



# BUDGET 2017

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**Annual Operating & Capital Improvement**



# Table of Contents

## Introduction

|   |   |
|---|---|
| Distinguished Budget Presentation Award ..... | 1 |
| Reader's Guide.....                           | 2 |
| Community Profile .....                       | 3 |
| List of Officials .....                       | 7 |
| Organizational Chart.....                     | 8 |

## Budget Summary

|                                    |    |
|------------------------------------|----|
| Budget Overview .....              | 9  |
| Goals & Priorities .....           | 13 |
| Challenges & Opportunities .....   | 15 |
| Revenue Assessment.....            | 16 |
| Expenditure Assessment .....       | 21 |
| Other Sources/Uses .....           | 24 |
| Fund Balance Analysis .....        | 26 |
| City-Wide Summary.....             | 28 |
| City-Wide Revenue Detail.....      | 30 |
| City-Wide Expenditure Detail ..... | 33 |

## Fund Summaries

|                               |    |
|-------------------------------|----|
| General Fund.....             | 36 |
| Conservation Trust Fund ..... | 38 |
| CDBG Fund.....                | 40 |
| Capital Projects Fund .....   | 42 |
| Water & Wastewater Fund.....  | 48 |
| Stormwater Fund .....         | 54 |
| Sanitation Fund .....         | 56 |

## Department Summaries

|                                    |     |
|------------------------------------|-----|
| Department Funding Matrix .....    | 59  |
| Legislative .....                  | 60  |
| City Manager .....                 | 68  |
| City Clerk.....                    | 76  |
| Management Services .....          | 82  |
| Technology.....                    | 94  |
| Finance.....                       | 102 |
| Planning & Development .....       | 112 |
| Parks, Recreation, & Culture ..... | 120 |
| Police.....                        | 134 |
| Public Works.....                  | 142 |

## Capital Improvement Program

|                               |     |
|-------------------------------|-----|
| Program Overview .....        | 177 |
| Conservation Trust Fund ..... | 179 |
| CDBG Fund.....                | 188 |
| Capital Projects Fund .....   | 190 |
| Water & Wastewater Fund.....  | 216 |
| Stormwater Fund .....         | 234 |

## Appendix

|                             |     |
|-----------------------------|-----|
| Financial Policies .....    | 239 |
| Personnel Summary .....     | 245 |
| Glossary of Terms .....     | 250 |
| Resolution No. 16-136 ..... | 258 |
| Resolution No. 16-137 ..... | 259 |



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Northglenn  
Colorado**

For the Fiscal Year Beginning

**January 1, 2016**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Northglenn for its annual budget for the fiscal year beginning January 1, 2016.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. The City of Northglenn believes the 2017 budget document continues to conform to the provisions set forth by the program and will be submitting it to GFOA for determination.

## Reader's Guide

This budget document is prepared in a format that strives to reduce the level of difficulty for readers not familiar with public budgeting systems, yet still provide comprehensive information useful in communicating the overall financial direction and policy of the City. Each section of the budget document and its contents are described below:

*Introduction* – Provides a profile and brief history of the City including information regarding the local population, climate, and economy. In addition, this section describes the operating structure of the local government, identifies key municipal facilities, and provides a list of current City Officials, as well as a city-wide organizational chart.

*Budget Summary* – Describes the budget process, fund structure, and basis of accounting used in the budget document. It also provides information regarding the goals and challenges facing the organization, an assessment of the major revenues and expenditures, and various city-wide budgetary statements.

*Fund Summaries* – The City operates a number of individual funds, each with its own appropriated budget. This section provides a budgetary statement for each of the City's funds and when applicable provides summary statements of the restricted funding elements within those funds.

*Department Summaries* – The City is organized by department, and as such each department has an authorized expenditure budget, which it must follow. A department funding matrix as well as detail regarding each department including departmental statements, descriptive narratives, goals, activity measures, and Full Time Equivalency (FTE) levels are presented in this section.

*Capital Improvements* – This section provides a detailed account of each capital improvement project including a program summary, descriptions, estimated costs, and information regarding the impacts of the projects on future operations and maintenance.

*Appendix* – This section contains miscellaneous information that may be of interest to readers and includes financial policies, personnel summaries, the City's adopted pay plan, and a glossary of terms. The resolution adopting/appropriating the budget and certifying the mill levy are included at the end of this section.

