



# WESTMINSTER

## Staff Report

TO: The Mayor and Members of the City Council

DATE: October 27, 2010

SUBJECT: Study Session Agenda for November 1, 2010

PREPARED BY: J. Brent McFall, City Manager

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

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

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

### CITY COUNCIL REPORTS

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

### PRESENTATIONS

1. 2011 Water and Sewer Tap Fees
2. Park Pavilion Reservation Fees for 2011
3. Council Outreach Discussion for 2011

6:30 P.M.

### EXECUTIVE SESSION

1. Discuss strategy and progress on potential acquisition of certain real property by the Westminster Economic Development Authority for the Westminster Urban Reinvestment Project pursuant to CRS 24-6-402 (4) (a) and (e) (**Verbal**)

### INFORMATION ONLY ITEMS – Does not require action by City Council

1. Carbon Offsetting Calculator
2. 2010 3<sup>rd</sup> Quarter City Council Expenditure Report

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

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

City Council Study Session Meeting  
November 1, 2011



**SUBJECT:** 2011 Sewer Tap Fees

**PREPARED BY:** Mike Smith, Director of Public Works and Utilities  
Mike Happe, Utilities Planning and Engineering Manager  
Stu Feinglas, Water Resources Analyst

### Recommended City Council Action:

Provide direction to Staff regarding a proposed increase in sewer tap fees of \$290 (or 7%) from \$4,138 to \$4,428 on January 1, 2011, to equal the amount of sewer tap fee increase to be implemented by the Metro Wastewater Reclamation District on January 1, 2011, and passed on to the City of Westminster.

### Summary Statement:

- The City is served by two wastewater treatment plants. The north part of Westminster is served by the City's Big Dry Creek Wastewater Treatment Facility; and the south part of Westminster is served by the Metro Wastewater Reclamation District (Metro), per an agreement with Metro signed in 1964.
- When new development occurs in the areas served by Metro, Metro charges the City for new sewer connections. The City then charges the developer the same amount.
- Metro annually adjusts its tap fee for new connections within the City to the Metro wastewater system, and has notified the City that it will increase Metro's tap fee by \$290, (or 11.2%) from \$2,600 to \$2,890 on January 1, 2011.
- Staff is recommending that Council similarly increase the City's sewer tap fees by \$290 on January 1, 2011.
- This proposed tap fee increase supports the City's strategy of long-term sustainability for the Utility and will help the Utility address the rising costs of business associated with outside entities such as Metro.
- The total sewer tap fee will increase by \$290 or 7%. This represents only a portion of the total water and sewer tap fee charged for new development. The overall combined water and sewer tap fee increase for a single family combined water and sewer tap will be 1.4%.

**Expenditure Required:** \$0

**Source of Funds:** NA

**Policy Issues:**

Should the City increase its sewer tap fee by \$290 to match Metro's planned increase?

**Alternatives:**

The City may choose not to implement the proposed Metro sewer tap fee increase. This is not recommended as the City will not fully cover the actual cost of providing sewer service to new customers in the Metro service area and will therefore be required to pay connection fees to Metro in excess of the amount collected from new connections.

**Background Information:**

Sewer tap fees are charged to connect new development to either the City's wastewater system or Metro's wastewater system, depending on the location of the development in the City. There are two components of a sewer tap fee. The Sewer Transport portion of the sewer tap fee funds the repair and replacement costs of the wastewater collection system throughout the City and is applied to the sewer tap fee regardless of the development location. The Treatment's portion covers the cost of wastewater treatment facilities at either the Big Dry Creek Wastewater Treatment Facility or Metro.

The City has been notified that Metro will raise its sewer tap fees by \$290 (from \$2,600 to \$2,890) effective January 1, 2011. This increase is part of a 2-year planned connection fee increase based on Metro's reevaluation of current capital costs. Staff recommends increasing the treatment portion of the City's sewer tap fees on January 1, 2011 by \$290 to match the planned Metro increase. For 2011, the total sewer tap fee (including the treatment and transport portions) will effectively increase by 7%, raising the single family sewer tap fee from \$4,138 to \$4,428.

The sewer tap fee is only a portion of the total water and sewer tap fee charged to new development. The current 2010 combined sewer and water tap fee for a single family is \$20,192. The proposed combined water and sewer tap fee for 2011 will be \$20,482 (an increase of 1.4%) and will remain below the current 2010 regional average of \$21,364. No portion of tap fees under City control is proposed to increase. It is anticipated that all cities that are served by Metro will raise their sewer tap fees similar to the amount the City is proposing resulting in an even higher regional average in 2011.

The City's Tap Fee Program supports the City Council's Strategic Plan goal of "Financially Sustainable City Government" by funding a portion of the repair and replacement of the City's water and sewer infrastructure.

Respectfully submitted,

J. Brent McFall  
City Manager



## Staff Report

City Council Study Session Meeting  
November 1, 2010



SUBJECT: Park Pavilion Reservation Fees 2011

PREPARED BY: Richard Dahl, Park Services Manager

### Recommended City Council Action:

Review and provide comments regarding Staff's recommendation to increase the park pavilion reservation fees for 2011 to help offset administrative and maintenance costs associated with the operation of this program and to adjust scheduling of park pavilion reservations to allow Staff to provide an adequate level of customer service.

