**			
	Assistant Recreation Supervisor	*0.500*	*0.000*	*0.000*
	City Park Superintendent	0.500	0.500	0.500
	Custodian	1.000	1.000	1.000
	Facility Assistant	1.500	1.500	1.500
	Guest Relations Clerk I/II	4.300	4.300	4.300
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor	0.000	0.500	0.500
	City Park Fitness Center Sum	**8.300**	**8.300**	**8.300**
100507200963	**Swim and Fitness Center**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	3.500	3.500	3.500
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor - SFC	*1.000*	*0.000*	*0.000*
	Swim and Fitness Center Sum	**6.600**	**5.600**	**5.600**
100507200967	**West View Recreation Center**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	3.900	3.900	3.900
	Recreation Aide	0.500	0.500	0.500
	Recreation Supervisor	0.000	1.000	1.000
	Recreation Supervisor - West View	*1.000*	*0.000*	*0.000*
	West View Recreation Center Sum	**7.000**	**7.000**	**7.000**
Recreation Facilities Division Total		**35.500**	**35.500**	**35.500**
10050760	**Recreation Programs Division Section**			
	Facility Assistant	1.750	1.750	1.750
	Recreation Program Assistant	1.000	1.000	1.000
	Recreation Programs Superintendent	0.000	1.000	1.000
	Recreation Services Manager	0.500	0.500	0.500
	Recreation Specialist	4.000	4.000	4.000
	Recreation Supervisor	0.000	1.000	1.000
	Recreation Supervisor - Sports	*1.000*	*0.000*	*0.000*
	Recreation Programs Division Section Sum	**8.250**	**9.250**	**9.250**
100507600017	**The MAC**			
	Facility Assistant	1.600	1.600	1.600
	Guest Relations Clerk I/II	1.900	1.900	1.900
	Recreation Aide	0.600	0.600	0.600
	Recreation Specialist	1.000	1.700	1.700
	Recreation Supervisor - The MAC	*1.000*	*0.000*	*0.000*
	Recreation Supervisor II	0.000	1.000	1.000
	The MAC Sum	**6.100**	**6.800**	**6.800**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100507600035	**Westminster Sports Center**			
	Facility Assistant	0.250	0.250	0.250
	Recreation Program Assistant	0.500	0.500	0.500
	Westminster Sports Center Sum	**0.750**	**0.750**	**0.750**
100507600532	**Arts Program Section**			
	Recreation Program Assistant	0.500	0.500	0.500
	Arts Program Section Sum	**0.500**	**0.500**	**0.500**
Recreation Programs Division Total		**15.600**	**17.300**	**17.300**
10050550	**Park Services Section**			
	Crewleader	3.000	3.000	3.000
	Equipment Mechanic	2.000	2.000	2.000
	Foreman	2.000	2.000	2.000
	Park Services Manager	1.000	1.000	1.000
	Parks Specialist	3.000	3.000	3.000
	Parksworker I/II	5.000	3.000	3.000
	Park Services Section Sum	**16.000**	**14.000**	**14.000**
10050690	**Design/Development Section**			
	Equipment Operator II	2.000	2.000	2.000
	Landscape Architect I/II	0.800	0.800	0.800
	Parks Specialist	1.000	1.000	1.000
	Parks Superintendent	1.000	1.000	1.000
	Design/Development Section Sum	**4.800**	**4.800**	**4.800**
Park Services Division Total		**20.800**	**18.800**	**18.800**
100507200511	**Aquatics Section**			
	Aquatics Supervisor	1.000	1.000	1.000
	Assistant Pool Manager	4.000	4.000	4.000
	Electromechanic Specialist	0.000	1.000	1.000
	Lead Lifeguard	7.800	7.800	7.800
	Recreation Specialist	1.000	1.000	1.000
	Recreation Specialist	1.000	1.000	1.000
Aquatics Section Total		**14.800**	**15.800**	**15.800**
10050660	**Standley Lake Section**			
	Lake Operations Coordinator	1.000	1.000	1.000
	Park Ranger	2.000	2.000	2.000
	Senior Park Ranger	1.000	1.000	1.000
Standley Lake Section Total		**4.000**	**4.000**	**4.000**
100505500106	**Parks Promenade**			
	Parksworker I/II	2.000	2.000	2.000
	Parks Promenade Sum	**2.000**	**2.000**	**2.000**
Parks, Recreation and Libraries Department Total		**142.175**	**142.875**	**142.875**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Police Department				
10020050	**Administration Division**			
	Administrative Coordinator	1.000	1.000	1.000
	Police Chief	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
Administration Division Total		**3.000**	**3.000**	**3.000**
	Police Patrol Services Division			
10020500	**Administration Section**			
	Deputy Police Chief	1.000	1.000	1.000
	Equipment Services Assistant	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	5.000	5.000	5.000
	Secretary	0.800	0.800	0.800
	Sergeant	1.000	2.000	2.000
	Administration Section Sum	**9.800**	**10.800**	**10.800**
100205000348	**Traffic Section**			
	Crime Analyst	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	15.000	15.000	15.000
	Sergeant	2.000	2.000	2.000
	Traffic Accident Investigator	4.000	4.000	4.000
	Traffic Section Sum	**23.000**	**23.000**	**23.000**
100205000349	**Patrol Section**			
	Police Commander	3.000	3.000	3.000
	Police Officer/Senior Police Officer	90.000	90.000	90.000
	Report Specialist	2.000	2.000	2.000
	Sergeant	13.000	13.000	13.000
	Patrol Section Sum	**108.000**	**108.000**	**108.000**
Police Patrol Services Division Total		**140.800**	**141.800**	**141.800**
	Police Specialized Services Division			
10020300	**Administration Section**			
	Deputy Police Chief	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Administration Section Sum	**2.000**	**2.000**	**2.000**
100203000341	**Professional Services Section**			
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	7.000	7.000	7.000
	Secretary	0.800	0.800	0.800
	Professional Services Section Sum	**8.800**	**8.800**	**8.800**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
100203000342	**Neighborhood Services Section**			
	Animal Management Officer	3.500	4.500	4.500
	Animal Management Supervisor	1.000	1.000	1.000
	Code Enforcement Officer	5.000	5.000	5.000
	Code Enforcement Supervisor	1.000	1.000	1.000
	Code Enforcement Technician	1.000	1.000	1.000
	Graffiti Enforcement Specialist	0.000	1.000	1.000
	Neighborhood Services Specialist	*1.000*	*0.000*	*0.000*
	Neighborhood Services Section Sum	**12.500**	**13.500**	**13.500**
100203000343	**Records and Property Section**			
	Lead Police Records Technician	1.000	1.000	1.000
	Police Commander	1.000	1.000	1.000
	Police Records Supervisor	1.000	1.000	1.000
	Police Records Technician	11.000	11.000	11.000
	Property Evidence Technician	3.000	3.000	3.000
	Records and Property Section Sum	**17.000**	**17.000**	**17.000**
100203000344	**Investigations Section**			
	Criminalist/Senior Criminalist	3.000	3.000	3.000
	Police Commander	1.000	1.000	1.000
	Police Officer/Senior Police Officer	31.000	31.000	31.000
	Secretary	1.500	1.500	1.500
	Sergeant	4.000	4.000	4.000
	Victim Advocate	3.000	3.000	3.000
	Victim Services Coordinator	1.000	1.000	1.000
	Investigations Section Sum	**44.500**	**44.500**	**44.500**
100203000345	**Communications Section**			
	Communications Specialist I/II	23.000	23.000	23.000
	Communications Supervisor	4.000	4.000	4.000
	Public Safety Communications Administrator	1.000	1.000	1.000
	Technical Services Coordinator	1.000	1.000	1.000
	Communications Section Sum	**29.000**	**29.000**	**29.000**
Police Specialized Services Division Total		**113.800**	**114.800**	**114.800**
100205000106	**Patrol Promenade**			
	Police Officer/Senior Police Officer	4.000	4.000	4.000
	Patrol Promenade Sum	**4.000**	**4.000**	**4.000**
Police Department Total		**261.600**	**263.600**	**263.600**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Fund				
Public Works and Utilities Department				
10035450	**Street Maintenance Division**			
	Equipment Operator I	4.000	4.000	4.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	2.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	9.000	9.000	9.000
	Pavement Management Coordinator	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Street Inspector	3.000	3.000	3.000
	Street Operations Manager	1.000	1.000	1.000
	Street Projects Specialist	1.000	1.000	1.000
Street Maintenance Division Total		**24.000**	**24.000**	**24.000**
General Fund Total		**725.941**	**730.941**	**732.941**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
Community Development Department				
25030380	**Engineering Division Section**			
	Engineer/Senior Engineer	1.500	1.500	1.500
	GIS Technician	1.000	1.000	1.000
Engineering Division Section Total		**2.500**	**2.500**	**2.500**
Finance Department				
20015240	**Treasury Division Section**			
	Revenue Services Representative	3.000	3.000	3.000
	Utility Billing Supervisor	1.000	1.000	1.000
Treasury Division Section Total		**4.000**	**4.000**	**4.000**
Information Technology Department				
20060230	**Information Technology Section**			
	Administrative Secretary	1.000	1.000	1.000
	ERP Software Engineer	1.000	2.000	2.000
	Information Systems Manager	1.000	1.000	1.000
	Information Technology Director	1.000	1.000	1.000
	Internet Software Engineer	2.000	2.000	2.000
	IT Systems Supervisor	2.000	2.000	2.000
	Lead Software Engineer	2.000	2.000	2.000
	Network Administrator	0.600	0.600	0.600
	Network Systems Technician	0.500	0.500	0.500
	Senior Telecommunications Administrator	1.000	1.000	1.000
	Software Engineer I/II	4.500	5.000	5.000
	Software Engineering Manager	1.000	1.000	1.000
	Systems Administrator	2.700	2.700	2.700
	Technical Support Specialist / Senior Technical Support Specialist	4.000	4.000	5.000
	Utilities Software Analyst	0.000	1.000	1.000
	Information Technology Section Sum	**24.300**	**26.800**	**27.800**
200602300911	**Information Technology - Public Safety**			
	Network Administrator	0.400	0.400	0.400
	Software Engineer I/II	0.300	0.300	0.300
	Systems Administrator	0.300	0.300	0.300
	Information Technology - Public Safety Sum	**1.000**	**1.000**	**1.000**
Information Technology Department Total		**25.300**	**27.800**	**28.800**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
Public Works and Utilities Department				
20035050	**Water Administration Division**			
	Administrative Secretary	1.000	1.000	1.000
	Public Works and Utilities Director	1.000	1.000	1.000
	Senior Management Analyst	1.000	1.000	1.000
Water Administration Division Total		**3.000**	**3.000**	**3.000**
	Utilities Operations Division			
20035470	**Water Field Operations Section**			
	Distribution and Collection Superintendent	1.000	1.000	1.000
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	1.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	3.000	3.000	3.000
	Secretary	2.000	2.000	2.000
	Utilities Operations Manager	1.000	1.000	1.000
	Utilities Technician	1.000	1.000	1.000
	Water Field Operations Section Sum	**13.000**	**14.000**	**14.000**
20035490	**Water Plant Section**			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Foreman	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000
	Plant Operator Trainee/Plant Operator IV	9.000	9.000	9.000
	Plant Superintendent	1.000	1.000	1.000
	Utilities Technician	2.000	2.000	2.000
	Water Plant Section Sum	**17.000**	**17.000**	**17.000**
21035470	**Wastewater Field Operations Section**			
	Equipment Operator I	1.000	1.000	1.000
	Foreman	1.000	2.000	2.000
	Maintenanceworker/Senior Maintenanceworker	2.000	2.000	2.000
	Utilities Systems Specialist	*1.000*	*0.000*	*0.000*
	Utilities Technician	4.000	4.000	4.000
	Wastewater Field Operations Section Sum	**9.000**	**9.000**	**9.000**
21035490	**Wastewater Plant Section**			
	Control Systems Engineer/Senior Engineer	0.500	0.500	0.500
	Control Systems Specialist	0.500	0.500	0.500
	Foreman	1.000	1.000	1.000
	Lead Plant Operator	1.000	1.000	1.000
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	Plant Operator Trainee/Plant Operator IV	9.000	9.000	9.000
	Plant Superintendent	1.000	1.000	1.000
	Utilities Technician	1.000	1.000	1.000
	Wastewater Plant Section Sum	**15.000**	**15.000**	**15.000**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
200354700402	**Meter Shop Section**			
	Maintenanceworker/Senior Maintenanceworker	1.000	4.000	4.000
	Utilities Systems Specialist	1.000	1.000	1.000
	Utilities Technician	3.000	3.000	3.000
	Meter Shop Section Sum	**5.000**	**8.000**	**8.000**
200354700497	**Water Field Ops/Water Line Replacement Section**			
	Equipment Operator I	2.000	2.000	2.000
	Equipment Operator II	2.000	2.000	2.000
	Foreman	*1.000*	*0.000*	*0.000*
	Maintenanceworker/Senior Maintenanceworker	6.000	6.000	6.000
	Water Field Ops/Water Line Replacement Section Sum	**11.000**	**10.000**	**10.000**
200354900023	**PW&U Water Plants/Reclaimed Section**			
	Maintenanceworker/Senior Maintenanceworker	1.000	1.000	1.000
	PW&U Water Plants/Reclaimed Section Sum	**1.000**	**1.000**	**1.000**
210354900401	**Biosolids Section**			
	Equipment Operator II	3.000	3.000	3.000
	Biosolids Section Sum	**3.000**	**3.000**	**3.000**
200354700498	***Water Field Operations Section-Team***			
	Applications Specialist	*1.000*	*0.000*	*0.000*
	GIS Specialist	*1.000*	*0.000*	*0.000*
	Maintenance Management System Coordinator	*1.000*	*0.000*	*0.000*
	Secretary	*1.500*	*0.000*	*0.000*
	Water Field Operations Section-Team Sum	*4.500*	*0.000*	*0.000*
200354700498	**Water Field Operations - Infrastructure Support Services**			
	Applications Specialist	0.000	1.000	1.000
	Information Support Services Lead	0.000	1.000	1.000
	Secretary	0.000	1.500	1.500
	Wastewater and Support Services Supervisor	0.000	1.000	1.000
	Water Field Operations - Infrastructure Support Services Sum	**0.000**	**4.500**	**4.500**
Utilities Operations Division Total		**78.500**	**81.500**	**81.500**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Utility Fund				
	Utilities Planning and Engineering Division			
20035430	**PW&U Engineering Section**			
	Engineer/Senior Engineer	5.000	5.000	5.000
	Records Management Technician	1.000	1.000	1.000
	Senior Projects Engineer	1.000	1.000	1.000
	PW&U Engineering Section Sum	**7.000**	**7.000**	**7.000**
20035480	**Water Resources Section**			
	Engineer/Senior Engineer	2.000	2.000	2.000
	Project Specialist	1.000	1.000	1.000
	Reclaimed System Analyst	1.000	1.000	1.000
	Reclaimed Water System Coordinator	1.000	1.000	1.000
	Secretary	1.000	1.000	1.000
	Utilities Planning and Engineering Manager	1.000	1.000	1.000
	Water Resources Analyst	1.000	1.000	1.000
	Water Resources Engineering Coordinator	1.000	1.000	1.000
	Water Resources Technician	1.000	1.000	1.000
	Water Resources Section Sum	**10.000**	**10.000**	**10.000**
200354800943	**Water Quality Section**			
	Chemist	2.000	2.000	2.000
	Engineer/Senior Engineer	0.000	1.000	1.000
	Laboratory Aide	1.000	1.000	1.000
	Laboratory Analyst	1.000	1.000	1.000
	Water Quality Administrator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Water Quality Section Sum	**6.000**	**7.000**	**7.000**
210354800943	**Laboratory Services Section**			
	Chemist	1.000	2.000	2.000
	Laboratory Analyst	*1.000*	*0.000*	*0.000*
	Laboratory Services Coordinator	1.000	1.000	1.000
	Water Quality Specialist	1.000	1.000	1.000
	Laboratory Services Section Sum	**4.000**	**4.000**	**4.000**
Utilities Planning and Engineering Division Total		**27.000**	**28.000**	**28.000**
Public Works and Utilities Department Total		**108.500**	**112.500**	**112.500**
Utility Fund Total		**140.300**	**146.800**	**147.800**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Fleet Maintenance Fund				
30012460	**Fleet Division Section**			
	Applications Specialist	1.000	1.000	1.000
	Fleet Manager	1.000	1.000	1.000
	Foreman	1.000	1.000	1.000
	Mechanic I/II	5.000	5.000	5.000
	Secretary	0.500	0.500	0.500
	Fleet Division Section Sum	**8.500**	**8.500**	**8.500**
300124600911	**Fleet - Public Safety Section**			
	Fire Mechanic	1.000	1.000	1.000
	Fleet - Public Safety Section Sum	**1.000**	**1.000**	**1.000**
Fleet Division Total		**9.500**	**9.500**	**9.500**
Fleet Maintenance Fund Total		**9.500**	**9.500**	**9.500**
Property Liability Fund				
General Services Department				
	Human Resources Division			
46010900	**Risk Section**			
	Human Resources Manager/Risk	0.000	1.000	1.000
	Risk Manager	*1.000*	*0.000*	*0.000*
	Risk/Claims Analyst	0.500	0.500	0.500
	Risk Section Sum	**1.500**	**1.500**	**1.500**
460109000911	Risk Section - Public Safety			
	Risk/Claims Analyst	0.500	0.500	0.500
	Risk Section - Public Safety Sum	**0.500**	**0.500**	**0.500**
Human Resources Division-Risk Total		**2.000**	**2.000**	**2.000**
Property Liability Fund Total		**2.000**	**2.000**	**2.000**
Medical/Dental Fund				
General Services Department				
	Human Resources Division			
49010900	**Benefits Section**			
	Benefits Specialist	1.000	1.000	1.000
	Human Resources Technician	0.500	0.500	0.500
	Benefits Section Sum	**1.500**	**1.500**	**1.500**
Human Resources Division-Benefits Total		**1.500**	**1.500**	**1.500**
Medical/Dental Fund Total		**1.500**	**1.500**	**1.500**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Open Space Fund				
Community Development Department				
	Administration			
54010900	*Open Space (POST)*			
	Open Space Coordinator	*1.000*	*0.000*	*0.000*
	Open Space Technician	*0.500*	*0.000*	*0.000*
	Open Space (POST) Total	***1.500***	***0.000***	***0.000***
Parks, Recreation and Libraries Department				
	Administration			
54050550	**Open Space (POST)**			
	Equipment Operator II	0.000	1.000	1.000
	Foreman	0.000	1.000	1.000
	Horticultural Specialist	0.000	0.000	1.000
	Open Space Coordinator	0.000	1.000	1.000
	Open Space Technician	0.000	0.500	0.500
	Open Space Volunteer Coordinator	1.000	1.000	1.000
	Parksworker I/II	0.000	2.000	4.000
	Recreation Specialist	0.000	0.000	1.000
	Open Space (POST) Total	**1.000**	**6.500**	**10.500**
Open Space (POST) Fund Total		**2.500**	**6.500**	**10.500**
Community Development Block Grant Fund				
	Community Development Admin			
76030350	**Community Development Block Grant**			
	CDBG Technician	1.000	1.000	1.000
	Community Development Program Planner	0.500	0.500	0.500
Community Development Block Grant Fund Total		**1.500**	**1.500**	**1.500**

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Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
Golf Course Enterprise Fund				
Parks, Recreation and Libraries Department				
	Golf Course Enterprise Fund - Heritage			
23050720	**Heritage Golf Course Maintenance**			
	Assistant Golf Course Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Course Superintendent	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Worker	1.000	1.000	1.000
	Horticultural Specialist	0.500	0.500	0.500
	Recreation Facilities Superintendent	*0.500*	*0.000*	*0.000*
	Heritage Golf Course Maintenance Sum	**6.000**	**5.500**	**5.500**
230507200249	**The Heritage Club House**			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	The Heritage Club House Sum	**3.000**	**3.000**	**3.000**
Golf Course Enterprise Fund - Heritage Total		**9.000**	**8.500**	**8.500**
Parks, Recreation and Libraries Department				
	Golf Course Enterprise Fund - Legacy			
22050720	**Legacy Ridge Golf Course Maintenance**			
	Assistant Golf Course Superintendent	1.000	1.000	1.000
	Equipment Mechanic	1.000	1.000	1.000
	Golf Course Superintendent	1.000	1.000	1.000
	Golf Irrigator	1.000	1.000	1.000
	Golf Worker	1.000	1.000	1.000
	Horticultural Specialist	0.500	0.500	0.500
	Recreation Facilities Superintendent	*0.500*	*0.000*	*0.000*
	Legacy Ridge Golf Course Maintenance Sum	**6.000**	**5.500**	**5.500**
220507200249	**Legacy Ridge Club House**			
	Assistant Golf Professional	1.000	1.000	1.000
	Golf Professional	1.000	1.000	1.000
	Second Assistant Golf Professional	1.000	1.000	1.000
	Legacy Ridge Club House Sum	**3.000**	**3.000**	**3.000**
Golf Course Enterprise Fund - Legacy Total		**9.000**	**8.500**	**8.500**
Golf Course Enterprise Fund Total		**18.000**	**17.000**	**17.000**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Full-time Equivalent Staffing Summary

Business Unit	Position Title	2014 Authorized Amended	2015 Proposed	2016 Proposed
General Capital Improvement Fund				
General Services Department				
	Building Operations & Maintenance Division			
81275012994	**City Facility Energy Improvements**			
	Energy and Facilities Projects Coordinator	1.000	1.000	1.000
City Facility Energy Improvements Total		**1.000**	**1.000**	**1.000**
Parks, Recreation and Libraries Department				
	Parks Services Division			
80175050340	**Community Enhancement Program**			
	City Forester	1.000	1.000	1.000
	Contract Services Coordinator	1.000	1.000	1.000
	Crewleader	1.000	1.000	1.000
	Landscape Architect I/II	1.000	1.000	1.000
	Parks Specialist	1.000	1.000	1.000
	Parks Superintendent	1.000	1.000	1.000
Community Enhancement Program Section Total		**6.000**	**6.000**	**6.000**
	Park Services Division			
80175050037	**Capital Projects**			
	Landscape Architect I/II	1.000	1.000	1.000
Capital Projects Total		**1.000**	**1.000**	**1.000**
	Parks Services Division			
80275050512	**Capital Projects - Park Maintenance (JCOS)**			
	Crewleader	3.000	3.000	3.000
	Parks Specialist	2.000	2.000	2.000
	Parksworker I/II	4.000	4.000	4.000
Capital Projects - Park Maintenance (JCOS) Total		**9.000**	**9.000**	**9.000**
General Capital Improvement Fund Total		**17.000**	**17.000**	**17.000**
WURP Fund				
City Manager's Office				
80968005952	**Economic Development Division**			
	Administrative Secretary	0.000	0.500	0.500
	Communication Coordinator	*0.500*	*0.000*	*0.000*
Economic Development Division Section Total		**0.500**	**0.500**	**0.500**
WURP Fund Total		**0.500**	**0.500**	**0.500**
Grand Total		**918.741**	**933.241**	**940.241**

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Administrative Officer PositionTitles

Grade	Position	Class Code
A1	Accounting Manager	3102
A2	Assistant City Manager	7141
A2	Chief Building Official	3401
A2	City Clerk	2303
A5	City Engineer	3301
A1	Communication and Outreach Manager	7145
A7	Community Development Director	2308
A2	Court Administrator	4401
A4	Deputy Chief/Administration	6102
A4	Deputy Chief/Operations	6130
A8	Deputy City Manager	2313
A5	Deputy Police Chief	6225
A5	Economic Development Manager	7104
A4	Facilities Manager and CIP Manager	5116
A7	Finance Director	2304
A7	Fire Chief	6101
A1	Fleet Manager	5201
A7	General Services Director	2314
A1	Human Resources Manager/Benefits	3721
A1	Human Resources Manager/Risk	7151
A1	Human Resources Manager/Workforce	3722
A3	Information Systems Manager	4317
A7	Information Technology Director	2310
A2	Library Services Manager	3601

City of Westminster **Attachment A**
2015/2016 Budget
2015 Proposed Administrative Officer PositionTitles

Grade	Position	Class Code
A3	PR&L Operations Manager	3934
A2	Park Services Manager	3901
A7	Parks, Recreation and Libraries Director	2307
A5	Planning Manager	3801
A7	Police Chief	6201
A7	Public Works and Utilities Director	2306
A2	Recreation Services Manager	3924
A1	Sales Tax Manager	3101
A3	Software Engineering Manager	4318
A2	Street Operations Manager	5501
A1	Treasury Manager	3103
A5	Utilities Operations Manager	5601
A5	Utilities Planning and Engineering Manager	3358

Attachment A

City of Westminster
2015/2016 Budget
2015 Proposed Administrative Officer Pay Plan

Grade	Minimum	Maximum
A1	83,733	104,667
A2	90,013	112,517
A3	96,764	120,956
A4	104,022	130,027
A5	111,823	139,779
A6	120,210	150,263
A7	129,226	161,532
A8	138,918	173,647

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Position Titles

Attachment A

Grade	Position	Class Code
E7	Accountant	3107
E4	Administrative Coordinator	4602
E3	Administrative Secretary	4603
E8	Aquatics Supervisor	3930
E8	Assistant City Attorney I	3502
E13	Assistant City Attorney II	3501
E14	Assistant City Engineer	3303
E5	Assistant Golf Professional	3912
E9	Assistant Prosecuting Attorney	3515
E10	Assistant to the City Manager	7107
E14	Associate Judge	2202
E6	Associate Planner	3818
E12	Battalion Chief	6129
E12	Battalion Chief/EMS Coordinator	6138
E10	Business Operations Coordinator	7148
E10	City Park Superintendent	3933
E9	Communication Coordinator	7139
E6	Communication and Outreach Coordinator	7149
E7	Community Development Program Planner	3427
E9	Contract Coordinator	7150
E10	Control Systems Engineer	3348
E4	Court Financial/Technical Supervisor	4406
E6	Crime Analyst	6233
E15	Deputy City Attorney	3517
E6	Deputy Court Administrator	4403

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Position Titles

Attachment A

Grade	Position	Class Code
E12	Distribution and Collection Superintendent	5618
E11	Economic Development Officer	7140
E5	Economic Development Specialist	7115
E10	Emergency Management Coordinator	6116
E8	Employee Development Coordinator	7146
E11	Energy and Facilities Projects Coordinator	5114
E8	Engineer	3342
E7	Environmental Health and Safety Analyst	7152
E11	ERP Software Engineer	3223
E5	Executive Secretary to the City Manager	4601
E9	Facilities Supervisor	5115
E7	Financial Analyst	3109
E10	Fire Captain	6125
E12	Fire Marshal	6124
E10	Fire Training Coordinator	6126
E11	GIS Coordinator	3347
E8	Golf Course Superintendent	3909
E8	Golf Professional	3911
E6	Human Resources Analyst	3703
E6	Human Resources Analyst/HRIS	3713
E6	Human Resources Analyst/Recruitment	3714
E12	IT Systems Supervisor	3225
E11	Information/Records Management Coordinator	4419
E10	Internet Software Engineer	3202
E14	Judge Pro Tem	2203

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Position Titles

Attachment A

Grade	Position	Class Code
E8	Lake Operations Coordinator	5302
E5	Landscape Architect I	5329
E7	Landscape Architect II	5328
E6	Landscape Planner	5331
E11	Lead Prosecuting Attorney	3513
E12	Lead Software Engineer	3201
E5	Legal Coordinator	3518
E3	Legal Secretary	3514
E5	Librarian I	3603
E6	Librarian II	3602
E6	Library Network Specialist	4314
E7	Library Services Coordinator	3615
E6	Library Supervisor	3604
E6	Management Analyst	7130
E2	Management Intern II	7119
E9	Network Administrator	3210
E9	Open Space Coordinator	7101
E4	Open Space Volunteer Coordinator	7120
E5	PR&L Marketing Analyst	7153
E8	PR&L Marketing Supervisor	7154
E8	Parks Superintendent	5332
E8	Pavement Management Coordinator	5523
E7	Planner	3819
E12	Plant Superintendent	3340
E13	Police Commander	6228

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Position Titles

Attachment A

Grade	Position	Class Code
E11	Principal Planner	3816
E6	Probation Supervisor	3504
E7	Project Specialist	3359
E5	Public Information Specialist	7109
E12	Public Safety Communications Administrator	4105
E7	Purchasing Officer	7132
E6	Reclaimed System Analyst	3350
E8	Reclaimed Water System Coordinator	3355
E11	Recreation Facilities Superintendent	3931
E9	Recreation Programs Superintendent	3929
E4	Recreation Specialist	3908
E8	Recreation Supervisor	3928
E9	Recreation Supervisor II	3935
E8	Retirement Administrator	3116
E5	Revenue Agent	3111
E7	Risk/Claims Analyst	3717
E7	Sales Tax Audit Supervisor	3112
E6	Sales Tax Auditor	3108
E11	Senior Engineer	3345
E8	Senior Financial Analyst	3115
E8	Senior Human Resources Analyst	3710
E8	Senior Management Analyst	7131
E9	Senior Planner	3820
E10	Senior Projects Coordinator	3806
E14	Senior Projects Engineer	3328

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Position Titles

Attachment A

Grade	Position	Class Code
E10	Senior Telecommunications Administrator	7122
E10	Senior Urban Designer	3817
E8	Software Engineer I	3204
E10	Software Engineer II	3203
E9	Systems Administrator	3224
E8	Technical Services Coordinator	6227
E7	Transportation Systems Coordinator	3315
E9	Utilities Software Analyst	4320
E7	Utility Billing Supervisor	3114
E6	Victim Services Coordinator	3503
E4	Volunteer Coordinator	7112
E8	Wastewater and Support Services Supervisor	3360
E11	Water Quality Administrator	3339
E8	Water Quality Specialist	3336
E8	Water Resources Analyst	3317
E12	Water Resources Engineering Coordinator	3351
E8	Wellness Program Coordinator	3720

City of Westminster
2015/2016 Budget
2015 Proposed Exempt Pay Plan

Attachment A

Grade	Minimum	Maximum
E1	39,445	49,307
E2	42,404	53,005
E3	45,584	56,980
E4	49,003	61,254
E5	52,678	65,848
E6	56,629	70,786
E7	60,876	76,095
E8	65,442	81,802
E9	70,350	87,937
E10	75,626	94,533
E11	81,298	101,623
E12	87,395	109,244
E13	93,950	117,438
E14	100,996	126,245
E15	108,571	135,714

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Position Titles

Attachment A

Grade	Position	Class Code
N13	Accounting Specialist	4513
N12	Accounting Technician	4515
N12	Accounting Technician/Retirement	4516
N12	Animal Management Officer	6229
N15	Animal Management Supervisor	6230
N15	Applications Specialist	4312
N16	Assistant Building Plans Analyst	3422
N14	Assistant Golf Course Superintendent	3932
N8	Assistant Pool Manager	5406
N15	Benefits Specialist	3711
N19	Building Inspection Supervisor	3403
N12	Building Permit Technician	3425
N19	Building Plans Analyst	3404
N15	Capital Projects Inspector	3418
N14	Carpenter	5103
N12	CDBG Technician	3813
N16	Chemist	3356
N16	City Forester	5304
N5	Clerk Typist I	4208
N8	Clerk Typist II	4204
N13	Code Enforcement Officer	3410
N15	Code Enforcement Supervisor	3426
N11	Code Enforcement Technician	3419
N11	Communications Specialist I	4104
N13	Communications Specialist II	4103

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Position Titles

Attachment A

Grade	Position	Class Code
N16	Communications Supervisor	4102
N14	Construction Inspector	3428
N15	Contract Services Coordinator	5104
N16	Control Systems Specialist	5703
N13	Crewleader	5716
N14	Criminalist	6209
N7	Custodian	5111
N15	Deputy City Clerk	4407
N11	Deputy Court Clerk	4412
N16	Electrical Inspector	3406
N15	Electromechanic Specialist	5702
N11	Equipment Mechanic	5711
N12	Equipment Operator I	5717
N13	Equipment Operator II	5718
N9	Equipment Services Assistant	6212
N16	Engineering Projects Specialist	3429
N12	Facility Assistant	5404
N16	Fire Inspector	6139
N14	Fire Mechanic	5723
N16	Foreman	5719
N16	General Building Inspector	3407
N16	GIS Specialist	4308
N12	GIS Technician	4313
N12	Golf Irrigator	3919
N10	Golf Worker	3920

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Position Titles

Attachment A

Grade	Position	Class Code
N13	Graffiti Enforcement Specialist	5525
N5	Guest Relations Clerk I	4206
N7	Guest Relations Clerk II	4209
N12	Horticultural Specialist	5319
N16	Housing Inspector	3417
N12	Human Resources Technician	3706
N14	HVAC Specialist	5708
N16	Information Support Services Lead	4319
N7	Intern	7133
N11	Laboratory Aide	3337
N14	Laboratory Analyst	3319
N16	Laboratory Services Coordinator	3327
N17	Lead Housing Inspector	3424
N4	Lead Lifeguard	5416
N17	Lead Plant Operator	3314
N12	Lead Police Records Technician	4415
N9	Library Associate I	3606
N11	Library Associate II	3609
N6	Library Clerk I	3607
N7	Library Clerk II	3610
N3	Library Shelver	3617
N12	Library Specialist	3616
N9	Maintenanceworker	5511
N12	Management Intern I	7110
N12	Mechanic I	5709

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Position Titles

Attachment A

Grade	Position	Class Code
N13	Mechanic II	5707
N8	Messenger	4205
N14	Network Systems Technician	4316
N13	Open Space Technician	3812
N12	Park Ranger	5330
N12	Parks Specialist	5310
N9	Parksworker I	5311
N11	Parksworker II	5308
N11	Planning Aide	3815
N12	Plant Operator I	3324
N13	Plant Operator II	3322
N14	Plant Operator III	3320
N15	Plant Operator IV	3316
N10	Plant Operator Trainee	3346
N15	Police Records Supervisor	4416
N11	Police Records Technician	4417
N10	Press Operator Assistant	5714
N13	Print Shop Coordinator	5721
N13	Probation Officer	3509
N12	Property Evidence Technician	6226
N13	Records Management Technician	3333
N6	Recreation Aide	5407
N7	Recreation Program Assistant	5405
N12	Report Specialist	6213
N10	Revenue Services Representative	4514

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Position Titles

Attachment A

Grade	Position	Class Code
N12	Second Assistant Golf Professional	3913
N10	Secretary	4202
N17	Senior Criminalist	6205
N11	Senior Maintenanceworker	5510
N15	Senior Park Ranger	5318
N15	Senior Technical Support Specialist	3227
N14	Street Inspector	5517
N16	Street Projects Specialist	5524
N7	Switchboard Operator	4207
N13	Technical Support Specialist	3226
N15	Traffic Accident Investigator	6215
N13	Traffic Technician	3357
N14	Utilities Specialist	5614
N15	Utilities Systems Specialist	5512
N13	Utilities Technician	5604
N13	Victim Advocate	3506
N13	Water Resources Technician	3334

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N1	1	9.19	735.55	1598.08	19,176.92
	2	9.42	753.94	1638.03	19,656.35
	3	9.66	772.79	1678.98	20,147.75
	4	9.90	792.11	1720.95	20,651.45
	5	10.15	811.91	1763.98	21,167.73
	6	10.40	832.21	1808.08	21,696.93
	7	10.66	853.02	1853.28	22,239.35
	8	10.93	874.34	1899.61	22,795.33
	9	11.20	896.20	1947.10	23,365.22
	10	11.48	918.61	1995.78	23,949.35
	11	11.77	941.57	2045.67	24,548.08
N2	1	9.88	790.72	1717.93	20,615.19
	2	10.13	810.49	1760.88	21,130.57
	3	10.38	830.75	1804.90	21,658.84
	4	10.64	851.52	1850.03	22,200.31
	5	10.91	872.81	1896.28	22,755.31
	6	11.18	894.63	1943.68	23,324.20
	7	11.46	916.99	1992.28	23,907.30
	8	11.75	939.92	2042.08	24,504.99
	9	12.04	963.42	2093.13	25,117.61
	10	12.34	987.50	2145.46	25,745.55
	11	12.65	1012.19	2199.10	26,389.19

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N3	1	10.63	850.02	1846.78	22,161.33
	2	10.89	871.28	1892.95	22,715.36
	3	11.16	893.06	1940.27	23,283.25
	4	11.44	915.38	1988.78	23,865.33
	5	11.73	938.27	2038.50	24,461.96
	6	12.02	961.72	2089.46	25,073.51
	7	12.32	985.77	2141.70	25,700.35
	8	12.63	1010.41	2195.24	26,342.86
	9	12.95	1035.67	2250.12	27,001.43
	10	13.27	1061.56	2306.37	27,676.47
	11	13.60	1088.10	2364.03	28,368.38
N4	1	11.42	913.78	1985.29	23,823.43
	2	11.71	936.62	2034.92	24,419.02
	3	12.00	960.04	2085.79	25,029.49
	4	12.30	984.04	2137.94	25,655.23
	5	12.61	1008.64	2191.38	26,296.61
	6	12.92	1033.85	2246.17	26,954.03
	7	13.25	1059.70	2302.32	27,627.88
	8	13.58	1086.19	2359.88	28,318.57
	9	13.92	1113.35	2418.88	29,026.54
	10	14.26	1141.18	2479.35	29,752.20
	11	14.62	1169.71	2541.33	30,496.01

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N5	1	12.28	982.31	2134.18	25,610.19
	2	12.59	1006.87	2187.54	26,250.44
	3	12.90	1032.04	2242.23	26,906.70
	4	13.22	1057.84	2298.28	27,579.37
	5	13.55	1084.29	2355.74	28,268.86
	6	13.89	1111.39	2414.63	28,975.58
	7	14.24	1139.18	2475.00	29,699.97
	8	14.60	1167.66	2536.87	30,442.47
	9	14.96	1196.85	2600.29	31,203.53
	10	15.33	1226.77	2665.30	31,983.62
	11	15.72	1257.44	2731.93	32,783.21
N6	1	13.20	1055.98	2294.25	27,530.95
	2	13.53	1082.38	2351.60	28,219.23
	3	13.87	1109.44	2410.39	28,924.71
	4	14.21	1137.18	2470.65	29,647.82
	5	14.57	1165.61	2532.42	30,389.02
	6	14.93	1194.75	2595.73	31,148.75
	7	15.31	1224.62	2660.62	31,927.46
	8	15.69	1255.23	2727.14	32,725.65
	9	16.08	1286.61	2795.32	33,543.79
	10	16.48	1318.78	2865.20	34,382.39
	11	16.90	1351.75	2936.83	35,241.95