# Community Profile

## Introduction

The City of Northglenn is located approximately 9 miles north of downtown Denver in both Adams and Weld Counties. The City occupies approximately 7.5 square miles made up of two geographically separated areas. The primary portion of the City contains approximately 6.5 square miles which serves as the city center and according to the US Census Bureau, is home to an estimated 36,588 residents. In 1990, the City annexed an additional square mile of property located approximately 5.5 miles north of the former City border which includes the City's wastewater treatment plant as well as several hundred acres of undeveloped land. US Interstate 25 bisects the City in a North-South direction, and serves as the area's primary arterial along the foothills and Front Range cities. The City lies at an elevation of 5,377 feet above sea level, and is surrounded on all sides by other municipalities.

## History

First used by the Kiowa and Arapahoe Indians, the area surrounding the City of Northglenn has a rich heritage and includes early pioneers, mining, farming, ranching, and the railroad. Although the first settlers began to arrive in the region in the early 1800's, it was not until some 100 years later that the construction of the Union Pacific Railroad gave rise to several small communities in the area.

In 1959, the Perl-Mack Company began construction of a large subdivision in unincorporated Adams County known as North Glen. The homes were a success, and by the fall of 1962 the development had grown to approximately 3,000 homes and almost 10,000 residents. That same year the community was named "The Most Perfectly Planned Community in America" by Life Magazine. The community continued to grow and in 1968 the Northglenn Mall opened and quickly became the primary retail center for the area. The City of Northglenn officially incorporated on April 19, 1969. Six years later on April 29, 1975, the City adopted its Charter and became a self-governing, Colorado Home Rule Municipality.



## Climate

The climate of Northglenn is considered semi-arid with very low humidity and relatively little precipitation. The area is well-known for its abundant sunshine, as it averages over 275 sunny days per year. During the summer it is not uncommon to have temperatures in excess of 90°; however days for which temperatures reach 100° are unusual. Thunderstorms are common during the growing season between April and September and supply approximately 75% of the annual precipitation to the area. Winters are normally mild, however snowstorms measured in feet, do occur on occasion. The information below as compiled by the Western Regional Climate Center provides additional information regarding the City's climate:

|   |             |
|---|-------------|
| Average High/Low Temperature in January | 46.6°/19.3° |
| Average High/Low Temperature in July    | 89.8°/57.8° |
| Average Annual Precipitation            | 14.15"      |
| Average Annual Snowfall                 | 42.9"       |
| Average Wind Speed                      | 9.8 mph     |

## Population & Demographics

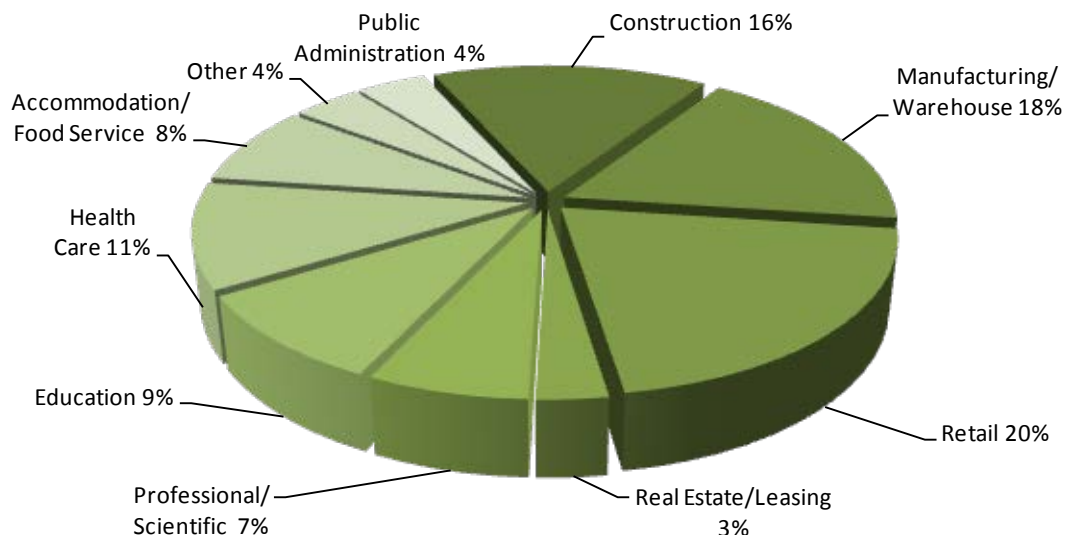
According to the US Census Bureau, the estimated population of the City of Northglenn is 37,075. In addition, there were an estimated 14,274 housing units within the City and an average household size of 2.68 individuals. Approximately 89.8% of the housing units in Northglenn are occupied, and of those, 31.4% are categorized as renter-occupied. Additional information regarding the demographics of the City compared to that of Adams County and the State is provided in the following table:

|                                | <u>Northglenn</u> | <u>Adams County</u> | <u>Colorado</u> |
|--------------------------------|-------------------|---------------------|-----------------|
| Male                           | 49.8%             | 50.3%               | 50.1%           |
| Female                         | 50.2%             | 49.7%               | 49.9%           |
| Median Age                     | 33.1              | 32.4                | 36.1            |
| Under 18 Years                 | 25.5%             | 28.6%               | 24.4%           |
| Between 18-64 Years            | 63.2%             | 63.1%               | 64.7%           |
| Over 65 Years                  | 11.3%             | 8.3%                | 10.9%           |
| High School Graduate or higher | 84.5%             | 79.7%               | 89.7%           |
| Bachelor's degree or higher    | 17.1%             | 20.6%               | 36.3%           |
| Graduate degree                | 4.4%              | 6.0%                | 13.0%           |

## Labor & Employment

According to the U.S. Census Bureau, Northglenn's workforce accounts for 73.6% of its total population. Occupations in sales and service make up the largest category, followed by professional positions, production, transportation, and construction. The City's median household income is estimated at \$52,149.

Approximately 690 store-front businesses operate in the City offering a wide variety of goods and services. A 125-acre industrial park located on the east side of the City and comprised of 140 businesses involved in manufacturing, transportation, warehousing, automotive, and other services provides many of the primary jobs within the community. The City is also home to a number of "big box" commercial retail establishments including Lowes, Best Buy, and Bed, Bath & Beyond. The Northglenn Marketplace located at I-25 and 104<sup>th</sup> Avenue is the primary retail center within the City and is made up of approximately 142 establishments. The chart below provides additional information regarding local employment by industry:



## Growth & Development

The City of Northglenn is a mature community, bordered on all sides by other municipalities with limited land available for new development. As such, redevelopment plays an important role in the local economy. In 1990, the Northglenn Urban Renewal Authority (NURA) was created to actively eliminate blight, assist with private redevelopment projects, as well as plan and develop public-related improvements in an effort to develop and maintain a sustainable economy.

While limited, opportunities for infill development within the City do exist. Two future mass-transit light rail stations are planned in or near Northglenn as part of the Regional Transportation District's (RTD) FasTrack program. The first station is planned to be built on vacant property between Irma and York Street on 112<sup>th</sup> Avenue, while the other is planned to go in just north of the city limits, at 124<sup>th</sup> Avenue and Claude Court. The City is also focused on several redevelopment projects throughout the City.

## Government

The City of Northglenn is a home rule community consisting of a council-manager form of government with power vested in an elected, nine-member City Council. Policy-making and legislative authority remains the responsibility of the City Council. The Council adopts the budget, appoints the boards and commissions, and hires the City Manager, City Attorney, City Clerk, and Municipal Judge. The City Manager is responsible for carrying out the policies and ordinances approved by Council, for overseeing the day-to-day operations of the City, and for appointing the heads of various departments. Elected by ward on a non-partisan basis, Council Members serve four-year staggered terms. The Mayor is elected at-large every four years. The Council may take action through ordinances, resolutions, and motions. The Home Rule Charter establishes procedures to promote the expeditious and efficient handling of City matters.

The City provides a full range of services including police protection, municipal court services, street and road maintenance, parks and recreation, sanitation services, water treatment, sewer and stormwater services, as well as planning and general administration.