### Summary Statement:

- In 1997, the City began charging for park pavilion use permits. Fees were increased in 2003 and have not changed since that time.
- There are currently nine picnic shelter locations and one amphitheater (Promenade Terrace) available in the park system for use through the permit reservation system. Staff will be adding the City's new Westminster Center Park to the reservation system in 2011, which will bring the total reservable picnic shelter locations to ten.
- The existing park pavilion reservation program allows for a half-day permit at a reduced cost. This requires Park Services Staff to clean the pavilions twice per day. Due to the core service reductions in staffing and resources incorporated into the 2011 and 2012 budgets, the City will only accept one park pavilion reservation per park, per day. This operational change could have a negative impact on park pavilion revenues, but Staff believes that this will be minimal.
- Staff has collected 2010 picnic shelter rental fee information from comparable municipalities in the Denver metro area, which shows that Westminster's park pavilion fees are some of the lowest fees of all of the municipalities.
- Staff recommends the following fee increases to help cover some of the administrative and maintenance costs of these shelters:
  - Increase park shelter fees as shown on attached chart
  - Increase the alcohol permit fee from \$30 to \$50
  - Charge a cancellation fee of \$5, the same as that currently charged by Recreation Services
  - Discontinue allowing Westminster non-profit organizations to reserve park pavilions for free Mondays – Thursdays and Fridays before 4 p.m. (There were 61 free non-profit reservations in 2010.)
- If Council concurs with Staff's recommendations, this item will be presented for Council's formal approval at the November 8, 2010, Council Meeting.

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

## **Policy Issue**

Should Staff pursue for 2011 an increase in the park pavilion rental fees and alcohol permit fees?

## **Alternative**

Do not increase the park pavilion reservation fees at this time. Staff does not recommend this option, however, as the cost of providing service continues to escalate each year and the City is not being adequately reimbursed for the costs of maintaining and cleaning these facilities.

## **Background Information**

In 1997, the City began charging for park pavilion use permits. Fees were increased in 2003 and have not changed since that time. In 2010, the Department of Parks, Recreation and Libraries issued 433 resident and 111 non-resident picnic shelter permits (544 total), serving 23,051 participants. Alcohol permits (3.2 beer only) are available, at additional cost, subject to approval by the Park Services Manager. There were a total of 96 alcohol permits issued in 2010. Revenues from pavilion permit fees for 2010 totaled \$26,700 (Resident Fees - \$19,320; Non-Resident Fees - \$7,380). An additional \$2,880 was collected in 2010 for alcohol permit fees.

Previous City Councils have chosen not to attempt to recover full maintenance costs involved in permitting out of the City's park pavilions. Costs associated with park pavilion rentals include trash removal, cleaning, fixture repair, portable toilets, vandalism repairs, and administrative costs. Staff estimates the direct costs associated with pavilion reservations total approximately \$56,538 per year.

Staff is recommending an increase in park pavilion reservation fees to help cover some of the direct costs of permit reservations. The first chart attached ("Proposed Park Pavilion Rental Fees – 2011") reflects the current and proposed fees for 2011. Staff has collected 2010 picnic shelter rental fee information from comparable municipalities in the Denver metro area, which shows that Westminster's current park pavilion fees are some of the lowest fees of all of the municipalities. (See attached chart: "Park Pavilion Rental Fee Comparison – 2010 Fees")

Squires Park, located at 99<sup>th</sup> Avenue and Lowell Boulevard, is the City's most popular park for pavilion reservations mainly due to the large number of people that can be accommodated (up to 200). The City's next largest reserveable pavilion is Oakhurst Park (one pavilion that accommodates up to 100). Due to the reduction in Park Services Staff and expenditure budgets in 2011 and 2012, the City will no longer offer "half-pavilion" and "half-day" park pavilion reservations due to staff reductions and the core service Park Services plan. All reservations will be permitted for a full day, 10 a.m. to 8 p.m.

Staff members will be in attendance at the November 1, 2010, Study Session to respond to any questions or concerns from City Council. The park pavilion reservation program meets the City's Strategic Plan Goal of "Financially Sustainable City Government Providing Exceptional Services."

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments

City of Westminster  
 Department of Parks, Recreation and Libraris  
 Park Services  
 Proposed Park Pavilion Rental Fees - 2011

	Resident		Non-Resident	
	Current	Proposed	Current	Proposed
	Whole Day	Whole Day	Whole Day	Whole Day
Big Dry Creek Bishop Square City Park Cotton Creek Faversham	\$60	\$75	\$120	\$150
Nottingham (2 Pavilions) Wolff Run (2 Pavilions)	1 Pavilion \$40 Both Pavilions \$60	1 Pavilion \$75 Both Pavilions \$120	1 Pavilion \$60 Both Pavilions \$120	1 Pavilion \$150 Both Pavilions \$200
Oakhurst Squires	1/2 Pavilion \$40 Whole Pavilion \$60	\$120	1/2 Pavilion \$60 Whole Pav \$120	\$200
Westminster Center (Large Pavilion Only)	N/A	\$120	N/A	\$200
Alcohol Permit 3.2 Beer Only	\$30	\$50	\$30	\$50

Park Pavilion Rental Fee Comparison  
2010 Fees

Agency	Resident	Non-Resident	Alcohol Permit
Arvada	\$60 to \$150 (no bathrooms included)	Same as resident	\$15
Aurora	\$80 to \$200	Same as Resident	\$0
Boulder	\$100 to \$400 (no electricity)	\$130 to \$520 (no electricity)	\$25 (3-hour limit)
Commerce City	\$45 to \$75	\$75 to \$105	\$25R/\$35NR
Lakewood	\$75 to \$180 (no electricity or water)	Same as resident	\$105
Northglenn	\$60 to \$400	\$100 to \$550	\$25
Thornton	\$50	\$100	\$0
<b>Westminster</b>	<b>\$40 (1/2 pavilion) to \$60 (whole pavilion)</b>	<b>\$60 (1/2 pavilion) to \$120 (whole pavilion)</b>	<b>\$30</b>
Wheat Ridge	\$50 to \$200	Same as resident	\$0

All Fees based on a 10-hour/all-day reservation unless otherwise indicated.  
The majority of fees vary from one entity to the other based on size of pavilion and day of the week.