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N7	1	14.19	1135.18	2466.31	29,595.77
	2	14.54	1163.56	2527.97	30,335.67
	3	14.91	1192.65	2591.17	31,094.06
	4	15.28	1222.47	2655.95	31,871.41
	5	15.66	1253.03	2722.35	32,668.20
	6	16.05	1284.35	2790.41	33,484.90
	7	16.46	1316.46	2860.17	34,322.02
	8	16.87	1349.37	2931.67	35,180.08
	9	17.29	1383.11	3004.96	36,059.58
	10	17.72	1417.69	3080.09	36,961.07
	11	18.16	1453.13	3157.09	37,885.09

N8	1	15.25	1220.32	2651.29	31,815.46
	2	15.64	1250.83	2717.57	32,610.84
	3	16.03	1282.10	2785.51	33,426.11
	4	16.43	1314.15	2855.15	34,261.77
	5	16.84	1347.01	2926.53	35,118.31
	6	17.26	1380.68	2999.69	35,996.27
	7	17.69	1415.20	3074.68	36,896.18
	8	18.13	1450.58	3151.55	37,818.58
	9	18.59	1486.84	3230.34	38,764.05
	10	19.05	1524.01	3311.10	39,733.15
	11	19.53	1562.11	3393.87	40,726.48

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N9	1	16.40	1311.84	2850.13	34,201.62
	2	16.81	1344.64	2921.39	35,056.66
	3	17.23	1378.26	2994.42	35,933.07
	4	17.66	1412.71	3069.28	36,831.40
	5	18.10	1448.03	3146.02	37,752.19
	6	18.55	1484.23	3224.67	38,695.99
	7	19.02	1521.34	3305.28	39,663.39
	8	19.49	1559.37	3387.91	40,654.97
	9	19.98	1598.35	3472.61	41,671.35
	10	20.48	1638.31	3559.43	42,713.13
	11	20.99	1679.27	3648.41	43,780.96
N10	1	17.63	1410.23	3063.89	36,766.74
	2	18.07	1445.49	3140.49	37,685.91
	3	18.52	1481.63	3219.00	38,628.05
	4	18.98	1518.67	3299.48	39,593.76
	5	19.46	1556.63	3381.97	40,583.60
	6	19.94	1595.55	3466.52	41,598.19
	7	20.44	1635.44	3553.18	42,638.14
	8	20.95	1676.32	3642.01	43,704.10
	9	21.48	1718.23	3733.06	44,796.70
	10	22.01	1761.19	3826.38	45,916.62
	11	22.57	1805.22	3922.04	47,064.53

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N11	1	18.95	1516.00	3293.69	39,524.24
	2	19.42	1553.90	3376.03	40,512.35
	3	19.91	1592.75	3460.43	41,525.16
	4	20.41	1632.57	3546.94	42,563.29
	5	20.92	1673.38	3635.61	43,627.37
	6	21.44	1715.21	3726.50	44,718.05
	7	21.98	1758.10	3819.67	45,836.00
	8	22.53	1802.05	3915.16	46,981.90
	9	23.09	1847.10	4013.04	48,156.45
	10	23.67	1893.28	4113.36	49,360.36
	11	24.26	1940.61	4216.20	50,594.37

N12	1	20.37	1629.70	3540.71	42,488.56
	2	20.88	1670.44	3629.23	43,550.78
	3	21.40	1712.20	3719.96	44,639.54
	4	21.94	1755.01	3812.96	45,755.53
	5	22.49	1798.88	3908.29	46,899.42
	6	23.05	1843.86	4005.99	48,071.91
	7	23.62	1889.95	4106.14	49,273.70
	8	24.22	1937.20	4208.80	50,505.55
	9	24.82	1985.63	4314.02	51,768.19
	10	25.44	2035.27	4421.87	53,062.39
	11	26.08	2086.15	4532.41	54,388.95

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N13	1	21.90	1751.93	3806.27	45,675.20
	2	22.45	1795.73	3901.42	46,817.08
	3	23.01	1840.62	3998.96	47,987.51
	4	23.58	1886.63	4098.93	49,187.20
	5	24.17	1933.80	4201.41	50,416.88
	6	24.78	1982.15	4306.44	51,677.30
	7	25.40	2031.70	4414.10	52,969.23
	8	26.03	2082.49	4524.46	54,293.46
	9	26.68	2134.55	4637.57	55,650.80
	10	27.35	2187.92	4753.51	57,042.07
	11	28.03	2242.62	4872.34	58,468.12
N14	1	23.54	1883.32	4091.74	49,100.84
	2	24.13	1930.41	4194.03	50,328.36
	3	24.73	1978.67	4298.88	51,586.57
	4	25.35	2028.13	4406.35	52,876.24
	5	25.99	2078.84	4516.51	54,198.14
	6	26.64	2130.81	4629.42	55,553.10
	7	27.30	2184.08	4745.16	56,941.93
	8	27.98	2238.68	4863.79	58,365.47
	9	28.68	2294.65	4985.38	59,824.61
	10	29.40	2352.01	5110.02	61,320.23
	11	30.14	2410.81	5237.77	62,853.23

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N15	1	25.31	2024.57	4398.62	52,783.41
	2	25.94	2075.19	4508.58	54,102.99
	3	26.59	2127.07	4621.30	55,455.57
	4	27.25	2180.24	4736.83	56,841.96
	5	27.93	2234.75	4855.25	58,263.01
	6	28.63	2290.62	4976.63	59,719.58
	7	29.35	2347.88	5101.05	61,212.57
	8	30.08	2406.58	5228.57	62,742.88
	9	30.83	2466.74	5359.29	64,311.46
	10	31.61	2528.41	5493.27	65,919.24
	11	32.40	2591.62	5630.60	67,567.22
N16	1	27.21	2176.41	4728.51	56,742.16
	2	27.89	2230.82	4846.73	58,160.72
	3	28.58	2286.60	4967.89	59,614.73
	4	29.30	2343.76	5092.09	61,105.10
	5	30.03	2402.35	5219.39	62,632.73
	6	30.78	2462.41	5349.88	64,198.55
	7	31.55	2523.97	5483.63	65,803.51
	8	32.34	2587.07	5620.72	67,448.60
	9	33.15	2651.75	5761.23	69,134.82
	10	33.98	2718.04	5905.27	70,863.19
	11	34.82	2785.99	6052.90	72,634.77

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N17	1	29.25	2339.65	5083.15	60,997.82
	2	29.98	2398.14	5210.23	62,522.77
	3	30.73	2458.09	5340.49	64,085.84
	4	31.49	2519.54	5474.00	65,687.99
	5	32.28	2582.53	5610.85	67,330.19
	6	33.09	2647.09	5751.12	69,013.44
	7	33.92	2713.27	5894.90	70,738.78
	8	34.76	2781.10	6042.27	72,507.25
	9	35.63	2850.63	6193.33	74,319.93
	10	36.52	2921.90	6348.16	76,177.92
	11	37.44	2994.94	6506.86	78,082.37
N18	1	31.44	2515.12	5464.39	65,572.66
	2	32.22	2578.00	5601.00	67,211.98
	3	33.03	2642.45	5741.02	68,892.28
	4	33.86	2708.51	5884.55	70,614.58
	5	34.70	2776.22	6031.66	72,379.95
	6	35.57	2845.63	6182.45	74,189.45
	7	36.46	2916.77	6337.02	76,044.18
	8	37.37	2989.69	6495.44	77,945.29
	9	38.31	3064.43	6657.83	79,893.92
	10	39.26	3141.04	6824.27	81,891.27
	11	40.24	3219.56	6994.88	83,938.55

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Pay Plan

Attachment A

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	Annual
N19	1	33.80	2703.75	5874.22	70,490.61
	2	34.64	2771.35	6021.07	72,252.88
	3	35.51	2840.63	6171.60	74,059.20
	4	36.40	2911.65	6325.89	75,910.68
	5	37.31	2984.44	6484.04	77,808.45
	6	38.24	3059.05	6646.14	79,753.66
	7	39.19	3135.52	6812.29	81,747.50
	8	40.17	3213.91	6982.60	83,791.19
	9	41.18	3294.26	7157.16	85,885.96
	10	42.21	3376.62	7336.09	88,033.11
	11	43.26	3461.03	7519.50	90,233.94

City of Westminster **Attachment A**

2015/2016 Budget

2015 Proposed Non Exempt Fire Commissioned Position Titles

Grade	Shift / Non Shift	Position	Class Code
FS3	Shift	Fire Engineer	6109
F3	Non Shift	Fire Engineer	6134
FS4	Shift	Fire Lieutenant	6108
F4	Non Shift	Fire Lieutenant - EMS Field Coordinator	6133
F4	Non Shift	Fire Lieutenant - Field Training Officer	6131
F4	Non Shift	Fire Lieutenant - Fire Investigator	6121
F4	Non Shift	Fire Lieutenant - Fire Plans Examiner/Inspector	6132
F4	Non Shift	Fire Lieutenant - Technical Services Coordinator	6120
FS3	Shift	Fire Paramedic	6110
F3	Non Shift	Fire Paramedic	6135
FS1	Shift	Firefighter I	6112
F1	Non Shift	Firefighter I	6136
FS2	Shift	Firefighter II	6111
F2	Non Shift	Firefighter II	6137

Attachment A

City of Westminster
2015/2016 Budget
2015 Proposed Non Exempt Fire Commissioned Pay Plan

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	2015 Annual
FS1	1	$16.36	$1,832.82	$3,982.01	$47,784.13
	2	$18.06	$2,023.09	$4,395.39	$52,744.73
F1	1	$22.91	$1,832.82	$3,982.01	$47,784.13
	2	$25.29	$2,023.09	$4,395.39	$52,744.73
FS2	1	$19.16	$2,145.73	$4,661.85	$55,942.25
	2	$20.13	$2,254.36	$4,897.86	$58,774.33
	3	$21.30	$2,385.61	$5,183.01	$62,196.16
	4	$22.77	$2,550.52	$5,541.30	$66,495.57
	5	$24.52	$2,746.72	$5,967.57	$71,610.81
F2	1	$26.82	$2,145.73	$4,661.85	$55,942.25
	2	$28.18	$2,254.36	$4,897.86	$58,774.33
	3	$29.82	$2,385.61	$5,183.01	$62,196.16
	4	$31.88	$2,550.52	$5,541.30	$66,495.57
	5	$34.33	$2,746.72	$5,967.57	$71,610.81
FS3	1	$22.15	$2,480.59	$5,389.38	$64,672.55
	2	$23.27	$2,606.17	$5,662.22	$67,946.60
	3	$24.45	$2,738.11	$5,948.87	$71,386.40
	4	$25.69	$2,876.73	$6,250.03	$75,000.33
	5	$26.99	$3,022.36	$6,566.44	$78,797.23
F3	1	$31.01	$2,480.59	$5,389.38	$64,672.55
	2	$32.58	$2,606.17	$5,662.22	$67,946.60
	3	$34.23	$2,738.11	$5,948.87	$71,386.40
	4	$35.96	$2,876.73	$6,250.03	$75,000.33
	5	$37.78	$3,022.36	$6,566.44	$78,797.23
FS4	1	$29.01	$3,249.04	$7,058.92	$84,707.02
	2	$29.21	$3,271.50	$7,107.71	$85,292.55
	3	$29.41	$3,293.96	$7,156.51	$85,878.09
F4	1	$40.61	$3,249.04	$7,058.92	$84,707.02
	2	$40.89	$3,271.50	$7,107.71	$85,292.55
	3	$41.17	$3,293.96	$7,156.51	$85,878.09

City of Westminster **Attachment A**

2015/2016 Budget

2015 Proposed Non Exempt Police Sworn Position Titles and Pay Plan

Grade	Position	Class Code
P1	Police Officer Trainee	6218
P2	Police Officer	6207
P3	Senior Police Officer	6206
P4	Sergeant	6204

Grade	Step	Salary			
		Hourly	Bi-Weekly	Monthly	2015 Annual
P1	1	$19.14	$1,530.94	$3,326.14	$39,913.66
P2	1	$24.36	$1,948.95	$4,234.33	$50,811.97
	2	$25.59	$2,047.59	$4,448.63	$53,383.55
	3	$26.89	$2,151.28	$4,673.91	$56,086.90
P3	1	$28.86	$2,308.57	$5,015.63	$60,187.57
	2	$30.32	$2,425.44	$5,269.55	$63,234.56
	3	$32.64	$2,611.11	$5,672.94	$68,075.27
	4	$36.04	$2,883.08	$6,263.84	$75,166.02
P4	1	$39.17	$3,133.20	$6,807.25	$81,686.96
	2	$41.15	$3,291.82	$7,151.86	$85,822.35
	3	$43.23	$3,458.47	$7,513.93	$90,167.11
	4	$45.42	$3,633.55	$7,894.32	$94,731.82

City of Westminster **Attachment A**

2015/2016 Budget

2015 Proposed Seasonal / Golf Instructor / Emergency Position Titles and Pay Plan

Seasonal Pay Plan					
Grade	**Class Code**	**Position**	**Step 1**	**Step 2**	**Step 3**
S5	9002	Gate Attendant	$8.00	$8.14	$8.55
S8	9006	Outdoor Lifeguard	$8.81	$9.45	$10.13
S9	9005	Outdoor Pool Manager	$10.45	$10.97	$11.50
S17	9008	Seasonal Laborer	$9.49	$9.97	$10.47
S10	9004	Seasonal Park Ranger	$12.40	$13.02	$13.67
S18	9003	Seasonal Specialist	$11.01	$11.56	$12.14
S19	9065	Senior Seasonal Specialist	$12.17	$12.77	$13.41
S12	9026	Summer Camp Aide	$8.81	$9.45	$10.13
S15	9029	Summer Camp Director	$12.68	$13.32	$14.00
S13	9027	Summer Camp Leader	$9.25	$9.92	$10.65
S14	9028	Summer Camp Supervisor	$11.20	$11.75	$12.34

Golf Instructor Pay Plan				
Grade	**Class Code**	**Position**	**Step 1**	**Step 2**
G1	9061	Golf Instructor Grade 1	$20.00	$25.00
G2	9062	Golf Instructor Grade 2	$45.00	$50.00
G3	9063	Golf Instructor Grade 3	$55.00	$60.00
G4	9064	Golf Instructor Grade 4	$65.00	$70.00

Emergency Relief Pay Plan				
Grade	**Class Code**	**Position**	**Step 1**	**Step 2**
E1	9025	Emergency Worker	Min Wage	$200.00
****Emergency Relief Pay Plan to be enacted only during a City of Westminster state of emergency****				

Progression through the pay range is based on administrative policy relating to length of service and job performance.
City of Westminster is authorized by Council to Pay Colorado/Federal minimum wage.

City of Westminster
2015/2016 Budget
2015 Proposed Hourly (Non-benefited) Position Titles and Pay Plan

Attachment A

Grade	Class Code	Position	Step 1	Step 2	Step 3
H19	9101	After Hours Facility Supervisor	$19.24	$20.63	$22.12
H8	9103	Arts Instructor I	$10.20	$10.94	$11.73
H14	9104	Arts Instructor II	$14.35	$15.39	$16.50
H7	9162	Assistant Golf Professional (Hourly)	$9.72	$10.42	$11.17
H5	9105	Assistant Sport Coach	$8.81	$9.45	$10.13
H12	9169	Building Ambassador	$13.02	$13.96	$14.97
H13	9106	Bus Driver	$13.67	$14.66	$15.72
H3	9107	Child Care Attendant	$8.00	$8.16	$8.75
H17	9113	Dance Program Director	$17.45	$18.71	$20.07
H21	9114	Dietitian	$27.07	$29.03	$31.13
H5	9165	Early Childhood Program Aide	$8.81	$9.45	$10.13
H14	9166	Early Childhood Program Director (Licensed-Large)	$14.35	$15.39	$16.50
H13	9167	Early Childhood Program Director (Licensed-Small)	$13.67	$14.66	$15.72
H15	9117	Fitness Instructor I	$15.07	$16.16	$17.33
H16	9118	Fitness Instructor II	$15.83	$16.97	$18.20
H2	9160	Golf Course Attendant	$8.00	$8.00	$8.34
H6	9164	Guest Services Cashier	$9.25	$9.92	$10.65
H6	9158	Gym Monitor	$9.25	$9.92	$10.65
H6	9040	Instructor I (includes: Martial Arts, Climbing Wall)	$9.25	$9.92	$10.65
H7	9041	Instructor II (includes: Tot Activities, Child/Teen Activities)	$9.72	$10.42	$11.17
H9	9042	Instructor III (includes: Martial Arts, Climbing Wall, Early Childhood Teacher)	$11.25	$12.06	$12.93
H11	9043	Instructor IV (includes: Child/Teen Activities)	$12.40	$13.30	$14.26
H13	9044	Instructor V (inludes: Dance)	$13.67	$14.66	$15.72
H5	9119	Lifeguard (Hourly)	$8.81	$9.45	$10.13
H21	9122	Massage Therapist	$27.07	$29.03	$31.13

City of Westminster
2015/2016 Budget
2015 Proposed Hourly (Non-benefited) Position Titles and Pay Plan

Attachment A

Grade	Class Code	Position	Step 1	Step 2	Step 3
H12	9157	Park Ranger (Hourly)	$13.02	$13.96	$14.97
H18	9124	Personal Trainer	$18.32	$19.65	$21.07
H21	9125	Pilates Instructor	$27.07	$29.03	$31.13
H16	9131	Private Swim Lesson Instructor	$15.83	$16.97	$18.20
H3	9132	Program Aide	$8.00	$8.16	$8.75
H13	9172	Program Coordinator I (includes: Safety Certification, Outdoors)	$13.67	$14.66	$15.72
H15	9173	Program Coordinator II (includes: After School)	$15.07	$16.16	$17.33
H4	9161	Retail Shop Clerk	$8.39	$9.00	$9.65
H2	9144	Scorekeeper	$8.00	$8.00	$8.34
H18	9145	Sign Language Interpreter	$18.32	$19.65	$21.07
H30	9174	Special Projects Employee	Min Wage	-	$200.00
H11	9146	Sport Coach	$12.40	$13.30	$14.26
H17	9147	Sport Official (Adult)	$17.45	$18.71	$20.07
H8	9148	Sport Referee I (Youth)	$10.20	$10.94	$11.73
H15	9149	Sport Referee II (Youth)	$15.07	$16.16	$17.33
H9	9150	Sport Supervisor	$11.25	$12.06	$12.93
H2	9171	Student Intern	$8.00	$8.00	$8.34
H4	9159	Swimming Lesson Instructor	$8.39	$9.00	$9.65
H4	9153	Van Driver	$8.39	$9.00	$9.65
H9	9154	Water Fitness Instructor I	$11.25	$12.06	$12.93
H13	9155	Water Fitness Instructor II	$13.67	$14.66	$15.72
H20	9156	Yoga Instructor	$25.78	$27.65	$29.65
H6	9170	Youth Camp Leader	$9.25	$9.92	$10.65

Progression through the pay range is based on administrative policy relating to length of service and job performance. City of Westminster is authorized by Council to Pay Colorado/Federal minimum wage.

City of Westminster
2015/2016 Budget
2015 Proposed Change Sheet
(sorted by fund)

Attachment B

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	General	CAO	CAO	10003120	Administrative Coordinator	E4	1.00	Downgrade, reclassify and title change to Legal Secretary (E3)	E3	Department Re-organization	-$4,210	10003120	1.00
Exempt	General	CAO	CAO	10003120	Paralegal	E4	1.00	Upgrade, reclassify and title change to Legal Coordinator (E5); eliminate paralegal classification	E5	Department Re-organization	$3,168	10003120	1.00
Exempt	General	CD	Community Development Admin	10030050	Senior Projects Coordinator	E9	1.00	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$4,548	10030050	1.00
Exempt	General	CD	Planning	10030360	Associate Planner	E5	2.00	Upgrade 7.5% to E6	E6	Salary Survey Internal Alignment	$5,775	10030360	2.00
Exempt	General	CD	Planning	10030360	Landscape Planner	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Internal Alignment	$3,406	10030360	1.00
Exempt	General	CD	Planning	10030360	Planner	E6	1.00	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$3,262	10030360	1.00
Admin	General	CD	Planning	10030360	Planning Manager	A4	1.00	Upgrade 7.5% to A5	A5	Salary Survey Internal Alignment	$6,509	10030360	1.00
Exempt	General	CD	Planning	10030360	Principal Planner	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,436	10030360	1.00
Exempt	General	CD	Planning	10030360	Senior Planner	E8	3.20	Upgrade 7.5% to E9	E9	Salary Survey Benchmark	$13,225	10030360	3.20

City of Westminster
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Attachment B

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	General	CD	Planning	10030360	Senior Urban Designer	E9	1.00	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$4,531	10030360	1.00
Non Exempt	General	CD	Building	10030370	Assistant Building Plans Analyst	N15	1.50	Upgrade 7.5% to N16; 2.5% pay adjustment	N16	Salary Survey Internal Alignment	$2,621	10030370	1.50
Non Exempt	General	CD	Building	10030370	Building Inspection Supervisor	N18	1.00	Upgrade 7.5% to N19; 2.5% pay adjustment	N19	Salary Survey Internal Alignment	$2,118	10030370	1.00
Non Exempt	General	CD	Building	10030370	Building Plans Analyst	N18	1.00	Upgrade 7.5% to N16; 2.5% pay adjustment	N19	Salary Survey Internal Alignment	$1,916	10030370	1.00
Non Exempt	General	CD	Building	10030370	Electrical Inspector	N15	2.00	Upgrade 7.5% to N16; 2.5% pay adjustment	N16	Salary Survey Internal Alignment	$3,495	10030370	2.00
Non Exempt	General	CD	Building	10030370	General Building Inspector	N15	3.60	Upgrade 7.5% to N16; 2.5% pay adjustment	N16	Salary Survey Benchmark	$6,291	10030370	3.60
Non Exempt	General	CD	Building	10030370	Housing Inspector	N15	1.00	Upgrade 7.5% to N16; 2.5% pay adjustment	N16	Salary Survey Internal Alignment	$1,434	10030370	1.00
Non Exempt	General	CD	Building	10030370	Lead Housing Inspector	N16	1.00	Upgrade 7.5% to N17; 2.5% pay adjustment	N17	Salary Survey Internal Alignment	$1,878	10030370	1.00
Exempt	General	CD	Engineering	10030380	Assistant City Engineer	E13	1.00	Upgrade 7.5% to E14	E14	Salary Survey Internal Alignment	$6,074	10030380	1.00
Admin	General	CD	Engineering	10030380	City Engineer	A4	1.00	Upgrade 7.5% to A5	A5	Salary Survey Benchmark	$6,726	10030380	1.00

City of Westminster
2015/2016 Budget
2015 Proposed Change Sheet
(sorted by fund)

Attachment B

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	General	CD	Engineering	10030380	Engineer	E7	0.50	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$1,614	10030380	0.50
Exempt	General	CD	Engineering	10030380	GIS Coordinator	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,890	10030380	1.00
Exempt	General	CD	Engineering	10030380	Senior Engineer	E10	2.00	Upgrade 7.5% to E11	E11	Salary Survey Benchmark	$9,779	10030380	2.00
Exempt	General	CD	Engineering	10030380	Senior Projects Engineer	E13	1.00	Upgrade 7.5% to E14	E14	Salary Survey Internal Alignment	$5,250	10030380	1.00
Exempt	General	CD	Engineering	10030380	Transportation Systems Coordinator	E6	1.00	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$3,661	10030380	1.00
Non Exempt	General	CD	Engineering	10030380	Construction Inspector	N14	1.00	Reclassify and upgrade 22.5% to Engineering Projects Specialist (N16); new classification	N16	Audit	$3,665	10030380	1.00
Non Exempt	General	CD	Building	100303700911	Assistant Building Plans Analyst	N15	1.00	Upgrade 7.5% to N16; 2.5% pay adjustment	N16	Salary Survey Internal Alignment	$1,747	100303700911	1.00
Exempt	General	CMO	CMO	10005050	Assistant to the City Manager	E9	1.00	Upgrade 7.5% to E10	E10	Salary Survey Benchmark	$3,970	10005050	1.00
Exempt	General	CMO	CMO	10005050	Senior Management Analyst	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,281	10005050	1.00

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Admin	General	CMO	Economic Development	10005340	Economic Development Manager	A4	1.00	Upgrade 7.5% to A5	A5	Salary Survey Internal Alignment	$6,726	10005340	1.00
Exempt	General	CMO	Economic Development	10005340	Economic Development Officer	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,535	10005340	1.00
Exempt	General	CMO	Economic Development	10005340	Economic Development Specialist	E4	1.00	Upgrade 7.5% to E5	E5	Salary Survey Internal Alignment	$3,010	10005340	1.00
Exempt	General	CMO	PIO	100050500387	Communication and Outreach Manager	E9	1.00	Create PIO Division; New Acct #; Upgrade/Reclassify to Communication and Outreach Manager - Administrative Officer Classification	A1	Department Re-organization	$4,400	10005387	1.00
Exempt	General	CMO	PIO	100050500387	Public Information Specialist	E5	1.00	New Division; New Acct #;Upgrade/Reclassify to Communication and Outreach Coordinator	E6	Department Re-organization	$3,239	10005387	1.00
Exempt	General	CMO	PIO	100050500387	Senior Public Information Specialist	E6	1.00	New Division; New Acct #; Title Change to Communication and Outreach Coordinator; eliminate Sr Public Info Spec title	E6	Department Re-organization	$0	10005387	1.00

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Non-Exempt	General	Finance	Sales Tax	10015250	Sales Tax Technician	N12	1.00	Title change to Accounting Technician, no change to grade; eliminate Sales Tax Technician classification	N12	Department Request	$0	10015250	1.00
Fire	General	Fire	Emergency Services	10025260	Fire Engineer	FS3/F3	21.00	Position upgrade (1%)	FS3/F3	Salary Survey	$16,357	10025260	21.00
Fire	General	Fire	Emergency Services	10025260	Fire Lieutenant	FS4/F4	15.00	Position upgrade (1%)	FS4/F4	Salary Survey	$12,734	10025260	15.00
Fire	General	Fire	Emergency Services	10025260	Fire Lieutenant/Field Training Officer	FS4/F4	1.00	Position upgrade (1%)	FS4/F4	Salary Survey	$838	10025260	1.00
Fire	General	Fire	Emergency Services	10025260	Fire Lieutenant/Technical Services	FS4/F4	1.00	Position upgrade (1%)	FS4/F4	Salary Survey	$838	10025260	1.00
Fire	General	Fire	Emergency Services	10025260	Firefighter I/II	FS1/F1/FS2/F2	39.00	Position upgrade (1%)	FS1/F1/FS2/F2	Salary Survey	$26,314	10025260	39.00
Fire	General	Fire	Fire Prevention	100252600547	Fire Lieutenant/Fire Investigations	FS4/F4	1.00	Position upgrade (1%)	FS4/F4	Salary Survey	$838	100252600547	1.00
Fire	General	Fire	Fire Prevention	100252600547	Fire Lieutenant/Fire Plans Examiner	FS4/F4	1.00	Position upgrade (1%)	FS4/F4	Salary Survey	$838	100252600547	1.00
Exempt	General	Fire	EMS Section	100252600546	Battalion Chief	E12	1.00	Title change only to Battalion Chief/EMS Coordinator; no change to grade	E12	Department request	$0	100252600546	1.00
Fire	General	Fire	Emergency Services/EMS	100252600546	Fire Lieutenant/EMS Field Coordinator	FS4/F4	2.00	Position upgrade (1%)	FS4/F4	Salary Survey	$1,676	100252600546	2.00

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Fire	General	Fire	Emergency Services/EMS	100252600546	Fire Paramedic	FS3/F3	33.00	Position upgrade (1%)	FS3/F3	Salary Survey	$25,364	100252600546	33.00
Exempt	General	Fire	Emergency Services	100252600547	Management Analyst	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Internal Alignment	$3,406	100252600547	1.00
Non Exempt	General	GS		Temp Account	Building Ambassador	N5		Move to Hourly Pay Plan H12; 13.02, 13.96, 14.97	H12	Department Request	$0	Temp Account	
Exempt	General	GS	Administration	10012050	Human Resources Analyst/HRIS	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Internal Alignment	$3,406	10012050	1.00
Exempt	General	GS	Administration	10012050	Senior Projects Officer	E9	1.00	Upgrade 7.5% to E10 title change to Business Operations Coordinator, eliminate classification	E10	Salary Survey Internal Alignment;	$3,833	10012050	1.00
Admin	General	GS	Human Resources/Benefits	10012060	Employee Development and Benefits Manager	A1	1.00	Title change only to Human Resources Manager/Benefits; no change to grade; eliminate classification		Dept. Request	$0	10012060	1.00
Exempt	General	GS	Human Resources/Benefits	10012060	Human Resources Analyst	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Benchmark	$2,819	10012060	1.00
Non Exempt	General	GS	Human Resources/ Workforce	10012060	Management Intern I	N11		Upgrade 7.5% to N12	N12	Salary Survey Internal Alignment	$0	10012060	0.00

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Exempt	General	GS	Human Resources/ Workforce	10012060	Senior Human Resources Analyst	E7	3.00	Upgrade 7.5% to E8	E8	Salary Survey Benchmark	$11,808	10012060	3.00
Admin	General	GS	Human Resources/ Workforce	10012060	Workforce Planning and Compensation Manager	A1	1.00	Title change only to Human Resources Manager/Workforce; no change to grade; eliminate classification		Dept. Request	$0	10012060	1.00
Exempt	General	GS	City Clerk	10012070	Information/Records Management Coordinator	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,686	10012070	1.00
Admin	General	GS	Court	10012130	Court Administrator	A1	1.00	Upgrade7.5% to A2	A2	Salary Survey Benchmark	$5,414	10012130	1.00
Admin	General	GS	BO&M	10012390	Facilities Manager	A1	1.00	Upgrade, reclassify and title change to Facilities and CIP Manager (A4) 22.5% increase; eliminate classification	A4	Department Re-organization	$11,865	10012390	1.00
Exempt	General	GS	Human Resources/Risk	100120500552	Environmental Analyst	E6	1.00	Title change only to Environmental Health and Safety Analyst; upgrade 7.5% to E7; eliminate classification	E7	Department request	$3,413	100120500552	1.00
Exempt	General	GS	Human Resources/Benefits	100120600544	Wellness Program Coordinator	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,491	100120600544	1.00
Exempt	General	GS	Human Resources/Benefits	100120600612	Employee Development Coordinator	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,833	100120600612	1.00

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Exempt	General	GS	Human Resources/ Workforce	100120600911	Human Resources Analyst/Recruitment	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Internal Alignment	$3,406	100120600911	1.00
Exempt	General	PD	Police Administration	10020050	Senior Management Analyst	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,915	10020050	1.00
Exempt	General	PD	Patrol Services	10020500	Police Commander	E12	1.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$5,651	10020500	1.00
Police	General	PD	Patrol Services	10020500	Police Officer/ Senior Police Officer	P2/P3	5.00	Position upgrade (1%)	P2/P3	Salary Survey	$3,701	10020500	5.00
Police	General	PD	Patrol Services	10020500	Sergeant	P4	1.00	Position upgrade (1%)	P4	Salary Survey	$880	10020500	1.00
Police	General	PD	Patrol Services	100205000106	Police Officer/ Senior Police Officer	P2/P3	4.00	Position upgrade (1%)	P2/P3	Salary Survey	$2,652	100205000106	4.00
Exempt	General	PD	Investigation Services	100203000341	Police Commander	E12	1.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$5,651	100203000341	1.00
Police	General	PD	Investigation Services	100203000341	Police Officer/ Senior Police Officer	P2/P3	7.00	Position upgrade (1%)	P2/P3	Salary Survey	$5,017	100203000341	7.00
Non Exempt	General	PD	Investigation Services	100203000342	Animal Management Officer	N11	3.50	Upgrade 7.5% to N12; 2.5% pay adjustment	N12	Salary Survey Benchmark	$4,211	100203000342	3.50
Non Exempt	General	PD	Investigation Services	100203000342	Animal Management Supervisor	N14	1.00	Upgrade 7.5% to N15; 2.5% pay adjustment	N15	Salary Survey Internal Alignment	$1,626	100203000342	1.00
Non Exempt	General	PD	Investigation Services	100203000342	Neighborhood Services Specialist	N13	1.00	Title Change only to Graffiti Enforcement Specialist; no change to grade; eliminate classification	N13	Department request	$0	100203000342	1.00

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Exempt	General	PD	Investigation Services	100203000343	Police Commander	E12	1.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$5,651	100203000343	1.00
Exempt	General	PD	Investigation Services	100203000344	Police Commander	E12	3.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$16,952	100203000344	3.00
Police	General	PD	Investigation Services	100203000344	Police Officer/ Senior Police Officer	P2/P3	30.00	Position upgrade (1%)	P2/P3	Salary Survey	$22,000	100203000344	30.00
Police	General	PD	Investigation Services	100203000344	Sergeant	P4	4.00	Position upgrade (1%)	P4	Salary Survey	$3,697	100203000344	4.00
Exempt	General	PD	Investigation Services	100203000345	Public Safety Communications Administrator	E11	1.00	Upgrade 7.5% to E12	E12	Salary Survey Benchmark	$5,256	100203000345	1.00
Exempt	General	PD	Patrol Services	100205000348	Crime Analyst	E5	1.00	Upgrade 7.5% to E6	E6	Salary Survey Benchmark	$3,130	100205000348	1.00
Exempt	General	PD	Patrol Services	100205000348	Police Commander	E12	1.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$5,651	100205000348	1.00
Police	General	PD	Patrol Services	100205000348	Police Officer/ Senior Police Officer	P2/P3	15.00	Position upgrade (1%)	P2/P3	Salary Survey	$10,176	100205000348	15.00
Police	General	PD	Patrol Services	100205000348	Sergeant	P4	2.00	Position upgrade (1%)	P4	Salary Survey	$1,866	100205000348	2.00
Exempt	General	PD	Patrol Services	100205000349	Police Commander	E12	3.00	Upgrade 7.5% to E13	E13	Salary Survey Benchmark	$16,952	100205000349	3.00
Police	General	PD	Patrol Services	100205000349	Police Officer/ Senior Police Officer	P2/P3	90.00	Position upgrade (1%)	P2/P3	Salary Survey	$64,655	100205000349	90.00
Police	General	PD	Patrol Services	100205000349	Sergeant	P4	13.00	Position upgrade (1%)	P4	Salary Survey	$11,903	100205000349	13.00
Exempt	General	PRL	Administration	10050050	Senior Management Analyst	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,636	10050050	1.00

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Exempt	General	PRL	Administration	10050050	Management Assistant	E5	1.20	Title Change only to PRL Marketing Analyst ; no change to grade; eliminate classification	E5	Department request	$0	10050050	1.20
Exempt	General	PRL	Administration	10050050	PR&L Operations Manager	A2	1.00	Upgrade 7.5% to A3	A3	Department request	$5,816	10050050	1.00
Exempt	General	PRL	Administration	10050050	PR&L Community Outreach Coordinator	E8	1.00	Title Change only to PR&L Marketing Supervisor; no change to grade ; eliminate classification	E8	Department request	$0	10050050	1.00
Exempt	General	PRL	Aquatics	100507200511	Aquatics Supervisor	E7	1.00	Upgrade 7.5% to E8;	E8	Salary Survey Internal Alignment	$3,936	100507200511	1.00
Exempt	General	PRL	Recreation Programs	10050760	Recreation Supervisor/Sports	E7	1.00	Upgrade 7.5% to E8; and Title Change to Recreation Supervisor; eliminate classification	E8	Salary Survey Benchmark	$3,936	10050760	1.00
Exempt	General	PRL	Recreation Facilities	100507200860	Assistant Recreation Supervisor	E6	0.50	Reclassification, Upgrade 7.5% to E7 and Title Change to Recreation Supervisor; eliminate classification	E7	Salary Survey Internal Alignment	$1,831	100507200860	0.50

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Exempt	General	PRL	Recreation Facilities	100507200861	Assistant Recreation Supervisor	E6	0.50	Reclassification, Upgrade 7.5% to E7 and Title Change to Recreation Supervisor; eliminate classification	E7	Salary Survey Internal Alignment	$1,831	100507200861	0.50
Exempt	General	PRL	Recreation Facilities	100507200860	Recreation Supervisor	E7	0.50	Upgrade 7.5% to E8;	E8	Salary Survey Internal Alignment	$1,927	100507200860	0.50
Exempt	General	PRL	Recreation Facilities	100507200861	Recreation Supervisor	E7	0.50	Upgrade 7.5% to E8;	E8	Salary Survey Internal Alignment	$1,927	100507200861	0.50
Exempt	General	PRL	Recreation Facilities	100507200963	Recreation Supervisor/SFC	E7	1.00	Upgrade, reclassify and title change to Recreation Programs Superintendent, (15%) to E9; eliminate classification	E9	Salary Survey Benchmark and Re-organization	$7,872	10050760	1.00
Exempt	General	PRL	Recreation Facilities	100507200967	Recreation Supervisor/Westview	E7	1.00	Upgrade 7.5% to E8; and Title Change to Recreation Supervisor; eliminate classification	E8	Salary Survey Benchmark	$3,936	100507200967	1.00
Exempt	General	PRL	Recreation Facilities	100507600017	Recreation Supervisor/Mac	E7	1.00	Upgrade, reclassify and title change to Recreation Supervisor II, (15%) to E9; eliminate classification	E9	Salary Survey Benchmark and Re-organization	$7,872	100507600017	1.00

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Exempt	General	PRL	Recreation Facilities	100507200861	City Park Superintendent	E9	0.50	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$1,890	100507200861	0.50
Exempt	General	PRL	Recreation Facilities	100507200860	City Park Superintendent	E9	0.50	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$1,890	100507200860	0.50
Hourly	General	PRL	Recreation	Temp Account	After School Program Coordinator	H15		Title Change to Program Coordinator II; no change to grade: eliminate classification	H15	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Child/Teen Activities Instruction I	H7		Title Change to Instructor II; no change to grade: eliminate classification	H7	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Child/Teen Activities Instruction II	H11		Title Change to Instructor IV; no change to grade: eliminate classification	H11	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Climbing Wall Attendant	H6		Title Change to Instructor I, no change to grade; eliminate classification	H6	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Climbing Wall Instructor	H9		Title Change to Instructor III, no change to grade; eliminate classification	H9	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Dance Instructor	H13		Title Change to Instructor V, no change to grade; eliminate classification	H13	Department request	$0	Temp Account	

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Hourly	General	PRL	Recreation	Temp Account	Early Childhood Program Leader	H9		Title Change to Instructor III, no change to grade; eliminate classification	H9	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Field Trip Chaperone	H6		Title change to Youth Camp Leader; no change to grade, eliminate classification	H6	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Marshal Arts Instructor I	H6		Title Change to Instructor I, no change to grade; eliminate classification	H6	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Marshal Arts Instructor II	H9		Title Change to Instructor III, no change to grade; eliminate classification	H9	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Outdoor Program Coordinator	H13		Title change to Program Coordinator I; no change to grade, eliminate classification	H13	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Pilates Reformer Trainer	H21		Eliminate classification	H21	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Program Coordinator	H13		Title Change to Program Coordinator I, no change to grade, eliminate classification	H13	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Program Instructor I	H6		Title Change to Instructor I, no change to grade, eliminate classification	H6	Department request	$0	Temp Account	