## City Facilities

*City Hall & Police Department*  
11701 Community Center Drive  
Northglenn, Colorado 80233  
303.451.8326

*Water Treatment Facility*  
2350 West 112<sup>th</sup> Avenue  
Northglenn, Colorado 80234  
303.450.4061

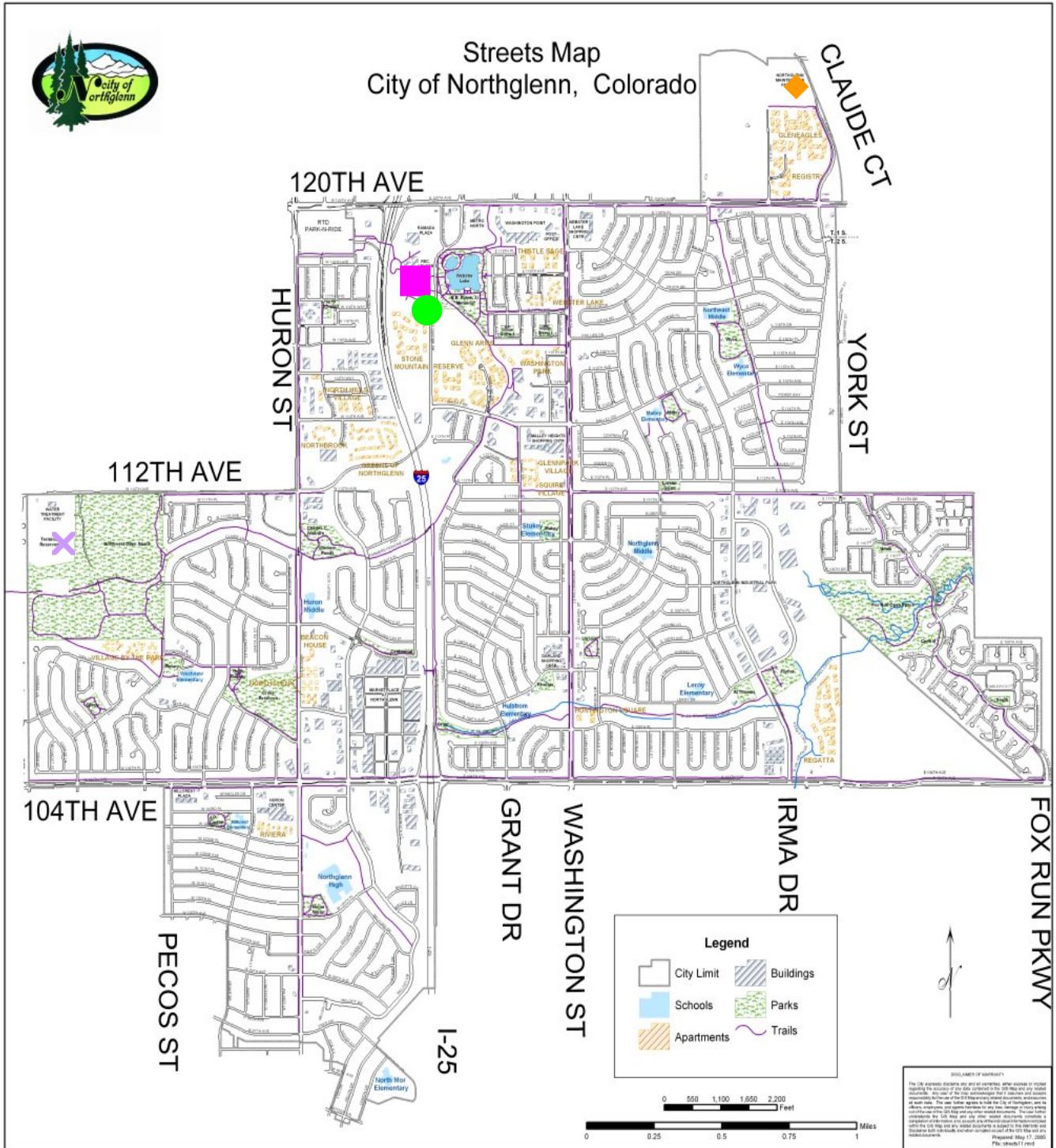
*Recreation Center*  
11801 Community Center Drive  
Northglenn, Colorado 80233  
303.450.8800

*Wastewater Treatment Facility*  
5445 Weld County Road 2  
Brighton, Colorado 80603  
303.457.0931