WESTMINSTER

## Staff Report



City Council Study Session  
November 1, 2010

**SUBJECT:** Discussion about 2011 Council Outreach Events

**PREPARED BY:** Katie Harberg, Public Information Officer  
Carol Jones, Public Information Specialist

### **Summary Statement:**

Provide Staff with direction regarding the Community Outreach program and events to be scheduled in 2011.

### **Background Information:**

In April of 2010, the Public Information Office (PIO) assumed the duties for running the City of Westminster Community Outreach program. As part of the communications plan strategy input from Council earlier this year, it was noted that Council is pleased with the current format of outreach events and provided direction “not to change them too much.” Council expressed they want events where citizens can ask questions or speak about what is on their minds. Events held in 2010 were designed to accommodate that request.

The events held during 2010 were advertised using City Edition, ads in the Westminster Window, and posters in recreation centers. In addition, direct invitations were accomplished using postcards or PDF e-mail from City Council.

An objective that PIO has pursued during the past year is to work on the development of a mailing list that is designed for notification of Council Outreach events to those who are thought to be likely to attend such events. This is a change from the previous system of sending direct mail invitations to randomly selected registered voters and to HOAs.

PIO would now like to learn of Council’s thoughts and direction on where to go with this program in 2011. It is important to note that the staffing position for this function was permanently cut as part of the City’s needed budget reductions, and the workload has been absorbed in the City Manager’s Office by existing Public Information Staff. With the adoption of the 2011 budget and its staffing realities, the four year communication strategy is ready for finalization. That plan will include a focus on social media and other changes in distribution of City information, all of which must be absorbed within existing staffing levels.



With this in mind, a discussion about what Council thought worked well in 2010 and which elements should be continued is needed. As a retrospective, following is a summary of the events held in 2010:

January – Panera Bread – Mayor and Council Dessert

February – The MAC – Mayor and Council Breakfast

April – REI – Mayor and Council Dessert

June – Irving St. Library – We’re All Ears/Summer Celebration

July – City Park – We’re All Ears/Concert in the Park

July – City Park – We’re All Ears/Movie in the Park

August – City Park Recreation Center – Mayor and Council Dessert

August – City Park – We’re All Ears/Westminster Faire

October – Covenant Village – Mayor and Council Breakfast

Staff will be in attendance at Monday’s Study Session to receive feedback and direction from City Council. The Community Outreach Program supports the Strategic Plan goal of “Vibrant Neighborhoods in One Livable Community”, focusing on the objective “Strong community events and active civic engagement”.

Respectfully submitted,

J. Brent McFall  
City Manager



# WESTMINSTER

## Staff Report

Information Only Staff Report  
November 1, 2010



SUBJECT: Carbon Offsetting Calculator

PREPARED BY: Rachel Harlow-Schalk, Environmental and Administrative Services Officer

### Summary Statement:

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

In partnership with the United States Forest Service, the Green Team is implementing the CarbonPlus Calculator tool to help businesses and citizens calculate their carbon emissions, identify the value of those emissions compared to the value of tree carbon sequestering, learn how to reduce emissions, pledge to reduce emission or make donations to the Living Legacy Tree Program to plant trees to offset carbon emissions.

### Background Information:

Westminster has had a long standing commitment to adopting measures that mitigate the impacts that the City organization and the community have on the environment. On January 5, 2009, City Council was provided recommendations by the Green Team that included short-term and long-term actions to help maintain Westminster's environmental leadership role.

Within the long-term actions, Staff recommended that the City identify how donations can be accepted by businesses that wish to support the City's green efforts. Additionally, a number of businesses in the community have contacted the City looking for ways to offset their carbon emissions in the community. The Green Team's Business Subcommittee began evaluating tools in response. Members of this subcommittee include Economic Development Specialist Becky Nelson, Energy and Facilities Project Coordinator Tom Ochterski, Park Supervisor Rod Larsen, Water Resources Analyst Stu Feinglas, Environmental Analyst Carey Rangel and Environmental and Administrative Services Officer Rachel Harlow-Schalk.

Staff has joined two established programs to accomplish both the long-term action and the interest in the community for a carbon offset program. The City has partnered with the U.S. Forest Service to provide the Service's CarbonPlus Calculator tool to the community. This calculator is based on the structure of the U.S. Environmental Protection Agency's personal emissions calculator and has been customized for Westminster. Data from the Davey Institute, which values trees' economic value, is incorporated into a Forest Service tool that comprehensively evaluates emissions and actions that can be taken to offset them. The Forest Service has longstanding leadership role in tree management and Staff felt their tool represented the best available to Westminster because it takes into consideration industry standard information from the U.S. Department of Energy and the U.S. Environmental Protection Agency to calculate emissions. Additionally, Staff was able to include region-specific calculations for Westminster, whereas most tools do not allow for regional specific data

incorporation. For details on the calculations used, City Council is encouraged to visit the tool at <http://www.itreetools.org/carboncalculator/entry.cfm>.