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Hourly	General	PRL	Recreation	Temp Account	Program Instructor II	H9		Title Change to Instructor III, no change to grade, eliminate classification	H9	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Safety Certification Instructor	H13		Title Change to Program Coordinator I, no change to grade, eliminate classification	H13	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Student Trainee	H2		Title Change to Student Intern; no change to grade: eliminate classification	H2	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Tot Activities Instructor (Non-licensed)	H7		Title Change to Instructor II; no change to grade: eliminate classification	H7	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account	Tournament Director	H11		Eliminate classification	H11	Department request	$0	Temp Account	
Hourly	General	PRL	Recreation	Temp Account(s)	Various			Minimum Wage Adjustment			$5,000	Temp Account(s)	
Hourly				Temp Account	Special Projects Employee	Minimum wage - $200/hr						Temp Account	
General Fund							**375.50**				**$538,634**		

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Exempt	Utility	IT	IT	20060230	ERP Software Engineer	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,741	20060230	1.00
Exempt	Utility	IT	IT	20060230	Software Engineer II	E9	0.50	Upgrade 15% to E11	E11	Upgrade to ERP Software Engineer	$2,370	20060230	0.50
Admin	Utility	IT	IT	20060230	Information Systems Manager	A2	1.00	Upgrade 7.5% to A3	A3	Salary Survey Internal Alignment	$5,820	20060230	1.00
Exempt	Utility	IT	IT	20060230	Internet Software Engineer	E9	2.00	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$8,925	20060230	2.00
Exempt	Utility	IT	IT	20060230	IT Systems Supervisor	E10	2.00	Upgrade 15% to E12	E12	Salary Survey Benchmark	$19,559	20060230	2.00
Exempt	Utility	IT	IT	20060230	Lead Software Engineer	E11	2.00	Upgrade 7.5% to E12	E12	Salary Survey Internal Alignment	$10,290	20060230	2.00
Non Exempt	Utility	IT	IT	20060230	Management Intern I	N11		Upgrade 7.5% to N12	N12	Salary Survey Internal Alignment	$0	20060230	0.00
Exempt	Utility	IT	IT	20060230	Software Engineer I	E7	0.00	Upgrade 7.5% to E8	E8	Salary Survey Benchmark	$0	20060230	0.00
Exempt	Utility	IT	IT	20060230	Software Engineer II	E9	4.00	Upgrade 7.5% to E10	E10	Salary Survey Benchmark	$18,167	20060230	4.00
Admin	Utility	IT	IT	20060230	Software Engineering Manager	A2	1.00	Upgrade 7.5% to A3	A3	Salary Survey Internal Alignment	$5,820	20060230	1.00
Exempt	Utility	IT	IT	20060230	Systems Administrator	E7	2.70	Upgrade 15% to E9	E9	Salary Survey Benchmark	$20,147	20060230	2.70

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Non Exempt	Utility	IT	IT	20060230	Technical Support Specialist	N12	0.00	Upgrade 7.5% to N13	N13	Salary Survey Internal Alignment	$0	20060230	0.00
Exempt	Utility	IT	IT	200602300911	Software Engineer II	E9	0.30	Upgrade 7.5% to E10	E10	Salary Survey Benchmark	$1,363	200602300911	0.30
Exempt	Utility	IT	IT	200602300911	Systems Administrator	E7	0.30	Upgrade 15% to E9	E9	Salary Survey Benchmark	$2,239	200602300911	0.30
Exempt	Utility	PWU	Water Administration	20035050	Senior Management Analyst	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,673	20035050	1.00
Exempt	Utility	PWU	Utilities Planning and Engineering	20035430	Senior Engineer	E10	5.00	Upgrade 7.5% to E11	E11	Salary Survey Benchmark	$24,448	20035430	5.00
Exempt	Utility	PWU	Engineering	20035430	Senior Projects Engineer	E13	1.00	Upgrade 7.5% to E14	E14	Salary Survey Internal Alignment	$5,895	20035430	1.00
Admin	Utility	PWU	Utility Operations	20035470	Utilities Operations Manager	A4	1.00	Upgrade 7.5% to A5	A5	Salary Survey Internal Alignment	$6,035	20035470	1.00
Exempt	Utility	PWU	Utilities Planning and Engineering	20035480	Engineer	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,936	20035480	1.00
Exempt	Utility	PWU	Utilities Planning and Engineering	20035480	Project Specialist	E6	1.00	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$3,255	20035480	
Exempt	Utility	PWU	Utilities Planning and Engineering	20035480	Senior Engineer	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Benchmark	$4,890	20035480	1.00

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2015 Proposed Change Sheet
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Attachment B

Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Admin	Utility	PWU	Utilities Planning and Engineering	20035480	Utilities Planning and Engineering Manager	A4	1.00	Upgrade 7.5% to A5	A5	Salary Survey Internal Alignment	$6,726	20035480	1.00
Exempt	Utility	PWU	Engineering	20035480	Water Resources Engineering Coordinator	E11	1.00	Upgrade 7.5% to E12	E12	Salary Survey Internal Alignment	$5,256	20035480	1.00
Exempt	Utility	PWU	Utility Operations	20035490	Control Systems Engineer	E9	1.00	Upgrade 7.5% to E10	E10	Salary Survey Internal Alignment	$4,548	20035490	1.00
Non Exempt	Utility	PWU	Utility Operations	20035490	Lead Plant Operator	N16	1.00	Upgrade 7.5% to N17; 2.5% pay adjustment	N17	Salary Survey Internal Alignment	$1,878	20035490	1.00
Non Exempt	Utility	PWU	Utility Operations	20035490	Plant Operator I	N11	0.00	Upgrade 7.5% to N12; 2.5% pay adjustment	N12	Salary Survey Benchmark	$0	20035490	0.00
Non Exempt	Utility	PWU	Utility Operations	20035490	Plant Operator III	N13	1.00	Upgrade 7.5% to N14; 2.5% pay adjustment	N14	Salary Survey Internal Alignment	$1,272	20035490	1.00
Non Exempt	Utility	PWU	Utility Operations	20035490	Plant Operator IV	N14	7.00	Upgrade 7.5% to N15; 2.5% pay adjustment	N15	Salary Survey Benchmark	$11,139	20035490	7.00
Exempt	Utility	PWU	Utility Operations	20035490	Plant Superintendent	E11	1.00	Upgrade 7.5% to E12	E12	Salary Survey Benchmark	$5,145	20035490	1.00
Non Exempt	Utility	PWU	Utility Operations	21035490	Lead Plant Operator	N16	1.00	Upgrade 7.5% to N17; 2.5% pay adjustment	N17	Salary Survey Internal Alignment	$1,878	21035490	1.00
Non Exempt	Utility	PWU	Utility Operations	21035490	Plant Operator Trainee	N9	0.00	Upgrade 7.5% to N10; 2.5% pay adjustment	N10	Salary Survey Internal Alignment	$0	21035490	0.00

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Non Exempt	Utility	PWU	Utility Operations	21035490	Plant Operator I	N11	0.00	Upgrade 7.5% to N12; 2.5% pay adjustment	N12	Salary Survey Internal Alignment	$0	21035490	0.00
Non Exempt	Utility	PWU	Utility Operations	21035490	Plant Operator II	N12	4.00	Upgrade 7.5% to N13; 2.5% pay adjustment	N13	Salary Survey Internal Alignment	$5,250	21035490	4.00
Non Exempt	Utility	PWU	Utility Operations	21035490	Plant Operator III	N13	1.00	Upgrade 7.5% to N14; 2.5% pay adjustment	N14	Salary Survey Internal Alignment	$1,272	21035490	1.00
Non Exempt	Utility	PWU	Utility Operations	21035490	Plant Operator IV	N14	5.00	Upgrade 7.5% to N15; 2.5% pay adjustment	N15	Salary Survey Benchmark	$7,957	21035490	5.00
Exempt	Utility	PWU	Utility Operations	21035490	Plant Superintendent	E11	1.00	Upgrade 7.5% to E12	E12	Salary Survey Benchmark	$5,256	21035490	1.00
Exempt	Utility	PWU	Utility Operations	200354700497	Foreman	N16	1.00	Upgrade, Reclassify, Account Change and Title Change to Wastewater and Support Services Supervisor	E8	City Re-Organization	$5,635	200354700498	1.00
Exempt	Utility	PWU	Utility Operations	200354700498	Maintenance Management System Coordinator	E8	1.00	Upgrade, Reclassify and Title Change to Utilities Software Analyst (E9); move to IT; eliminate classification	E9	City Re-Organization	$4,231	20060230	1.00
Non Exempt	Utility	PWU	Utilities Planning and Engineering	210354800943	Laboratory Analyst	N14	1.00	Upgrade, Reclassify and Title Change to Chemist	N16	Department Re-Organization	$6,502	210354800943	1.00
Non Exempt	Utility	PWU	Utility Operations	21035470	Utilities Systems Specialist	N15	1.00	Upgrade, Reclassify and Title Change to Foreman	N16	Department Re-Organization	$1,747	21035470	1.00

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Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	Utility	PWU	Utility Operations	20035470	Distribution and Collection Superintendent	E11	1.00	Upgrade 7.5% to E12	E12	Salary Survey Internal Alignment	$5,256	20035470	1.00
Non Exempt	Utility	PWU	Utility Operations	200354700498	GIS Specialist	N16	1.00	Title Change only to Information Support Services Lead; no change to grade	N16	Department Re-Organization	$0	200354700498	1.00
Exempt/ Non Exempt	Utility	PWU	Utility Operations	200354700498	All positions in this Account	varies	4.50	Subaccount Title Change from Water Field Operations Section-TEAM to Water Field Operations Section - Infrastructure Support Services	varies	Department Request	$0	200354700498	4.50
Utility Fund Total							**63.30**				**$232,522**		

City of Westminster
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Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Non Exempt	Other	PRL	Regional Parks and Golf	22050720	Assistant Golf Course Superintendent	N13	1.00	Upgrade 7.5% to N14; 2.5% pay adjustment	N14	Salary Survey Internal Alignment	$1,512	22050720	1.00
Exempt	Other	PRL	Regional Parks and Golf	22050720	Golf Course Superintendent	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Benchmark	$3,150	22050720	1.00
Exempt	Other	PRL	Golf	22050720	Recreation Facilities Superintendent	E10	0.50	Upgrade 7.5% to E11; Account Change	E11	Salary Survey Internal Alignment; Account change	$1,890	10050720	0.50
Non Exempt	Other	PRL	Regional Parks and Golf	23050720	Assistant Golf Course Superintendent	N13	1.00	Upgrade 7.5% to N14; 2.5% pay adjustment	N14	Salary Survey Internal Alignment	$1,512	23050720	1.00
Exempt	Other	PRL	Regional Parks and Golf	23050720	Golf Course Superintendent	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Benchmark	$3,270	23050720	1.00
Non Exempt	Other	PRL	Regional Parks and Golf	220507200249	Assistant Golf Professional	E4	1.00	Upgrade 7.5% to E5	E5	Salary Survey Internal Alignment	$3,150	220507200249	1.00
Exempt	Other	PRL	Regional Parks and Golf	220507200249	Golf Professional	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,413	220507200249	1.00
Exempt	Other	PRL	Golf	23050720	Recreation Facilities Superintendent	E10	0.50	Upgrade 7.5% to E11; Account Change	E11	Salary Survey Internal Alignment; Account change	$1,890	10050720	0.50
Non Exempt	Other	PRL	Regional Parks and Golf	230507200249	Assistant Golf Professional	E4	1.00	Upgrade 7.5% to E5	E5	Salary Survey Internal Alignment	$3,150	230507200249	1.00

City of Westminster
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Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	Other	PRL	Regional Parks and Golf	230507200249	Golf Professional	E7	1.00	Upgrade 7.5% to E8	E8	Salary Survey Internal Alignment	$3,936	230507200249	1.00
Exempt	Other	CD	Engineering	25030380	Engineer	E7	0.50	Upgrade 7.5% to E11	E8	Salary Survey Benchmark	$1,968	25030380	0.50
Exempt	Other	CD	Engineering	25030380	Senior Engineer	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Benchmark	$4,290	25030380	1.00
Admin	Other	GS	Human Resources	46010900	Risk Manager	A1	1.00	Title change only to Human Resources Manager/Risk ; no change to grade; eliminate classification	A1	Dept. Request	$0	46010900	1.00
Exempt	Other	GS	Human Resources/Risk	46010900	Risk/Claims Analyst	E6	0.50	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$1,811	46010900	0.50
Exempt	Other	GS	Human Resources/Risk	460109000911	Risk/Claims Analyst	E6	0.50	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$1,811	460109000911	0.50
Exempt	Other	CD	Community Development Administration	54010900	Open Space Coordinator	E8	1.00	Upgrade 7.5% to E9	E9	Salary Survey Internal Alignment and account and department change	$4,231	54050550	1.00
Exempt	Other	CD	Community Development Administration	76030350	Community Development Program Planner	E6	0.50	Upgrade 7.5% to E7	E7	Salary Survey Internal Alignment	$1,601	76030350	0.50

City of Westminster
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Pay Plan	Fund	Dept.	Div.	Original Business Unit	Classification	Current Grade	FTE	Changes	New Grade	Justification	Estimated Cost	Ending BU (if changes made to BU)	Total FTEs impacted per BU
Exempt	Other	CMO	Economic Development	80968005952	Communication Coordinator	E9	0.50	Reclassify, downgrade and title change to Administrative Secretary E3	E3	Department Restructure	-$15,250	80968005952	0.50
Exempt	Other	GS	Building Ops & Maintenance	81275012994	Energy and Facilities Projects Coordinator	E10	1.00	Upgrade 7.5% to E11	E11	Salary Survey Internal Alignment	$4,734	81275012994	1.00
Other Fund Total							**15.50**				**$32,069**		

General Fund Total:	**375.50**	**$538,634**
Utility Fund Total:	**63.30**	**$232,522**
Other Fund Total:	**15.50**	**$32,069**
TOTAL ALL FUNDS:	**454.30**	**$803,225**

Attachment B

City of Westminster
2015/2016 Budget
2015 Proposed Change Sheet
(Account Changes Only)

Pay Plan	Fund	Dept.	Div.	Beginning BU	Classification	Current Grade	FTE	Changes	Justification	Cost per FTE	Ending BU	Total FTEs impacted per BU
	General	CMO	PIO	100050500387	Communication & Outreach Manager	E9	1.00	Create new division and New Acct Number, "Communication and Outreach Division"	Re-organization	$83,814	10005387	1.0
	General	CMO	PIO	100050500387	Senior Public Info Specialist	E6	1.00	Create new division and New Acct Number, "Communication and Outreach Division"	Re-organization	$69,740	10005387	1.0
	General	CMO	PIO	100050500387	Public Info Specialist	E5	1.00	Create new division and New Acct Number, "Communication and Outreach Division"	Re-organization	$60,103	10005387	1.0
	General	CMO	CMO	10005050	Assistant City Manager	A2	1.00	Create new division and New Acct Number, "Management and Budget Division"	Re-organization	$110,854	10005080	1.0
	General	CMO	CMO	10005050	Assistant to the City Manager	E9	1.00	Create new division and New Acct Number, "Management and Budget Division"	Re-organization	$75,625	10005080	1.0
	General	CMO	CMO	10005050	Senior Management Analyst	E7	1.00	Create new division and New Acct Number, "Management and Budget Division"	Re-organization	$62,500	10005080	1.0
Non-Exempt	General	GS	BO&M	10012390	Electromechanic Specialist	N15	1.00	Account only change	Re-organization	$61,816	100507200511	1.00
Exempt	General	GS	Administration	100120500015	Volunteer Coordinator	E4	1.00	Account only change	CMO request	$57,557	100120600015	1.00
Non-Exempt	General	PRL	Parks	10050550	Parksworker I/II	N9/N11	2.00	Account only change	Re-organization	$99,694	54050550	2.00
General Fund Total							**10.00**			**$681,703**		**10.00**

Attachment B

City of Westminster
2015/2016 Budget
2015 Proposed Change Sheet
(Account Changes Only)

Pay Plan	Fund	Dept.	Div.	Beginning BU	Classification	Current Grade	FTE	Changes	Justification	Cost per FTE	Ending BU	Total FTEs impacted per BU
Exempt / Non Exempt	Other	PW&U	Utilities Opertions / Water Field Ops Section-TEAM	200354700498	All positions in this Section		4.50	Rename of section only to "Infrastructure Support Services"	Re-organization	$46,568	200354700498	4.50
Exempt	Other	PRL	Golf	22050720	Recreation Facilities Superintendent	E10	0.50	Account only change	Re-organization	$46,568	10050720	0.50
Exempt	Other	PRL	Golf	23050720	Recreation Facilities Superintendent	E10	0.50	Account only change	Re-organization	$46,568	10050720	0.50
Exempt	Other	CD	Administration	54010900	Open Space Coordinator	E8	1.00	Department change and account change only	Re-organization	$81,795	54050550	1.00
Non-Exempt	Other	CD	Administration	54010900	Open Space Technician	N13	0.50	Department change and account change only	Re-organization	$25,823	54050550	0.50
Other Fund Total							**7.00**			**$247,322**		

General Fund Total:	**10.00**	**$681,703**
Utility Fund Total:	**0.00**	**0**
Other Fund Total:	**7.00**	**$247,322**
TOTAL ALL FUNDS:	**17.00**	**$929,025**

City of Westminster
2015/2016 Budget
2015 Proposed New Position Sheet

Attachment C

Fund	Department	Division	Home Business Unit	Position Title	FTE	Exempt/ Non-Exempt	Grade	Step	2014 Salary	Salary with ATB 1.5%	2015 Salary per full FTE	2015 Total Salary without Benefits by FTE	2015 1.5% Market Adjustment	Benefit Expense by fte	Total Cost with Benefits
General	CMO	CMO	10005050	Deputy City Manager	1.00	Admin	A8	n/a	$136,865	$2,053	$138,918	$138,918	$138,918	$23,616	$162,534
General	CMO	CMO (Communication and Outreach Division)	100050500387	Communication and Outreach Coordinator	1.00	Exempt	E6	n/a	$62,766	$941	$63,707	$63,707	$63,707	$10,830	$74,538
General	Finance	Admin	10015050	Contract Coordinator	1.00	Exempt	E9	n/a	$77,974	$1,170	$79,144	$79,144	$79,144	$13,454	$92,598
General	CD	Planning	10030360	Planner	0.30	Exempt	E7	n/a	$20,243	$304	$20,547	$20,547	$20,547	$3,493	$24,040
General	PD	Investigation Services	100203000342	Animal Management Officer	1.00	NE	N12	3	$43,980	$660	$44,640	$44,640	$44,640	$7,589	$52,228
General	PD	Patrol Services	10020500	Sergeant	1.00	NE	P4	1	$79,695	$1,195	$80,890	$80,890	$80,890	$13,751	$94,642
General	PRL	Recreation Programs	100507600017	*Recreation Specialist	0.70	Exempt	E4	n/a	$42,244	$634	$42,877	$42,877	$42,877	$7,289	$50,166
GENERAL FUND TOTAL					**6.00**							**$470,723**	**$470,723**	**$80,023**	**$550,746**
Utility	IT	Information Technology	20060230	Software Engineer II	1.00	Exempt	E10	n/a	$83,822	$1,257	$85,079	$85,079	$85,079	$14,463	$99,543
Utility	IT	Information Technology	20060230	ERP Software Engineer	0.50	Exempt	E11	n/a	$50,000	$750	$50,750	$50,750	$50,750	$8,628	$59,378
Utility	PWU	Utilities Operations	200354700402	Maintenanceworker/ Sr. Maintenanceworker	3.00	NE	N9/N11	3	$106,206	$1,593	$107,799	$107,799	$107,799	$18,326	$126,125
Utility	PWU	Utilities Operations	20035470	Foreman	1.00	NE	N16	3	$58,734	$881	$59,615	$59,615	$59,615	$10,135	$69,750
Utility	PWU	UPED (Water Quality Section)	200354800943	Engineer/Senior Engineer	1.00	Exempt	E8/E11		$80,593	$1,209	$81,802	$81,802	$81,802	$13,906	$95,708
UTILITY FUND TOTAL					**6.50**							**$385,045**	**$385,045**	**$65,458**	**$450,503**
Other	PRL	Parks	54050550	Foreman	1.00	NE	N16	3	$58,734	$881	$59,615	$59,615	$59,615	$10,135	$69,750
Other	PRL	Parks	54050550	Equipment Operator II	1.00	NE	N13	3	$47,278	$709	$47,987	$47,987	$47,987	$8,158	$56,145
OTHER FUND TOTAL					**2.00**							**$107,602**	**$107,602**	**$18,292**	**$125,895**

***Reinbursed through Hyland Hills IGA**

General Fund Total	6.00	General Fund Total	$470,723	$550,746
Utility Fund Total	6.50	Utility Fund Total	$385,045	$450,503
Other Fund Total	2.00	Other Fund Total	$107,602	$107,602
TOTAL ALL FUNDS	**14.50**	**TOTAL ALL FUNDS**	**$963,371**	**$1,108,851**

City of Westminster
2015/2016 Budget
2016 Proposed New Position Sheet

Fund	Department	Division	Home Business Unit	Position Title	FTE	Exempt/ Non-Exempt	Grade	Step	Salary with ATB 1.5%	2016 Salary per full FTE	Total Salary without Benefits by FTE	Total Salary w/o Benefits by FTE	Benefit Expense by fte	Total Cost with Benefits
General	FIRE	Fire Prevention	100252600547	Fire Inspector	1.00	NE	N16	3	$881	$59,615	$59,615	$59,615	$10,135	$69,750
General	GS	City Clerk	10012070	Records Management Technician	1.00	NE	N13	3	$709	$47,987	$47,987	$47,987	$8,158	$56,145
GENERAL FUND TOTAL					**2.00**				**1590.18**	**107602.18**	**$107,602**	**$107,602**	**$18,292**	**$125,895**
Utility	IT	Information Technology	20060230	Technical Support Specialist	1.00	NE	N13	3	$660	$44,640	$44,640	$44,640	$7,589	$52,228
UTILITY FUND TOTAL					**1.000**						**$44,640**	**$44,640**	**$7,589**	**$52,228**
Other	PR&L	Administration	54050550	Recreation Specialist (Naturalist - not part of job title)	1.00	Exempt	E4		$769	$52,065	$52,065	$52,065	$8,851	$60,917
Other	PR&L	Parks	54050550	Horticulture Specialist	1.00	NE	N12	3	$660	$44,640	$44,640	$44,640	$7,589	$52,228
Other	PR&L	Parks	54050550	Parksworker I/II	2.00	NE	N9/N11	3	$1,062	$71,866	$71,866	$71,866	$12,217	$84,083
OTHER FUND TOTAL					**4.000**				**2491.200**	**168571.200**	**$168,571**	**$168,571**	**$28,657**	**$197,228**
											$320,813			

General Fund Total	2.00	General Fund Total	$125,895
Utility Fund Total	1.00	Utility Fund Total	$52,228
Other Fund Total	4.00	Other Fund Total	$197,228
TOTAL ALL FUNDS	**7.00**	**TOTAL ALL FUNDS**	**$375,351**

WESTMINSTER

Agenda Item 10 L

Agenda Memorandum

City Council Meeting
October13, 2014

SUBJECT: 2015 City Employee Insurance Contracts and Medical/Dental Plans and Rates

Prepared By: Debbie Mitchell, General Services Director
Lisa Chrisman, Employee Development and Benefits Manager

Recommended City Council Action

Authorize the City Manager to renew contracts with Cigna and Kaiser Permanente for healthcare, Delta Dental for dental coverage, and Cigna Insurance for Life, Long Term Disability (LTD), Basic and Voluntary AD&D, and Survivor Income Benefit (SIB) insurances for City employees; and authorize the continuation of a four-tier rate structure with the employer and employee medical/dental premium rates as presented.

Summary Statement

- Staff is recommending the adoption of a two-option medical care plan continuing the Kaiser Permanente, a Health Maintenance Organization (HMO) plan, and a Cigna preferred provider organization (PPO), Open Access Plus Plan.

- The proposed healthcare benefit package will require increases of 5% in premiums for both the City and the employee for all plan options effective January 1, 2015, while maintaining the current plan design with all providers including Cigna, Kaiser and Delta Dental. Proposed premium rates for 2015 in the existing 4-tier system are included as an attachment. Two additional items are being recommended to the benefit package: a Prevention First benefit to the Dental Plan and a Consumer Advocacy Resource/Service through Compass Professional Health Services.

- The benefit package proposed with the 2015/2016 budget includes the continuation of employee Life, Long Term Disability (LTD), Basic and Voluntary AD&D, and Survivor Income Benefit (SIB) insurance from Cigna Insurance. LTD rates increased from $0.52 to $0.56 per $100 of covered payroll, while Basic and Voluntary AD&D, Basic Life, and SIB rates remain the same. The Cigna contract stipulates a two-year rate guarantee through 2016; however, the cost of insurance increases as rates are based on wage, and wages typically increase every year.

Expenditure Required: $11,263,011

Source of Funds: General Fund - $9,143,461
Water Fund - $1,456,051
Wastewater Fund - $411,429
Golf Course Funds - $171,614
POST Fund - $48,456
Medical/Dental Fund - $32,000

Policy Issue

Should the City maintain essentially the same level of medical and dental coverage with the present sharing of premium costs between employee and employer, and should the City maintain the same level of Life, Long Term Disability (LTD), Basic and Voluntary AD&D, and Survivor Income Benefit (SIB) insurance coverages for employees?

Alternatives

1. Renew the healthcare plans at existing levels of coverage but shift the percentage of premiums paid by employees to a higher level, reducing the cost to the City for medical/dental benefits.

2. Reduce the level of coverage provided in the healthcare plans, thereby reducing the overall cost of the City medical/dental benefit budget.

3. Reduce the level of coverage provided to employees in Life, LTD, Basic and Voluntary AD&D and SIB insurances, reducing the cost to the City for insurance benefits.

Staff does not recommend any of these alternatives as the biennial benefit survey completed in 2014 demonstrated that the City of Westminster benefits were very competitive but not beyond the market.

Background Information

The City currently provides all benefited employees with an excellent medical benefit package with coverage offered by Kaiser Permanente HMO, and one self-insured option administered by Cigna – a PPO called Open Access Plus (OAP). No design changes are being recommended to the medical plans, allowing the health insurance package to remain the same.

A thorough review of benefit packages offered by the City's market competitors was made in a comprehensive benefits survey conducted in April of this year. The survey was reviewed with Council at the September budget retreat.

The current breakdown of enrollment in the two medical plans by the number of employees enrolled is as follows:

Cigna OAP Plan	555
Kaiser Permanente HMO	293
Number of employees opting out of plans	89

The City also self-insures its dental benefit. The PPO plan is administered by Delta Dental. Employees are able to use preferred provider dentists where discounts of approximately 20% are pre-negotiated or use the Premier network or out-of-network dentists with varying fees. Diagnostic and preventative services are provided at 100% while basic and major services are covered at 80% after a $50/person or $150/family deductible. The maximum benefit per patient per calendar year is $1,500. Orthodontics is covered at 50% up to a maximum lifetime benefit of $1,500. A "Prevention First" benefit will be added to the dental plan for 2015, which allows preventive services (cleaning and x-rays) to not count against the annual out of pocket maximum if a member uses a Delta PPO dentist. This will allow additional dollars to be used for major services such as crowns and root canals. Delta Dental will remain as administrator of dental claims. Potential claims liability to add the Prevention First incentive is estimated at $14,000. The City currently offers vision insurance through Vision Services Plan (VSP). No changes will be made to the vision insurance package. The City also provides Life, LTD, SIB, and Basic and Voluntary AD&D for employees. The Cigna Insurance contract stipulates a two year rate guarantee through 2016; however, the cost of insurance will increase as some of the insurance rates are based on wages and wages typically increase each year.

The City pays for over 80% of the total cost of the medical and dental plans. Employees pay between 9% and 25% of premium costs dependent upon the tier of coverage selected and classification status. These employer contribution levels are competitive with those provided by other entities included in the City's every-other-year salary and benefit survey.

An added measure that will enhance the City's benefits while controlling costs will be the addition of a health care consumer advocacy resource through Compass Professional Health Services. This program provides customized assistance to help employees navigate the health care system. Most find health care and insurance frustrating, complicated and increasingly more expensive. This consumer advocacy and transparency model delivers customized assistance for employees in selecting health choices for care, assists them with accessing needed services, and helps them review billing to ensure they are not overcharged. The City will recoup the costs for the service by reducing claims and Compass has placed a 1:1 guarantee for 2015. Several examples of the types of services Compass provides include:

- Help with finding a doctor, specialist or surgeon (dentist and eye doctors too). Compass finds the best qualified in-network providers that are Board Certified and have clear medical licenses. They can also tailor the search specific to the individual and find doctors with the desired characteristics.
- Provide price comparisons between different facilities and doctors to help make informed decisions.
- Audit medical bills to ensure individuals are not paying more than they should.
- Make appointments, track down medical records and coordinate medical services to save valuable time.
- Review prescriptions to see if there are low cost alternatives and coordinate with doctors to switch to a lower cost medication.

Additionally, Compass's health advocates will encourage use of our on-site clinic as appropriate, further utilizing and supporting the cost containment strategies already in place.

Health reform continues to unfold and is being carefully monitored by Staff. The Affordable Care Act (ACA), has already impacted the City in several areas and will continue to do so in 2015. The Patient-Centered Outcomes Research Institute (PCORI) was the first of the fees resulting from the Affordable Care Act that went into effect in 2013. The cost to the City for this fee in 2014 was $2,068, with a yet to be announced inflationary index cost increase anticipated for 2015. An additional fee that will be assessed next year is the transitional reinsurance fee used to help finance the health insurance market places. The estimated cost for the City is $135,000. The associated penalties for the "Pay or Play" mandate that requires employers to provide health coverage for employees working on average 30 or more hours per week will be assessed in 2015 and beyond. Staff has been carefully monitoring the hours worked in potentially vulnerable areas throughout 2014, allowing departments to adequately prepare and make adjustments to avoid incurring any associated penalties. The State of Colorado recently announced a new fee that will be assessed in 2015 to any employer who provides healthcare to their employees. This fee will be an additional cost in Colorado to fund the underfunded exchanges and will be assessed at $1.25 per member per month. In future years, this fee will be included in the rates, however it is too late to include for 2015. In 2015, the City will pay this fee out of the Medical Dental Fund balance and will then include it in the negotiations and rate increases for 2016. Estimated cost for 2015 is approximately $32,000.

The City continues to support a very productive cost containment strategy through The Center for Healthy Living, our on-site employee health clinic that was opened in January of 2013. The clinic provides free and convenient health care options to those in the CIGNA plan; all other employees in the Wellness program utilize the clinic for wellness health risk assessments and wellness program activities. We have

been able to integrate spouses into our wellness program as a cost containment strategy and allow them to participate in the free health risk assessment, blood-lipid profile and consultation with a medical provider at the clinic. Use of the clinic has not replaced the health care employees currently receive through their CIGNA provider, but rather provides a free, voluntary option for employees. Although clinic return on investment projections are not expected to be seen until years 3-5, we are already seeing a downward trend in several areas. Reports from our Cigna claims experience and CareHere are showing improvements in key health indicators, along with improvements in the proactive management of chronic health conditions that pose a significant cost to our plan. Additionally, the City is beginning to see savings through direct service delivery and prescriptions distributed at the clinic. Our on-site clinic has already benefited the City and the overall health and well-being of our employees.

The Center for Healthy Living supports healthcare cost containment efforts through a long-term planning strategy, with an over-riding objective to reduce overall medical and dental trend rates and thereby mitigate potential unsustainable cost increases in future years. Healthcare claims fluctuate, sometimes dramatically from year to year. While the average increase nationwide for health care in 2015 is projected to be 6.8%, this increase may be understated as many employers are anticipating plan design adjustments, passing on more of the cost increase to employees. The City is recommending a 5% increase, with no plan adjustments. This blended plan cost of Cigna and Kaiser represents claims experience to date, as well as a 12% increase in our Cigna Stop Loss Renewal, a 3% increase in our Cigna Administrative Renewal and no increase in our Delta Administrative Renewal. The Center for Healthy Living, along with the City's Wellness Program, a continued focus on employee communication strategies, aggressive plan management, comprehensive claims analysis, and education on healthcare cost containment through consumer driven choices continue to help contain claims costs. The addition of a health care consumer advocacy resource with Compass will further support our cost containment and consumerism strategies in 2015.

The City self-insures a large portion of its medical benefit and has a Medical Dental Fund that is specifically for medical expenses. The City has an "administrative services only" or ASO contract with Cigna Healthcare. This contract includes the fixed costs of the plan, that is, third party administrative services, claims management review, and specific claim excess insurance beyond the threshold of $150,000. As of 7/31/2014, the Medical Dental Fund balance is at $4,691,174.77 which is a healthy level for a self-insured medical plan of the City's size. The 2015 premium calculation includes costs associated with the Affordable Care Act, on-site health clinic, and administrative expenses.

There continues to be clear advantages to remaining with a self-insured plan. As of the end of July, claim costs were at 93% of budget, including all costs associated with the clinic and the ACA. This is due to the fact that the City has the ability under a self-insurance plan to retain any savings that occur above claims and administrative costs, the City has the protection of the stop loss coverage, and the City can be much more proactive with regard to controlling losses by directing wellness and wellness clinic efforts in those areas where they are most needed. Our 5 year trend average in our Cigna, self-insured plan is currently at 1.9%, which is extremely low. If we were fully insured, this number averages around 9-10% trend. Additionally, a self-insured plan is beneficial with the ACA mandates, as self-insured plans allow the employer more flexibility.

Splitting our risk pool by offering two insurance plan options, particularly when the two plans include a self-insured and a fully insured option, has resulted in some negative financial consequences. The City is unable to fully benefit from low claims costs in our fully insured plan when renewals do not allow us to capture the cost savings of good claims years. Conversely, the City has paid the cost of much higher claim years with Kaiser and has not been buffered from that impact. For 2015, Kaiser negotiated a 9.6%

increase, while Cigna is trending at a 3% claims and administrative cost increase. Historically, we have had lower benefit enrollment in the Kaiser plan and we continue to see a slow decrease each month. Therefore, the Cigna self-insured plan misses the opportunity of having a healthier pool of employees, on average, in its total participant enrolment.

This comprehensive medical, dental and other insurances benefit package combined with pension and competitive market wages create a fair total compensation package that will continue to allow the City to recruit and retain quality staff, and supports Council's Strategic Plan goal of "Excellence in City Services."

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: A – 2015 Proposed Healthcare Plan Design
B – Proposed Exempt Medical/Dental Rate Sheet
C – Proposed Non-Exempt Medical/Dental Rate Sheet

Open Access Plus and HMO Plan Design - January 1, 2015

Benefits	Cigna Open Access + Plan (OAP) *In Network*	Cigna Open Access + Plan (OAP) *Out of Network*	Kaiser HMO Plan
Deductible			
- Individual	$300	$600	$0
- Family	$600	$1,200	$0
Out of Pocket Maximum (OPM*) cross accumulates & includes deductibles (exclusions do apply)			
- Individual	$1,800	$6,600	$2,000
- Family	$3,600	$13,200	$4,500
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Coinsurance	90%	60% of allowable charges	N/A
Office Visit Copay			
- Preventive (Routine Physicals) **	$15 copay	60% of allowable charges after deductible	*$0 copay
- PCP **	$25 copay	60% of allowable charges after deductible	$20 copay
- Specialist	$40 copay	60% of allowable charges after deductible	$30 copay
Inpatient Hospital	90% after deductible	60% of allowable charges after deductible	$250 copay/admission
Outpatient Hospital	90% after deductible	60% of allowable charges after deductible	$100 copay/visit
Emergency Room	$100 copay/visit, waived if admitted	$100 copay/visit, waived if admitted	$100 copay/visit, waived if admitted
Urgent Care	$50 copay/visit	60% of allowable charges after deductible	$50 copay/visit
Well Baby (7 days - 24 months)	$15 copay	60% of allowable charges after deductible	$0 Preventative
Rx ***			
- Retail, 30 day supply	20% / 30% / 40% $20 / $50 / $80 (maximum copay)	N/A	$15/$30 20% coinsurance for office or self administered drugs OPM of $3,500 for specialty medications
- Mail Order, 90 day supply	20% / 30% / 40% $50 / $125 / $200 (maximum copay)		$30/$60
Ambulance	90% after deductible	90% after deductible	20%, to maximum of $500/trip
X-Ray & Lab	100% for preventive; 90% no deductible for other X-ray and lab	No deductible, 60% of allowable charges	100% (diagnostic) $30 Therapeutic copay/visit $100 copay for MRI,CT,PET or NMS per procedure
Mental Nervous & Substance Abuse			
- Inpatient	90% after deductible	60% of allowable charges after deductible	$250 copay/admission
- Outpatient	90%, no deductible	60% of allowable charges after deductible	$20 Copay/visit
Occupational, Speech, Hearing & Physical Therapy			
- Inpatient	90% after deductible	60% of allowable charges after deductible	$250 copay/individual/admission
- Outpatient	$25 copay Maximum of 40 visits for either in &/or out of network for PT Maximum of 40 visits for all other therapies for either in &/or out of network	60% of allowable charges after deductible	$20 copay/visit, 20 visit maximum
Durable Medical Equipment (DME)	90% after deductible	60% of allowable charges after deductible	20% coinsurance
Home Health Care	100% 100 day maximum combined in & out of network	100% of allowable charges	100%
Hospice	100% 180 day maximum combined in & out of network	60% of allowable charges	100%
Skilled Nursing	100% 100 day maximum combined in & out of network	60% of allowable charges	100%, 100 day maximum
Chiropractic	$25 copay Maximum of 20 visits for either in &/or out of network	60% of allowable charges after deductible	$10 copay, 20 visit maximum

Disclaimer: This summary is a brief overview of your benefits. In the event of a discrepancy between this summary and the contract, the contract will prevail. You can receive a detailed Summary Plan Description which describes your benefits in greater detail online.
Note: Employees with Great-West who live or receive services out of area (no network providers are availablewithin a certain mileage) will receive reimbursement at 80% of allowable charges (subject to in-network deductible)
***Certain preventive care services may incur fees** ****Free at The Center for Healthy Living** *****Most Generic Prescriptions are Free at The Center for Healthy Living**

City of Westminster

2015 Exempt Medical/Dental Rates

Wellness: If the employee is a participant in our Wellness Program & a non-smoker, providing the City's Wellness requirements are met, increase the City portion & decrease the employee portion by the following:
$10 EE, $20 ES, $20 EC, $30 Family (spouse must also meet requirements).