*Maintenance & Operations Facility*  
12301 Claude Court  
Northglenn, Colorado 80241  
303.450.4004



## City Map



- City Hall
- Recreation Center
- ◆ Maintenance & Operations Facility
- ✕ Water Treatment Facility
- Wastewater Treatment Facility located on annexed parcel in Weld County (not shown)

## List of Officials

### City Council

|                       |                  |
|-----------------------|------------------|
| Mayor                 | Joyce Downing    |
| Mayor Pro Tem, Ward I | Carol Dodge      |
| Ward I                | Jordan Sauers    |
| Ward II               | Joe Brown        |
| Ward II               | Becky Brown      |
| Ward III              | Kyle Mullica     |
| Ward III              | Marci Whitman    |
| Ward IV               | Kim Snetzinger   |
| Ward IV               | Antonio Esquibel |

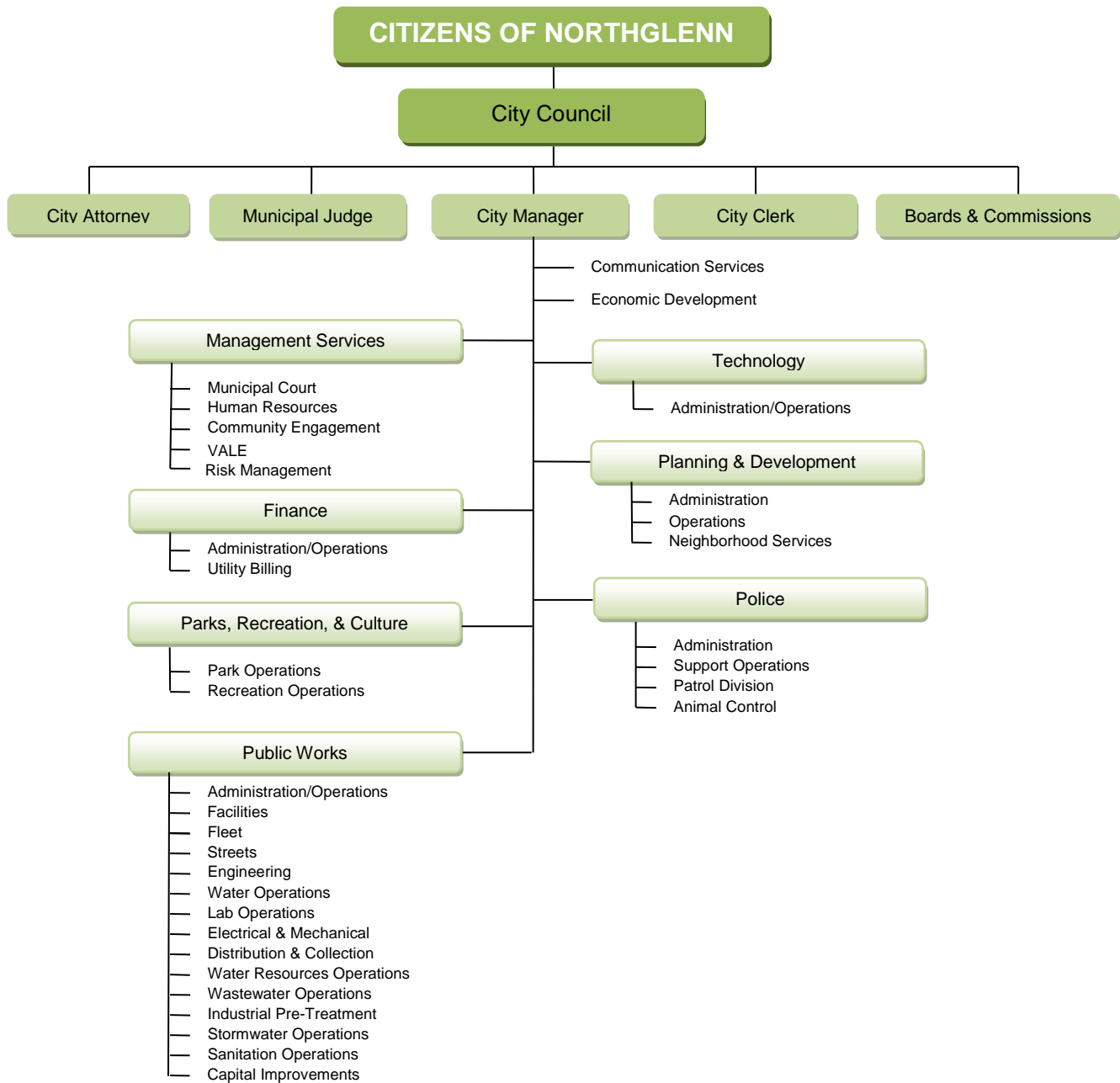
### Administration

|  |                 |
|--|-----------------|
| City Manager                             | James A. Hayes  |
| City Attorney                            | Corey Hoffmann  |
| City Clerk                               | Johanna Small   |
| Director of Management Services          | Paula Jensen    |
| Director of Technology                   | Bob Lehr        |
| Director of Finance                      | Jason Loveland  |
| Chief of Police                          | James May, Jr.  |
| Director of Parks, Recreation, & Culture | Amanda Peterson |