Once in the calculator, users are asked to identify activities that may generate carbon and are then given a dollar figure to compare the value of a tree's ability to offset their emissions. Users are then given an opportunity to learn how they can reduce their emissions, pledge to reduce emissions or make a donation to the City's Living Legacy Tree program to plant a tree to offset their carbon. The Living Legacy Tree program was selected because the program has an established administration and tree management system in place. This is an existing City program whereby businesses and individuals can plant trees to memorialize an event, person, or day if they choose. Trees are then planted, a personalized, engraved brick is placed beneath the tree and the location can be mapped for continued observance.

In addition to the Living Legacy Tree program information, donators will be sent a certificate of their donation and will be recognized on the City's website and publications noting their investment in our community's urban canopy.

The Forest Service's tool is also used by the cities of Philadelphia, Pennsylvania; Baltimore, Maryland; Boston, Massachusetts; New York, New York; and the State of Vermont.

By offering the opportunity to calculate emissions, learn how to reduce them, pledge to reduce them or donate to offset them, City Council's Strategic Plan Goal of a "Beautiful and Environmentally Sensitive City" is supported because businesses and residents can contribute to a program that funds the planting of trees within the City's green spaces.

Respectfully submitted,

J. Brent McFall  
City Manager



W E S T M I N S T E R

**Staff Report**

Information Only Staff Report  
November 1, 2010



SUBJECT: 2010 3<sup>rd</sup> Quarter City Council Expenditure Report

PREPARED BY: Aric Otzelberger, Senior Management Analyst  
Lynn Voorhees, Secretary

**Summary Statement:**

- This report is for City Council information only and requires no action by City Council.
- The attached document is a listing of all 2010 City Council posted expenditures from January 1 through September 30, 2010.

**Background Information:**

The following report is a listing of City Council expenditures by each account for January 1 through September 30 as posted in the City's financial management system by October 18, 2010. As of September 30, 2010, 75% of the year elapsed and Council spent approximately 68.5%, or \$152,296 of its amended 2010 budget.

City Council's amended 2010 budget totals \$222,312. This reflects a 7.5% reduction (\$18,080) from the originally adopted 2010 City Council budget. City Council approved this reduction in October of 2009 as part of the City's overall 2010 budget amendment.

Overall, there are healthy balances in most of City Council's budget accounts. To date, City Council has expended 94% of its Meeting Expenses budget account (\$7,315 expended). As the end of the year approaches, Staff will monitor expenditure levels in this account and will process a budget revision to move funds from other accounts into the Meeting Expenses account to cover additional expenditures, if necessary. Once again, the overall City Council budget has adequate balances in most accounts.

The budget is a planning tool and represents a best estimate regarding actual expenditures. If you have any questions about items included in this report, please contact Aric Otzelberger at 303-658-2004 or at [aotzelbe@cityofwestminster.us](mailto:aotzelbe@cityofwestminster.us).

Respectfully submitted,

J. Brent McFall  
City Manager

Attachment

**3rd Quarter 2010 City Council Expenditure Report  
(as of October 18, 2010)**

<b>SALARIES - MAYOR/COUNCIL</b>		<b>(ACCT: 10001010.60800.0000)</b>		
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
749.58	1/3/2010	Salaries	Councillors	
3,498.06	1/17/2010	Salaries	Councillors	
3,498.06	1/31/2010	Salaries	Councillors	
3,498.06	2/14/2010	Salaries	Councillors	
3,498.06	2/28/2010	Salaries	Councillors	
3,498.06	3/14/2010	Salaries	Councillors	
3,498.06	3/28/2010	Salaries	Councillors	
3,498.06	4/11/2010	Salaries	Councillors	
3,498.06	4/25/2010	Salaries	Councillors	
3,498.06	5/9/2010	Salaries	Councillors	
3,498.06	5/23/2010	Salaries	Councillors	
3,498.06	6/6/2010	Salaries	Councillors	
3,498.06	6/20/2010	Salaries	Councillors	
3,498.06	7/4/2010	Salaries	Councillors	
3,498.06	7/18/2010	Salaries	Councillors	
3,498.06	8/1/2010	Salaries	Councillors	
3,498.06	8/15/2010	Salaries	Councillors	
3,498.06	8/29/2010	Salaries	Councillors	
3,498.06	9/12/2010	Salaries	Councillors	
3,498.06	9/26/2010	Salaries	Councillors	
\$67,212.72	TOTAL		<i>% of total City Council budget</i>	41.56%
\$92,400.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	72.74%
\$25,187.28	BALANCE			

<b>COUNCIL ALLOWANCE</b>		<b>(ACCT: 10001010.61100.0000)</b>		
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
1,050.00	1/3/2010	Council allowances	Councillors	
1,050.00	1/17/2010	Council allowances	Councillors	
1,050.00	1/31/2010	Council allowances	Councillors	
1,050.00	2/14/2010	Council allowances	Councillors	
1,050.00	2/28/2010	Council allowances	Councillors	
1,050.00	3/14/2010	Council allowances	Councillors	
1,050.00	3/28/2010	Council allowances	Councillors	
1,050.00	4/11/2010	Council allowances	Councillors	
1,050.00	5/9/2010	Council allowances	Councillors	
1,050.00	5/23/2010	Council allowances	Councillors	
1,050.00	6/6/2010	Council allowances	Councillors	
1,050.00	6/20/2010	Council allowances	Councillors	
1,050.00	7/4/2010	Council allowances	Councillors	
1,050.00	7/18/2010	Council allowances	Councillors	
1,050.00	8/1/2010	Council allowances	Councillors	
1,050.00	8/15/2010	Council allowances	Councillors	
1,050.00	8/29/2010	Council allowances	Councillors	
1,050.00	9/12/2010	Council allowances	Councillors	
1,050.00	9/26/2010	Council allowances	Councillors	
\$19,950.00	TOTAL		<i>% of total City Council budget</i>	11.34%
\$25,200.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	79.17%
\$5,250.00	BALANCE			