	EE Only	EE + Spouse	EE + Child/ren	EE + Family
1.0 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$59.10	$170.56	$165.98	$291.44
City Contribution	$536.50	$1,121.86	$1,092.16	$1,573.30
0.9 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$112.64	$282.80	$275.22	$401.08
City Contribution	$482.96	$1,009.62	$982.92	$1,463.66
0.8 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$166.30	$394.98	$384.48	$599.70
City Contribution	$429.30	$897.44	$873.66	$1,265.04
0.7 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$202.52	$439.40	$427.80	$623.24
City Contribution	$393.08	$853.02	$830.34	$1,241.50
0.6 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$220.32	$478.22	$465.52	$678.20
City Contribution	$375.28	$814.20	$792.62	$1,186.54
0.5 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$238.26	$516.96	$503.28	$733.24
City Contribution	$357.34	$775.46	$754.86	$1,131.50

9/30/2014

City of Westminster

2015 Non-Exempt Medical/Dental Rates

Wellness: If the employee is a participant in our Wellness Program & a non-smoker, providing the City's Wellness requirements are met, increase the City portion & decrease the employee portion by the following: $10 EE, $20 ES, $20 EC, $30 Family (spouse must also meet Wellness requirements).

	EE Only	EE + Spouse	EE + Child/ren	EE + Family
1.0 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$59.10	$236.52	$230.16	$474.74
City Contribution	$536.50	$1,055.90	$1,027.98	$1,390.00
0.9 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$112.64	$310.18	$301.96	$513.26
City Contribution	$482.96	$982.24	$956.18	$1,351.48
0.8 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$166.30	$439.40	$427.80	$623.24
City Contribution	$429.30	$853.02	$830.34	$1,241.50
0.7 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$202.52	$452.36	$440.28	$641.58
City Contribution	$393.08	$840.06	$817.86	$1,223.16
0.6 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$220.32	$504.06	$490.76	$714.84
City Contribution	$375.28	$788.36	$767.38	$1,149.90
0.5 FTE Monthly Premium	$595.60	$1,292.42	$1,258.14	$1,864.74
Employee Contribution	$238.26	$542.88	$528.38	$769.94
City Contribution	$357.34	$749.54	$729.76	$1,094.80

WESTMINSTER

Agenda Item 10 M - N

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Revised Employment Agreement with John A. Stipech and Councillor's Bill No. 28 re Municipal Judge Salary

Prepared By: Debbie Mitchell, General Services Director

Recommended City Council Action

1. Authorize the Mayor to execute a revised employment agreement with John A. Stipech for his services as Presiding Judge for 2015 with an effective date of January 1, 2015, and an automatic renewal for 2016 unless terminated by City Council.

2. Pass Councillor's Bill No. 28 on first reading setting the salary for the Municipal Judge for 2015.

Summary Statement

- Under the proposed agreement, Judge Stipech's 2015 combined salary and deferred compensation will be $141,622. The agreement allows the Judge to designate a portion of his salary as City-paid deferred compensation to be paid as a lump sum at the beginning of 2015. The new combined salary and deferred compensation for 2015 is 2.5 percent higher than the Judge's compensation in 2014.

- No additional modifications have been made to the existing agreement with the exception of the effective dates. If approved, the proposed contract between Judge Stipech and the City will be renewed automatically unless terminated by Council prior to October 31, 2015.

Expenditure Required: $141,622 plus the cost of fringe benefits as described in the attached employment agreement

Source of Funds: 2015 General Fund - Municipal Court Division Budget

Policy Issue
Should City Council approve a revised employment agreement with the Presiding Judge for the continuation of his services through 2015 and 2016?

Alternative
Council could make further adjustments to the employment agreement with Judge Stipech.

Background Information
Since July 1991, City Council has used an employment agreement for Presiding Judge services. This approach is consistent with the practice of having employment agreements with the City Manager and the City Attorney who also serve at the pleasure of City Council. The agreement with the Presiding Judge addresses the overall duties of the position, the term of the agreement, compensation and benefits, professional development, and termination and separation provisions.

Presiding Judge John Stipech graduated from the University of Utah in 1967 with a Bachelor of Arts degree and received his Juris Doctorate degree from the University of Denver Law School in 1971. In July 1979, he was appointed as an Associate Judge in Westminster's Municipal Court and has served as Presiding Judge since January 1, 1996. He is a member of the Colorado and Adams County Bar Associations and the Colorado Municipal Judges' Association. He is also the Board's legal advisor and on the nominating committee for officers and new memberships for School District 50 Education Foundation.

The proposed employment agreement with Judge Stipech is similar to the current agreement that Council approved in October 2013 with the exceptions of the effective dates of the agreement.

City Council met with Judge Stipech on September 22 to review his job performance since his last performance appraisal and to determine his compensation for the coming year. The revised agreement incorporates the direction given by Council to Staff and will provide for a 2.5 percent increase over the Judge's 2014 compensation level to $141,622.

The employment agreement allows the Judge to designate a portion of his salary as deferred compensation up to the maximum allowed under federal law. As in previous years, the proposed employment agreement with Judge Stipech provides that, except in those cases where the agreement provides for a different benefit level, the Judge will receive the same fringe benefits as those extended to all department heads.

Funds are available in the proposed 2015 Budget to cover the expense for the salary and fringe benefits described in the agreement.

Section 16.2 of the Westminster City Charter requires that the Council set the Presiding Judge's salary by ordinance. The attached Councillor's Bill fulfills this requirement by designating a salary in the Municipal Code that reflects the amount listed in the proposed employment agreement.

The proposed agreement and Councillor's Bill supports City Council's Strategic Plan goals of "Excellence in City Services" and "Visionary Leadership & Effective Governance" by ensuring that a highly competent and experienced jurist continues to serve as the City's Presiding Judge.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments - Employment Agreement and Ordinance

EMPLOYMENT AGREEMENT

THIS AGREEMENT, effective as of the 1st day of January, 2015, by and between the City of Westminster, State of Colorado, a municipal corporation, hereinafter called "the CITY," and JOHN A. STIPECH, hereinafter called "EMPLOYEE," both of whom understand as follows:

WHEREAS, the CITY desires to continue to employ the services of John A. Stipech as Presiding Municipal Judge of the City of Westminster as provided by City Charter, Chapter XVI, Section 16.2; and

WHEREAS, it is the desire of the City Council of the CITY (the "City Council") to provide certain benefits, establish certain conditions of employment, and to set working conditions of EMPLOYEE; and

WHEREAS, it is the desire of the City Council to (1) secure and retain the services of EMPLOYEE and to provide inducement for him to remain in such employment; (2) make possible full work productivity by assuring EMPLOYEE'S morale and peace of mind with respect to future security; (3) act as a deterrent against malfeasance or dishonesty for personal gain on the part of EMPLOYEE; and (4) provide a just means for terminating EMPLOYEE'S services at such time as he may be unable to fully discharge his duties or when the CITY may desire to otherwise terminate his employ; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

SECTION 1. DUTIES:

A. The CITY hereby agrees to continue the employment of EMPLOYEE as Presiding Municipal Judge of the CITY to perform the duties and functions specified in Section 16.2 of the City Charter, Chapter 22 of Title I of the City Code and such other legally and ethically permissible and proper duties and functions as the City Council shall from time to time assign.

B. EMPLOYEE shall administer the judicial component of the Municipal Court and shall be responsible for providing judicial coverage to insure efficient and expeditious hearing of all matters scheduled for hearing in the Municipal Court.

C. EMPLOYEE and the Court Administrator shall prepare and submit jointly a proposed budget for the Municipal Court, following guidelines established by the City Manager. This budget shall be reviewed by the City Manager's Office and submitted to the City Council for final approval as part of the City Manager's recommended City Budget. Requests for changes in the budget during the fiscal year shall also be submitted through the City Manager's Office.

D. EMPLOYEE shall supervise the judicial staff of the Municipal Court as may be authorized by the City Council. EMPLOYEE shall provide advice and direction to the Court Administrator in connection with the governance of the Court staff.

E. Except as otherwise expressly provided in this Agreement, EMPLOYEE shall be subject to the City of Westminster Personnel Policies and Rules, dated July 1, 2013, as amended ("Personnel Policies and Rules").

SECTION 2. TERM

A. It is the intent of the City Council and EMPLOYEE that EMPLOYEE will serve as Presiding Judge for calendar years 2015 and 2016. During the term of this Agreement, EMPLOYEE agrees to remain in the exclusive employ of the CITY. Further, EMPLOYEE agrees not to become employed by any other employer until this Agreement is terminated. Notwithstanding the foregoing, the term "employed" shall not be construed to include other judicial service, private law practice, teaching, writing, consulting work or other related activities performed on EMPLOYEE'S time off.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the CITY to terminate the services of EMPLOYEE at any time and for any reason, subject only to the provisions set forth in Section 3 of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from his position with the CITY, subject only to the provisions set forth in Section 3 of this Agreement.

D. This Agreement is for a one-year term, but shall be automatically renewed for 2016 unless terminated no later than October 31, 2015.

SECTION 3. TERMINATION, NOTICE AND SEVERANCE PAYMENT:

A. In the event the City Council decides to terminate EMPLOYEE's employment with the CITY before expiration of the aforementioned term of employment and during such time EMPLOYEE is willing and able to perform the duties of Presiding Municipal Judge, then, and in that event, the CITY agrees to give EMPLOYEE six (6) months' prior written notice or, if no such notice is given, to pay EMPLOYEE a lump sum cash payment equal to his Base Salary for the ensuing six (6) months, plus or minus the pro rata share of deferred compensation to which EMPLOYEE is entitled based on his termination date and the amount of deferred compensation already paid to EMPLOYEE for that year (the "Severance Payment"). In the event the CITY elects to terminate this Agreement without giving EMPLOYEE six (6) months' advance written notice thereof, the EMPLOYEE shall have as his sole and exclusive remedy the Severance Payment as provided in this paragraph and EMPLOYEE shall have no other rights or claims against the CITY and hereby expressly waives and releases the same; provided, however, that in the event the EMPLOYEE is terminated because of his conviction of any illegal act, then, and in that event, the CITY has no obligation to give notice or pay the Severance Payment .

B. In the event the CITY at any time during the employment term reduces the salary or other financial benefits of EMPLOYEE in a greater percentage than an applicable across-the-board reduction for all City employees, or in the event the CITY refuses, following written notice, to comply with any other provisions benefiting EMPLOYEE herein, or the EMPLOYEE resigns following a written suggestion by at least four (4) members of the City Council that he resign, then, and in that event, EMPLOYEE may, at his option, be deemed to be "terminated" at the date of such reduction and be entitled to the Severance Payment as described in subsection A of this Section 3.

C. In the event EMPLOYEE voluntarily resigns his position with the CITY before expiration of the aforesaid term of employment, then EMPLOYEE shall give the CITY no less than sixty (60) days' notice in advance in writing, and this agreement shall terminate on the effective date of the resignation.

D. The parties may, by mutual written agreement, shorten the time required for written notification of termination or resignation set forth in this Section 3.

E. In the event this Agreement is not renewed by the City Council, such non-renewal shall be considered a termination as provided for in Section 3.A hereof and shall entitle EMPLOYEE to the Severance Payment described therein.

SECTION 4. SALARY AND EVALUATIONS:

A. Effective January 1, 2015, the CITY agrees to pay EMPLOYEE for his services rendered pursuant hereto an annual gross salary ("Gross Salary") of $141,622 which consists of a base salary ("Base Salary") and the amount EMPLOYEE elects to take in deferred compensation. EMPLOYEE may elect to receive a portion of his Gross Salary in the form of a lump sum amount of deferred compensation up to the then current maximum allowed by law. The Base Salary shall be payable in installments at the same time as other employees of the CITY are paid.

B. The CITY agrees to review EMPLOYEE'S performance annually, no later than October 31 of each year. Salary evaluation each year shall be at the discretion of the CITY. Such evaluation shall consider the salary of judges of similar municipalities.

C. Pursuant to the City Charter, the Base Salary and deferred compensation provided in this Section shall be approved by ordinance of the City Council.

SECTION 5. HOURS OF WORK:

It is recognized that EMPLOYEE must devote a great deal of his time outside normal office hours to business of the CITY, and to that end, EMPLOYEE will be allowed to take compensatory time off as he shall deem appropriate during normal office hours, in compliance with the Personnel Policies and Rules.

SECTION 6. TRANSPORTATION:

EMPLOYEE'S duties require that he have an EMPLOYEE-provided automobile. EMPLOYEE shall be responsible for paying of liability, property, maintenance, repair and regular replacement of said automobile. The CITY shall pay EMPLOYEE a monthly car allowance of $500 to assist in compensating for these costs.

SECTION 7. DUES AND SUBSCRIPTIONS:

The CITY agrees to budget and to pay the professional dues of EMPLOYEE necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the CITY.

SECTION 8. PROFESSIONAL DEVELOPMENT:

The CITY agrees to budget and to pay registration, travel and subsistence expenses of EMPLOYEE for professional and official travel to meetings and occasions related to the professional development of EMPLOYEE and to official and other functions as a representative of the CITY, including, but not limited to, the American Bar Association, the Colorado Bar Association, the Colorado Municipal Judges Association, and continuing legal education courses and seminars related to topics of the judiciary. In addition to reasonably funding educational/training programs for EMPLOYEE'S professional staff, sufficient funds shall be budgeted to permit EMPLOYEE to attend at least one national, one statewide, and one local educational/training program each calendar year.

SECTION 9. GENERAL EXPENSES:

The CITY recognizes that certain expenses of a non-personal, job-affiliated nature are incurred by EMPLOYEE, and hereby agrees to reimburse or to pay said non-personal, job-affiliated expenses. Disbursement of such monies shall be made upon receipt of duly executed expense vouchers, receipts, statements, or personal affidavit.

SECTION 10. FRINGE BENEFITS:

The CITY shall provide EMPLOYEE with all benefits that are provided to Department Head level employees by the Personnel Policies and Rules; provided that when such benefits are in conflict with this Agreement, this Agreement shall control. EMPLOYEE'S years of service with the City in an unbenefited capacity will be treated as years of continuous municipal service when the level of EMPLOYEE's benefits is computed.

SECTION 11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

A. The City Council shall fix any other terms and conditions of employment as it may from time to time determine, relating to the performance of EMPLOYEE, provided such terms and conditions are not inconsistent with the provisions of this Agreement, the City Charter or any other law.

B. EMPLOYEE is ultimately responsible for providing judicial coverage of all docketed matters in the Westminster Municipal Court.

SECTION 12. GENERAL PROVISIONS:

A. The text herein shall constitute the entire agreement between the parties.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of EMPLOYEE.

C. This Agreement becomes effective on January 1, 2015, and, if automatically renewed, shall be in effect through December 31, 2016.

D. If any provision, or any portion hereof contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the portion thereof shall be deemed severable, and the remainder shall not be affected, and shall remain in full force and effect.

E. The parties agree that this Agreement is entered into and shall be governed by the laws of the State of Colorado.

F. Effective January 1, 2015, this Agreement replaces and supersedes prior employment agreements between CITY and EMPLOYEE.

G. Nothing in this Agreement shall be construed as creating a multiple fiscal year obligation on the part of the CITY within the meaning of Colorado Constitution Article X, Section 20.

IN WITNESS WHEREOF, the City of Westminster, Colorado, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and EMPLOYEE has voluntarily signed and executed this Agreement.

APPROVED by the Westminster City Council on October 13, 2014, contingent upon approval of the Councillor's Bill amending the Municipal Judge salary.

ATTEST:

_____
Herb Atchison, Mayor

_____
City Clerk

_____
John A. Stipech

APPROVED AS TO LEGAL FORM:

_____
Acting City Attorney

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **28**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL
FOR AN ORDINANCE SETTING THE SALARY OF THE MUNICIPAL JUDGE FOR 2015

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 1-7-2, W.M.C., is hereby AMENDED as follows:

1-7-2: MUNICIPAL JUDGE: The salary of the Municipal Judge shall be as follows:

$141,622 per annum, effective January 1, 2015, payable bi-weekly inclusive of any amounts provided as City-paid deferred compensation. Such deferred compensation amount may, at the Municipal Judge's option, be paid as a lump sum at the beginning of the calendar year.

Section 2. 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 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
Acting City Attorney

WESTMINSTER

Agenda Item 10 O

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 29 Amending Westminster Municipal Code, Sections 10-1-12(A) and (B) Concerning Parking on Streets

Prepared By: Hilary M. Graham, Acting City Attorney
Lee Birk, Police Chief

Recommended City Council Action

Pass Councillor's Bill No. 29 on first reading amending Sections 10-1-12(A) and (B) of the Westminster Municipal Code to create more flexibility in parking restrictions related to loading and unloading trailers, boats, mobile homes or motor homes.

Summary Statement

- Current provisions of the Westminster Municipal Code (the "Code") restrict on-street and off-street parking of certain vehicles according to the vehicle's length.
- The provision related to on-street parking restrictions have been known to create confusion because of exceptions for loading and unloading and affirmative defenses.
- Members of Council have expressed interest in simplifying this Code provision for ease of understanding.
- The attached ordinance is being proposed as an option for doing so.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should W.M.C. § 10-1-12(A) and (B) be revised as presented here to clarify when on-street parking of certain types of long vehicles is permitted for loading or unloading?

Alternatives

- Make no change to the parking provisions at issue and continue applying them as has been done since at least 1996.

- Provide direction to Staff about different changes to the Code that Council would like to see prepared for consideration as a draft ordinance.

Background Information

In the summer months, City Councillors have been fielding questions about the City's restrictions against parking long vehicles, such as motor homes, mobile homes, boats on trailers, and campers in residential areas. The Police Department can confirm this is a common area of confusion with citizens. A review of the Code, as currently drafted, reveals the source of the confusion.

As relevant here, Title X, Chapter 12, of the Westminster Municipal Code, establishes definitions (Subsection A), parking restrictions applicable to public streets (Subsection B), and parking restrictions applicable to private property (Subsection C).

"Loading and unloading" is currently defined as the uninterrupted activity of continuously moving material, equipment, goods or other items of personal property from or to a vehicle during an eight (8) hour maximum period. W.M.C. § 10-1-12(A)(13). "Recreational vehicle (RV)" is defined as a motor home, mobile home or camping trailer. W.M.C. § 10-1-12(A)(14).

Section 10-1-12(B)(1) of the Code currently regulates parking on public streets as follows:

> Trailers, boats, mobile and motor homes less than thirty-five feet in length are prohibited from being parked on any public street within a residential district of the City except that:
>
> > (a) Recreational vehicles (meaning motor homes, mobile homes or camping trailers) may be parked for loading and unloading for not more than seventy-two (72) hours; but
> > (b) Other vehicles (meaning trailers or boats) are limited to the defined period for loading and unloading, eight (8) hours.

(Emphasis added.)

Section 10-1-12(B)(2) of the Code regulates any vehicle thirty-five feet in length or longer and prohibits them from being parked on any public street within a residential district except for the defined period for loading and unloading, eight (8) hours. Section 10-1-12(C)(1) of the Code regulates parking of vehicles on private property or private streets and prohibits any vehicle thirty-five feet in length or longer on any private street within any residential district, or upon any residential lot within the City, except for the defined period for loading and unloading, eight (8) hours.

In summary, in three sections, the Code prohibits parking of vehicles on streets in residential districts according to the vehicle's length and type, but creates an exception, which allows parking for an eight (8) hour period of loading and unloading. Yet, in one section, smaller recreational vehicles on public streets are allowed up to seventy-two (72) hours for loading and unloading. The legislative history available does not explain the extra loading time given for smaller recreational vehicles on public streets, but it would seem to be an effort to accommodate families preparing smaller RVs for a trip. There is a desire to preserve this accommodation, but to do so in a way that simplifies the Code.

The proposed amendment would eliminate the stated seventy-two (72) hour exception, while also broadening the time permitted in the definition of loading and unloading. As a result, loading and unloading activities for these types of vehicles could last longer than eight (8) hours at times, and possibly as long as seventy-two (72) hours or more. The proposed amendment replaces the complicated exception with enforcement discretion. In effect, the change will allow the Police Department to determine a reasonable amount of time for loading and unloading a vehicle on a residential street with due consideration given to specific factors such as neighbor complaints, the exact dimensions of the streets and vehicles in question, local conditions, the actual amount of time parked on the street, and more.

As with any opportunity to use discretion, the challenge will be to ensure that the new, more flexible restriction is applied fairly and consistently over time and by various people. The Police Department is ready to take on this challenge and is comfortable with additional discretion in this area.

Approving the ordinance amending §§ 10-1-12(A) and (B) of the Westminster Municipal Code to create more flexibility in the restrictions related to loading and unloading trailers, boats, mobile homes or motor homes will further the strategic plan goal of Excellence in City Services by allowing a more easily understood and applied parking restriction.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment –Ordinance

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **29**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 10-1-12(A) AND (B) OF THE WESTMINSTER MUNICIPAL CODE CONCERNING PARKING ON PUBLIC STREETS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 10-1-12(A), W.M.C., is hereby AMENDED to read as follows:

"Loading" and "Unloading" shall mean the uninterrupted activity of continuously moving material, equipment, goods or other items of personal property from or to a vehicle, typically during not more than an eight (8) hour maximum period.

Section 2. Section 10-1-12(B), W.M.C., is hereby AMENDED to read as follows:

10-1-12: PARKING RESTRICTIONS:

(B) The following restrictions shall apply to the parking of vehicles on public streets within the City:

(1) It shall be unlawful to park any trailer, boat, mobile home or motor home that is less than thirty-five feet (35') or to park any vehicle thirty-five feet (35') or more long on any public street or highway within any residential district of the City, except for the purpose of loading and unloading.

~~(a) It shall be an affirmative defense to a violation of this subsection that the vehicle is a recreational vehicle (RV) that is being loaded or unloaded; loading and unloading of an RV includes trip preparation or post-trip clean up or minor maintenance, but loading and unloading shall not in any event exceed seventy-two (72) hours.~~

~~(b) It shall be an affirmative defense to a violation of this subsection that the vehicle is a boat or trailer (other than a camping trailer) that is being loaded or unloaded as defined in subsection (A) above, but such loading and unloading shall not in any event exceed eight (8) hours.~~

(2) ~~It shall be unlawful to park any vehicle, including, but not limited to, those listed in (1) above, that is thirty-five feet (35') or more long on any public street or highway within any residential district of the City, except for the purpose of loading and unloading.(3)~~ It shall be unlawful to park truck trailers, semi-tractors, trucks, buses and construction equipment on any public street or highway within any residential district of the City; provided, however, that parking next to a construction site for which a valid permit exists shall be allowed for the purpose of loading and unloading materials.

(3) ~~(4)~~It shall be unlawful to park any vehicle upon any public street, highway, public right-of-way, or public property in the City for the principal purpose of: (a) displaying such vehicle for sale or lease; (b) washing, greasing, painting, or repairing such vehicle, except repairs necessitated by an emergency; or (c) displaying advertising.

(4) ~~(5)~~ It shall be unlawful for any camper not mounted upon a vehicle to be left upon any street or highway within the City.

(5) ~~(6)~~ It shall be unlawful to park any vehicle that is required to be licensed by Colorado statute upon any street or highway within the City unless a valid license is properly displayed on the vehicle.

(6) ~~(7)~~ It shall be unlawful to park any vehicle upon a street or highway in such a manner or under such conditions as to interfere with the free movement of vehicular traffic or proper street or highway maintenance.

~~(5)~~(7) It shall be unlawful to park any vehicle in such a manner as to leave available less than two feet (2') clearance between vehicles when parked.

~~(6)~~(8) No person shall stop, stand or park a vehicle upon a street or highway in a manner as to block the driveway entrance to any property abutting the street or highway.

~~(7)~~(9) It shall be unlawful to park any vehicle on public right-of-way located between the curb and sidewalk.

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 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
City Attorney's Office

WESTMINSTER

Agenda Item 10 P

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 30 Amending the Westminster Municipal Code re Specific Plan District Creation

Prepared By: Mac Cummins, Planning Manager

Recommended City Council Action

Adopt Councilor's Bill No. 30 on first reading making revisions to the Westminster Municipal Code concerning Specific Plan District creation.

Summary Statement

- Staff is proposing City Council add a new zoning category to the Municipal Code, that would be called Specific Plan District (SPD); and would be intended for use in redevelopment areas. The expectation for this District has been established in the most recent Comprehensive Plan, when the City established "Focus Areas," which are intended to be further defined by a Specific Plan at a future date. The intent of a SPD is to merge the concepts of regulatory zoning requirements (setbacks, parking, height, etc.) with the negotiated design requirements of our standard Planned Unit Development (PUD) zoning into one "Euclidean" zoning category that will have all requirements located in one place (i.e., in each specific plan). This will, in staff's opinion, make the process of development review approval in these targeted areas easier, more efficient, less costly, and more expeditious than a negotiated PUD zone process.

- Specific Plans are intended to serve as comprehensive, self-contained, and generally self-executing regulatory documents for the governance, control and implementation of land uses and development within a SPD, consistent with the goals and objectives of the SPD's Focus Area designation in the Comprehensive Plan.

- This Specific Plan District creation was discussed with City Council at two previous study sessions and Council directed staff to bring this forward for official action.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the City revise Title XI of the Westminster Municipal Code, thereby establishing a new zoning category, the Specific Plan District (SPD)?

Alternative

Do not support the proposed Code amendment to establish a new zoning category, Specific Plan District (SPD) and retain the negotiated PUD zoning strategy citywide. This option has served the City very well for many years, and is certainly viable for consideration of the Council. The PUD system allows maximum flexibility for creative development solutions. However, the PUD approach has a time component that can be detrimental in redevelopment situations, because the zoning must be negotiated. Negotiation of PUD's one lot at a time, in an area like the TOD area, is not terribly efficient, nor is there cohesiveness in the urban fabric when each "project" stands alone. This is in stark contrast, for example, to larger development project areas such as the City Center Marketplace, Legacy Ridge, the Avaya Campus, etc.; which are all areas that are well served by PUD zoning and accomplished by one property owner and/or developer.

Background Information

The City has sought to find new mechanisms to bridge the gap between the community expectations and the development community to help create the vision the City has laid out in the various Focus Areas in the Comprehensive Plan. These areas include the TOD Area, the WURP Area, the Promenade Area, the Brookhill Shopping Center Area, and the North I25 Corridor. Part of that bridge is to establish expectations for development requirements in a more efficient manner to help streamline development in these areas, remove much of the uncertainty from the process, and ensure a predictable end product.

Specific Plans

Specific Plans are a mechanism used in many states (though not frequently in Colorado) to cohesively incorporate design and aesthetic standards, form based requirements, and land use into traditional zoning; which historically was based solely on the separation of land use. In so doing, an SPD is effectively a "traditional zoning district" in the sense that if someone complies with the standards therein, they will be guaranteed the ability to get an approval; which reduces uncertainty in the process. The key is to build in flexibility within the actual development requirements and or aesthetic standards in the Specific Plan such that an applicant can customize their development project; without the need to negotiate every part of that project via PUD zoning. In other states, this mechanism has proved highly successful in reducing the review process timelines; while achieving aesthetic standards similar to Westminster's.

SPD's also allow the City to convey the rationale behind a development standard, and give context to why that issue is important to the community. It allows a City to convey a clear vision, policy direction, standards of approval, and suggested ways to comply with the standards. Pictures and graphics are heavily used in this type of zoning technique to explain intent, as well as pictures of structures and streetscape to explain the requirements and concepts. This is in stark contrast to a traditional zoning format, which is nearly entirely text based and a difficult venue in which to convey these kinds of visual and aesthetic concepts. In many ways, SPD's are proactive in their approach by attempting to convey what the City promotes, rather than designing a system to keep out what it finds undesirable.

SPD's will typically have a series of chapters, consisting generally of the following elements:

- Regulating Plan: This chapter will generally provide for allowed land uses (either within the whole district, or by block), maximum or minimum Floor Area Ratios (FAR) and/or densities, etc. it will set out expectations of location of activating land uses (for example, retail/people activity land uses will be required adjacent to the plaza/loading platform in the TOD area, or along Westminster Boulevard in the WURP area).

- Circulation and Streetscape Design: This chapter will generally set out what's required in terms of street design, amenity areas, setbacks, landscape palates on the front of developments, etc.; it usually will show every street in the SPD and the City's expectations for how the streetscape will develop out, either incrementally over time, or all at once.
- Built Form: The built form chapter creates form based zoning requirements and design requirements. These are typically created for specific types of development, i.e. office, multifamily, row housing (townhomes), retail, etc.
- Green Space: In any SPD, green space and/or parks will be created. There will also be a set of landscape requirements.
- Implementation: The SPD will set out expectations of how water/sewer will be handled in the focus area; as well as all other utilities. Components such as Public Art, storm water retention, phasing and implementation of future street connections and construction is also usually contemplated. Most importantly, who is responsible and the timeline of when something will be accomplished is also critical and addressed in this chapter.

SPD Efficiency

SPD's will be more efficient than a negotiated PUD. Staff anticipates about 40% total time savings for an applicant because the typical "concept" reviews will not be necessary; as nearly everything contained in a concept review will already be addressed in the Specific Plan itself (The usual process for PUD zoning is 2 concept reviews, followed by 2 technical reviews, followed by an approval set of documents ready for recording). In the SPD model, applicants would "start" at the technical review stage, and bypass the concept review altogether.

Though the process will be quicker, it will also be somewhat more prescriptive than the City's current PUD process, in which everything is negotiable. There are reasons that in targeted areas this level of prescriptiveness makes sense: For example, in the WURP area, the City has a vested interest in creating an urban streetscape with buildings that come to the street with parking behind. The creation of a standard in the SPD that requires this will set expectations clearly. However, it will also not allow an applicant (without a significant variance) to put parking in the front of their building with a curb cut. Overall, the key is create enough flexibility in the standards within an SPD so that the vision can be created within parameters that are flexible enough to help a significantly wide swath of developers get projects built.

Approval Process for Specific Plans

Because each Specific Plan will be a stand-alone zoning district, they will each be approved, individually, by the City Council. Each Specific Plan will be vetted through a robust public outreach strategy before the public hearings for adoption. It is intended that all property with a focus area will be rezoned to SPD, from whatever zoning category currently indicated on the property. The concept of an SPD will not function properly if SPD zoning is not applied to the "neighborhood" or planning area. Additionally, it will also have significant benefits in most situations to the property owners as they will have quite a bit of forward planning work already completed by the City, which will reside in the Specific Plan itself (i.e. infrastructure, stormwater drainage planning, etc.).

Relationship to the Comprehensive Plan

In order for an area to be designated SPD, staff's intent is for that area to directly correspond to that area being designated "Focus Area" in the Comprehensive Plan. If an area is not designated as a Focus Area in the Comprehensive Plan, it would not be eligible for the creation of a Specific Plan.

Conclusion

Specific Plans are an innovative way of merging design and aesthetic considerations into a traditional zoning code. Staff believes that there are targeted areas of the City that this will be an effective strategy to help the community grow and reinvent themselves with higher and better uses; as well as being far

more flexible than traditional zoning, which generally requires the separation of land uses (in the areas under consideration for SPD zoning currently, all would be considered for a mix of uses to occur). It is also a good hybrid of negotiated PUD zoning and traditional Euclidian zoning and will hopefully allow for expedited development review in those areas designated with a specific plan.

The establishment of a new zoning category, the Specific Plan District (SPD), meets Council's Strategic Plan Goals of "Vibrant and Inclusive Neighborhoods" by providing for a balance of housing types, amenities, shopping, and employment; as well as "Beautiful, Desirable, Environmentally Responsible City" by preserving the quality of life for the existing Westminster residents.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Ordinance

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **30**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL

FOR AN ORDINANCE AMENDING SECTIONS 11-4-1, 11-4-6, 11-4-7, 11-4-7.5, 11-5-2, 11-5-3, 11-5-5, 11-5-6, 11-5-13 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING ZONING, AND PROCEDURES AND REQUIREMENTS FOR THE APPROVAL OF ANNEXATIONS, REZONINGS, DEVELOPMENT PLANS, AND PLATS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 11-4-1, W.M.C., is hereby AMENDED to read as follows:

11-4-1: ESTABLISHMENT OF DISTRICTS: (2534 3497) The City hereby establishes the following defined zoning districts:

RE ONE-FAMILY RESIDENTIAL DISTRICT. A residential district for large-lot single-family detached dwelling units.

R1 ONE-FAMILY RESIDENTIAL DISTRICT. A residential district for medium-lot single-family detached dwelling units.

RA ONE-FAMILY RESIDENTIAL DISTRICT. A residential district for single-family detached dwelling units.

R2 TWO-FAMILY RESIDENTIAL DISTRICT. A residential district allowing a mix of single-family detached dwelling units and duplexes.

R3 MULTIPLE-FAMILY RESIDENTIAL DISTRICT. A residential district allowing a mix of single-family-, duplex, and low-density multi-family dwelling units.

R4 MULTIPLE-FAMILY RESIDENTIAL DISTRICT. A residential district allowing a mix of single-family, duplex, and low- and medium-density multi-family dwelling units.

R5 MOBILE HOME DISTRICT. A residential district specifically tailored for mobile home parks.

T1 TRANSITIONAL DISTRICT. A mixed-use district allowing both office and residential uses.

B1 BUSINESS DISTRICT. A restricted retail and office district where no outside storage of goods and merchandise is allowed.

C1 COMMERCIAL DISTRICT. A retail and office district where outside storage of merchandise is permitted.

C2 HEAVY COMMERCIAL DISTRICT. A commercial district where more intensive activities and uses not compatible with residential and other business uses are allowed.

M1 INDUSTRIAL DISTRICT. A manufacturing and office district.

O1 OPEN DISTRICT. An agricultural and open district for providing an area of the City devoted to the production of agricultural crops and livestock, as well as preserving and protecting agricultural and non-urbanized areas until urbanization is warranted and the appropriate change in district classification is made.

PUD PLANNED UNIT DEVELOPMENT DISTRICT. A district where a maximum amount of flexibility is allowed in order to create a unified, innovative approach to mixed use design.

SPD SPECIFIC PLAN DISTRICT. A district intended to implement comprehensive land use and development policies, objectives and requests specifically designated as Focus Areas in the City's Comprehensive Plan.

Section 2. Section 11-4-6, subsection (R) W.M.C., is hereby AMENDED to read as follows:

(C) CITY EXEMPTION ~~FROM COMPLIANCE:~~. All property, uses, structures, and facilities owned or operated by the City ~~for the purpose of providing municipal services~~or the Westminster Urban Renewal Authority are exempt from complying with all zoning and subdivision regulations and are exempt from all Preliminary Development Plan, Official Development Plan, Specific Plan, and platting procedures contained in this Code.

In addition, the ~~acquisition~~purchase and sale of land~~, wherever located,~~ by the City or the Westminster Urban Renewal Authority for open space, park, rights-of-way, or other public purposes ~~is~~are exempt from complying with all zoning and subdivision regulations and all Preliminary Development Plan ~~and~~, Official Development Plan, Specific Plan, and platting requirements contained in this Code.

Section 3. Section 11-4-6, W.M.C., is hereby AMENDED by the addition of the new subsection (S) to read as follows:

(S) APPLICABILITY. For PUD and Specific Plan Districts, the provisions of this section shall apply to the extent not modified in an approved Official Development Plan or Specific Plan for the underlying development within such district.

Section 4. Section 11-4-7, subsection (A), W.M.C., is hereby AMENDED to read as follows:

11-4-7: PUD -- PLANNED UNIT DEVELOPMENT DISTRICT: (2534 2975 3497)

(A) AUTHORIZATION: The provisions of this Title concerning Planned Unit Development (PUD) districts are enacted pursuant to the home rule provisions of Article XX of the Colorado Constitution and the authority and powers contained in Chapters 2, 4 and ~~4~~11.5 of the City Charter.

Section 5. Title XI, Chapter 4, W.M.C., is hereby AMENDED by the addition of a new Section 11-4-7.5 as follows:

11-4-7.5: SPD – SPECIFIC PLAN DISTRICT

(A) GENERAL PROVISIONS: The SPD is intended to provide a mechanism for establishing a more fluid and accessible form of classifying and regulating land uses and development within Focus Areas,

defined as such in the Comprehensive Plan. The primary policy objectives and considerations behind a SPD designation include:

(1) the Focus Area to which it is attached presents uniquely important development or redevelopment opportunities and benefits to the City;

(2) the Focus Area, due to development or redevelopment complexities, is reasonably expected to develop over a longer period of time compared to other developments of the City of similar size;

(3) the development or redevelopment of the Focus Area in accordance with its corresponding Specific Plan is considered vital to the success in achieving the primary goals of the Comprehensive Plan;

(4) the SPD designation is deemed reasonably necessary to accomplish the land use and development objectives of the corresponding Focus Area ;

(5) the Focus Area is located near major crossroads or transit centers, and its designation as a SPD is deemed reasonably necessary to develop the Focus Area as a major City gateway or transit oriented development;

(6) the SPD and the Specific Plan will promote the creation of a cohesive neighborhood identity within the Focus Area, which will attract new employers and residents.

(B) PERMITTED USES:

(1) The following uses are permitted in a SPD District:

(a) All uses listed as permitted by the Specific Plan for the SPD.
(b) Public utilities.
(c) Temporary, on-site construction and real estate sales.
(d) All uses, structures, and facilities owned or operated by the City.

(2) All uses in a SPD must conform with the City's Comprehensive Plan.

(3) All uses in a SPD shall be subject to the limitations, conditions, restrictions, and all other provisions of the SPD's Specific Plan and Official Development Plan, and all applicable provisions of this Code.

Section 6. Section 11-5-2, subsections (A) and (B) W.M.C., are hereby AMENDED to read as follows:

11-5-2: REZONING REQUIREMENT: (2534 2598)

(A) No zoning or rezoning for any property within the City shall be granted unless the zoning or rezoning is to Planned Unit Development, Specific Plan District, or O1, provided, however:

(1) For property without ~~current~~ Planned Unit Development or Specific Plan zoning, such property may be rezoned to a ~~non-PUD~~ zoning classification other than Planned Unit Development or Specific Plan, if such property is:

(a) Less than two (2) acres; and

(b) Previously developed or partially developed, or, if undeveloped, such property abuts an existing zone of the same zone being requested.

(2) For property with current Planned Unit Development zoning, such property may be rezoned to a ~~non-PUD~~ zoning classification~~, in~~ other than Planned Unit Development or Specific Plan, at the discretion of City Council, based on Council's finding of all of the following conditions:

(a) The surrounding land uses are zoned for residential use or are zoned O1;

(b) The size of the property is not more than two (2) acres in size;

(c) The change in zoning to a zoning other than Planned Unit Development will not adversely impact the surrounding neighborhood; and

(d) the proposed zoning will result in a project of lower residential density than the PUD existing at the time.