| Director of Planning & Development       | Brook Svoboda   |
| Director of Public Works                 | David Willett   |

### Boards & Commissions

|                                  |  |
|----------------------------------|--|
| Board of Adjustments             | Northglenn Urban Renewal Authority (NURA)        |
| Citizens' Affairs Board          | Parks & Recreation Advisory Board                |
| Charter Review Committee         | Planning Commission                              |
| Election Commission              | Victim Assistance & Law Enforcement Board (VALE) |
| Historic Preservation Commission | Youth Commission                                 |
| Liquor Licensing Authority       |  |

# Organizational Chart



## Budget Overview

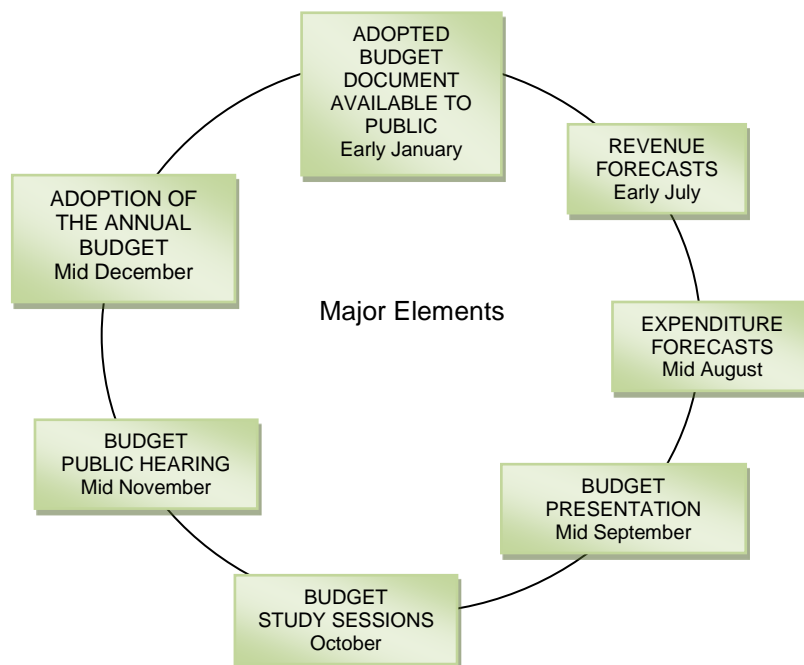
Pursuant to Article VIII of the City Charter, I am pleased to present the 2017 Annual Operating Budget & 2017-2021 Capital Improvement Plan for the City of Northglenn. The budget identifies the allocation of available resources and acts as an operations guide in an effort to meet the service needs of the community.

### Budget Process

The City's fiscal year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of each year. Although the City legally appropriates its budget on an annual basis, the budgeting process includes discussions regarding multi-year financial planning, specifically as it relates to the City's five-year Capital Improvement Program.