<b>MILEAGE REIMBURSEMENT</b>		<b>(ACCT: 10001010.61200.0000)</b>		
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
258.00	5/26/2010	Mileage for January through March - McNally	Nancy McNally	
176.00	5/26/2010	Mileage for April and May - McNally	Nancy McNally	
45.50	8/24/2010	Mileage for August - Dittman	Chris Dittman	
\$479.50	TOTAL		<i>% of total City Council budget</i>	3.10%
\$6,900.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	6.95%
\$6,420.50	BALANCE			

**3rd Quarter 2010 City Council Expenditure Report  
(as of October 18, 2010)**

<b>MEETING EXPENSES (ACCT: 10001010.61400.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
354.33	2/28/2010	Dinner with School District 50	Saltgrass
60.00	3/3/2010	ADCOG Meeting, McNally, Dittman, Briggs	City of Commerce City
34.61	3/15/2010	2/19 Legislative Lunch with Rep. Peniston, McNally, Lutkus, Tomlinson	Panera Bread
39.31	3/15/2010	2/22 Legislative Lunch with Senator Steadman, McNally, McFall, Lutkus, Tomlinson,	Panera Bread
56.31	3/15/2010	2/26 Legislative Breakfast with Rep. Soper, McNally, McFall, Lutkus, Tomlinson	Delectable Egg
310.82	3/25/2010	NLC Conference - Council meals paid by Steve Smithers	Various Restaurants
41.51	4/16/2010	3/21 Legislative Lunch with Senator Hudak, McNally, McFall, Lutkus, Tomlinson	Panera Bread
42.70	4/16/2010	3/26 Legislative Lunch with Rep. Benefield, McNally, McFall, Lutkus and Tomlinson	Panera Bread
90.00	3/26/2010	3/11 Mayors Round Table, Winter, Briggs, Lindsey	Metro North Chamber
6.00	4/1/2010	Westminster Historical Society	Educational Services
33.32	4/13/2010	4/7 Community Summit (cookies); 4/9 & 4/10 Core Services Retreat (soda)	Petty Cash - Barajas
30.00	4/13/2010	4/7 Metro North Chamber DC Breakfast Reimbursement	Chris Dittman
30.00	4/16/2010	4/7 Metro North Chamber DC Breakfast - Briggs	Metro North Chamber
140.00	4/21/2010	Adams County Economic Development	Human Services
45.00	4/29/2010	5/7 ABBA Law Day Breakfast	McNally, Briggs and Lindsey
70.00	5/12/2010	Adams County Economic Development	Educational Services
103.71	5/18/2010	Dinner Meeting - McNally, McFall, Sumek	Bonefish Grill
396.00	5/18/2010	ADCO Executive Committee Breakfast	The Grill at Legacy Ridge
199.65	5/25/2010	4/7 Boards and Commissions Community Summit	Anthony's Pizza
2,039.53	5/25/2010	4/9-4/10 Core Services Retreat	The Heritage Grill
27.50	5/25/2010	Good News Breakfast - Lindsey and Briggs	Acteva Event Payment
51.00	5/26/2010	ADCOG Dinner - Briggs/Lindsey	Adams County Commissioners Office
21.97	6/24/2010	Strategic Plan Retreat - Juice and Fruit	Safeway
5.00	6/25/2010	May Business After Hours - Briggs	Metro North Chamber
115.83	7/26/2010	Strategic Plan Retreat - Breakfast and Lunch for Council	Panera
60.00	7/26/2010	Westminster Rotary Anniversary Briggs (2) and Dittman	Westminster Rotary Club
81.00	8/11/2010	ADCOG Dinner - McNally, Briggs, Lindsey	City of Arvada
2,800.00	8/24/2010	Community Summit (Boards and Commissions) Facilitator	Lyle Sumek
15.00	9/8/2010	12th Annual Tea - McNally	Westminster Historical Society
15.00	9/22/2010	Business After Hours - Dittman, Briggs, and Lindsey	Metro North Chamber
\$7,315.10	TOTAL		<i>% of total City Council budget</i> 3.49%
\$7,750.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 94.39%
\$434.90	BALANCE		