(B) Any application for zoning or rezoning, including any City initiated zoning or rezoning, shall be subject to review and approval by the Planning Commission and City Council in accordance with the procedures set forth in Section 11-5-13, W.M.C. Individual land uses within a Planned Unit Development district may be added or changed pursuant to approval, by motion of City Council, of ~~a Preliminary Development Plan or~~ an Amended Preliminary Development Plan setting forth the permitted land uses within the Planned Unit Development. ~~No rezoning from one (1)~~Individual land uses within a Specific Plan District may be added or changed pursuant to approval, by motion of City Council, of a Specific Plan Amendment setting forth the permitted land uses within the Specific Plan District. No zoning or rezoning from one zoning district to another shall be effective, except pursuant to a duly adopted ordinance of the City Council. Preliminary and Official Development Plans, and amendments thereto, may be approved by motion of the City Council.

Section 7. Section 11-5-3, subsection (B) is hereby AMENDED and subsection (E), W.M.C., has been added to read as follows:

11-5-3: STANDARDS FOR APPROVAL OF ZONINGS AND REZONINGS: (2534)

(B) The City may initiate a rezoning of any property in the City without the consent of the property owner, including property annexed or being annexed to the City, ~~when~~provided a City initiated zoning or rezoning shall not take effect unless City Council ~~determines~~finds, as part of the final rezoning ordinance, ~~any~~at least one of the following:

(1) The current zoning is inconsistent with one (1) or more of the goals or objectives of the City's Comprehensive Land Use Plan.

(2) The current zoning is incompatible with one (1) or more of the surrounding land uses, either existing or approved.

(3) The surrounding development is or may be adversely impacted by the current zoning.

(4) The City's water, sewer or other services are or would be significantly and negatively impacted by the current zoning and the property is not currently being served by the City.

(E) Any zoning or rezoning to Specific Plan District shall satisfy the standards set forth in Section 11-5-20, W.M.C.

Section 8. Section 11-5-5, subsections (C) and (D), W.M.C. are hereby AMENDED to read as follows:

11-5-5: OFFICIAL DEVELOPMENT PLAN (ODP) REQUIREMENT: (2534)

(C) For any property zoned Planned Unit Development or Specific Plan, the City shall have the option to require that an ODP filed with the City cover the entire ownership or substantially the same ownership as determined by the City.

(D) For any property not zoned Planned Unit Development or Specific Plan, any ODP filed with the City shall reflect a plan for the development or redevelopment of all contiguous land under or substantially under the same ownership. This requirement shall apply to all ODP's, even if the landowner has no immediate plans for the development or redevelopment of such land. The intent is to insure that a unified plan is approved for all land under or substantially under the same ownership.

Section 9. Section 11-5-6, subsection (A), W.M.C., is hereby AMENDED to read as follows:

11-5-6: OFFICIAL DEVELOPMENT PLAN (ODP) WAIVER: (2534 2598 3664)

(A) No ODP waiver shall be granted for any property zoned Planned Unit Development or Specific Plan.

Section 10. Section 11-5-13, subsections (A) and (D), W.M.C., are hereby AMENDED to read as follows:

11-5-13: PUBLIC HEARINGS FOR LAND DEVELOPMENT APPROVALS: (2534 3368)

(A) The following public hearing procedure shall apply to any application for the approval of a PDP, amended PDP, ODP, or amended ODP, Specific Plan, or Specific Plan Amendment and any zoning or rezoning for which a public hearing is required inpursuant to this Chapter to be reviewed and approved by the Planning Commission or . For any City-initiated application, the City Councilterm "applicant" shall mean the City.

(1) A public hearing before the Planning Commission shall be scheduled by the City.

(2) Notice of public hearings scheduled before the Planning Commission shall be published and posted at least ten (10) days prior to such hearing.

(3) Notice of public hearings scheduled before the City Council shall be published and posted at least four (4) days prior to such hearing.

(4) Notice of the public hearing shall be published by the City by one (1) publication in the official newspaper of the City.

(5) The notice of the public hearing shall also be posted on the property by the City using at least one (1) sign with a minimum area of thirty (30) square inches, with lettering not less than one and one-quarter inches (1 ¼") in height, at an appropriate location on site that is reasonably visible to vehicular and pedestrian traffic passing adjacent to the site.

(6) Mailed notice of the public hearing shall be given by the applicant by sending such notice by first-class mail to all owners within the area covered by the PDP, ODP, or PDP or ODP amendment,application and any owners and any homeowner's associations registered with the City within

three hundred feet (300') of the subject property; provided, however, the City may extend this distance beyond three hundred feet (300'), based on the location and configuration of adjacent properties, neighborhoods and business areas.

(7) It shall be the responsibility of the applicant to:

(a) Prepare the list of property owners who are required to receive notice. Such list shall contain the name and mailing address of property owners from the County's records, keyed to the appropriate lot and block number on the County Assessor's maps.

(b) Prepare a map using County Assessor's maps identifying the subject site, and the location and lot and block number of the properties to be notified.

(c) Deliver to the Planning Manager the items listed above in a format acceptable to the Planning Manager at least fifteen (15) days prior to the date of hearing.

(d) Mail, by first-class mail, the individual notices to the listed property owners, at least ten (10) days prior to the date of the hearing. Also, the applicant shall provide the Planning Manager, prior to the hearing, a certification that the required notices were mailed and the date of such mailing(s).

(8) The City shall prepare the form of the notice to be issued. At the public hearing, the Planning Manager shall verify that the required notices were issued. Any person with actual notice of the public hearing shall have no standing to object to the commencement or conduct of the public hearing, even if such person failed to receive one (1) or more of the forms of notice prescribed above.

(D) No application or fee shall be required for a City-initiated application.

Section 11. Title XI, Chapter 5, W.M.C., is hereby AMENDED by the addition of a new subsection to read as follows:

11-5-20: SPECIFIC PLANS:

(A) GENERAL INTENT: Specific Plans are intended to serve as comprehensive, self-contained, and generally self-executing regulatory documents for the governance, control and implementation of land uses and development within a Specific Plan District, consistent with the goals and objectives of the Specific Plan District's Focus Area designation in the Comprehensive Plan.

(B) SPECIFIC PLAN AND OFFICIAL DEVELOPMENT PLAN REQUIREMENT: No property within a Specific Plan District may be used, improved or developed without the prior approval of a Specific Plan and an Official Development Plan for the property proposed to be developed.

(C) APPLICABILITY OF MUNICIPAL CODE TO SPECIFIC PLAN DISTRICTS: Municipal Code provisions related to land use and development in the City shall apply to land use and development in Specific Plan Districts, unless such provision is specifically negated or modified in an applicable Specific Plan.

(D) SPECIFIC PLAN INITIATION:

(1) A Specific Plan may be initiated by the City Council or by an application signed by at least 50% of the owners who own at least 50% of the property in the Specific Plan District.

(2) Amendments to a Specific Plan may be initiated by the City Council or by at least 50% of the owners who own at least 50% of the property in the Specific Plan District.

(E) SPECIFIC PLAN CONTENT: A Specific Plan shall include, but not be limited to text and illustrations sufficient, in the opinion of the Planning Manager, to specify all of the following in detail:

(1) The distribution, location and extent of individual land uses, including open space, within the area covered by the plan;

(2) The proposed distribution, location, extent and intensity of major components of public and private transportation, waste water, water, drainage, solid waste disposal, energy, parks, schools and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan;

(3) Land use regulations and development, design and performance standards that govern each use or physical area identified by the specific plan. These regulations and standards may include, but not be limited to the following:

(a) A listing of allowable uses within each land use designation and applicable definitions, use classifications, supplemental standards (height, intensity, etc.) and requirements for discretionary entitlement application and other permits

(b) Standards governing site coverage, lot size and dimensions (where applicable), yard and setback requirements, usable open space, landscaping and related performance standards;

(c) Site development standards that address adjacent zoning district and development, where applicable;

(d) Standards and guidelines for the architectural, landscaping, streetscape and other urban design features for development within the specific plan area. Streetscape design shall include, but not be limited to, plant and materials palette, landscape design and placement, lighting, street furniture and equipment screening; and

(e) Supplemental illustrations establishing the basic architectural and environmental character to be attained throughout the specific plan area.

(4) A program of implementation measures, including regulations, programs, public works projects, financing measures and a statement of consistency with any existing master/capital improvements plan necessary to carry out subsections 1, 2 and 3 listed above; and

(5) A statement of relationship of the specific plan to the Comprehensive Plan, including a statement of how the specific plan implements the goals and policies of the Comprehensive Plan.

(6) All necessary maps within the area covered by the proposed plan;

(7) A legal and physical description of the site including boundaries, easements, existing topography, natural features, existing buildings, structures and utilities;

(F) OFFICIAL DEVELOPMENT PLANS: In addition to all other requirements in this Chapter pertaining to ODPs and ODP amendments, the Planning Manager may require an application for the approval of an ODP or ODP Amendment within a Specific Plan District to include any or all of the following:

(1) A site plan, drawn to scale that depicts all proposed on-site improvements and utilities and the locations of same in accordance with the standards established in the Specific Plan;

(2) A landscape plan drawn to scale that sets forth information pertinent to the landscape requirements of the relevant specific plan and the Westminster Municipal Code and shows all existing trees and shrubs on the site;

(3) Grading and drainage plans unless the City Engineer determines they are unnecessary for the review process;

(4) Architectural ~~(D) A City initiated amendment to a Preliminary Development Plan or Official Development Plan shall be authorized only after notice and hearing before City Council. In addition to the notice and hearing requirements set forth above, a City initiated amendment shall be preceded by registered, mailed notice to the owner, setting forth the grounds for the proposed amendment and a statement that a copy of the proposed amended Preliminary Development Plan is on file and available for inspection in the offices of the Director of Community Development. A City initiated amendment to a Preliminary Development Plan shall be effective immediately upon its approval by City Council after notice and hearing pursuant to this Section. Constructive notice of the amendment shall be given immediately following its approval by City Council by recording the findings and order of Council, together with a copy of the plan as amended, in the real estate records of the county in which the property is located. No application or fee shall be required for a City initiated Preliminary or Official Development Plan amendment.~~plans and exterior elevations indicating profiles, glazing and materials drawn to scale. Colored architectural elevations and a materials board with physical samples shall be submitted with drawings;

(5) Three dimensional massing model demonstrating mass, articulation, building placement and cast shadow analysis;

(6) Scale drawings of all signs and light standards with details of height, area, color and materials specified therein, including a photometric plan;

(7) A Phasing Plan if applicable; and

(8) Any other documents or information necessary to determine compliance of the ODP or ODP amendment with the requirements of the applicable Specific Plan.

(G) APPROVAL PROCESS: All Specific Plans and Specific Plan Amendments shall be subject to review by the Planning Commission and City Council in accordance with the procedure set forth in Section 11-5-13 of this Code.

(H) STANDARDS FOR APPROVAL OF SPECIFIC PLANS AND SPECIFIC PLAN AMENDMENTS: Prior to the approval of a Specific Plan or Specific Plan Amendment, the City Council shall find all of the following:

(1) The proposed plan or plan amendment is in conformance with the City's Comprehensive Plan and all City policies, standards and sound planning principles and practices.

(2) There is either existing capacity in the City's streets, drainage and utility systems to accommodate the proposed plan or plan amendment, or arrangements have been made to provide such capacity in a manner and timeframe acceptable to City Council.

(3) The proposed plan or amendment is in compliance with all applicable provisions of this Code, including but not limited to this Section 11-5-20.

(4) The proposed plan advances and implements the objectives and policies set forth in Section 11-4-7.5 and the property's associated Focus Area as set forth in the City's Comprehensive Plan.

(I) SUBDIVISION: An Official Development Plan may be used as the basis for a subdivision and subsequent sale or transfer of land within a Specific Plan District provided that a Specific Plan has been approved and the Official Development Plan contains legally defined and described boundaries of the parcels being created by the subdivision.

Section 12. This ordinance shall take effect upon its passage after second reading.

Section 13. 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 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
City Attorney's Office

WESTMINSTER

Agenda Item 10 Q

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 31 re Johnson Open Space Acquisition Grant Supplemental Appropriation

Prepared By: Heather Cronenberg, Open Space Coordinator

Recommended City Council Action

Pass Councillor's Bill No. 31 on first reading appropriating funds received from the Adams County Open Space Grant Program in the amount of $754,600 for the Johnson open space acquisition grant.

Summary Statement

- Council previously authorized the Department of Community Development to pursue a grant in the amount of $754,600 from the Adams County Open Space grant program for the acquisition of the Johnson parcel located at 11645 Federal Boulevard (see attached map). Adams County awarded the grant to Westminster in the requested amount of $754,600. The City provided a match of $323,400 using 2013 carryover funds from the Parks, Open Space, and Trails fund.
- The City acquired this parcel on May 29, 2014.
- City Council action is needed to appropriate these grant funds.

Expenditure Required: $754,600

Source of Funds: Adams County Open Space Grant

Policy Issue

Should the Adams County grant be appropriated to the Parks, Open Space and Trails Fund land purchase account to help pay for the acquisition of the Johnson property?

Alternative

The alternative would be to decline the Adams County Open Space grant money. Staff does not recommend this alternative as the grant was awarded to the City to assist with the acquisition of the Johnson property.

Background Information

Council previously authorized the Department of Community Development to pursue a grant in the amount of $754,600 with the Adams County Open Space grant program for the acquisition of the Johnson parcel located at 11645 Federal Boulevard for open space. Adams County awarded a grant in the amount of $754,600 to be used towards the acquisition. The City purchased the property on May 29, 2014.

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Adams County Grant	5400.40640.0010	$0	$754,600	$754,600
Total Change to Revenues			$754,600	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Land Purchase	54010900.76600.0000	$339,688	$754,600	$1,094,288
Total Change to Expenses			$754,600	

This acquisition fits with Council's goal of Beautiful and Environmentally Sensitive City by providing open space and trails to residents.

Respectfully submitted,

J. Brent McFall
City Manager

Attachments

- Councillor's Bill
- Vicinity Map

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **31**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL
FOR AN ORDINANCE AMENDING THE 2014 BUDGET OF THE PARKS, OPEN SPACE AND TRAILS FUND AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2014 ESTIMATED REVENUES IN THE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2014 appropriation for the Parks, Open Space and Trails Fund initially appropriated by Ordinance No. 3655 is hereby increased by $754,600. This appropriation is due to the receipt of Adams County grant funds.

Section 2. The $754,600 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10Q dated October 13, 2014 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Parks, Open Space and Trails Fund	$754,600
Total	$754,600

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

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

Section 5. This ordinance shall be published in full within ten days after its enactment.

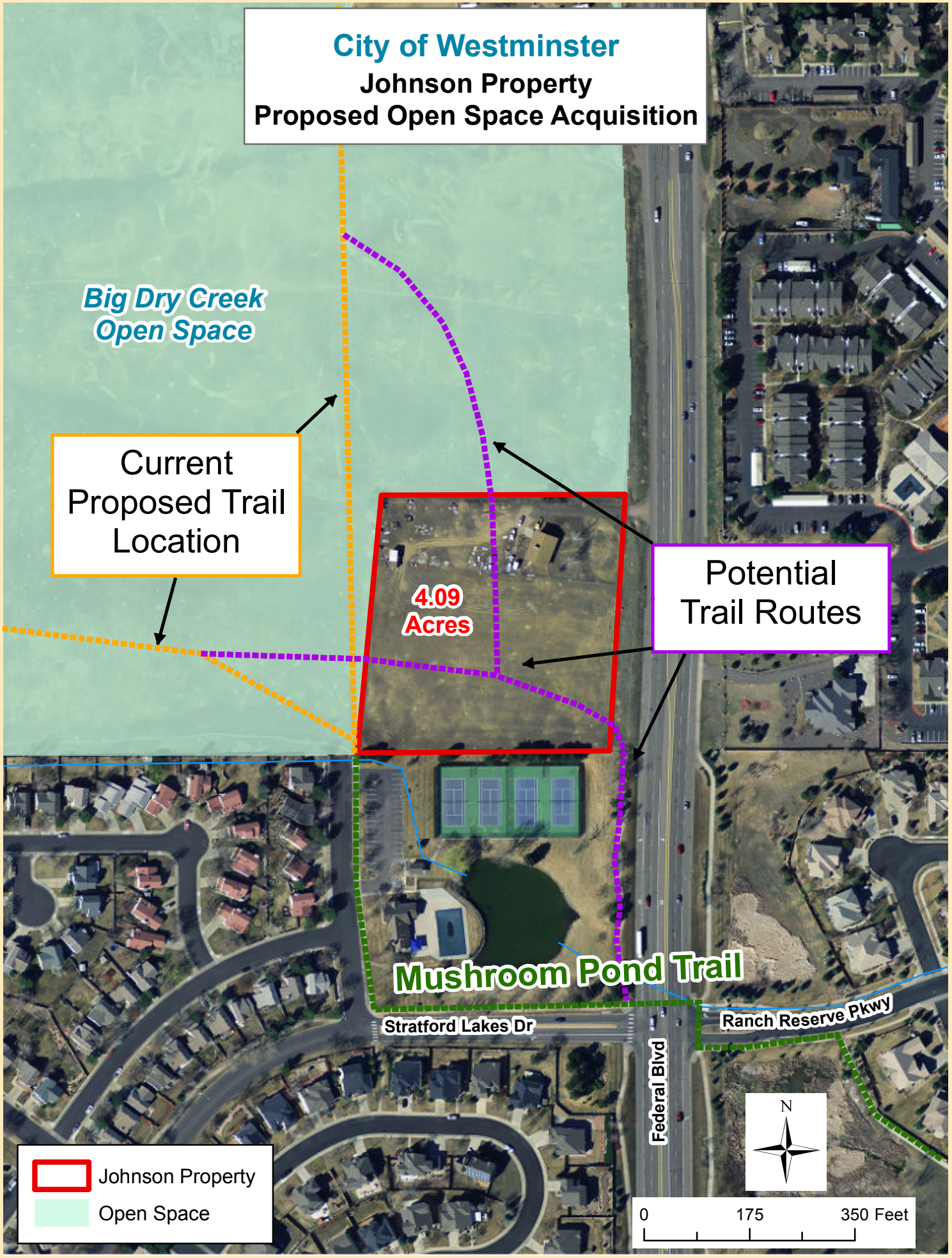
INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk


City of Westminster
Johnson Property
Proposed Open Space Acquisition
Big Dry Creek
Open Space
Current
Proposed Trail
Location
Potential
Trail Routes
4.09
Acres
Mushroom Pond Trail
Stratford Lakes Dr
Federal Blvd
Ranch Reserve Pkwy
N
Johnson Property
Open Space
0
175
350 Feet

WESTMINSTER

Agenda Item 10 R

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 32 re 95th Avenue and Federal Boulevard Lift Station Rehabilitation Project Supplemental Appropriation

Prepared By: Julie Koehler, Senior Engineer
Stephen Grooters, Senior Projects Engineer

Recommended City Council Action

Pass Councillor's Bill No. 32 on first reading appropriating wastewater funds from the Utility Capital Project Reserve in the amount of $250,000 for the 95th Avenue and Federal Boulevard Lift Station Rehabilitation Project and instruct Staff to return with recommendations for action on construction and engineering contracts at a future City Council meeting.

Summary Statement

- In 2011 Staff completed an evaluation of all City lift stations and developed a prioritized plan for recommended improvements. The next step in the Lift Stations Repair Program is rehabilitating the lift station at the intersection of 95th Avenue and Federal Boulevard, which is at the end of its useful life.
- Due to the changing bid climate, bids were higher than anticipated and $250,000 of additional funds are requested to allow this critical project to proceed. Staff recommends using funds from the Utility Capital Project Reserve.
- Staff will return to City Council on October 27, 2014 for the second reading of the Councillor's Bill and to request authorization of the construction and engineering contracts.

Expenditure Required: $250,000

Source of Funds: Utility Capital Project Reserve Fund

Policy Issue

Should $250,000 of wastewater funds be appropriated from the Utility Capital Project Reserve Fund to the 95th Avenue and Federal Boulevard Lift Station Rehabilitation project?

Alternatives

- City Council could choose not to appropriate wastewater funds from the Utility Capital Project Reserve Fund to the 95th Avenue and Federal Boulevard Lift Station Rehabilitation Project. Without the appropriation of funds, there will not be sufficient funds to complete the project.

- City Council could direct Staff to utilize funds from another capital improvement project. Staff does not recommend this alternative, as there are no projects that can be delayed or eliminated that would not increase risk or create service problems.

- City Council could direct Staff to reduce the scope of the current project. Staff does not recommend this alternative, as only the most essential elements of the 95th Avenue and Federal Boulevard Lift Station Rehabilitation project were included in the project.

Background Information

The City owns and operates six lift stations that are used to transfer wastewater from low-lying areas and neighborhoods of the City into the City's wastewater collection system through which the wastewater then flows by gravity to treatment facilities. In 2011, Staff completed an evaluation of each lift station and developed a prioritized plan for recommended improvements. Staff most recently completed the construction of the 87th Avenue and Wadsworth Boulevard Lift Station and the design of repairs to the North Huron Lift Station. The next project in the Lift Stations Repair Program is the rehabilitation of the 95th Avenue and Federal Boulevard Lift Station. This lift station is at the end of its useful life and has a history of pump clogging and frequent maintenance.

Funding for the project was included in the 2013 Utilities Capital Improvements Fund budget. However, due to the tightening bid climate in the industry, the construction bids received were higher than the existing project funding by approximately $210,000. Staff is requesting the appropriation of $250,000 of wastewater funds from the Utility Capital Project Reserve (CPR) into the project account to fully fund the project. The requested amount is more than the shortfall amount to account for any miscellaneous project costs additional to the construction and engineering contracts, such as permitting fees or as yet unknown requirements from CDOT, Xcel or RTD to address infrastructure located near the lift station. The current balance of wastewater funds in the Wastewater CPR is $4,260,759.

These appropriations will amend the Utility Capital Project Reserve Fund revenue and expense accounts as follows:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2070.40020.0000	$8,727,314	$250,000	$8,977,314
Total Change to Revenues			$250,000	

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers Wastewater	20710900.79800.0210	$287,600	$250,000	$537,600
Total Change to Expenses			$250,000	

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

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Transfers from Utility CPR Fund	2100.45000.0207	$287,600	$250,000	$537,600
Total Change to Revenues				

EXPENSES

Description	Account Number	Current Budget	Amendment	Revised Budget
95th & Federal Lift Station Rehabilitation	81321035024.80400.8888	$391,834	$250,000	$641,834
Total Change to Expenses			$250,000	

Staff will return to City Council on October 27, 2014 for the second reading of this action, and to request authorization of the construction contract and an amendment to the design engineer's contract.

The transfer of funding into the 95th and Federal Lift Station Rehabilitation project meets City Council's Strategic Plan goal of providing "Excellence in City Services." By fully funding the project, the City can move forward with rehabilitating aging infrastructure that will provide improved and effective service to customers while reducing maintenance costs at this critical facility.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Ordinance

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **32**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

A BILL
FOR AN ORDINANCE AMENDING THE 2014 BUDGET OF THE UTILITY CAPITAL PROJECT RESERVE AND WASTEWATER FUNDS AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE 2014 ESTIMATED REVENUES IN THESE FUNDS

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The 2014 appropriation for the Utility Capital Project Reserve and Wastewater Funds initially appropriated by Ordinance No. 3655 is hereby increased by $500,000. This increase is due to the appropriation of reserve funds.

Section 2. The $500,000 increase shall be allocated to City Revenue and Expense accounts as described in the City Council Agenda Item 10R, dated October 13, 2014 (a copy of which may be obtained from the City Clerk) increasing City fund budgets as follows:

Utility Capital Project Reserve Fund	$250,000
Wastewater Fund	250,000
Total	$500,000

Section 3 – Severability. The provisions of this Ordinance shall be considered as severable. If any section, paragraph, clause, word, or any other part of this Ordinance shall for any reason be held to be invalid or unenforceable by a court of competent jurisdiction, such part shall be deemed as severed from this ordinance. The invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the construction or enforceability of any of the remaining provisions, unless it is determined by a court of competent jurisdiction that a contrary result is necessary in order for this Ordinance to have any meaning whatsoever.

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

Section 5. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27th day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

WESTMINSTER

Agenda Item 10 S

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Councillor's Bill No. 33 re Amend the Westminster Municipal Code Concerning Water and Wastewater Rate Adjustments

Prepared By: Christine Gray, Senior Management Analyst
Stu Feinglas, Water Resources Analyst
Mike Happe, Utilities Planning and Engineering Manager
Jody Andrews, Director of Public Works and Utilities

Recommended City Council Action

Pass Councillor's Bill No. 33 on first reading implementing water, wastewater and reclaimed water rate adjustments for 2015 and 2016 by amending sections 8-7-7, 8-8-5 and 8-12-7 of the Westminster Municipal Code.

Summary Statement

- The City develops water and wastewater Utility rates to pay for the costs of operating and maintaining the City's water and wastewater infrastructure.
- Staff recommends increasing water rates by 4.0% in 2015 and 4.0% in 2016, and wastewater rates by 6.25% in 2015 and 6.25% in 2016.
- Staff recommended these 2015 and 2016 water and wastewater rate increases in Staff Reports presented to City Council on July 28 and August 25, 2014, and Council directed staff to bring these rate adjustments back for official action.
- The recommended rate increases are a continuation of the City's financial policies to provide for the long-term repair and replacement of the City's aging Utility by gradually reducing the reliance on tap fees as the City approaches build out conditions.
- The combined 2015 increase in cost for the average single family home would be $2.80 per month. The combined 2016 increase over 2015 would be $2.94 per month.
- The combined 2015 increase in cost for a low water use home would be $1.77 per month. The combined 2016 increase over 2015 would be $1.85 per month.
- The water rate increase would also apply to the cost of reclaimed water. To simplify reclaimed water costs for current and prospective customers, Staff recommends amending the Westminster Municipal Code to include a reclaimed water rate schedule.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should City Council affirm Staff's recommendation to increase the water rates by 4.0% in 2015 and 4.0% in 2016, and increase wastewater rates by 6.25% in 2015 and 6.25% in 2016?

Alternatives

- Do not pursue either of the recommended rate increases presented.
- Pursue one of the rate increases but not the other.
- Pursue smaller rate increases.

None of these alternatives is recommended as the rate increases have been proposed to provide sufficient financial resources to operate and maintain the City's water and wastewater utility infrastructure. Implementing other rate scenarios would require changes to the City's short and long term operations and maintenance plans. The City continues to face the critical need of repairing and replacing its water and wastewater infrastructure. By not pursuing either rate increase, one but not the other, or a smaller rate increase, this infrastructure maintenance would be under-funded, resulting in increased funding needs in future years.

- Pursue greater rate increases.

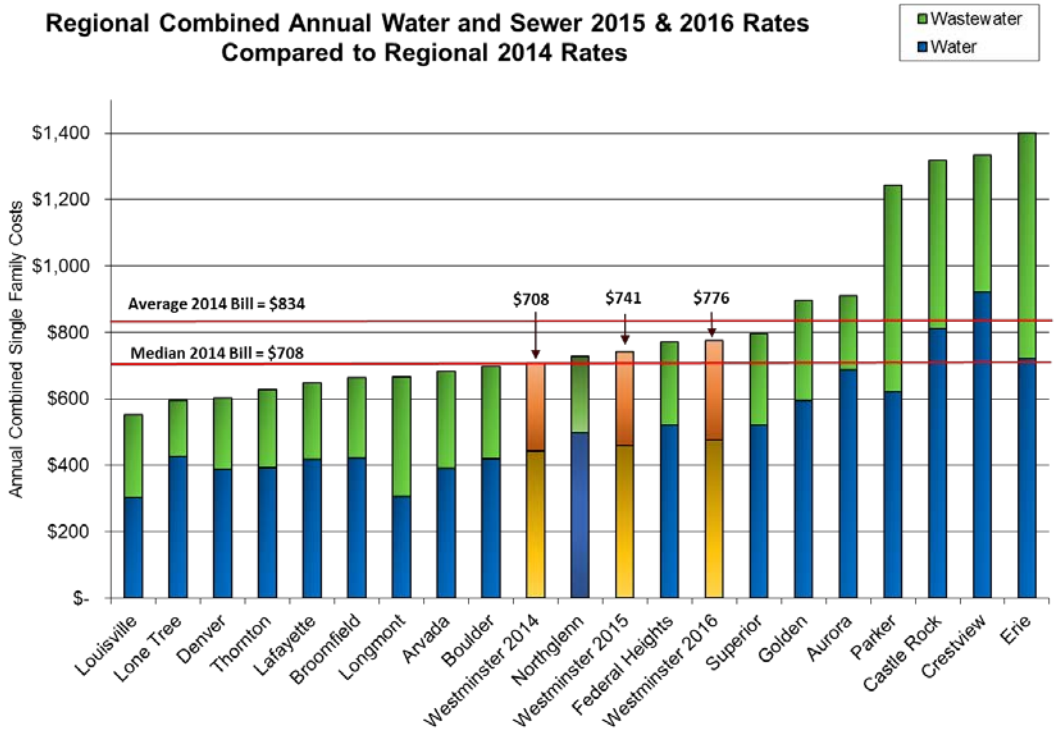
By pursuing greater rate increases than recommended, the City could collect more funding than is required. This practice would not be consistent with the City's strategy of reaching long term financial sustainability with the implementation of frequent, affordable rate increases rather than less frequent, large increases.

Background Information

Every two years, in parallel with the budget process, Staff reviews the water and wastewater rates to ensure that they are set to recover the costs of providing water and wastewater service to customers. Rates pay for the costs of operating and maintaining the water and wastewater systems, as well as a portion of the infrastructure repair and replacement and debt service costs based on past bond issues. Staff recommended the 2015 and 2016 wastewater and water rates in Staff Reports presented to City Council on July 28 and August 25, 2014 and is recommending a 4.0% water rate increase in both 2015 and 2016 and a 6.25% wastewater rate increase in both 2015 and 2016. Because the wastewater component of the average utility bill is typically not as substantial as the water component, the combined water and wastewater rate increase will be 4.7% in both 2015 and 2016.

The City's water and wastewater rates continue to remain competitive when compared to those of its neighbors along the Front Range. For comparison purposes only, Staff has included a graph illustrating Westminster's current and proposed combined water and wastewater rate increases along with the current 2014 rates of neighboring cities. It is anticipated that many of these comparison cities will be raising their rates in 2015 and 2016. It should be noted that rates are not necessarily "apples to apples" comparisons, as different entities provide different levels of service and achieve different levels of system improvements with their water and wastewater rates.

Combined Water and Wastewater Rate Comparison



The rates shown for other cities do not reflect increases they may implement for 2015 and 2016.

The recommended rate increases will fund the Utility's operational and capital needs and will help the Utility meet the existing fiscal policy recommending frequent and incremental rate increases to fund those needs.

Staff is aware of the impact of rate increases on the bottom line for citizens. The City's practice has been to have smaller, more frequent rate increases to mitigate the impact to customers while addressing the needs of the Utility. Care is taken to propose the minimum rate increase required while avoiding the need for even higher rate increases in the future. For the average single family home, the proposed rate increases would equate to a combined monthly increase of $2.80 in the 2015 monthly water and wastewater bill and an additional $2.94 in 2016. Staff also researched the impact of the proposed rates to customers who use less water than the average single family home. These customers are in the 25th percentile of all users (i.e., 75% of customers use more water than these customers), and are typically senior citizens or single family homes with a smaller number of residents. The proposed rate increases for these customers would equate to a combined monthly increase of **$**1.77 in the 2015, and an additional $1.85 in 2016.

Staff recommends inserting a reclaimed water rate schedule into the Westminster Municipal Code. The City sells reclaimed water at a 20% discount from the potable water rate to commercial customers for use in parks, golf courses and common areas within residential developments. Currently the City's Municipal Code refers the reader to the water rate section of the Code for determining reclaimed water rates. The inclusion of a reclaimed water rate schedule into the Municipal Code will provide more detail for current and prospective customers. These rates will also increase by 4.0% in 2015 and 2016 as they are based on the City's water rates.

These water, wastewater and reclaimed water rate increases adhere to the City's fiscal policies that were adopted to provide for the long-term sustainability of the Utility. A component of these policies is the transition of the City's capital project funding away from dependence on tap fees to an increased reliance on water and wastewater rates once tap fee income decreases as the City reaches build out conditions. By following this policy, a greater portion of the repair and replacement of the City's utility system funding

will be paid by rate income. Staff will continue to evaluate the Utility's adherence to these fiscal policies to ensure not only the funding of short-term operating expenses but the longer term plan to maintain the City's water and wastewater infrastructure. Residents will be informed about rate increases in *The Water Matters* mailing towards the end of the year, and the information will also appear in the *City Edition* newsletter and on the website.

City Council's action on this item supports the Strategic Plan goal of "Excellence in City Services" by funding the maintenance of City infrastructure and supplying revenues to support the City services of providing high quality drinking water and reliable wastewater treatment.

Respectfully submitted,

J. Brent McFall
City Manager

Attachment: Ordinance

BY AUTHORITY

ORDINANCE NO. COUNCILLOR'S BILL NO. **33**

SERIES OF 2014 INTRODUCED BY COUNCILLORS

_____

A BILL
FOR AN ORDINANCE AMENDING SECTIONS 8-7-7, 8-8-5 AND 8-12-7 OF THE WESTMINSTER MUNICIPAL CODE CONCERNING THE CITY'S WATER RATE SCHEDULE, SANITARY SEWER SERVICE, RECLAIMED WATER RATE SCHEDULE AND INCREASING USER CHARGES

WHEREAS, the City of Westminster operates a water and wastewater enterprise utility; and

WHEREAS, the City Charter requires that the utility be self-supporting; and

WHEREAS, costs to operate the Water and Wastewater Utility have increased since the last rate increase; and

WHEREAS, since the Utility is an enterprise, exempt from the TABOR amendment, the City Council may set rates to adequately fund the operation of the enterprise; and

WHEREAS, water rates have been designed to encourage water conservation.

NOW THEREFORE, THE CITY OF WESTMINSTER ORDAINS:

Section 1. Section 8-7-7, subsections (B), (C) and (D), W.M.C., are hereby AMENDED to read as follows:

8-7-7: WATER RATE SCHEDULE: (1320 1364 1467 1659 1743 1819 1954 1960 2025 2080 2169 2179 2367 2460 2635 2968 3145 3298 3306 3438 3545 3546 3654 3683)

(B) RESIDENTIAL: Three (3) dwelling units or less served by one meter (1) primarily used for residential occupancy shall, in 2013~~3~~5, be charged a ~~six~~ seven dollars and ~~ninety-three~~forty-eight cents (~~$6.93~~7.48) per month meter service charge, and shall, in 2014~~4~~6, be charged a seven dollars and ~~twenty~~ seventy-seven cents ($7.~~20~~77) per month meter service charge plus:

2013~~3~~5 Block Rate	**2014~~4~~6 Block Rate**	**Monthly Consumption Range**
$2.66~~47~~ per 1,000 gallons	$2.76~~56~~ per 1,000 gallons	First 4,000 gallons
$4.40~~08~~ per 1,000 gallons	$4.57~~24~~ per 1,000 gallons	5,000 to 20,000 gallons
$6.54~~05~~ per 1,000 gallons	$6.80~~29~~ per 1,000 gallons	21,000 gallons and over

per unit. Unit consumption shall be determined by dividing the number of units using one meter.

(C) RESIDENTIAL IRRIGATION, TOWNHOME/CONDOMINIUM (CONSISTING OF FOUR UNITS OR MORE), PUBLIC/QUASI-PUBLIC USERS: Shall, in 2013~~3~~5, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: five dollars and ~~seven~~ forty-eight cents ($5.48~~07~~) per thousand (1,000) gallons, and shall, in 2014~~4~~6, be charged a monthly meter service charge based on the meter size as listed in schedule A plus: five dollars and ~~twenty-seven~~ sixty-nine cents ($5.~~27~~69) per thousand (1,000) gallons.

Non-irrigation accounts for multiple residential units consisting of four (4) units or more that are not individually metered and that are classified as town homes or condominiums and can demonstrate that they are eighty percent (80%) owner occupied on a complex wide basis shall, in 2013~~3~~5, be charged a

monthly meter service charge based on the meter size as listed in Schedule A plus: four dollars and ~~eighteen~~ fifty-one cents ($4.51~~18~~) per thousand (1,000) gallons, and shall, in 201~~4~~6, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: four dollars and ~~thirty-four~~sixty-nine cents ($4.~~34~~69) per thousand (1,000) gallons, for all water delivered through the meter. The Director of Finance is authorized to prescribe and accept such forms of documentation as the Director may deem sufficient to demonstrate an applicant's eligibility for the rate described in this paragraph. For purposes of this Section, a town home or condominium is a residential unit physically attached to another residential unit and separately owned.

(D) COMMERCIAL: Commercial users shall, in 201~~3~~5, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: five dollars and ~~seven~~ forty-eight cents ($5.~~07~~48) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A, and shall, in 201~~4~~6, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: five dollars and ~~twenty-seven~~sixty-nine cents ($5.~~27~~69) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A. In 201~~3~~5, commercial users shall be charged six dollars and ~~seventeen~~ sixty-six cents ($6.~~17~~66) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A, and in 201~~4~~6, six dollars and ~~forty-one~~ninety-two cents ($6.~~41~~92) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A.