**3rd Quarter 2010 City Council Expenditure Report  
(as of October 18, 2010)**

<b>CAREER DEVELOPMENT</b>		<b>(ACCT: 10001010.61800.0000)</b>		
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
50.00	2/28/2010	ICSC Membership fee - McNally	ICSC	
1,280.44	3/11/2010	US 36 Lobbying Trip (airfare \$369.40; lodging \$845.00; transportation \$10.00; meals \$56.04)	McNally	
2,171.80	4/27/2010	NLC Congressional City Conference (reg. \$565.00; airfare \$388.40; lodging \$1048.84; transportation/parking/mileage \$103.88; meals/tips \$65.68)	McNally	
2,243.12	4/27/2010	NLC Congressional City Conference (Reg. \$615; airfare \$419.20; lodging \$1,048.84; meals \$121.48; transportation/tips \$38.60)	Briggs	
2,323.45	4/27/2010	NLC Congressional City Conference (Reg. \$445; airfare \$338.40; lodging \$1,072.74; meals \$149.34; transportation \$35.53; other Council meals \$282.44)	Dittman	
2,247.32	4/27/2010	NLC Congressional City Conference (Reg. \$615; airfare \$388.40; lodging \$1,048.84; meals \$149.75; transportation \$45.33)	Kaiser	
1,986.24	4/27/2010	NLC Congressional City conf (reg. \$445; airfare \$388.40; lodging \$1,048.84; meals \$59.92; transportation \$44.08)	Lindsey	
1,265.42	6/29/2010	ICSC Conference, Las Vegas (reg. \$425; airfare \$169.40; lodging \$600.32, local transportation \$12.00, meals \$30.71; miscellaneous \$27.99)	McNally	
1,182.05	7/9/2010	CML Conference-Breckenridge (reg. \$336.00; lodging \$751.05; mileage \$95.00)	McNally	
972.43	7/15/2010	CML Conference-Breckenridge (reg. \$291.00; lodging \$451.00; mileage \$90.00; miscellaneous spouse registration \$50.00; meals \$86.43; tips \$4.00)	Briggs	
765.52	7/17/2010	CML Conference-Breckenridge (reg. \$336.00; lodging \$375.52; miscellaneous (Faith BBQ) \$33.00; meals \$15.00; tips \$6.00)	Lindsey	
836.41	8/2/2010	CML Conference-Breckenridge (reg. \$323.00; lodging \$375.53; mileage \$95.00; meals \$22.88; tips \$20.00)	Winter	
927.63	8/2/2010	CML Conference-Breckenridge (reg. \$333.00; lodging \$487.08; miscellaneous \$50.00; meals \$57.55)	Kaiser	
788.82	8/3/2010	CML Conference-Breckenridge (reg. \$286.00; lodging \$487.08; meals \$15.74)	Major	
\$19,040.65	TOTAL		<i>% of total City Council budget</i>	<i>13.21%</i>
\$29,375.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	<i>64.82%</i>
\$10,334.35	BALANCE			



**3rd Quarter 2010 City Council Expenditure Report  
(as of October 18, 2010)**

<b>TELEPHONE (ACCT: 10001010.66900.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
30.00	2/2/2010	December PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
30.00	2/23/2010	January PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.56	2/28/2010	Council Blackberry-McNally	Verizon Wireless
41.78	2/28/2010	Council Blackberry-Lindsey	Verizon Wireless
41.56	2/28/2010	Council Blackberry-Dittman	Verizon Wireless
41.56	2/28/2010	Council Blackberry-Kaiser	Verizon Wireless
41.56	2/28/2010	Council Blackberry-Major	Verizon Wireless
217.39	2/28/2010	Council Blackberry-Winter (New Device)	Verizon Wireless
-31.32	3/18/2010	Council Blackberry Reimbursement (Lindsey)	City of Westminster
41.56	3/26/2010	Council Blackberry-McNally	Verizon Wireless
73.10	3/26/2010	Council Blackberry-Lindsey	Verizon Wireless
41.56	3/26/2010	Council Blackberry-Dittman	Verizon Wireless
41.56	3/26/2010	Council Blackberry-Kaiser	Verizon Wireless
41.56	3/26/2010	Council Blackberry-Major	Verizon Wireless
30.00	4/8/2010	February PDA Reimbursement-Bob Briggs	Bob Briggs - Petty Cash
41.56	4/16/2010	Council Blackberry-McNally	Verizon Wireless
41.56	4/16/2010	Council Blackberry-Dittman	Verizon Wireless
41.56	4/16/2010	Council Blackberry-Kaiser	Verizon Wireless
70.73	4/16/2010	Council Blackberry-Lindsey	Verizon Wireless
41.56	4/16/2010	Council Blackberry-Major	Verizon Wireless
30.00	4/28/2010	March PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.56	5/18/2010	Council Blackberry-McNally	Verizon Wireless
41.56	5/18/2010	Council Blackberry-Dittman	Verizon Wireless
41.56	5/18/2010	Council Blackberry-Kaiser	Verizon Wireless
41.56	5/18/2010	Council Blackberry-Major	Verizon Wireless
1.32	5/25/2010	Council Blackberry-Lindsey	Verizon Wireless
30.00	5/27/2010	April PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.56	6/25/2010	Council Blackberry-McNally	Verizon Wireless
47.95	6/25/2010	Council Blackberry-Lindsey	Verizon Wireless
41.56	6/25/2010	Council Blackberry-Dittman	Verizon Wireless
41.56	6/25/2010	Council Blackberry-Kaiser	Verizon Wireless
41.56	6/25/2010	Council Blackberry-Major	Verizon Wireless
30.00	6/29/2010	May PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.66	7/26/2010	Council Blackberry-McNally	Verizon Wireless
41.92	7/26/2010	Council Blackberry-Lindsey	Verizon Wireless
41.66	7/26/2010	Council Blackberry-Dittman	Verizon Wireless
41.66	7/26/2010	Council Blackberry-Kaiser	Verizon Wireless
41.66	7/26/2010	Council Blackberry-Major	Verizon Wireless
30.00	7/27/2010	June PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.66	8/16/2010	Council Blackberry-McNally	Verizon Wireless
41.66	8/16/2010	Council Blackberry-Dittman	Verizon Wireless
41.66	8/16/2010	Council Blackberry-Kaiser	Verizon Wireless
41.66	8/16/2010	Council Blackberry-Lindsey	Verizon Wireless
41.66	8/16/2010	Council Blackberry-Major	Verizon Wireless
30.00	9/14/2010	July PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
41.65	9/22/2010	Council Blackberry-McNally	Verizon Wireless
41.65	9/22/2010	Council Blackberry-Dittman	Verizon Wireless
41.65	9/22/2010	Council Blackberry-Kaiser	Verizon Wireless
41.65	9/22/2010	Council Blackberry-Lindsey	Verizon Wireless
41.65	9/22/2010	Council Blackberry-Major	Verizon Wireless
30.00	9/28/2010	August PDA Reimbursement-Briggs	Bob Briggs - Petty Cash
\$2,147.26	TOTAL		<i>% of total City Council budget</i> 1.55%
\$3,450.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 62.24%
\$1,302.74	BALANCE		

**3rd Quarter 2010 City Council Expenditure Report  
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<b>PC REPLACEMENT FEE</b>		<b>(ACCT: 10001010.66950.0000)</b>	
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
2,353.00	1/31/2010	PC Replacement Fee	
\$2,353.00	TOTAL		<i>% of total City Council budget</i> 1.06%
\$2,353.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 100.00%
\$0.00	BALANCE		

<b>SPECIAL PROMOTIONS</b>		<b>(ACCT: 10001010.67600.0000)</b>	
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
200.00	2/11/2010	Backpacks 2 Briefcases Sponsorship	Adams County Economic Development
30.00	4/28/2010	Annual Luncheon - Centerpiece Sponsorship	The Senior Hub
750.00	7/28/2010	J and Nancy Heil Scramble Sponsorship	Westminster Legacy Foundation
\$980.00	TOTAL		<i>% of total City Council budget</i> 2.11%
\$4,700.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 20.85%
\$3,720.00	BALANCE		

<b>OTHER CONTRACTUAL SERVICE</b>		<b>(ACCT: 10001010.67800.0000)</b>	
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
500.00	1/7/2010	Awards Banquet Sponsorship	Adams County - MMCYA
600.00	1/28/2010	After Prom Sponsorship	Standley Lake High School
200.00	1/28/2010	Ranum After Prom Sponsorship	Adams County School District 50
500.00	2/3/2010	Annual VIP Dinner Sponsorship	North Metro CAC
255.00	2/25/2010	Council Photos	Cronin Photography
650.00	2/28/2010	Metro North Chamber Gala - 3 Additional Tickets	Metro North Chamber
500.00	3/3/2010	Golf Tournament Sponsorship	Front Range Community College
200.00	3/3/2010	After Prom Sponsorship	Jefferson Academy
200.00	3/3/2010	Mountain Range After Prom Sponsorship	Adams 12 Five Star Schools
1,500.00	3/11/2010	Metro North Chamber Gala Sponsorship	Metro North Chamber
200.00	3/31/2010	Arvada Senior High School	Arvada High School
20.00	4/1/2010	MMCYA Youth Awards Banquet - Lindsey	Adams County MMCYA
1,250.00	5/12/2010	Golf Tournament Sponsorship	Westminster 7:10 Rotary
236.00	5/12/2010	District 50 Graduation Announcement	Metro North Newspapers
750.00	5/25/2010	Annual Banquet Sponsorship	DRCOG
10,000.00	5/26/2010	Corporate Sponsorship	North Metro Arts Alliance
2,000.00	6/10/2010	Crystal Ball Sponsorship	The Jefferson Foundation
248.00	6/30/2010	Budget Ads in Window and Westsider	Metro North Newspapers
500.00	7/26/2010	Hyland Hills Foundation Golf Tournament Sponsorship	Hyland Hills Foundation
290.00	7/27/2010	Adams County Fair Guide	Metro North Newspapers
1,428.00	8/4/2010	Water World Ticket Fundraiser	District 50 Education Foundation
248.00	8/4/2010	Window and Westsider Budget Articles	Metro North Newspapers
1,000.00	8/11/2010	9/11 Silver Table Sponsorship	Westminster Public Safety Recognition Found.
1,525.00	8/16/2010	Night at the Museum Sponsorship	District 12 Foundation
11.21	8/16/2010	We're All Ears Event - Balloons	Party America
431.26	8/24/2010	Consulting Services - Core Services	Lyle Sumek Associates Inc
2,800.00	8/24/2010	Consulting Services - Core Services	Lyle Sumek Associates Inc
188.00	9/8/2010	Fall Sports Preview	Metro North Newspapers
807.50	9/8/2010	Membership Directory	Metro North Newspapers
\$29,037.97	TOTAL		<i>% of total City Council budget</i> 18.08%
\$40,184.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 72.26%
\$11,146.03	BALANCE		