Schedule A					
Meter Size Code	**Meter Size**	**Number of Service Commitments**	**201~~3~~5 Monthly Meter Service Charge**	**2014~~6~~ Monthly Meter Service Charge**	**Breakpoint for Second Tier Based on Meter Size (Gallons)**
1	5/8" X ¾"	1	~~$6.93~~$7.48	~~$7.20~~$7.77	20,000
2	3/4" x ¾"	1.5	~~$11.00~~$11.89	~~$11.44~~$12.36	30,000
3	1"	2.5	~~$15.15~~$16.38	~~$15.75~~$17.03	50,000
5	1-1/2"	5	~~$23.90~~$25.84	~~$24.85~~$26.87	100,000
6	2"	8	~~$33.15~~$35.84	~~$34.47~~$37.27	160,000
7	2" x 5/8"	8	~~$33.15~~$35.84	~~$34.47~~$37.27	160,000
8	3"	17.5	~~$67.80~~$73.33	~~$70.51~~$76.26	350,000
9	3" x 3/4"	17.5	~~$67.80~~$73.33	~~$70.51~~$76.26	350,000
10	4"	30	~~$79.76~~$86.26	~~$82.95~~$89.71	600,000
11	4" x 1"	30	~~$79.76~~$86.26	~~$82.95~~$89.71	600,000
12	6"	62.5	~~$123.64~~$133.72	~~$128.58~~$139.06	1,250,000
13	6" x 1-1/2"	62.5	~~$123.64~~$133.72	~~$128.58~~$139.06	1,250,000
14	6" x 3"	62.5	~~$123.64~~$133.72	~~$128.58~~$139.06	1,250,000
15	8"	90	$~~201.03~~217.43	$~~209.07~~$226.12	1,800,000
18	10"	145	~~$279.24~~$302.01	~~$290.40~~$314.09	2,900,000
20	10" x 12" x 6"	215	$~~346.25~~374.50	$~~360.10~~389.48	4,300,000

Section 2. Section 8-8-5, subsection (D), W.M.C. is hereby AMENDED to read as follows:

8-8-5: SERVICE AND USER CHARGES WITHIN THE CITY OF WESTMINSTER AND SHAW HEIGHTS; LIEN ON PROPERTY: (1131 1312 1320 1430 1455 1528 1788 1819 1900 1954 2025 2030 2080 2097 2123 2166 2197 2460 2634 2635 2836 2955 2968 3145 3281 3298 3306 3438 3496 3545 3654 3683)

(D) The rates for user charges hereinafter set forth are based generally upon the quantity and quality of sewage collected and they are subject to change periodically as circumstances require. The minimum monthly amount for use of the City of Westminster sanitary sewerage system by residential, including multiple unit residential, and public users shall, in 201~~3~~5, be a sum equal to four dollars and ~~fifty-~~

~~two~~ninety-nine cents ($4.~~52~~99) per thousand (1,000) gallons, and shall, in 201~~4~~6, be a sum equal to ~~four~~ five dollars and ~~seventy~~ thirty cents ($~~4.70~~5.30) per thousand (1,000) gallons, multiplied by the average monthly water consumption per user billed during the months of January through March. The minimum monthly rate for use of the City of Westminster's Sanitary Sewage System by multiple units and commercial users shall, in 201~~3~~5, be a sum equal to five dollars and ~~five~~ fifty-seven cents ($5.~~05~~57) per thousand (1,000) gallons, and shall, in 201~~4~~6, be a sum equal to five dollars and ~~twenty-five~~ninety-one cents ($5.~~25~~91) per thousand (1,000) gallons, multiplied by the average monthly water consumption per user billed during the months of January through March. The minimum monthly sewer charge for commercial users may be appealed to the Utility Billing Division for user charges resulting from the average monthly water billed during the period of January through March and may be adjusted if the water billed during the months of July through September is less. Commercial users shall be allowed to install a separate meter to record out of house use which consumption will not be assessed a sewer use charge. The meter readings actually taken prior to and closest to the specified time frame shall be used for purposes of accomplishing the required calculation. However, City Council may by Resolution adjust the period of time to be used to calculate said user charges when, in the opinion of the Council, climate conditions and water consumption patterns warrant such an adjustment. The monthly charge shall apply to an account that is billed for more than fifteen (15) days service. Any new occupant of a residential unit shall, in 201~~3~~5, be charged ~~twenty-two dollars and sixty-eight~~twenty-five dollars and five cents ($~~22.68~~25.05), and shall, in 201~~4~~6, be charged ~~twenty-three dollars and fifty-eight~~twenty-six dollars and sixty-one cents ($~~23.58~~26.61) minimum monthly sewer charge until an experience rate has been established. Single-family residential customers that, based upon occupancy patterns, register no water use during any month of the annual calculation period shall be charged based on a monthly minimum volume of two thousand (2,000) gallons per each month of zero water use. Individual reviews of indoor water consumption may be made on a case-by-case basis.

Residential users who appeal the initial sewer charge rate can have the rate adjusted to actual usage of the first four (4) months of occupancy. Any new multi-unit or commercial account shall be charged a rate based on water consumption of similar accounts in the Westminster or the Denver Metro area. Any account not receiving Westminster water will be based on actual consumption, if available, or consumption of similar accounts.

Section 3. Section 8-12-7, W.M.C. is hereby AMENDED by the addition of subsections (C) and (D) as follows:

8-12-7: WATER RATE SCHEDULE (2767 3134)

(C) Residential, irrigation, townhome/condominium (consisting of four units or more) and public/quasi-public users shall, in 2015, be charged a monthly meter service charge based on the meter size as listed in Schedule A plus: four dollars and thirty-eight cents ($4.38) per thousand (1,000) gallons, and shall, in 2016, be charged a monthly meter service charge based on the meter size as listed in schedule A plus: four dollars and fifty-five cents ($4.55) per thousand (1,000) gallons.

(D) Commercial users shall, in 2015, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: four dollars and thirty-eight cents ($4.38) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A, and shall, in 2016, be charged a monthly meter service charge based on meter size as listed in Schedule A plus: four dollars and fifty-five cents ($4.55) per thousand (1,000) gallons for the number of gallons used per monthly billing up to the breakpoint for the meter size listed in Schedule A. In 2015, commercial users shall be charged five dollars and thirty-two cents ($5.32) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A, and in 2016, five dollars and fifty-three cents ($5.53) per thousand (1,000) gallons for all consumption exceeding the breakpoint on a monthly basis for the applicable meter size as listed in Schedule A.

Schedule A					
Meter Size Code	Meter Size	Number of Service Commitments	2015 Monthly Meter Service Charge	2016 Monthly Meter Service Charge	Breakpoint for Second Tier Based on Meter Size (Gallons)
1	5/8" X ¾"	1	$7.48	$7.77	20,000
2	3/4" x ¾"	1.5	$11.89	$12.36	30,000
3	1"	2.5	$16.38	$17.03	50,000
5	1-1/2"	5	$25.84	$26.87	100,000
6	2"	8	$35.84	$37.27	160,000
7	2" x 5/8"	8	$35.84	$37.27	160,000
8	3"	17.5	$73.33	$76.26	350,000
9	3" x 3/4"	17.5	$73.33	$76.26	350,000
10	4"	30	$86.26	$89.71	600,000
11	4" x 1"	30	$86.26	$89.71	600,000
12	6"	62.5	$133.72	$139.06	1,250,000
13	6" x 1-1/2"	62.5	$133.72	$139.06	1,250,000
14	6" x 3"	62.5	$133.72	$139.06	1,250,000
15	8"	90	$217.43	$226.12	1,800,000
18	10"	145	$302.01	$314.09	2,900,000
20	10" x 12" x 6"	215	$374.50	$389.48	4,300,000

Section 4. This ordinance shall be effective for any charges billed after January 1, 2015.

Section 5. 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 13th day of October, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 27nd day of October, 2014.

ATTEST:

_____
Mayor

_____
City Clerk

APPROVED AS TO LEGAL FORM:

_____
City Attorney's Office

WESTMINSTER

Agenda Item 10 T

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Resolution No. 25 re Service Commitment Allocations for 2015

Prepared By: Grant Penland, Principal Planner

Recommended City Council Action

Adopt Resolution No. 25 allocating 2,761 Service Commitments for the year 2015 to the various categories of the Growth Management Program including 550 Service Commitments for residential competitions for new Single-Family Detached, Single-Family Attached, Multi-Family, Senior Housing, and Traditional Mixed Use Neighborhood Developments.

Summary Statement

- Each year, the City Council allocates Service Commitments (hereafter "SC") to the various Growth Management Program categories to serve the new development for the year. (One SC is the unit of measure for required City services for one single-family detached unit.)
- The SC Allocation table in the Background section details the recommended allocations in each category.
- Staff is requesting that 450 SCs be allocated for Category B (new residential) projects and that 100 additional SCs be allocated for Category E (new senior housing) projects for the 2015 Growth Management Competition. The allocated SCs would accommodate potential awards for new projects through build-out.
- The total SC allocation, including all previous years' allocations, from the potable water supply is 2,761 SCs. The allocation includes 550 SCs to be awarded on a competitive basis in 2015 to new residential and senior housing projects. SCs for projects awarded in 2014 have been moved into the "Active" category.
- Staff is recommending competitions in all five categories [Single-Family Detached (SFD), Single-Family Attached (SFA), Multi-Family (MF), Senior Housing, and Traditional Mixed Use Neighborhood Developments (TMUND)]. If there are no applications submitted in one or more of the competition categories, or if fewer SCs are needed as a result of the competitions, those remaining SCs are returned to the City's water supply figures.
- The City currently has approximately 12,671 SCs available for new development purposes in the water supply. City water supplies and treatment capacity are significantly greater than what is required to meet the recommended SC allocations for 2015. Any remaining, unused SCs at the end of each year are returned to the water supply figures.

Expenditure Required: $0

Source of Funds: N/A

Policy Issues

1. Should the City allocate Service Commitments to the various Growth Management Program categories as detailed in this report?

2. Should the City conduct a competition this year in each of the new residential categories as outlined in this report?

Alternatives

1. Do not adopt the attached resolution allocating Service Commitments to the various Growth Management Program categories for use in 2015. Staff recommends allocating Service Commitments for the 2015 competition in an amount sufficient to award one or more projects.

2. Do not authorize new residential competitions for 2015. City staff has received interest from developers for a 2015 competition and demand for new homes seems to be rising. Therefore, this option is not recommended, as the residential competition process is the mechanism the City uses to allow residential projects to proceed to the City's development review process. The Service Commitment allocation would bring the total Service Commitments set aside for the 2014 residential competition process to approximately 4% percent of the 12,671 Service Commitments currently available for build-out.

Background Information

Annual Allocations

The City's Growth Management Program was established in 1978 to aid the City in balancing growth with the City's ability to provide and expand services including water, water treatment, sewer, police, fire, parks and recreation, etc. At the end of each year, City staff complete projections of new development in the upcoming year and develop recommendations for City Council regarding Service Commitment allocations (the units of measure for required City services) as required by the Growth Management Program. These Service Commitment (SC) allocations are set aside on an annual basis from the overall SC supply figures to serve the demand in the following year for all of the various residential and nonresidential categories designated within the Growth Management Program. City Council formally establishes these annual allocations by adoption of a resolution. Service Commitments that are allocated but are not issued to new development during the year are returned to the water supply figures for use in future years.

With the exception of the reclaimed water category (Category R), these SC allocation recommendations have been based on historical allocations by the City and the ability of the City to provide the necessary services. "Active" residential (Categories A and L) refers to projects that are under construction, have previous binding agreements for SCs with the City (such as Legacy Ridge), meet build-out and infill development criteria, are approved projects awarded in previous competitions, or are new South Westminster residential projects (see Background section "Residential Competitions" below for additional information). Category C (Non-Residential) sets aside SCs for new commercial, office and industrial projects. The City has water agreements in place for Federal Heights, the Standley Lake Water and Sanitation District, and Shaw Heights, and a small number of SCs are allocated in Category D (Outside City Contracts) to accommodate contract requirements in those areas. Category F (Public and Contingency) reserves SCs for new city projects and facilities such as park development, libraries, and fire stations.

The total allocation from the potable water supply as detailed below is 2,761 SCs and is based on the projected development activity of active projects under construction, those in the City's development review process, and submittals expected in the near future. According to figures provided by the City's Water Resources staff in the Department of Public Works and Utilities, there are approximately 12,671 SCs available for build-out, which is more than adequate to accommodate the requested additional allocations for 2014.

2015 SERVICE COMMITMENT ALLOCATIONS

CATEGORY	DESCRIPTION	PROPOSED ALLOCATIONS
Potable		
A and L	All Active Residential and Legacy Ridge	1,586
B	New Residential (for competition process)	450
C	Non-Residential	500
D	Outside City Contracts	25
E	Senior Housing (for competition process)	100
F	Public and Contingency	100
	Total – Potable	**2,761**

Residential Competitions

The number of new residential development is managed through the competition process. "Active" residential projects are awarded on a first-come, first-served basis (up to any limits placed on the original competitive awards). New residential projects must compete for available SCs through a competition process. The City's Growth Management Program does allow some exceptions to the competitive process. These include new residential projects in South Westminster (south of 80th Avenue) in order to promote development and redevelopment in this older area of the City, Legacy Ridge (due to a previous binding agreement with the City), and those projects that meet "build-out" and "infill" definitions in the Westminster Municipal Code. Successful projects in the competition process are then allowed to proceed to the City's development review process. Service Commitments for single-family detached projects are calculated at one SC per unit, 0.7/unit for single-family attached, 0.5/unit for multi-family, and 0.35/unit for senior housing. This equates to the relative amounts of water used annually be each of these types of dwelling units.

The intent of the SC competitions is for a limited number of new residential projects to proceed to the City's development review process. Each of the five competitions (Single-Family Detached, Single-Family Attached, Multi-Family, Senior Housing, and Traditional Mixed Use Neighborhood Developments) is based on the City's adopted residential design guidelines for that category. With the exception of the TMUND competition (judged by a design jury), projects receive points by providing "incentive" items the applicants choose. These incentive items are listed and detailed in the residential design guidelines.

In past years, a specific number of SCs were set aside for each competition with a limit of one new project in each category. However, beginning in 2008, with the slower housing market and uncertainty of which types of projects will be submitted, the City established a pool of SCs for all of the competitions. This allows the City maximum flexibility to award to more than one project in any category, if so desired, as a result of the competitions.

A competition was held for 2014, and five projects were awarded out of six entries. City Council awarded a total of 622 service commitments for two Traditional Mixed Use Neighborhood Development (TMUND) projects, two Single Family Detached, and one Multiple Family project.

The awards to individual projects through the competition process include SCs needed in subsequent years to build out each of the winning projects. As a result, it is not necessary for the winning projects to re-compete in multiple years in order to complete the same project. If there are no applications submitted in any of the competition categories, or fewer SCs are needed as a result of the competitions, those remaining SCs are returned to the City's water supply figures.

Because SCs are awarded to new residential projects on a competitive basis and many developers do not want their possible competitors to know their plans in advance, Staff has not included a specific list of the potential sites for competition submittals. However, the requested additional residential allocations are based on recent conversations with developers about potential projects, balanced with the availability of water and responsible managed growth.

The Service Commitment competition meets Council's Strategic Plan Goals of "Vibrant and Inclusive Neighborhoods" and "Beautiful, Desirable, Environmentally Responsible City" by 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.

Respectfully submitted,

J. Brent McFall, City Manager

Attachment: Resolution

RESOLUTION

RESOLUTION NO. **25** INTRODUCED BY COUNCILLORS

SERIES OF 2014 _____

A RESOLUTION
ALLOCATING SERVICE COMMITMENTS FOR THE YEAR 2015 PURSUANT TO THE CITY'S GROWTH MANAGEMENT PROGRAM AS SET FORTH IN CHAPTER 3, TITLE XI OF THE WESTMINSTER MUNICIPAL CODE

WHEREAS, the City of Westminster has adopted by Ordinance a Growth Management Program through 2020; and

WHEREAS, the City's Growth Management Program as set forth in Title XI, Chapter 3, W.M.C. calls for the periodic determination of the availability of Service Commitments and allocation of such Service Commitments among various categories of potential users; and

WHEREAS, the City Council of the City of Westminster has, with the aid of detailed factual reports and expert opinions from its Staff and consultants, examined the raw water supply, the sewage treatment capacity, the water treatment capacity, and other factors affecting the availability of Service Commitments; and

WHEREAS, the City Council of the City of Westminster has previously determined, in connection with its adoption of Title XI, Chapter 3, W.M.C., that the City's ability to award Service Commitments is restricted; and

WHEREAS, the demand of different land uses on the City's ability to provide utilities and other services vary due to density and intensity of the particular use; and

WHEREAS, City Council has previously determined that the Comprehensive Land Use Plan shall assist the City in making future decisions concerning the desired mix of land uses at build-out of the City; and

WHEREAS, it is the intent of City Council to recognize the many factors influencing demand for new water and sewer service, while remaining cognizant of the large capital investments in land and public improvements made by developers with projects that are already started, and recognizing the efficiencies inherent in encouraging the completion of existing development projects that can use existing public capital facilities before approving new ones.

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

That based on all of the information available to the City Council on this date, for the period beginning January 1, 2015, through December 31, 2015, the City allocates 1,586 Service Commitments ("SCs") to Categories A (A-1, A-2, and A-3) and L (L-1, L-2, and L-3) collectively, 450 SCs to Category B (B-1, B-2, B-3, and B-4), 500 SCs to Category C, 25 SCs to Category D, 100 SCs to Category E, and 100 SCs to Category F without adverse effects on existing water users and without in any way endangering the health, safety, and welfare of the citizens of Westminster and of other persons dependent upon the operation of a safe and efficient public water and sanitation system by the City.

PASSED AND ADOPTED this 13th day of October, 2014.

ATTEST:

_____ _____
City Clerk Mayor

APPROVED AS TO LEGAL FORM:

_____
City Attorney

WESTMINSTER

Agenda Item 11 A

Agenda Memorandum

City Council Meeting
October 13, 2014

SUBJECT: Second Reading of Councillor's Bill No. 25 re 3rd Amendment to the Economic Development Agreement with Church Ranch Hotel Companies

Prepared By: Susan Grafton, Economic Development Director

Recommended City Council Action

Pass Councillor's Bill No. 25 on second reading authorizing the City Manager to modify the start of construction date for the Hyatt Place Hotel from October 1, 2014 to October 1, 2016, charge an extension fee of $100,000 and make other modifications.

Summary Statement

- This Councillor's Bill was passed on first reading on September 22, 2014.
- The Church Ranch Hotel Company is finalizing plans now to start construction on the Hyatt Place Hotel, but they are unable to start construction of the Hyatt Place by the current deadline of October 1, 2014.
- The Church Ranch Hotel Company LLC is requesting that the construction commencement date articulated in the current Business Assistance Agreement for the Hyatt Place Hotel be extended from October 1, 2014 to October 1, 2016.
- The extension of the Hyatt Place agreement will be conditioned upon a $100,000 extension fee, capping the assistance to $3.4 million and providing for a reduction in assistance should any further extensions be requested.

Expenditure Required: $0

Source of Funds: N/A

Respectfully submitted,

J. Brent McFall
City Manager

Attachments: Councillor's Bill
Exhibit A – 3rd Amendment BAA

BY AUTHORITY

ORDINANCE NO. **3736**

COUNCILLOR'S BILL NO. **25**

SERIES OF 2014

INTRODUCED BY COUNCILLORS
Briggs - Seitz

A BILL
FOR AN ORDINANCE AUTHORIZING THE THIRD AMENDMENT TO THE 2009 AMENDED AND RESTATED BUSINESS ASSISTANCE AGREEMENT FOR THE COOPERATIVE DEVELOPMENT AND CONSTRUCTION OF A FULL SERVICE MARRIOTT HOTEL AND A HYATT PLACE HOTEL

WHEREAS, the successful attraction of new businesses in the City of Westminster provides increased revenue for citizen services and is therefore an important public purpose; and

WHEREAS, it is important for the City of Westminster to remain competitive with other local governments in creating assistance for new businesses to locate in the City; and

WHEREAS, The Church Ranch Companies have requested an extension of the start of construction deadline for only the Hyatt Place Hotel; and

WHEREAS, the proposed Third Amendment to the 2009 Amended and Restated Business Assistance Agreement between the City and the White Etkin Church Ranch Hotel Company I, LLC, and White Etkin Church Ranch Hotel Company III, LLC, is attached hereto as Exhibit A and incorporated herein by this reference.

NOW, THEREFORE, pursuant to the terms of the Constitution of the State of Colorado, the Charter and ordinances of the City of Westminster, and Resolution No. 53, Series of 1988:

THE CITY OF WESTMINSTER ORDAINS:

Section 1. The City Manager of the City of Westminster is hereby authorized to enter into the Third Amendment to the 2009 Amended and Restated Business Assistance Agreement between the City and the White Etkin Church Ranch Hotel Company I, LLC, and White Etkin Church Ranch Hotel Company III, LLC in substantially the same form as the one attached as Exhibit A, and upon execution of the Agreement to fund and implement said Agreement.

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

Section 3. This ordinance shall be published in full within ten days after its enactment.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 22nd day of September, 2014.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 13th day of October, 2014.

ATTEST:

_____
Mayor

APPROVED AS TO LEGAL FORM:

_____
City Clerk

_____
City Attorney's Office

THIRD AMENDMENT TO THE
2009 AMENDED AND RESTATED BUSINESS ASSISTANCE AGREEMENT FOR THE COOPERATIVE DEVELOPMENT AND CONSTRUCTION OF A FULL SERVICE MARRIOTT HOTEL AND A HYATT PLACE HOTEL

This Third Amendment to the 2009 Agreement (the "Third Amendment") is made and entered into this _____day of _____, 2014 by and between the CITY OF WESTMINSTER, a Colorado home-rule municipality ("City"), WHITE ETKIN CHURCH RANCH HOTEL COMPANY I LLC, an Indiana limited liability company ("WE I"), and WHITE ETKIN CHURCH RANCH HOTEL COMPANY III LLC, an Indiana limited liability company ("WE III").

WHEREAS, WE I, WE III and the City entered into the 2009 Amended and Restated Business Assistance Agreement for the Cooperative Development and Construction of a Full Service Marriott Hotel and a Hyatt Place Hotel, dated September 30, 2009 (the "2009 Agreement"); and

WHEREAS, the 2009 Agreement was amended by the parties on February 28, 2011, for the purpose of amending the construction and completion dates and initiation of operations of the Marriott Hotel and Hyatt Place Hotel ("First Amendment"); and

WHEREAS, the 2009 Agreement and the First Amendment were amended by the parties on December 27, 2011, for the purpose of amending the construction and completion dates and initiation of operations of the Hyatt Place Hotel ("Second Amendment"); and

WHEREAS, the parties now desire to further amend the construction commencement and completion dates and initiation of operations of the Hyatt Place Hotel and acknowledge and confirm the satisfaction of the obligations of WE I relative to the Marriott Hotel.

NOW THEREFORE, the Parties agree as follows:

1. Section 2.1.3 of the 2009 Agreement and the First Amendment is amended to read as follows:

Pursuant to the 2009 Agreement, First Amendment, Second Amendment and the Extension of Reverter Right Agreement by and between the City and WE I, dated June 26, 2012 as recorded in the office of the Jefferson County Clerk and Recorder on July 3, 2012 at Reception Number 2012068568 ("Extension of Reverter Right Agreement"). The City acknowledges and agrees that WE I has satisfied the obligations for the Marriott Hotel relative to commencement of construction and completion of construction and initiation of operations. The Marriott Hotel construction commenced on July 17, 2012 and the Marriott Hotel was substantially completed and operations were initiated on April 2, 2014.

Therefore concurrent with Third Amendment WE I and the City shall execute a termination of reverter right ("Reverter Termination"). Upon execution, WE I shall record the Reverter Termination in the office of the Jefferson County Clerk and Recorder.

2. Section 2.6.1.2 of the 2009 Agreement and subsequent amendments is amended to read as follows:

   Upon City's rebate of sixty (60) quarterly installments or having reached a maximum rebate of $3.4 million, whichever comes first, for the Hyatt Place Rebate, the Hyatt Place Hotel Rebate shall cease. The first quarterly installment of the Hyatt Place Hotel Rebate shall be made within fifteen (15) days after the last day of the first quarter after the Hyatt Place Hotel receives a certificate of occupancy.

3. Section 3.10.1 of the 2009 Agreement, the First Amendment and the Second Amendment is amended to read as follows:

This Assistance Agreement shall terminate and become void and of no force or effect upon the City as to the Hyatt Place Hotel if (1) WE III fails to commence construction of the Hyatt Place Hotel on or before October 1, 2016, or (2) WE III fails to complete construction and initiate operation of the Hyatt Place Hotel by October 1, 2018. In addition, in the event WE III, at any time prior to completing the Hyatt Place Hotel , makes an assignment for the benefit of creditors, applies or consents to the appointment of a receiver, trustee, conservator, liquidator of all or a substantial part of its assets; or, a petition of relief is filed by WE III under federal bankruptcy, insolvency, or similar laws; or, a petition in a proceeding under any bankruptcy, insolvency, or similar laws is filed against WE III and not dismissed within sixty (60) days, then in that event this Assistance Agreement shall terminate and become void and of no force or effect with respect to the Hyatt Place Hotel and any assistance received previously for the Hyatt Place Hotel shall be refunded to the City within sixty (60) days of written request by the City.

4. The first paragraph of Section 3.10.3 of the 2009 Agreement, the First Amendment and the Second Amendment is amended to read as follows:

   If WE III fails to commence construction of the Hyatt Place Hotel on or before October 1, 2016, WE III agrees to (i) transfer to City its interest in Lot 2 of the Final Plat free and clear of liens and encumbrances, except for the then current property taxes and (ii) transfer to City its interest in any and all plans, specifications or drawings for the Hyatt Place Hotel. In addition, WE III agrees to pay the City applicable non-refundable extension fees upon City Council approval of this Third Amendment per the following schedule:

   If construction of the Hyatt Place Hotel has not commenced by October 1, 2014 an initial extension payment of One Hundred Thousand and 00/100 Dollars ($100,000.00) shall be paid to the City by WE III on or before October 1, 2014. This initial extension payment is non-refundable but shall be applied as a credit to the Tap Fees due and payable by WE III pursuant to this Agreement if construction of the Hyatt Place Hotel commences on or before October 1, 2016.

   In the event WE III requests another commencement date extension or has not commenced construction of the Hyatt Place Hotel by October 1, 2016 then at that immediate point in time the assistance being provided by the City will automatically be reduced from 60% to a 30% rebate with a maximum assistance amount of no more than $1.7 million instead of $3.4 million and an additional $100,000 extension shall be required to be paid to the City be WE III. Conditions of such an extension will be outlined in an amendment of this agreement.

   In the event WE III has not commenced construction of the Hyatt Place Hotel on or before October 1, 2016 then the extension payments made to the City by WE III shall be forfeited by WE III to the City and WE III shall have no further right nor benefit of the extension payments and the City has the right to full use of the extension payments for whatever purpose the City deems appropriate.

5. Except as amended above, all terms and conditions of the 2009 Agreement, the First Amendment and the second Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be executed, to be effective on the day and year first above written.

[signatures are on the following pages of this Third Amendment]

AGENDA

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
SPECIAL MEETING

MONDAY, OCTOBER 13, 2014

AT 7:00 P.M.

1. **Roll Call**

2. **Minutes of Previous Meeting** (July 28, 2014)

3. **Public Hearings and New Business**

   A. Public Hearing re 2015/2016 Proposed Westminster Economic Development Authority Budget

   B. Resolution No. 157 Adopting the 2015/2016 Budget

   C. Resolution No. 158 re Contract and Administrative Authority for the Westminster Economic Development Authority

4. **Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY
MONDAY, JULY 28, 2014, AT 7:54 P.M.

ROLL CALL

Present at roll call were Chairperson Herb Atchison, Vice Chairperson Faith Winter, and Board Members Bruce Baker, Bob Briggs, Alberto Garcia, Emma Pinter, and Anita Seitz. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

APPROVAL OF MINUTES

Board Member Briggs moved, seconded by Board Member Seitz, to approve the minutes of the meeting of July 14, 2014, as written. The motion carried unanimously.

PUBLIC HEARING TO CONSIDER AMENDMENT TO 2014 BUDGET

Mr. McFall reported that staff had no formal presentation to make and was available to answer any questions from the Authority. Responding to questions from Board Member Baker, Mr. McFall confirmed that the money to be appropriated had been taken from general sales taxes revenues and was not generated by the Authority.

At 7:56 p.m., the Chairperson opened the public hearing. No one wished to speak and the public hearing was closed.

RESOLUTION NO. 156 AUTHORIZING SUPPLEMENTAL APPROPRIATION TO 2014 BUDGET

Vice Chairperson Winter moved, seconded by Board Member Seitz, to adopt Resolution No. 156 authorizing a supplemental appropriation to the 2014 Westminster Economic Development Authority budget. Following comments from Board Member Baker, the roll was called, and the motion carried by a 6:1 margin with Board Member Baker voting no.

WURP GRADING DESIGN CONTRACT AMENDMENT/ENGINEERING CONTRACT AWARD

Vice Chairperson Winter moved, seconded by Board Member Pinter, to find, based upon the recommendation of the Executive Director, that the public interest would be best served by a negotiated contract with Martin/Martin, Inc. for Construction Engineering Services during the grading of the Westminster Center Urban Reinvestment Project (WURP); to award the grading Construction Engineering Services contract to Martin/Martin, Inc. and authorize the Executive Director to execute a contract in the amount of $57,120 for this work and an additional $25,000 as a contingency; and to authorize an amendment to Martin/Martin's current design contract in the amount of $44,300 and an additional $10,000 as a contingency. The motion passed by a 6:1 margin with Board Member Baker voting no.

ADJOURNMENT

With no further business for the Authority's consideration, Chairperson Atchison adjourned the meeting at 7:59 p.m.

ATTEST: Chairperson

Secretary

WEDA Agenda Item 3 A - B

Agenda Memorandum

Westminster Economic Development Authority Meeting
October 13, 2014

SUBJECT: Public Hearing and Resolution No. 157 re 2015/2016 Proposed Westminster Economic Development Authority Budget

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

Recommended Board Action

1. Hold a public hearing on the Westminster Economic Development Authority 2015/2016 proposed budget.
2. Adopt Resolution No. 157 adopting the 2015/2016 proposed budget for the Westminster Economic Development Authority as presented, including the appropriation of funds as set forth.

Summary Statement

- Staff presented the proposed 2015/2016 Westminster Economic Development Authority (WEDA) budget to the Board in a Staff Report dated September 22, 2014.
- The Board is requested to adopt the attached Resolution approving the 2015/2016 proposed budget for WEDA that reflects all proposed operations and services to be provided in those years.
- This budget includes only operating activity. While several of the URAs have capital project activity in progress, funding has already been appropriated to those activities. If new projects are proposed, a supplemental appropriation will be presented to the Board for approval to amend the budget.
- Local Government Budget Law (Budget Law), C.R.S. 29-1-103, requires an annual budget to be adopted for WEDA. WEDA adopts a two-year budget consistent with the City of Westminster's (City) budgeting cycle.
- WEDA currently consists of seven Urban Renewal Areas (URAs): Holly Park, Mandalay Gardens, North Huron, South Sheridan, South Westminster, Westminster Center East Sub-Area and Westminster Center Urban Reinvestment Plan Area.
- The preliminary 2014 estimated incremental assessed valuation from Adams County and Jefferson County for WEDA is $81,623,151 and is used to calculate the estimated property tax increment of $9,079,243 to be paid to WEDA in 2015. This same estimated valuation plus anticipated changes in property value within the URAs during 2015 was used to calculate the estimated property tax increment of $9,309,865 to be paid to WEDA in 2016.
- Total revenues, which include incremental revenues, interest earnings, other miscellaneous revenues and prior year excess revenues, are estimated at $10,143,398 for 2015 and $10,400,592 for 2016.
- Projected expenditures, which include contractual obligations, property tax collection fees, debt service and transfers, are estimated at $9,394,707 for 2015 and $9,434,934 for 2016.
- Proposed expenditures consists primarily of debt service and contractual obligation payments that are non-discretionary in nature. Failure to budget for these payments would put WEDA in violation of its legal commitments.
- The Board will note that the WEDA budget projects a substantial remaining fund balance. These funds are necessary in order to meet bond and loan reserve requirements and are not available for other purposes.

Expenditure Required: $9,394,707 for 2015 and $9,434,934 for 2016

Source of Funds: Incremental tax revenues, interest earnings, intergovernmental revenue, other miscellaneous revenue and prior year excess revenues

Policy Issue

Should the attached 2015/2016 proposed WEDA budget be adopted by the Board?

Alternatives

1. One alternative would be not to adopt a budget for 2015 and/or 2016. However, according to Budget Law, C.R.S. 29-1-103, WEDA is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for WEDA's expenses. This would negatively impact WEDA's ability to operate. Without budget appropriations or with reduced appropriations, WEDA would not be able to make payment in accordance with its contractual obligations, bond covenants, or loan agreements. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues presented in the proposed budget are based upon the preliminary net assessed valuation figures and projected pledged sales tax increment. Proposed expenditures consists primarily of debt service and contractual obligation payments that are non-discretionary in nature. Failure to adequately budget for these payments would put WEDA in violation of its legal commitments. Therefore, this alternative is not recommended.

Background Information

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

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

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

While WEDA is a separate legal entity from the City, the Authority is considered a blended component unit and WEDA's activities are included in the City's Comprehensive Annual Financial Report (CAFR). The Governmental Accounting Standards Board Statements identify component units as legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entities financial benefits and burdens. Component units that meet the inclusion criteria are either discreetly presented or blended in the City's CAFR. Discrete presentation entails reporting component unit financial data in a separate column from the primary government to emphasize their legal separateness from the City. Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City's data. Individual fund statements for these blended component units are audited as part of the City, but are not individually published outside the City's CAFR. WEDA is a blended component and has a December 31 year end.

The City's Finance Department prepared and is presenting a consolidated budget for WEDA as a whole. However the City Manager's Office and the Department of Community Development manage the development/redevelopment projects and, in some cases, the Department of Parks, Recreation and Libraries contracts with WEDA for required maintenance of areas within the URAs. When appropriate, those Departments provide input for the budget.

As with the City's budget, Staff has taken a conservative approach in preparing the WEDA budget. Property tax increment projections are based on preliminary assessed valuation information for 2014 and adjusted for anticipated changes in property value in the second budget year. Additionally, sales tax increment projections are based on existing retail and adjusted for anticipated changes to retail establishments located within each URA.

Treatment of operating transfers and interest earnings is consistent within all URAs. Operating transfers are included in the budget of a particular URA only when the transfer is needed to meet obligations. Pooled and investment interest earnings are not typically included in the proposed budgeted revenues for WEDA. Due to the fluctuations in the monthly balances of the pooled cash, interest earnings are difficult to forecast. These fluctuations result from the timing of property tax increment receipts, the point in time that the sales tax base is met, the timing and variation of sales tax increment receipts, and the payment schedules for contractual obligations. As is the case with the South Westminster URA, interest earnings are included as part of the budget in order to meet obligations. In all other URAs, the interest earnings will be appropriated when necessary or will increase fund balance for use at a later date.

Additionally, North Huron URA cash includes unspent bond proceeds. Interest earnings on the bond proceeds are not included in the proposed budgeted revenues, as the debt covenants restrict how those earnings can be spent. Those interest earnings will be appropriated through periodic housekeeping supplemental appropriations in order to more easily track their use for Federal Internal Revenue Code arbitrage purposes and to ensure compliance with bond and loan covenants.

In a given year, any excess revenues over expenditures in a particular URA will increase the fund balance for that URA. Those funds will be available for future appropriations in the URA when needed. Conversely, when expenditures exceed revenues in any given year, prior year excess revenues, or fund balance, is used to meet the current year obligations of that particular URA. Use of prior year excess revenues for a given URA is identified in the highlights section below.

Below are the highlights of the 2015/2016 proposed budget for each of the individual URAs.

Holly Park URA

Holly Park URA was established on February 23, 2004. The URA encompasses approximately 23 acres along the west side of Federal Boulevard between 96th Avenue and 97th Avenue. The main objective of the URA plan is to renovate or redevelop the deteriorated, unsafe and outdated buildings as well as eliminate the unsafe, unsanitary and unhealthy conditions resulting from abandonment of a defunct residential project.

The Holly Park site, purchased by WEDA in 2006, remains under WEDA ownership despite efforts to sell the property for development. For the majority of the time that Holly Park has been under WEDA ownership, the property has been listed for sale by a commercial real estate broker. Unfortunately, though there has been some interest in the property, it remains unsold at this time. Staff continues to maintain the property and will do so until it is sold.

Total proposed revenues in this URA are: $3,300 in 2015 and in 2016. These revenues include only property tax increment.

Total proposed expenditures in this URA are: $50 in 2015 and in 2016. These expenditures include only the property tax collection fee.

Any excess revenues over expenditures will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

Mandalay Gardens URA

WEDA initiated a redevelopment project in 2003, known as the Shops at Walnut Creek. This redevelopment project is generally bound by US 36, Church Ranch Boulevard, and the Burlington Northern/Santa Fe railroad line. The Shops at Walnut Creek, connected by an attractive underpass to the Westminster Promenade, combines the warmth and familiarity of Victorian-inspired main street America with a multitude of restaurants, shops and a major retailer. Initially, variable rate taxable tax increment revenue bonds were issued in 2003 to fund the project. Subsequent refinancing of these bonds has occurred with the most recent in 2012, which secured fixed rate financing through the term of the original amortization period. Up until this point, the interest rate paid on this debt was variable and due to favorable interest conditions, it was deemed prudent to lock in interest rates through maturity of the original debt.

Total proposed revenues in this URA are: $2,364,051 in 2015 and $2,393,485 in 2016. These revenues include property tax increment, intergovernmental revenue from the Mandalay Town Center General Improvement District and prior year excess revenues. It is anticipated that the sales tax pledge on the bonds will remain at .2% in 2015 and increase to .5% in 2016. It is important to note that the City will retain the remaining portion of the City's 3% general sales tax collections in this URA.

Total proposed expenditures in this URA are: $2,364,051 in 2015 and $2,365,701 in 2016. These expenditures include the property tax collection fee and debt service.

Prior year excess revenues of $21,453 are being utilized to fund a portion of expenditures in 2015. Any excess revenues over expenditures in 2016 will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

North Huron URA

WEDA established the North Huron URA on January 26, 2004. The boundaries of the URA are approximately 124th Avenue to 150th Avenue, Interstate 25 to Huron Street. Development in the URA included the interchange at 144th Avenue and I-25, Huron Street improvements from approximately 124th Avenue to 150th Avenue and the public improvements in the URA. These improvements paved the way for a major new retail development along the Interstate 25 corridor in Westminster. "The Orchard Town Center" is a 1-million-square-foot, open-air, lifestyle and entertainment center located at the northwest corner of I-25 and 144th Avenue. In 2005, variable rate tax-exempt tax increment revenue bonds were issued to fund the project. Subsequent refinancing of this debt has occurred with the most recent in 2012, which secured the debt with a bank loan that fixed the interest rate through the term of the original amortization period.

One-third of the 3% general sales tax collected in this area is shared with the City of Thornton per an Intergovernmental Agreement (IGA) dated November 10, 2004 leaving the remaining 2% available for the debt service pledge if necessary. Per a second IGA, Thornton will use some or all of this revenue as needed to pay their share of the cost of the 144th Avenue Interchange.

Total proposed revenues in this URA are: $6,021,932 in 2015 and $6,127,847 in 2016. These revenues include only property tax increment. It is anticipated that the sales tax pledge for the loan will remain at 0% in 2015 and 2016. Therefore, no sales tax increment revenue is budgeted in either year allowing the City to retain all of the 2% sales tax collections in this URA.

Total proposed expenditures in this URA are: $5,281,598 in 2015 and $5,283,466 in 2016. These expenditures include the property tax collection fee, contractual obligations and debt service.

Any excess revenues over expenditures in either year will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

South Sheridan URA

The South Sheridan URA was established by WEDA on March 29, 2004. The approximate boundaries of the URA are commercial and vacant land north of 70th Avenue, east of Depew Street, south of 75th Avenue, and west of Xavier Street. The purpose of the URA was to provide funds for land acquisition, demolition of structures, and tenant relocation so as to facilitate redevelopment of the Shoenberg Shopping Center located at the southwest corner of 72nd Avenue and Sheridan Boulevard. The synergy of the new anchor store and overall redevelopment has encouraged development of the Shoenberg Farm and other commercial properties in the immediate area. The South Sheridan gateway to the City is anticipated to play an even more strategic role as a connection to the planned Transit Oriented Development and commuter rail station in South Westminster. In 2007, variable rate tax-exempt tax increment revenue bonds were issued to fund the redevelopment. Subsequent refinancing of this debt has occurred with the most recent in 2012, which secured the debt with a bank loan that fixed the interest rate at 2.8% until September 2017 and provided indexes that will determine the rate for 2018 through the time the bonds are paid off in 2028.