**3rd Quarter 2010 City Council Expenditure Report  
(as of October 18, 2010)**

<b>SUPLIES</b>			
<b>(ACCT: 10001010.70200.0000)</b>			
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>
-60.00	02/09/10	Account Credit - Compostable Goods	City of Westminster
58.34	2/18/2010	MMCYA Recognition Event	Costco
77.74	2/28/2010	Council Shirts	Lands End Business
95.00	2/28/2010	Composting Container for Council Family Room	CSN
96.60	3/26/2010	MMCYA Certificate Frames	Trainers Warehouse
183.89	4/16/2010	Strategic Planning Retreat - Supplies	Sun Office Products
70.71	5/18/2010	Strategic Planning Retreat - Flip Charts	Sun Office Products
7.48	5/18/2010	Council Dinner Forks	Bed Bath and Beyond
4.97	5/18/2010	Strategic Planning Retreat - Pens	Sun Office Products
69.16	5/18/2010	Printer Cartridge - Dittman	Sun Office Products
17.97	5/18/2010	Council Dinner Timer and Forks	Bed Bath and Beyond
19.99	5/25/2010	Core Services Retreat - Flip Charts	Staples
140.00	5/31/2010	Print Shop Charges	Print Shop
59.85	6/25/2010	Post Card Frames - Dittman Turkey Trip	Michaels
13.63	7/1/2010	Pin on Buttons for City Council	Jane Franzen-Petty Cash
1.15	7/7/2010	Jumbo Paper Clips - Council Packet	Sun Office Products
21.45	7/7/2010	We're All Ears - Polyfile Jackets	Sun Office Products
12.25	8/16/2010	Westminster Faire T-Shirt - Major	EMBROIDME
59.64	9/22/2010	Budget Notebooks	Sun Office Products
39.10	9/22/2010	We're all Ears Event - two easels and a power cord	Staples
233.75	9/28/2010	Print Shop Copy Charges	Print Shop Charges
\$1,222.67	TOTAL		<i>% of total City Council budget</i> 2.25%
\$5,000.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i> 24.45%
\$3,777.33	BALANCE		

**3rd Quarter 2010 City Council Expenditure Report  
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<b>FOOD</b>				
<b>(ACCT: 10001010.70400.0000)</b>				
<b>EXPENDITURE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>PAID TO:</b>	
47.90	1/12/2010	Council Dinner	Papa J's Italian Restaurant	
79.20	2/17/2010	Council Soda	Vend One	
53.00	2/28/2010	Council Dinner	Li's Chinese Restaurant	
61.46	2/28/2010	Council Dinner	Pizza Hut	
76.41	2/28/2010	Council Dinner	Los Lagos	
123.86	3/26/2010	Council Dinner	Chili's Restaurant	
54.00	3/26/2010	Council Dinner	Wishbone Restaurant	
76.41	3/26/2010	Council Dinner	Los Lagos	
123.86	3/26/2010	Council Dinner	Chili's Restaurant	
54.00	3/26/2010	Council Dinner	Wishbone Restaurant	
76.41	3/26/2010	Council Dinner	Los Lagos	
92.40	4/6/2010	Council Soda	Vend One	
-10.00	4/16/2010	Reimbursement for soda used from Council supply	City of Westminster	
47.90	4/16/2010	Council Dinner	Papa J's Italian Restaurant	
67.94	4/16/2010	Council Dinner	Black Jack Pizza	
54.00	5/18/2010	Council Dinner	Wishbone Restaurant	
45.99	5/18/2010	Council Dinner	Chili's Restaurant	
30.47	5/18/2010	Council Dinner	Black Jack Pizza	
75.41	5/18/2010	Council Dinner	Los Lagos	
71.50	5/18/2010	Council Dinner	Noodles and Co.	
53.00	5/25/2010	Council Dinner	Li's Chinese Restaurant	
61.46	5/25/2010	Council Dinner	Pizza Hut	
52.80	6/2/2010	Council Soda	Vend One	
52.75	6/25/2010	Council Dinner	Li's Chinese Restaurant	
61.46	6/25/2010	Council Dinner	Pizza Hut	
35.00	6/25/2010	Council Dinner	Double D's Pizza	
54.00	7/26/2010	Council Dinner	Wishbone Restaurant	
48.70	7/26/2010	Council Dinner	Papa J's Italian Restaurant	
53.00	7/26/2010	Council Dinner	Li's Chinese Restaurant	
37.02	7/26/2010	Council Dinner - Cookies	Wal-Mart	
76.41	7/26/2010	Council Dinner	Los Lagos	
79.20	8/4/2010	Council Soda	Vend One	
46.94	8/16/2010	Council Dinner	Black Jack Pizza	
61.46	8/16/2010	Council Dinner	Pizza Hut	
53.00	8/16/2010	Council Dinner	Li's Chinese Restaurant	
71.50	8/16/2010	Council Dinner	Noodles and Co.	
52.80	8/18/2010	Council Soda	Vend One	
53.91	8/31/2010	Council Dinner - Cookies	King Soopers/Franzen Petty Cash	
79.20	9/20/2010	Council Soda	Vend One	
54.00	9/22/2010	Council Dinner	Wishbone Restaurant	
68.37	9/22/2010	Council Dinner	Los Lagos	
48.94	9/22/2010	Council Dinner	Black Jack Pizza	
\$2,557.04	TOTAL		<i>% of total City Council budget</i>	2.25%
\$5,000.00	BUDGET	2010 APPROVED BUDGET	<i>% of account budget expended year-to-date</i>	51.14%
\$2,442.96	BALANCE			
<b>\$222,312.00</b>	<b>TOTAL 2010 CITY COUNCIL BUDGET</b>			
<b>-\$152,295.91</b>	<b>TOTAL 2010 CITY COUNCIL EXPENDITURES YTD</b>			
<b>\$70,016.09</b>	<b>BALANCE</b>			
<b>68.51%</b>	<b>PERCENT OF BUDGET EXPENDED YTD</b>			