Total proposed revenues in this URA are: $556,408 in 2015 and $658,630 in 2016. These revenues include property tax increment and prior year excess revenues. It is anticipated that the sales tax pledge for the loan will remain at 0% in 2015 and 2016. Therefore, no sales tax increment revenue is budgeted in either year allowing the City to retain all of the 3% sales tax collections over the base sales tax in this URA.

Total proposed expenditures in this URA are: $556,408 in 2015 and $568,387 in 2016. These expenditures include the property tax collection fee and debt service.

Prior year excess revenues of $22,485 are being utilized to fund a portion of expenditures in 2015. Any excess revenues over expenditures in 2016 will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

South Westminster URA

WEDA, organized by City Council on September 14, 1987, was established to revitalize and redevelop the City's older commercial areas in the general vicinity of 72nd Avenue and Federal Boulevard. The South Westminster URA was the first URA established under WEDA, and includes two Phases. Phase I of the URA was established in 1988 and expired in 2013. In October, 1992, the South Westminster URA boundaries were expanded with the addition being called "Phase II." This Phase is set to expire in 2017. In 1996, redevelopment of the Westminster Plaza Shopping Center, anchored by a grocery store, was begun. Both variable rate tax exempt and taxable convertible tax increment revenues bonds were issued in 1997 to fund the project. These bonds were subsequently refunded.

Total proposed revenues in this URA are: $747,424 in 2015 and $747,154 in 2016. These revenues include incremental revenues, interest earnings and prior year excess revenues.

Total proposed expenditures in this URA are: $747,424 in 2015 and $747,154 in 2016. These expenditures include the property tax collection fee and debt service.

Cash reserves of $452,458 in 2015 and $369,723 in 2016 are being utilized to fund a portion of expenditures. The South Westminster URA continues to face financial challenges and it is anticipated that cash reserves and contributions from the City, i.e. carryover to assist with repayment of the Utility Fund loan, will continue to be utilized to meet future URA obligations.

Westminster Center East Sub-Area URA

WEDA established the Westminster Center East Sub-Area URA on December 8, 2003. The approximate boundaries of the URA are commercial properties north of the Burlington Northern Railroad just south of the Westminster Mall running north to 98th Avenue, west of Sheridan Boulevard and east of Harlan Street. The URA boundaries do include City Center Park at the northeastern corner of 92nd and Yates, but do not

include the Westminster Center Urban Reinvestment Plan Area. The purpose of the URA is to provide funds to facilitate redevelopment in the City Center Area.

Total proposed revenues in this URA are: $450,283 in 2015 and $470,176 in 2016. These revenues include property tax increment, miscellaneous revenue and prior year excess revenues. Because there is no sales tax pledge, all sales tax collections in this URA are retained by the City.

Total proposed expenditures in this URA are: $445,176 in 2015 and $470,176 in 2016. These expenditures include the property tax collection fee, contractual obligations and transfers.

Prior year excess revenues of $5,107 are being utilized to fund a portion of expenditures in 2015. Any excess revenues over expenditures in 2016 will increase fund balance. Those funds will be available for future appropriations in the URA when needed.

Westminster Center Urban Reinvestment Plan Area (WURP)

On April 13, 2009, City Council approved Resolution 12, Series 2009 which established the Westminster Center Urban Reinvestment Plan Area and the Reinvestment Plan. The master plan for the site contemplates multiple phases of development and calls for a high-density, urban development with residential, commercial, retail and other uses. The project will also have a public realm that includes large parks, a major landscaped boulevard traversing the property from north to south and a walkable/bikeable design that is pedestrian friendly. The plan continues the City's vision for the former mall site as a city center that would be an amenity for Westminster residents and others in the region.

Tax increment financing for this URA was established in October 2013. Most of the revenue currently generated in this URA is allocated to redevelopment related capital projects through a supplemental appropriation as needed. Therefore, no operating budget for 2015 or 2016 is proposed. Future supplemental appropriations will be brought to the Board to amend the budget as the redevelopment progresses.

While the budget reflects no operating activity in this URA, it is important to note that City participation funds of $34,680,408 were transferred to the WURP URA for redevelopment capital project expenditures.

Summary

Below is a chart for each year summarizing, by URA, the breakdown of prior year excess revenues and estimated revenues that will be utilized to pay estimated expenditures each year. Additionally, the amounts estimated to increase fund balance in the corresponding URA are presented.

2015 Budget Summary by Fund

Urban Renewal Area	Appropriated Fund Balance/ Prior Year Revenues	+	2015 Estimated Revenues	=	Total Estimated Revenues Available	-	2015 Estimated Expenditures	-	2015 Estimated Transfers Out	=	Difference Increase (Decrease) to Fund Balance
Holly Park	$ -		$ 3,300		$ 3,300		$ 50		$ -		$ 3,250
Mandalay Gardens	21,453		2,342,598		2,364,051		2,364,051		-		-
North Huron	-		6,021,932		6,021,932		5,281,598		-		740,334
South Sheridan	22,485		533,923		556,408		556,408		-		-
South Westminster	452,458		294,966		747,424		747,424		-		-
Westminster Center East	-		450,283		450,283		95,176		350,000		5,107
WURP	-		-		-		-		-		-
Totals	$ 496,396		$ 9,647,002		$ 10,143,398		$ 9,044,707		$ 350,000		$ 748,691
Estimated net change to fund balance for 2015											$ 252,295

2016 Budget Summary by Fund												
Urban Renewal Area	Appropriated Fund Balance/ Prior Year Revenues	+	2016 Estimated Revenues	=	Total Estimated Revenues Available	-	2016 Estimated Expenditures	-	2016 Estimated Transfers Out	=	Difference Increase (Decrease) to Fund Balance
Holly Park	$ -		$ 3,300		$ 3,300		$ 50		$ -		$ 3,250
Mandalay Gardens	-		2,393,485		2,393,485		2,365,701		-		27,784
North Huron	-		6,127,847		6,127,847		5,283,466		-		844,381
South Sheridan	-		658,630		658,630		568,387		-		90,243
South Westminster	369,723		377,431		747,154		747,154		-		-
Westminster Center East	19,893		450,283		470,176		95,176		375,000		-
WURP	-		-		-		-		-		-
Totals	$ 389,616		$ 10,010,976		$ 10,400,592		$ 9,059,934		$ 375,000		$ 965,658
Estimated net change to fund balance for 2016											$ 576,042

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of Visionary Leadership and Effective Governance; Vibrant & Inclusive Neighborhoods; Dynamic, Diverse Economy; and Excellence in City Services. These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as directed by the Board.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is below:

BUDGET MESSAGE

The attached 2015/2016 budget for the Westminster Economic Development Authority (WEDA) includes these important features:

WEDA was created pursuant to the Urban Renewal Law of the State of Colorado for the purpose of undertaking certain urban renewal activities within the City of Westminster (City). These activities are described in the Westminster Urban Renewal Plan originally adopted by City Council in 1988 and updated in 1997 for the South Westminster Urban Renewal Area (URA). Since that time, WEDA has established additional URAs for the purpose of providing funds for land acquisition, demolition of structures, and tenant relocation so as to facilitate new development and redevelopment in other areas. The synergy of these overall improvements has stimulated economic growth throughout the City. Additionally, some of these projects are anticipated to play a strategic role in the planned Transit Oriented development in the City.

The total budget for 2015/2016 is inclusive of the following URAs within WEDA:

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

While WEDA is a separate legal entity from the City, the Authority is considered a blended component unit and WEDA's activities are included in the City's Comprehensive Annual Financial Report (CAFR). The Governmental Accounting Standards Board Statements identify component units as legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entities financial benefits and burdens. Component units that

meet the inclusion criteria are either discreetly presented or blended in the City's CAFR. Discrete presentation entails reporting component unit financial data in a separate column from the primary government to emphasize their legal separateness from the City. Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City's data. Individual fund statements for these blended component units are audited as part of the City, but are not individually published outside the City's CAFR. WEDA is a blended component and has a December 31 year end.

The preliminary 2014 estimated incremental assessed valuation from Adams and Jefferson County for WEDA is $81,623,151, a decrease of $1,733,474 from 2013. This incremental valuation will be used to calculate property tax increment paid to WEDA in 2015. The estimated incremental valuation for 2014 will produce approximately $9,079,243 in property tax increment in 2015. This estimated valuation for 2014 plus anticipated changes in the URAs was used to estimate 2016 property tax increment of $9,309,865. Sales tax increment is estimated to be $495,966 for 2015 and $634,318 for 2016. Total estimated revenues, which include property tax increment, sales tax increment, interest earnings, intergovernmental revenue, miscellaneous revenue and prior year excess revenues, are estimated at $10,143,428 for 2015 and $10,400,592 for 2016.

WEDA has four debt issues outstanding: 2009 WEDA tax increment revenue bonds (South Westminster URA), 2012 WEDA tax increment revenue refunding bonds (Mandalay Gardens URA), 2012 WEDA revenue loan (North Huron URA) and 2012 WEDA revenue loan (South Sheridan URA). Total debt service expenditures are estimated at $8,512,917 for 2015 and $8,524,685 for 2016.

Additional estimated expenditures of $881,790 for WEDA for 2015 include contractual obligations of $395,601, property tax collection fees of $136,189 and a transfer payment of $350,000. Additional estimated expenditures of $910,249 for 2016 include contractual obligations of $395,601, property tax collection fees of $139,648 and a transfer payment of $375,000. The total general operating expenditure budget is $9,394,707 for 2015 and $9,434,934 for 2016.

In a given year, any excess revenues over expenditures in a particular URA will increase the fund balance for that URA. Those funds will be available for future appropriations in the URA when needed. Conversely, when expenditures exceed revenues in any given year, prior year excess revenues, or fund balance, is used to meet the current year obligations of that particular URA.

The budgetary basis of accounting for the District is the modified accrual basis.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments: Resolution
2015/2016 Proposed WEDA Budget
Map of URAs

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION

RESOLUTION NO. **157** INTRODUCED BY BOARD MEMBERS

Series 2014 _____

A RESOLUTION ADOPTING THE 2015/2016 BUDGET

WHEREAS, the Board of Directors of the Westminster Economic Development Authority (WEDA) must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015/2016 was prepared and submitted to the Board of Directors on September 22, 2014 for review;

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106 Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statues; and

WHEREAS, there is the need for the Westminster Economic Development Authority to administer studies and programs related to revitalization, development and redevelopment of the established Urban Renewal Areas in WEDA; and

WHEREAS, WEDA is obligated to contractual obligations and debt service related to the activities in the various Urban Renewal Areas in WEDA.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Westminster Economic Development Authority of Adams County, Colorado:

1. That the attached budget is hereby approved and the amounts stated herein are hereby appropriated for the fiscal years 2015 and 2016.

2. That the City of Westminster Finance Director, Tammy Hitchens, is hereby directed to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado, 80203.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the Authority

ATTEST:

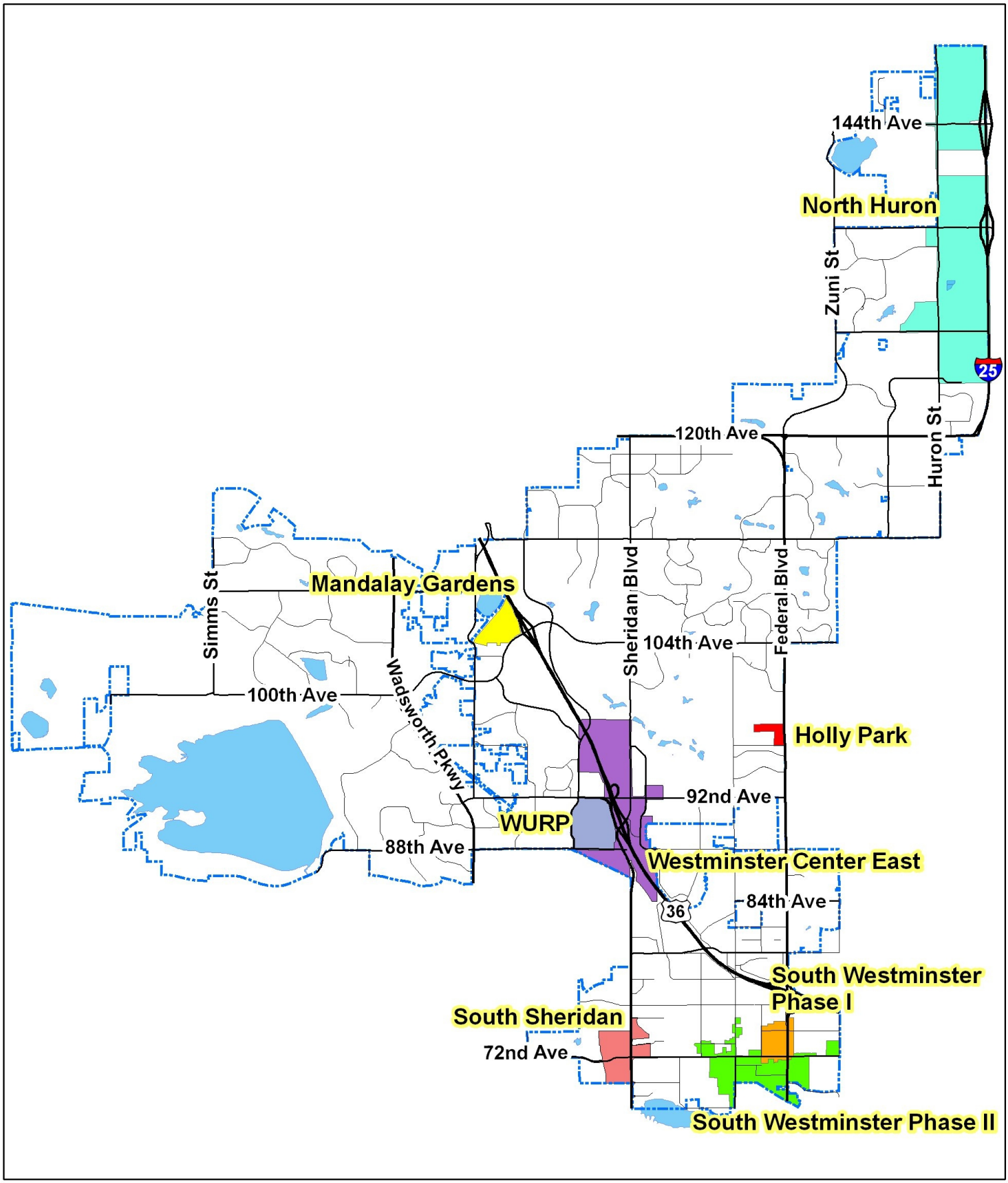
_____
Authority Secretary

Westminster Economic Development Authority - LGID# 64189
Consolidated Budget for All URAs
2015/2016 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed	2016 Proposed
OPERATING					
Revenues					
Property Tax Increment	$ 8,648,710	$ 9,017,998	$ 9,120,810	$ 9,079,243	$ 9,309,865
Sales Tax Increment	227,019	-	199,767	495,966	634,318
Total Tax Increment	8,875,729	9,017,998	9,320,577	9,575,209	9,944,183
Intergovernmental	54,700	57,000	57,600	57,600	57,600
Interest	(71,499)	15,024	55,187	14,000	9,000
Rents	(312,359)	-	192,586	-	-
Miscellaneous	22,067	150	9,108	193	193
Total Operating Revenues	8,568,638	9,090,172	9,635,058	9,647,002	10,010,976
Expenditures:					
Operating Activities					
Contractual	389,135	911,234	1,011,419	395,601	395,601
Other	3,409	-	3,500	-	-
Treasurer Fees	129,730	135,271	136,812	136,189	139,648
Total Operating Expenditures	522,274	1,046,505	1,151,731	531,790	535,249
Debt Service					
Principal Paid	5,171,000	5,310,000	5,310,000	5,487,000	5,683,000
Interest and fees	3,342,810	3,196,646	3,196,646	3,017,917	2,833,685
Agent Fees	1,763	9,000	8,000	8,000	8,000
Total Debt Service	8,515,573	8,515,646	8,514,646	8,512,917	8,524,685
Total Expenditures	9,037,847	9,562,151	9,666,377	9,044,707	9,059,934
Net Operating Revenue (Expense)	(469,209)	(471,979)	(31,319)	602,295	951,042
Other Financing Sources					
Transfers In (out)	(300,000)	(350,000)	(150,000)	(350,000)	(375,000)
Total Other Financing Sources	(300,000)	(350,000)	(150,000)	(350,000)	(375,000)
Excess Revenue over (under) Expenditures	(769,209)	(821,979)	(181,319)	252,295	576,042
Beginning Balance Operating - January 1	44,768,091	46,291,467	43,998,882	43,817,563	44,069,858
Ending Balance Operating - December 31	$ 43,998,882	$ 45,469,488	$ 43,817,563	$ 44,069,858	$ 44,645,900
CAPITAL PROJECTS					
For informational purposes only. All capital project funds have been previously appropriated with no additional requests in 2015/2016.					
Revenue	$ 3,599,841	$ 795,224	$ 792,590	$ -	$ -
Miscellaneous	-	-	-	-	-
Debt expense	(4,283,920)	-	-	-	-
Project expense	(1,161,035)	-	(7,216,793)	-	-
Excess Revenue over (under) Expenditures	(1,845,114)	795,224	(6,424,203)	-	-
Beginning Balance Capital - January 1	10,717,020	3,734,633	8,871,906	2,447,703	2,447,703
Ending Balance Capital - December 31	$ 8,871,906	$ 4,529,857	$ 2,447,703	$ 2,447,703	$ 2,447,703
Total Ending Balance	$ 52,870,788	$ 49,999,345	$ 46,265,266	$ 46,517,561	$ 47,093,603

**The negative amounts represent the appropration of revenues to capital projects that were originally recorded as operating revenue.*

Westminster Urban Renewal Areas



WEDA Agenda Item 3 C

Agenda Memorandum

Westminster Economic Development Authority Meeting
October 13, 2014

SUBJECT: Resolution No. 158 re Contract and Administrative Authority for the Westminster Economic Development Authority

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 158 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the Westminster Economic Development Authority and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The Westminster Economic Development Authority (WEDA) was established on September 14, 1987, with the primary purpose of undertaking urban renewal activities within the City of Westminster (City).
- Westminster City Council is the ex-officio Board of WEDA.
- WEDA is a component unit of the City. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore, data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include WEDA as part of the City's annual audit in accordance with practices established by the City.
- WEDA, the City's economic development authority, enables the City to employ eminent domain and utilize tax increment financing for needed re-development efforts in the City's blighted areas.
- The City and WEDA have entered into a number of cooperation agreements authorizing the City to provide WEDA with administrative support. The City has the option to bill WEDA for these services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of WEDA?

Alternative

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of WEDA. This alternative is not recommended. Without dedicated professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of WEDA. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for WEDA, thereby increasing the fee for the City's annual audit.

Background Information

WEDA was established on September 14, 1987 with the primary purpose of undertaking urban renewal activities within the City. City Council serves as the ex-officio Board of WEDA. It is not fiscally prudent for WEDA to employ its own professional staff. Therefore, City Staff perform accounting, legal, and other related tasks for WEDA as necessary. The City and WEDA have entered into a number of cooperation agreements that allow for WEDA to reimburse the City for these related costs.

WEDA is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no dedicated professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the WEDA, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various policies and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's external auditors include each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to the WEDA Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and

procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment – Resolution

WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

RESOLUTION NO. **158** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE WESTMINSTER ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, Westminster Economic Development Authority (WEDA) is a Colorado urban renewal authority, with all the powers and authority granted pursuant to Title 31, Article 25, Part 1, Colorado Revised Statutes; and

WHEREAS, WEDA was established on September 14, 1987 with the primary purpose of undertaking urban renewal activities within the City of Westminster (City); and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of WEDA; and

WHEREAS, WEDA is a blended component unit of the City with WEDA's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, WEDA contracts with the City to provide certain administrative services in order to accomplish WEDA's goals and activities for which WEDA may compensate the City.

NOW, THEREFORE, the Board of Commissioners of WEDA resolves that:

The scope of WEDA's Executive Director's authority to enter into contracts and make purchases on behalf of WEDA shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda; and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the Authority

ATTEST:

_____
Authority Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the Authority

AGENDA

CITY OF WESTMINSTER
GENERAL IMPROVEMENT DISTRICTS MEETING
WESTMINSTER CITY HALL, 4800 W. 92ND AVENUE
MONDAY, October 13, 2014
7:00 P.M.

1. Roll Call

2. Minutes of Previous Meetings

A. 136th Avenue GID (October 14, 2013)
B. 144th Avenue GID (October 14, 2013)
C. Amherst GID (October 14, 2013)
D. Mandalay Town Center GID (October 14, 2013)
E. Orchard Park Place North GID (October 14, 2013)
F. Promenade Parking Garage GID (October 14, 2013)
G. Sheridan Crossing GID (October 14, 2013)

3. Public Hearings and New Business

A. Public Hearing re City of Westminster GIDs re 2015 Budgets
B. Resolution No. 18 Adopting the 136th Avenue GID 2015 Budget and Mill Levy
C. Resolution No. 11 Adopting the 144th Avenue GID 2015 Budget and Mill Levy
D. Resolution No. 33 Adopting the Amherst GID 2015 Budget and Mill Levy
E. Resolution No. 17 Adopting the Mandalay Town Center GID 2015 Budget and Mill Levy
F. Resolution No. 6 Adopting the Orchard Park Place North GID 2015 Budget and Mill Levy
G. Resolution No. 15 Adopting the Promenade Parking Garage GID 2015 Budget and Mill Levy
H. Resolution No. 30 Adopting the Sheridan Crossing GID 2015 Budget and Mill Levy
I. Resolution No. 19 re Contract and Administrative Authority for the 136th Avenue GID
J. Resolution No. 12 re Contract and Administrative Authority for the 144th Avenue GID
K. Resolution No. 34 re Contract and Administrative Authority for the Amherst GID
L. Resolution No. 18 re Contract and Administrative Authority for Mandalay Town Center GID
M. Resolution No. 7 re Contract and Administrative Authority for Orchard Park Place North GID
N. Resolution No. 16 re Contract and Administrative Authority for Promenade Parking Garage GID
O. Resolution No. 31 re Contract and Administrative Authority for Sheridan Crossing GID

4. Adjournment

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 136TH AVENUE GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 17 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Briggs moved, seconded by Atchison, to adopt Resolution No. 17 setting the mill levy for the taxable year 2013 for collections in 2014 at 16 mills for the City of Westminster 136th Avenue General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE 144TH AVENUE GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 10 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Lindsey moved, seconded by Atchison, to adopt Resolution No. 10 setting the mill levy for the taxable year 2013 for collections in 2014 at 20 mills for the City of Westminster 144th Avenue General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE AMHERST GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 32 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Vice Chairperson Winter moved, seconded by Major, to adopt Resolution No. 32 setting the mill levy for the taxable year 2013 for collections in 2014 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 16 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Major moved, seconded by Atchison, to adopt Resolution No. 16 setting the mill levy for the taxable year 2013 for collections in 2014 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 5 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Briggs moved, seconded by Atchison, to adopt Resolution No. 5 setting the mill levy for the taxable year 2013 for collections in 2014 at 13 mills for the City of Westminster Orchard Park Place North General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Acting Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 14 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Lindsey moved, seconded by Major, to adopt Resolution No. 14 setting the mill levy for the taxable year 2013 for collections in 2014 at 5.5 mills for the City of Westminster Promenade Parking General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT MEETING
MONDAY, OCTOBER 14, 2013 AT 7:32 P.M.

ROLL CALL

Present at roll call were Chairperson McNally, Vice Chairperson Winter, and Board Members Atchison, Briggs, Kaiser, Lindsey, and Major. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Secretary.

CONSIDERATION OF MINUTES

Board Member Kaiser moved, seconded by Board Member Lindsey, to approve the minutes of the meeting of October 8, 2012 with no additions or corrections. The motion passed with all members voting favorably.

PUBLIC HEARING CONCERNING THE 2014 BUDGET

At 7:33 p.m., the Chairperson opened a public hearing to consider the proposed 2014 budget. Mr. McFall reported that Staff had no formal presentation and was present to answer any questions the Board might have. There were no questions and no member of the public wished to testify. The Chairperson closed the hearing at 7:34 p.m.

RESOLUTION NO. 29 ADOPTING THE 2014 BUDGET AND SETTING THE 2013 MILL LEVY

Board Member Major moved, seconded by Winter, to adopt Resolution No. 29 setting the mill levy for the taxable year 2013 for collections in 2014 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopting the 2014 budget for the District as presented, and appropriating the funds as budgeted. On roll call vote, the motion carried unanimously.

ADJOURNMENT

There was no further business and the meeting adjourned at 7:38 p.m.

_____
Chairperson

ATTEST:

_____
Secretary

City of Westminster GIDs Agenda Item 3 A

Agenda Memorandum

City of Westminster General Improvement Districts Meeting
October 13, 2014

SUBJECT: Public Hearing re City of Westminster General Improvement Districts' 2015 Budgets

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Hold a Public Hearing on the 2015 Budgets for the following City of Westminster General Improvement Districts: 136th Avenue, 144th Avenue, Amherst, Mandalay Town Center, Orchard Park Place North, Promenade Parking and Sheridan Crossing.

Summary Statement

- Westminster City Council serves as the Board of Directors of the General Improvement Districts (GIDs) located within the boundaries of the City of Westminster (City), including 136th Avenue, 144th Avenue, Amherst, Mandalay Town Center, Orchard Park Place North, Promenade Parking and Sheridan Crossing.

- Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S. §29-1-103), requires an annual budget to be adopted for each District.

- Budget Law, C.R.S. §29-1-108, requires a public hearing to be held prior to the adoption of the proposed budget or the approval of an amendment to the budget.

- Specific budget details for each of the GIDs are included in the agenda items 3 B-H.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should a public hearing be held for the GID budgets?

Alternative

The alternative would be to not hold a public hearing. Budget Law, C.R.S. §29-1-108, requires a public hearing be held to consider the adoption of the proposed budgets of the GIDs. This alternative is not recommended as this would be a violation of Budget Law and the budgets would not be accepted.

Background Information

Staff has determined that holding one public hearing for all seven of the GIDs is legally permissible and administratively more efficient. Therefore, for the 2015 GID budgets, one consolidated public hearing notice was published in the Westminster Window on October 9, 2014. The Board is requested to open one public hearing. Subsequent consideration of each GID budget action is scheduled following the close of the joint public hearing. Additional details about each of the GID budgets are included in the individual GID agenda memo.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the Districts intended.

Respectfully submitted,

J. Brent McFall
Executive Director

136th Avenue GID Agenda Item 3 B

Agenda Memorandum

City of Westminster 136th Avenue General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 18 re City of Westminster 136th Avenue General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 18 that sets the mill levy for the tax year 2014 for collection in 2015 at 16 mills for the City of Westminster 136th Avenue General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 Budget for the City of Westminster 136th Avenue General Improvement District (District) that reflects all proposed District operations in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The total mill levy of 16 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the 16 mill levy will generate $10,654 in property tax revenue on the base assessed valuation. Total revenues, which also include ownership tax, interest earnings and intergovernmental revenue, are estimated at $249,187.
- Projected expenditures in 2015 are $250,040 for administrative and property tax collection fees and contractual obligations.
- An emergency reserve of $7,476 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $250,040

Source of Funds: Estimated revenues for the District including property taxes, ownership taxes, interest earnings, intergovernmental revenues and prior year excess revenues

Policy Issue

Should the attached proposed 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The Westminster 136th Avenue General Improvement District was established by City Council on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25 (I-25). Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 7, 2000 an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Authorized the District to issue $11,000,000 of debt;
2. Approved a mill levy not to exceed 15 mills for debt repayment, which must end in 2021 or when the aggregate collections of principal equal $11,000,000, whichever occurs later;
3. Approved a mill levy, not to exceed 1 mill as is necessary to generate up to $10,000 annually for general operating expenditures; and
4. Authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of $7,476 is still required and has been established.

On December 4, 2002, the City of Westminster (City) issued Sales Tax Revenue Bonds to finance the City's portion of a joint construction project with the City of Thornton for an interchange to be constructed at I-25 and 136th Avenue. Then, on January 26, 2004, City Council approved the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support the redevelopment of properties within its boundaries. The 136th Avenue GID lies within the North Huron URA area. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. Only property taxes attributed to the base valuation of the District are received by the District to pay its annual expenses.

Because the URA captures all property tax increment within its boundaries, an intergovernmental cooperation agreement (ICA) between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards debt service for the interchange construction, as originally contemplated in the financing plan for the interchange project.

Pursuant to the ICA, the WEDA budget includes an estimate of the amount of incremental property tax related to the District mill levy that will be released to the District. This amount, labeled intergovernmental revenue in the budget document, is estimated to be $221,163 for 2015. Additionally, the District's budget includes an amount to be sent to the City to assist with the repayment of the debt issued for the construction of the interchange. This payment to the City is included in the budget as contractual obligations expense and is estimated to be $239,880 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, theDistrict has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is $10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

BUDGET MESSAGE

The attached 2015 budget for the City of Westminster 136th Avenue General Improvement District ("District") includes these important features:

Westminster City Council established the District on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25 (I-25). Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

In 2002 the City issued Sales Tax Revenue Bonds to finance the City's portion of the joint construction project with the City of Thornton for an interchange to be constructed at I-25 and 136th Avenue. In consideration of the City financing and constructing the interchange the District agreed to repay to the City up to $11,000,000 principal from the District's levy of ad valorem taxes on real and personal taxable property. An intergovernmental cooperation agreement (ICA) between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards debt service for the interchange construction, as originally contemplated in the financing plan for the interchange project. WEDA returns the incremental property tax revenue to the District on a periodic basis. The payment from WEDA is budgeted as intergovernmental revenue. The annual payment from the District to the City is budgeted as a contractual obligations expense.

The District's 2014 preliminary assessed valuation is $13,822,680 with an incremental valuation of $13,156,810, leaving the net assessed valuation on the base of $665,870. This is an increase in the base assessed valuation of $8,660 from the 2013 base assessed valuation. The net assessed valuation certified by

Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 16 mill levy, which will generate property tax revenues of $10,654 on the net assessed valuation. Total revenues, which also include ownership taxes, interest and intergovernmental revenue, are estimated at $249,187.

Projected expenditures in 2015 are $10,160 for administrative and property tax collection fees and $239,880 for contractual obligations. Total expenditures are estimated to be $250,040 for 2015.

An emergency reserve of $7,476, as required under Article X, Section 20 of the Colorado Constitution, is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 16 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMINSTER 136th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **18** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster 136th Avenue General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section §29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section §29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster 136th Avenue General Improvement District of Adams County, Colorado:

1. That the attached budget for $250,040 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 16 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
136th Avenue General Improvement District - LGID# 01084/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes - operating	$ 716	$ 651	$ 657	$ 666
Property taxes - debt	10,734	9,762	9,858	9,988
Subtotal property taxes	11,450	10,413	10,515	10,654
Ownership taxes	16,681	16,000	17,290	17,300
Intergovernmental	212,402	209,260	208,574	221,163
Interest	59	175	131	70
Total Revenues	240,592	235,848	236,510	249,187
Operating expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	230,625	230,000	230,000	239,880
Treasurer's fees	172	156	158	160
Total operating	240,797	240,156	240,158	250,040
Excess of revenue over (under) expenditures	(205)	(4,308)	(3,648)	(853)
Beginning balance	12,182	11,397	11,977	8,329
Ending balance	$ 11,977	$ 7,089	$ 8,329	$ 7,476 *

* Ending balance includes $7,476 budgeted for emergency reserves to comply with TABOR Amendment.
The 136th Avenue General Improvement District is not a party to lease-purchase agreements.

Mill Levy			
Tax Year/Budget Year	Operating	Debt Svc	Total
2014/2015	1.000	15.00	16.000
2013/2014	1.000	15.00	16.000
2012/2013	1.000	15.00	16.000
Maximum levy is 16 mills			

Net Assessed Valuation	
Tax Year	Amount
2014	665,870
2013	657,210
2012	717,420

144th Avenue GID Agenda Item 3 C

Agenda Memorandum

City of Westminster 144th Avenue General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 11 re City of Westminster 144th Avenue General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 11 that sets the mill levy for the tax year 2014 for collection in 2015 at 20 mills for the City of Westminster 144th Avenue General Improvement District, formally adopts the 2015 budget for the District, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster 144th Avenue General Improvement District (District) that reflects all proposed District operations in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires that an annual budget be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 20 mills for collections in 2015 remains unchanged from the previous year.
- Based on the preliminary net assessed valuation, the total mill levy of 20 mills will generate $26,913 in property tax revenue. Total revenues, which also include ownership taxes and interest earnings, are estimated at $72,463.
- Projected expenditures of $80,355 in 2015 include administrative and property tax collection fees and contractual obligations.
- An emergency reserve of $2,174 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $80,355

Source of Funds: Estimated revenues for the District including property taxes, ownership taxes, interest earnings and prior year excess revenues

Policy Issue

Should the attached 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The City of Westminster 144th Avenue General Improvement District was established by City Council on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently on November 2, 2004 an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy, not to exceed 20 mills, to pay for annual operating expenditures of the District;
2. Approved an unlimited mill levy to repay up to $20,000,000 of debt incurred to finance improvements in the District; and
3. Authorized the District to collect, keep and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve or $2,174 is still required and has been established.

On January 26, 2004, prior to the establishment of the District, Council approved the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support the redevelopment of properties within its boundaries. The 144th Avenue GID lies within the North Huron URA area. WEDA is a tax increment financing district that receives incremental tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These tax revenues are pledged for debt service purposes. In 2005, the North Huron URA issued tax increment adjustable rate revenue bonds that have subsequently been refunded to a loan. The initial bond proceeds were used to fund the redevelopment in the North Huron URA, which benefits the District. Incremental property tax revenues are considered pledged revenues for this debt issue. As such, the District mill levy on any valuation above the District's base valuation is allocated to WEDA for debt service. Additionally, the City's financing arm, the Westminster Building Authority, issued Certificates of Participation (COPs) in 2005 for the construction of the east side of the interchange at I-25 and 144th Avenue, which also benefits the District.

During 2004, as part of the City's continued effort to accomplish the redevelopment of the project at 144th Avenue and Huron Streets in northern Westminster, now known as The Orchard, Staff addressed with Council the policy issues surrounding the formation of a General Improvement District co-terminus with the Urban Renewal Area. These discussions included adding a GID as a method to finance some costs without an added burden on the tax increment financing area. It was determined that the GID provided the ability to raise property taxes in this area to facilitate additional public improvements while insuring that the area remained competitive with respect to tax levies. The project's developer, Forest City agreed to the formation of the GID. The 144th Avenue GID was

established to assure that property benefiting from the construction of the development would participate in paying any debt incurred for the development.

In consideration of the City and WEDA constructing the public improvements benefiting the property owners and furthering WEDA's redevelopment goals, an ICA between the City, WEDA, and the District was required to formalize the City's agreement to undertake the construction of the public improvements; to establish how project funds would be paid to vendors; and to establish how the revenues of the City, WEDA and the District would be shared to finance the debt issued to construct the improvements. This ICA was entered into on October 10, 2005 and accomplished the following:

- The City agreed to enter into one or more contracts for the construction of the improvements.
- The City agreed to pay for the portion of the cost of the improvements that relates to the North Huron Project that are constructed outside of the boundaries of the North Huron URA. This was accomplished with the issuance of the 2005 COPs described above.
- WEDA agreed to pay for the cost of that portion of the North Huron Project improvements located within the URA. This was accomplished with the original 2005 WEDA bond issue described above.
- The District agreed to levy annually a property tax mill levy not to exceed 20 mills and to remit to the City that portion of the property tax revenue that it collects on the base valuation.

Based on the ICA, the flow of funds enables WEDA to retain the property tax received on the District's incremental value and enables the District to use the property tax revenue on the base valuation for operating expenses, which include payment to the City to assist with the repayment of the 2005 COPs. This payment to the City is included in the budget as a contractual obligations expense and is estimated to be $69,951 in 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the city for such services in 2015 is $10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is below:

BUDGET MESSAGE

The attached 2015 budget for the City of Westminster 144th Avenue General Improvement District (District) includes these important features:

Westminster City Council established the District on August 30, 2004 with the primary purpose of paying the debt associated with improvements within or without the District that benefit the District. The Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the

ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on October 10, 2005 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The City financed the construction of an interchange that benefits the District through the City's financing arm, the Westminster Building Authority in the form of certificates of participation. The District agreed to repay the City for these improvements from the District's levy of ad valorem taxes on real and personal taxable property. The District remits these funds to the City annually as a contractual obligation expense.

The District overlaps the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area. Therefore, the District receives the property tax attributable to the base assessed valuation only. Property tax on the incremental assessed valuation of property in the District is paid directly to WEDA.

The District's 2014 total preliminary assessed valuation is $27,934,010 with an incremental valuation of $26,588,370, leaving the net assessed valuation on the base of $1,345,640. This is a decrease in the base assessed valuation of $23,990 from the 2013 base assessed valuation. The net assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a mill levy of 20 mills that will generate property tax revenues of $26,913. Total revenues, which also include ownership taxes and interest earnings, are estimated at $72,463.

Projected expenditures for 2015 are $10,404 for administrative and property tax collection fees and $69,951 for contractual obligations. Total expenditures are estimated to be $80,355 for 2015.

An emergency reserve of $2,174 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 20 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMINSTER 144th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **11** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster 144th Avenue General Improvement District must adopt a budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster 144th Avenue General Improvement District of Adams County, Colorado:

1. That the attached budget for $80,355 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 20 mills is fixed for the tax year 2014 and for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, CO 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
144th Avenue General Improvement District - LGID# 65462/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes - Operating	$ 10,477	$ 10,158	$ 10,156	$ 10,160
Property taxes - Debt	18,008	16,930	17,237	16,753
Subtotal property taxes	28,485	27,088	27,393	26,913
Ownership taxes	41,438	39,000	45,050	45,000
Interest	65	50	107	550
Total Revenues	69,988	66,138	72,550	72,463
General Operating Expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	56,498	62,075	62,075	69,951
Treasurer's fees	427	406	411	404
Total general operating	66,925	72,481	72,486	80,355
Excess of revenue over (under) expenditures and other uses	3,063	(6,343)	64	(7,892)
Beginning Balance	6,939	8,328	10,002	10,066
Ending Balance	$ 10,002	$ 1,985	$ 10,066	$ 2,174 *

* Ending balance includes $2,174 budgeted for emergency reserves to comply with TABOR Amendment.
The 144th Avenue General Improvement District is not a party to lease-purchase agreements.

Mill Levy			
Tax Year/Budget Year	Operating	Debt Svc	Total
2014/2015	7.550	12.450	20.000
2013/2014	7.415	12.585	20.000
2012/2013	7.356	12.644	20.000
Maximum levy - operating is 20 mills; debt is unlimited			

Net Assessed Valuation	
Tax Year	Amount
2014	1,345,640
2013	1,369,630
2012	1,425,800

Amherst GID Agenda Item 3 D

Agenda Memorandum

City of Westminster Amherst General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 33 re City of Westminster Amherst General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 33 that sets the mill levy for the tax year 2014 for collection in 2015 at 5 mills for the City of Westminster Amherst General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Amherst General Improvement District (District) that reflects all proposed District operations and services to be provided in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 5 mills for collections in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 5 mill levy will generate $63,152 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at $70,752.
- Projected costs of $58,947 in 2015 include administrative and property tax collection fees, landscape maintenance and improvement repair expenditures.
- Revenues in excess of expenditures will accumulate in fund balance in order to pay for capital expenditures in future years.
- An emergency reserve of $2,123 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $58,947

Source of Funds: Estimated revenues for the District including property tax, ownership tax and interest earnings

Policy Issue
Should the attached 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. § 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, §C.R.S. 29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and historic spending patterns. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The City of Westminster Amherst General Improvement District was established by City Council on September 26, 1988 with the primary purpose of maintaining landscaped rights-of-way, open space, drainage areas and certain capital improvements within the Amherst Subdivision. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. In creating the District, a Development Agreement (Agreement) was executed between the City of Westminster (City), the District and Melody Homes establishing the District's principal revenue source to be income from an ad-valorem property tax levy of no greater than 5 mills. While Staff has previously determined that the District is not subject to the revenue limitations imposed by the TABOR Amendment, an emergency reserve of $2,123 is still required and has been established accordingly.

All costs associated with providing the services described in the Agreement are financed by the property tax mill levy. Additionally, the District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services, as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is $10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Vibrant & Inclusive Neighborhoods" and "Dynamic, Diverse Economy." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

BUDGET MESSAGE

The attached 2015 budget for the City of Westminster Amherst General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space, drainage areas and certain capital improvements within the Amherst Subdivision. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's 2014 preliminary total assessed valuation is $12,630,480. This is a decrease of $43,730 from 2013. The assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 5 mill levy, which will generate property tax revenues of $63,152, based on the preliminary assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated at $70,752.

Projected expenditures for 2015 are $10,947 for administrative and property tax collection fees and $48,000 for landscape maintenance expenditures, which include funds for the renovation of the neighborhood entry ways. Total expenditures are estimated to be $58,947 for 2015. Revenues over expenditures at the end of 2015 will accumulate for future major maintenance and/or certain capital improvements.

An emergency reserve of $2,123 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 5 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMISTER AMHERST GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **33** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster Amherst General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Amherst General Improvement District of Adams County, Colorado:

1. That the attached budget for $70,752 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 5 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
Amherst General Improvement District - LGID# 01053/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes	$ 63,083	$ 63,371	$ 63,371	$ 63,152
Ownership taxes	4,642	4,500	4,854	4,800
Total taxes	67,725	67,871	68,225	67,952
Interest	327	3,000	2,875	2,800
Total Revenues	68,052	70,871	71,100	70,752
Expenditures				
General operating:				
Professional services	11,285	40,000	12,000	40,000
Administration	10,000	10,000	10,000	10,000
Water-sewer	4,925	8,000	5,560	8,000
Contingency	-	5,000	-	-
Treasurer's fees	946	951	951	947
Total Expenditures	27,156	63,951	28,511	58,947
Excess Revenue over (under) Expenditures	40,896	6,920	42,589	11,805
Beginning balance	296,198	334,167	337,094	379,683
Ending balance	$ 337,094	$ 341,087	$ 379,683	$ 391,488 *

* Ending balance includes $2,123 budgeted for emergency reserves to comply with TABOR amendment.
The Amherst General Improvement District is not a party to lease-purchase agreements.

Mill Levy	
Tax Year/Budget Year	Operating
2014/2015	5.00
2013/2014	5.00
2012/2013	5.00
Maximum levy is 5 mills	

Assessed Valuation	
Tax Year	Value
2014	12,630,480
2013	12,674,210
2012	12,611,210

Mandalay Town Center GID Agenda Item 3 E

Agenda Memorandum

City of Westminster Mandalay Town Center General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 17 re City of Westminster Mandalay Town Center General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 17 that sets the mill levy for the tax year 2014 for collection in 2015 at 35 mills for the City of Westminster Mandalay Town Center General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Mandalay Town Center General Improvement District (District), which reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 35 mills for collections in 2015 remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 35 mill levy will generate $25,480 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at $68,420.
- Projected expenditures of $71,736 in 2015 include administrative and property tax collection fees and contractual obligations.
- An emergency reserve of $2,053 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $71,736

Source of Funds: Estimated revenues for the District including property tax, ownership tax, interest earnings and prior year excess revenues

Policy Issue

Should the attached 2015 budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The City of Westminster Mandalay Town Center General Improvement District was established by City Council on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 4, 2003, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy not to exceed 35 mills to pay the annual expenses of the District and
2. Authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of $2,053 is still required and has been established.

On March 17, 2003, prior to the establishment of the District, Westminster City Council approved the Westminster Economic Development Authority (WEDA) Mandalay Gardens Urban Renewal Area (URA) to support the redevelopment of properties within its boundaries. The District lies within the Mandalay Gardens URA. WEDA is a tax increment financing district that receives incremental tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These tax revenues are pledged for debt service purposes. WEDA issued taxable tax increment bonds in 2003 that have subsequently been refunded as tax-exempt tax increment revenue refunding bonds. The initial bond proceeds were used to fund the re-development of the US 36 and Westminster Boulevard area located within the District. Incremental property tax revenues are considered pledged revenues for this bond issue. As such, the District mill levy on any valuation above the District's base valuation is allocated to WEDA for the debt service of its tax increment bonds.

As part of the redevelopment process, City of Westminster (City) Staff held discussions with City Council regarding adding a general improvement district (GID) as a method to finance some costs without an added burden on the tax increment financing area. It was determined that a GID provided the ability to raise property taxes in this area to facilitate additional public improvements while ensuring that the area remained competitive with respect to tax levies. The project's developer, Red Development agreed to the formation of the GID.

In consideration of WEDA constructing public improvements for the benefit of the District's property owners and the furtherance of WEDA's redevelopment goals, an intergovernmental cooperation agreement (ICA) between WEDA and the District was approved. The ICA set forth the obligation of the District to pay certain revenues to WEDA to assist in the payment of debt service on the bonds. As part of the budget process each year, the District's budget includes an amount to be paid to WEDA to assist with the repayment of this debt. This payment to WEDA is included in the budget as a contractual obligations expense and is estimated to be $61,354 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is $10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

BUDGET MESSAGE

The attached 2015 budget for the City of Westminster Mandalay Town Center General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on December 10, 2007 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District overlaps the Westminster Economic Development Authority (WEDA) Mandalay Gardens Urban Renewal Area (URA). Therefore, the District receives the property tax attributable to the base assessed valuation only. Because WEDA financed and constructed improvements which benefitted the District through the issuance of tax-increment financing, the District entered into an intergovernmental cooperation agreement (ICA) with WEDA. The ICA specifies that the revenues received by the District, after deduction for what is required to pay operating expenses, shall be transferred to WEDA Mandalay Gardens URA on a periodic basis each year.

The District's 2014 preliminary total assessed valuation is $15,827,962 with an incremental valuation of $15,099,950 leaving a net assessed valuation on the base of $728,012. The net assessed valuation certified by Jefferson County for 2014 is used to calculate property taxes due in 2015. This is an increase in the base valuation of $23,717 from the 2013 base assessed valuation. The District will certify a 35 mill levy, which will generate property tax revenues of $25,480 on the net assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated to be $68,420.

Projected expenses for 2015 are $10,382 for administrative and property tax collection fees and $61,354 for contractual obligations. Total expenditures are estimated to be $71,736 for 2015.

An emergency reserve of $2,053 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Jefferson County, Colorado for 35 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMINSTER MANDALAY TOWN CENTER
GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **17** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster Mandalay Town Center General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statues; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Mandalay Town Center General Improvement District of Jefferson County, Colorado:

1. That the attached budget for $71,736 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 35 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
Mandalay Town Center General Improvement District - LGID# 65368/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property Taxes	$ 21,795	$ 25,766	$ 22,688	$ 25,480
Ownership taxes	43,285	41,700	42,900	42,900
Interest	114	24	176	40
Total Revenues	65,194	67,490	65,764	68,420
General Operating Expenditures:				
Administration	10,000	10,000	10,000	10,000
Contractual obligations	54,700	57,600	57,600	61,354
Treasurer's fees	327	386	340	382
Total general operating	65,027	67,986	67,940	71,736
Excess of revenue over (under) expenditures and other uses	167	(496)	(2,176)	(3,316)
Beginning Balance	7,378	8,505	7,545	5,369
Ending Balance	$ 7,545	$ 8,009	$ 5,369	$ 2,053 *

* Ending balance includes $2,053 budgeted for emergency reserves to comply with TABOR Amendment.
The Mandalay Town Center General Improvement District is not a party to lease-purchase agreements.

Mill Levy	
Tax Year/Budget Year	Mills
2014/2015	35.00
2013/2014	35.00
2012/2013	35.00

Net Assessed Valuation	
Tax Year	Amount
2014	728,012
2013	704,295
2012	727,943

Orchard Park Place North GID Agenda Item 3 F

Agenda Memorandum

Westminster Orchard Park Place North General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 6 re Westminster Orchard Park Place North General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 6 that sets the mill levy for the tax year 2014 for collection in 2015 at 13 mills for the Westminster Orchard Park Place North General Improvement District, formally adopts the 2015 Budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 Budget for the Westminster Orchard Park Place North General Improvement District (District), which reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 13 mills for collections in 2015 remains unchanged from the prior year.
- Based on the preliminary net assessed valuation, the 13 mill levy will generate $2,461 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at $53,892.
- Projected expenditures of $55,864 in 2015 include administrative and property tax collection fees contractual obligations.
- An emergency reserve of $1,617 is included in the ending fund balance as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment).
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $55,864

Source of Funds: Estimated revenues for the District including property tax, ownership tax, intergovernmental revenues, interest earnings and prior year excess revenues

Policy Issue

Should the attached 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. §29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenses. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and contractual requirements. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The Westminster Orchard Park Place North General Improvement District was established by City Council on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 3, 2009, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved a mill levy not to exceed 3 mills to pay the annual expenses to operate and maintain capital improvements and to administer the District,
2. Approved a mill levy not to exceed 10 mills to pay the District debt for the recoveries and
3. Authorized the District to collect, keep, and spend all revenues it receives as a voter approved revenue change under the TABOR Amendment. However, an emergency reserve of $1,617 is still required and has been established accordingly.

On January 26, 2004, prior to the establishment of the District, Westminster City Council created the Westminster Economic Development Authority (WEDA) North Huron Urban Renewal Area (URA) to encourage and support redevelopment of properties within its boundaries. WEDA is a tax increment financing district that receives incremental property tax revenues attributable to urban renewal development from overlapping taxing jurisdictions. These incremental revenues received by WEDA are pledged for debt services purposes. As such, the District mill levy on any valuation above the base is allocated to WEDA. Only property taxes attributed to the base valuation of the District are received by the District to pay its annual expenses.

As part of the North Huron URA redevelopment, Council approved an economic development agreement (EDA) on April 14, 2008 between the City of Westminster (City), WEDA, Centura Health Corporation (Centura) and AZG Westminster, LLC (AZG), collectively the "Parties" for the Orchard View development. The primary purpose of the EDA was to secure the Centura Health Corporation's planned 40 acre medical complex at the southwest corner of I-25 and 144th Avenue. The Orchard View development is approximately 56 acres with over $8.4 million of cost recoveries and assessments due. As part of the EDA negotiations, the Parties intended to establish public financing districts to assist in financing the public improvements for the development of the Orchard View Property. The Orchard Park Place North GID, one of the intended districts, was established to provide a mechanism to finance a portion of the recoveries, or $4,154,549. A 10 mill levy will be certified until the recovery principal amount plus 6% annual interest are paid. An additional 3 mill levy will be certified indefinitely to compensate the City for annual maintenance of the new public infrastructure and administrative services.

Because the District lies within the North Huron URA Area and the URA captures all property tax increment within its boundaries, an ICA between WEDA, the City and the District was necessary to release to the City all related property tax revenues generated by the District's mill levy. These revenues may then be applied by the City towards the recoveries and maintenance costs as originally contemplated in the development plan for the Orchard View development. Pursuant to the ICA, the WEDA budget includes an estimate of the amount of incremental property tax related to the District's mill levy that will be released to the District. This amount, labeled as intergovernmental revenue in the budget document, is estimated to be $48,616 in 2015. Additionally, the District's budget includes an amount to be sent to the City for payment of items described above. This payment to the City is included in the budget as a contractual obligations expense and is estimated to be $38,891 for 2015.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement (IGSA) to formalize the services provided and the annual payment due to the City for such services. In the initial years of the formation of the District, it was anticipated that the assessed valuation would be insufficient to pay the City administrative fee. Therefore, the IGSA provided that any unpaid balance of the $10,000 fee for years 2011, 2012 and 2013 become a liability of the District until paid to the City. The amount allocated to pay the City for such services in 2015 is $10,000 with an additional $6,936 to be paid against the outstanding balance for 2011.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

BUDGET MESSAGE

The attached 2015 budget for the Westminster Orchard Park Place North General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on August 22, 2011 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District was created pursuant to an economic development agreement (EDA) approved by City Council on April 14, 2008 for the Orchard View development between the City, Westminster Economic

Development Authority, Centura Health Corporation and AZG Westminster, LLC. The District is authorized to collect a 3 mill levy for annual operating expenses and a 10 mill levy for the debt of the District which includes the payment of cost recoveries to the City.

The District's 2014 preliminary total assessed valuation is $3,928,970 with an incremental valuation of $3,739,700 leaving a net assessed valuation on the base of $189,270. This is an increase in the base valuation of $62,400 from the 2013 base assessed valuation. The net assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 13 mill levy, which will generate property tax revenues of $2,461 based on the preliminary assessed valuation. Total revenues that also include ownership tax, intergovernmental revenue and interest earnings are estimated to be $53,892.

Total projected expenses for 2015 are $16,973 for administrative and property tax collection fees and $38,891 for contractual obligations.

An emergency reserve of $1,617 as required under Article X, Section 20 of the Colorado Constitution included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 13 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **6** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the Westminster Orchard Park Place North General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statues; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Westminster Orchard Park Place North General Improvement District of Adams County, Colorado:

1. That the attached budget for $55,864 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 13 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
Orchard Park Place North General Improvement District - LGID# 66176
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes - Maintenance	$ 75	$ 376	$ 381	$ 568
Property taxes - Recovery	177	1,253	1,269	1,893
Subtotal property taxes	252	1,629	1,650	2,461
Ownership taxes	367	350	2,712	2,800
Intergovernmental	4,682	32,734	32,898	48,616
Interest	(22)	15	15	15
Total Revenues	5,279	34,728	37,275	53,892
General Operating Expenditures:				
Administration	0	8,843	8,443	16,936
Contractual obligations	7,900	25,483	25,883	38,891
Treasurer's fees	4	24	25	37
Total general operating	7,904	34,350	34,351	55,864
Excess of revenue over (under) expenditures and other uses	(2,625)	378	2,924	(1,972)
Beginning Balance	3,290	665	665	3,589
Ending Balance	$ 665	$ 1,043	$ 3,589	$ 1,617 *

* Ending balance includes $1,617 budgeted for emergency reserves to comply with TABOR Amendment.
The Orchard Park Place North General Improvement District is not a party to lease-purchase agreements.

Mill Levy			
Tax Year/Budget Year	Operating	Obligation	Total
2014/2015	3.000	10.00	13.000
2013/2014	3.000	10.00	13.000
2012/2013	3.000	10.00	13.000
Maximum levy - operating is 3 mills; obligation is 10 mills			

Net Assessed Valuation	
Tax Year	Amount
2014	189,270
2013	126,870
2012	19,410

Promenade Parking GID Agenda Item 3 G

Agenda Memorandum

City of Westminster Promenade Parking General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 15 re City of Westminster Promenade Parking General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 15 that sets the mill levy for the tax year 2014 for collections in 2015 at 5.5 mills for the City of Westminster Promenade Parking General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Promenade Parking General Improvement District (District) that reflects all proposed District operations in 2015.
- State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting as required by Budget Law, C.R.S. §29-1-108.
- The operating mill levy of 5.5 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the operating mill levy of 5.5 mills will generate $131 in property tax revenue. This is the only revenue estimated for the District.
- Projected expenditures in 2015 are $131 for administrative and property tax collection fees.
- An emergency reserve of $4 as required under Article X, Section 20 of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Staff continues to discuss possible alternative uses for the property in this District. If any of these alternatives require budgetary changes, the budget changes will be presented to the Board at a later date for approval.

Expenditure Required: $131

Source of Funds: Estimated property tax

Policy Issue

Should the attached 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, §C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. §29-1-108, allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. Although revenue and expenditure activity is minimal, a small of property tax will be received if the Board certifies a mill levy. A portion of this revenue must be appropriated to provide sufficient budget to cover the property tax collection fee. Therefore, providing that a mill levy is certified, this alternative is not recommended.
2. A second alternative would be to not certify an operating mill levy for collection in 2015. However, the District has entered into an agreement whereby City Staff provides certain administrative services to the District which are necessary even if no revenue is collected. Although certifying a mill levy generates only a small amount of revenue, it does provide some compensation to the City for these expenses. In addition this alternative may result in a need to obtain voter approval to certify a mill levy in the future. Therefore, this alternative is not recommended.

Background Information

The City of Westminster Promenade Parking General Improvement District was established by City Council on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District. Subsequently, on November 7, 2000, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved $100,000 annually for expenditures of the District, provided by a mill levy not to exceed 5.5 mills;
2. Authorized debt of $9,885,000 to finance the costs of constructing a parking facility and related costs with an unlimited mill levy;
3. Authorized refunding of the District's debt in the amount of $10,500,000 with an unlimited mill levy; and
4. Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure, revenue raising or other limitation contained within the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of $4 is still required and has been established.

On May 15, 2001 the District entered into an agreement with the City of Westminster (City), Inland Pacific Colorado, LLC and Westminster Promenade Development Company, LLC (WPDC) that facilitates the completion of the Promenade Parking Facility, sets forth each party's obligations and outlines the repayment of the construction costs to the City and WPDC through the District's mill levy. Although the ballot language allows for an unlimited mill levy for debt, the agreement sets the District's total mill levy not to exceed 32 mills unless approved by WPDC.

Development of the parking garage stalled when the economy weakened. The assessed valuation for the District over the last several years generates on average only $160 in property tax revenue. This revenue is used to pay the County property tax collection fee and the City administrative service fee. However, Staff believes that it is important to keep the District in place to be able to address the parking demand that might be created by alternative uses being considered in the Promenade area.

The District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the

services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is $129.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government (DLG) no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the DLG is as follows:

BUDGET MESSAGE

The attached 2015 Budget for the City of Westminster Promenade Parking General Improvement District (District) includes these important features:

Westminster City Council established the District on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's 2014 preliminary assessed valuation is $23,867 and remains unchanged from 2013. The assessed valuation certified by Jefferson County for 2014 is used to calculate property taxes due in 2015. The District will certify a 5.5 operating mill levy that will generate property tax revenues of $131 based on the preliminary assessed valuation. Property taxes are the only estimated revenues for 2015.

Projected expenditures for 2015 are $131 for administrative and property tax collection fees.

An emergency reserve of $4 as required by Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Jefferson County, Colorado for 5.5 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **15** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster Promenade Parking General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Promenade Parking General Improvement District of Jefferson County, Colorado:

1. That the attached budget for $131 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 5.5 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Jefferson County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
Promenade Parking General Improvement District - LGID# 30150/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes-operating	$ 146	$ 131	$ 132	$ 131
Ownership taxes	0	0	0	0
Total taxes	146	131	132	131
Interest	-3	0	0	0
Total Revenues	143	131	132	131
Expenditures				
General Operating:				
Administration	497	195	195	129
Treasurer's fees	2	2	2	2
Total Expenditures	499	197	197	131
Excess Revenue over (under) Expenditures	(356)	(66)	(65)	0
Beginning Balance	442	86	86	21
Ending Balance	$ 86	$ 20	$ 21	$ 21 *

* Ending balance includes $4 budgeted for emergency reserves to comply with TABOR Amendment.
The Promenade Parking General Improvement District is not a party to lease-purchase agreements.

Mill Levy			
Tax Year/Budget Year	Operating	Debt	Total
2013/2014	5.50	0.00	5.50
2013/2014	5.50	0.00	5.50
2012/2013	5.50	0.00	5.50
Maximum levy is 32 mills by contract, inclusive of max 5.5 mills general operating			

Assessed Valuation	
Tax Year	Amount
2014	23,867
2013	23,867
2012	26,535

Sheridan Crossing GID Agenda Item 3 H

Agenda Memorandum

City of Westminster Sheridan Crossing General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 30 re City of Westminster Sheridan Crossing General Improvement District 2015 Budget

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 30 that sets the mill levy for the tax year 2014 for collection in 2015 at 12 mills for the City of Westminster Sheridan Crossing General Improvement District, formally adopts the 2015 budget for the District as presented, and appropriates the funds as budgeted.

Summary Statement

- The Board is requested to adopt the attached Resolution approving the 2015 budget for the City of Westminster Sheridan Crossing General Improvement District (District) that reflects all proposed District operations and services to be provided in 2015.
- The State of Colorado Local Government Budget Law (Budget Law), Colorado Revised Statutes (C.R.S.) §29-1-103, requires an annual budget to be adopted for the District.
- A public hearing was held prior to this meeting, as required by Budget Law, C.R.S. §29-1-108.
- The mill levy of 12 mills for collection in 2015 remains unchanged from the previous year.
- Based on the preliminary total assessed valuation, the 12 mill levy will generate $104,478 in property tax revenue. Total revenues, which also include ownership tax and interest earnings, are estimated at $123,378.
- Projected expenditures of $64,067 in 2015 include administrative and property tax collection fees, landscape maintenance and improvement repair expenditures.
- Revenues in excess of expenditures will accumulate in fund balance to fund capital expenditures in future years.
- An emergency reserve of $3,701 as required under Article X, Section 20, of the Colorado Constitution (TABOR Amendment) is included in the ending fund balance.
- A budget message describing the important features of the proposed budget and a description of services to be delivered during the budget year is required by C.R.S. §29-1-103(e) and is included in the background information section of this agenda.

Expenditure Required: $64,067

Source of Funds: Estimated revenues for the District including property tax, ownership tax and interest earnings

Policy Issue

Should the attached 2015 Budget be adopted by the Board?

Alternatives

1. One alternative would be to not adopt a budget for 2015. However, according to Budget Law, C.R.S. 29-1-103, the District is required to adopt a budget each year. If a budget is not adopted, Budget Law, C.R.S. 29-1-108 allows for the re-appropriation of ninety percent of the amount appropriated in the current fiscal year for District expenditures. This would negatively impact the District's operations by putting the District at risk of violating its contractual obligations. Therefore, this alternative is not recommended.
2. A second alternative would be to adopt a modified budget. However, the estimated revenues and expenditures presented in the proposed budget are based upon the preliminary assessed valuation figures and historic spending patterns. The proposed budget allows the District to operate within the ballot approved revenue stream while fulfilling the purpose of the District. Therefore, this alternative is not recommended.

Background Information

The City of Westminster Sheridan Crossing General Improvement District was established by City Council on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

Ross Investments developed the Sheridan Crossing Shopping Center at the southeast corner of 120th Avenue and Sheridan Boulevard. Ross made significant modifications to the existing drainage area on the south side of 120th Avenue within the public right-of-way. Ross met resistance from prospective tenants to pass on the long term maintenance costs of the area as part of "common area" maintenance expenditures. However, these same tenants were not adverse to a property tax increase to pay for the expenditures for maintenance of the area. Therefore, on November 5, 1996, an election was held with the property owners in the District approving a ballot initiative that included the following:

1. Approved the creation of the District;
2. Approved a mill levy not to exceed 12 mills, and
3. Authorized the District to collect and spend all taxes and other revenues received without regard to any expenditure revenue raising or other limitation contained under the TABOR Amendment or the laws of the State of Colorado. However, an emergency reserve of $3,701 is required and has been established.

All costs associated with the maintenance of the improvements are financed by the property tax levy. Additionally, the District does not employ their own professional staff. In an effort to contain costs, the District utilizes the expertise of City staff to provide various necessary administrative services. These services include but are not limited to, legal (provided no conflict of interest exists between the City and the District), accounting, management and clerical. The District benefits by having the City provide these services as the services would be more costly if outsourced. In consideration of the City providing such services, the District has entered into an intergovernmental service agreement to formalize the services provided and the annual payment due to the City for such services. The amount allocated to pay the City for such services in 2015 is $10,000.

The action requested in this agenda memorandum relates to the Westminster City Council's Strategic Plan goals of "Visionary Leadership & Effective Governance," "Dynamic, Diverse Economy" and "Excellence in City Services." These goals are met by ensuring a balanced budget where revenues are appropriated to expenditure accounts so the funds can be utilized as the District intended.

Budget Law requires that a budget message be filed along with a certified copy of the budget to the Division of Local Government no later than 30 days following the beginning of the fiscal year. The budget message to be submitted to the Division of Local Government is as follows:

BUDGET MESSAGE

The attached 2015 budget for the City of Westminster Sheridan Crossing General Improvement District ("District") includes these important features:

Westminster City Council established the District on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. Pursuant to the creation ordinance, the Westminster City Council serves as the ex-officio Board of Directors of the District.

The District is a blended component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14 and as amended by GASB Statement No. 61, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens. Additionally, because the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District's preliminary total assessed valuation is $8,706,470 for 2014. This is decrease of $86,920 from 2013. The assessed valuation certified by Adams County for 2014 is used to calculate property taxes due in 2015. The District will certify a 12 mill levy, which will generate property tax revenues of $104,478 based on the preliminary assessed valuation. Total revenues, which also include ownership tax and interest earnings, are estimated at $123,378.

Projected costs in 2015 are $11,567 for administrative and property tax collection fees and $52,500 for landscape maintenance expenditures. Total expenditures are estimated at $64,067. Revenues over expenditures at the end of 2015 will accumulate for future capital repair and improvement of infrastructure.

An emergency reserve of $3,701 as required under Article X, Section 20 of the Colorado Constitution is included in the ending fund balance.

The budgetary basis of accounting used by the District is the modified accrual basis.

The mill levy will be certified with Adams County, Colorado for 12 mills.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachments – Resolution and 2015 Proposed Budget

CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **30** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION ADOPTING THE 2015 BUDGET AND SETTING THE MILL LEVY

WHEREAS, the Board of Directors of the City of Westminster Sheridan Crossing General Improvement District must adopt an operating budget prior to each fiscal year; and

WHEREAS, a proposed budget for 2015 was prepared and submitted to the Board of Directors on October 13, 2014 for its review; and

WHEREAS, proper notice was published on October 9, 2014 pursuant to the requirements of Section 29-1-106, Colorado Revised Statutes; and

WHEREAS, a public hearing was held on October 13, 2014 pursuant to the requirements of Section 29-1-108, Colorado Revised Statutes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Westminster Sheridan Crossing General Improvement District of Adams County, Colorado:

1. That the attached budget for $123,378 is hereby approved and the amounts stated therein are hereby appropriated for the fiscal year 2015.

2. That the tax levy of 12 mills is fixed for the tax year 2014 for collection in 2015.

3. That City of Westminster Finance Director, Tammy Hitchens, is hereby directed to certify said tax levy to the Adams County Board of County Commissioners and to cause a certified copy of the attached budget to be filed in the office of the Division of Local Government, Department of Local Affairs, 1313 Sherman Street, Room 520, Denver, Colorado 80203.

PASSED AND ADOPTED THIS 13th day of October 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

City of Westminster
Sheridan Crossing General Improvement District - LGID# 01061/1
2015 Proposed Budget

	2013 Actual	2014 Budget	2014 Estimated	2015 Proposed
Revenues				
Taxes:				
Property taxes	$ 98,890	$ 105,075	$ 105,075	$ 104,478
Ownership taxes	7,373	7,000	8,280	8,400
Total taxes	106,263	112,075	113,355	112,878
Interest	822	10,100	9,040	10,500
Total Revenues	107,085	122,175	122,395	123,378
Expenditures				
General Operating:				
Professional services	9,513	32,400	32,400	34,000
Administration	10,000	10,000	10,000	10,000
Maint/Repair infrastructure	0	4,500	0	4,500
Water-sewer	7,604	14,000	8,800	14,000
Contingency	0	5,000	0	0
Treasurer's fees	1,483	1,576	1,576	1,567
Total Expenditures	28,600	67,476	52,776	64,067
Excess Revenue over (under) Expenditures	78,485	54,699	69,619	59,311
Beginning Balance	956,187	1,121,056	1,034,672	1,104,291
Ending Balance	$ 1,034,672	$ 1,175,755	$ 1,104,291	$1,163,602 *

* Ending balance includes $3,701 budgeted for emergency reserves to comply with TABOR Amendment.
The Sheridan Crossing General Improvement District is not a party to lease-purchase agreements.

Operating Mill Levy	
Tax Year/Budget Year	Mills
2014/2015	12.00
2013/2014	12.00
2012/2013	12.00
Maximum levy is 12 mills	

Assessed Valuation	
Tax Year	Value
2014	8,706,470
2013	8,793,390
2012	8,269,400

136th Avenue GID Agenda Item 3 I

Agenda Memorandum

City of Westminster 136th Avenue General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 19 re Contract and Administrative Authority for the City of Westminster 136th Avenue General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 19 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster 136th Avenue General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The City of Westminster 136th Avenue General Improvement District (District) was established on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternatives

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER 136th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **19** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER 136TH AVENUE GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster 136th Avenue General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 14, 2000 with the primary purpose of financing a new interchange at 136th Avenue and Interstate 25; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District

144th Avenue GID Agenda Item 3 J

Agenda Memorandum

City of Westminster 144th Avenue General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 12 re Contract and Administrative Authority for the City of Westminster 144th Avenue General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 12 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster 144th Avenue General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The District was established on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement on October 10, 2005, authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternatives

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on August 30, 2004 with the primary purpose of paying debt associated with public improvements within or without the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on October 10, 2005 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER 144th AVENUE GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **12** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER 144th AVENUE GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster 144th Avenue General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 30, 2004 with the primary purpose of paying the debt associated with improvements within or without the District that benefit the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on October 10, 2005 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District

Amherst GID Agenda Item 3 K

Agenda Memorandum

City of Westminster Amherst General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 34 re Contract and Administrative Authority for the City of Westminster Amherst General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 34 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Amherst General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The City of Westminster Amherst General Improvement District (District) was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternatives

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various policies and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER AMHERST GENERAL IMPROVEMENT DISTRICT
RESOLUTION

RESOLUTION NO. **34** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER AMHERST GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster Amherst General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 26, 1988 with the primary purpose of maintaining landscaped right-of-way, open space and drainage areas within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

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Attorney for the District

Mandalay Town Center GID Agenda Item 3 L

Agenda Memorandum

City of Westminster Mandalay Town Center General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 18 re Contract and Administrative Authority for the City of Westminster Mandalay Town Center General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 18 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Mandalay Town Center General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The City of Westminster Mandalay Town Center General Improvement District (District) was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternative

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on December 10, 2007 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **18** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER MANDALAY TOWN CENTER GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster Mandalay Town Center General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 8, 2003 with the primary purpose of financing a portion of the costs of street improvements and other necessary and related appurtenance facilities within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on December 10, 2007 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District

Orchard Park Place North GID Agenda Item 3 M

Agenda Memorandum

Westminster Orchard Park Place North General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 7 re Contract and Administrative Authority for the Westminster Orchard Park Place North General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 7 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the Westminster Orchard Park Place North General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The Westminster Orchard Park Place North General Improvement District (District) was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternative

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on August 22, 2011 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and

procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **7** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE WESTMINSTER ORCHARD PARK PLACE NORTH GENERAL IMPROVEMENT DISTRICT

WHEREAS, the Westminster Orchard Park Place North General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 14, 2009 with the primary purpose of financing the repayment of cost recoveries associated with the Orchard View Development located within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on August 22, 2011 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District

Promenade Parking GID Agenda Item 3 N

Agenda Memorandum

City of Westminster Promenade Parking General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 16 re Contract and Administrative Authority for the City of Westminster Promenade Parking General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 16 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Promenade Parking General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The City of Westminster Promenade Parking General Improvement District (District) was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternative

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **16** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER PROMENADE PARKING GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster Promenade Parking General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on August 14, 2000 with the primary purpose of financing, operating and maintaining a parking garage within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District

Sheridan Crossing GID Agenda Item 3 O

Agenda Memorandum

City of Westminster Sheridan Crossing General Improvement District Meeting
October 13, 2014

SUBJECT: Resolution No. 31 re Contract and Administrative Authority for the City of Westminster Sheridan Crossing General Improvement District

Prepared By: Karen Creager, Special District Accountant

Recommended Board Action

Adopt Resolution No. 31 outlining the Executive Director's authority to enter into contracts and make purchases on behalf of the City of Westminster Sheridan Crossing General Improvement District and to delegate these activities to appointed City of Westminster Staff in a manner consistent with practices established for the City under the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda.

Summary Statement

- The City of Westminster Sheridan Crossing General Improvement District (District) was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District.
- Westminster City Council serves as the ex-officio Board of the District.
- The District is a component unit of the City of Westminster (City). In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.
- Blended component units are, in substance, part of City operations. Therefore data from these units are combined with the City in its Comprehensive Annual Financial Report.
- The City's external auditors include the District as part of the City's annual audit in accordance with practices established by the City.
- The City and the District have entered into an intergovernmental cooperation agreement authorizing the City to provide certain administrative services and to bill the District for such services.
- The standard operating procedure (SOP) for the District is that the day-to-day activities are performed in accordance with City Code provisions and City administrative memoranda. The adoption of the attached resolution will formalize the SOP.

Expenditure Required: $0

Source of Funds: N/A

Policy Issue

Should the Board adopt the attached Resolution outlining the Executive Director's authority to enter into contracts, make purchases and administer the day-to-day activities of the District?

Alternative

1. One alternative is to not adopt the Resolution formalizing the administration of the day-to-day activities of the District. This alternative is not recommended. Without professional staff, the District utilizes City Staff for administrative services. Additionally, the District is a blended component unit of the City with the District audited as part of the City's annual audit and subject to the same financial reporting requirements as the City. It is prudent to have the component units that are required to be included within the City's financial report adhere to the same policies and procedures as the City. Therefore, it is recommended that this Resolution be adopted to formalize what has been standard practice.
2. Another alternative is to adopt separate procedures for entering into contracts, making purchases and administering the day-to-day activities of the District. This alternative is also not recommended. Adopting procedures that differ from the City's would be administratively cumbersome and would require the City's external auditors to change their audit program for the District, thereby increasing the fee for the City's annual audit.

Background Information

The District was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District. City Council serves as the ex-officio Board of the District. Since the District does not employ its own professional staff, the City and the District entered into an intergovernmental service agreement on November 26, 2001 that provides for the City to provide administrative services, including but not limited to legal, accounting, management, clerical, data processing, and similar services in exchange for consideration to the City.

The District is a blended component unit of the City of Westminster. In accordance with Governmental Accounting Standards Board Statement (GASB) No. 14, *The Financial Reporting Entity*, and as amended by GASB Statement No. 61, *The Reporting Entity: Omnibus*, component units are legally separate entities for which the City is considered to be financially accountable. Financial accountability means that the City appoints a voting majority to the governing board and has the ability to impose its will upon the entity and/or accepts potential responsibility for the entity's financial benefits and burdens.

On August 26, 2002 the Westminster Housing Authority (WHA), another blended component unit of the City, adopted a resolution outlining the authority of the Executive Director. This resolution provided for WHA to operate in a manner consistent with practices established for the City under the Westminster Municipal Code. This action is prudent as WHA has no professional staff and contracts with the City to provide such Staff.

The SOP for the other blended component units of the City, including the City's general improvement districts and the Westminster Economic Development Authority, has been to follow suit and operate in a manner consistent with practices established for the City under the Westminster Municipal Code and various polices and procedures outlined in Administrative Memoranda issued by the City Manager's Office. Additionally, the City's audit includes each blended component unit as part of the City's annual audit in accordance with the practices established for the City. In order to formalize this SOP the attached resolution is presented to each respective Board for approval.

The action requested in this agenda memorandum relates to the City's Strategic Plan goal of Visionary Leadership and Effective Governance and Dynamic, Diverse Economy by setting forth the policies and procedures by which the City's component units operate to ensure that their resources are used for the purposes intended.

Respectfully submitted,

J. Brent McFall
Executive Director

Attachment - Resolution

CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT

RESOLUTION

RESOLUTION NO. **31** INTRODUCED BY BOARD MEMBERS

SERIES 2014 _____

A RESOLUTION CONCERNING CONTRACT AND ADMINISTRATIVE AUTHORITY FOR THE CITY OF WESTMINSTER SHERIDAN CROSSING GENERAL IMPROVEMENT DISTRICT

WHEREAS, the City of Westminster Sheridan Crossing General Improvement District (District) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly organized, existing, and acting pursuant to the provisions of Part 6, Article 25, Title 31, Colorado Revised Statutes; and

WHEREAS, the District was established on September 9, 1996 with the primary purpose of operating and maintaining storm drainage improvements and maintenance of all necessary incidental and appurtenant properties and facilities within the District; and

WHEREAS, the Board of Commissioners wishes to formalize policies and procedures for the daily operations of the District; and

WHEREAS, the District is a blended component unit of the City of Westminster with the District's financial activities required to be included as part of the City's annual audit and included in the City's Comprehensive Annual Financial Report; and

WHEREAS, the District and the City entered into an intergovernmental service agreement on November 26, 2001 providing for the City to provide administrative services in order to accomplish District's goals and activities.

NOW, THEREFORE, the Board of Commissioners of the District resolves that:

The scope of the District's Executive Director's authority to enter into contracts and make purchases on behalf of the District shall be consistent with the limits set forth in Title XV of the Westminster Municipal Code, as it may be amended from time to time, and all current and future administrative memoranda and the Executive Director is further authorized, but not required, to delegate such contract and purchasing authority to City staff who may be appointed by the Executive Director from time to time.

PASSED AND ADOPTED this 13th day of October, 2014.

_____, Mayor
Presiding Officer of the District

ATTEST:

_____
District Secretary

APPROVED AS TO LEGAL FORM:

_____
Attorney for the District