The individual departments prepare budgets using a line-item method, providing detailed documentation for revenues and expenditures. Service levels, as approved by the City Council during the annual budget review, assist the departments in determining projected expenditures. In order to present a balanced budget, the City Manager works closely with departments to coordinate funding levels. Article VIII, Section 4e of the City Charter defines a balanced budget as, "The total of proposed expenditures shall not exceed the total of estimated revenues." Per the City's Municipal Code, the proposed budget must be presented to City Council at a study session on or before September 20<sup>th</sup>, followed by a public hearing which must be held on or before November 30<sup>th</sup>. During the public hearing, City Council may adopt the budget with or without amendment. If City Council fails to adopt the budget by December 31<sup>st</sup>, the amounts appropriated for the current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis. Adoption of the budget by City Council shall constitute appropriations of the amounts specified at the fund and department level. The City encourages citizen participation by publishing notices of the hearing in the local newspaper, the City's website, and posted at official City posting places. Copies of the budget document are also available for citizen review.

### Budget Flowchart



### Budget Calendar

| Date              | Activity   |
|-------------------|--|
| January 30, 2016  | File the Adopted Budget with the Colorado Division of Local Governments<br>Due By: January 30 <sup>th</sup> (C.R.S. 29-1-113(1)) |
| May 23            | Present 2017 Budget Calendar to City Council   |
| June 10           | Development/Communication of 2017 Organizational Goals & Priorities  |
| June 10           | Preliminary Executive Team Budgetary Meeting   |
| June 13 – 17      | Develop Preliminary Projections, and Budget Worksheets   |
| June 20           | Distribute Projections, Preparation Manual, and Worksheets to Departments  |
| June 21 – July 23 | Departments Complete Budget Worksheets and Package Requests  |
| July 22           | Departments Submit Budget Worksheets/Requests to Finance   |
| July 25 – 29      | Develop Preliminary Budget Reports   |
| August 5          | Distribute Preliminary Budget to City Manager  |
| August 8 – 12     | Executive Level Review of the Preliminary Budget   |
| August 15 – 19    | Develop & Compile Proposed Budget Document   |
| August 25         | Receive Preliminary Abstract of Assessments from County Assessor<br>Due By: August 25 <sup>th</sup> (C.R.S. 39-5-121(2)(b))      |
| August 26         | Calculate Preliminary Mill Levy Rate   |
| August 29 – 31    | City Manager Review of the Proposed Budget   |
| September 1 – 15  | Proposed Budget Development & Analysis   |
| September 9       | Submit Proposed Budget to City Council   |
| September 19      | Formal Presentation of Proposed Budget Document to City Council  |
| October 3 & 17    | Departmental Budget Presentations To Council   |
| November 7        | Departmental Budget Presentations To Council   |
| November 8        | Election Day   |
| November 14       | Public Hearing on the Proposed Budget and Capital Improvement Program  |
| November 21       | Legislative Level Review & Instruction   |
| November 22 – 30  | Develop & Compile Recommended Budget Document  |
| December 2        | Submit Recommended Budget to City Council  |
| December 12       | Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy  |
| December 10       | Receive Certified Final Assessed Valuation from County Assessor<br>Due By: December 10 <sup>th</sup> (C.R.S. 39-1-111(5))        |
| December 15       | Certification of the Annual Mill Levy<br>Due By: December 15 <sup>th</sup> (C.R.S. 39-5-128(1))                                  |
| December 15 – 31  | Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution                                 |

### Budgetary Control

Once adopted, it becomes the responsibility of the Finance Department to monitor and report on the financial activity of the organization and condition of the annual budget. The City incorporates the use of financial software, policies, and procedures to provide an adequate level of control over expenditures. Each department is responsible for controlling expenditures within budgetary allowances; however, ultimate budgetary responsibility is retained at the legislative level. As allowed by the City's Charter, requests for amended, supplemental, or reduction appropriations to the budget will be issued in a public notice and subject to the approval of City Council by ordinance.

## Budgetary Basis of Accounting

Basis of Accounting refers to the specific time at which revenues and expenditures are recognized in the accounts and reported in the financial statements. The method of accounting used often depends on the purpose for which the fund has been established. Proprietary funds utilize the accrual basis of accounting while all other funds utilize the modified accrual basis.

In the budgetary process however, all funds are prepared on the modified accrual basis of accounting. Thus, capital expenditures, debt and lease payments, as well as interfund loan repayments are recorded as expenditures in the year in which they occur. Furthermore, depreciation and amortization costs are not budgeted since these costs represent non-cash transactions.

## Fund Structure

The City of Northglenn, like other local governments, utilizes funds to account for the activity of specific operations, programs, and/or functions. Each fund maintains an independent, self-balancing ledger and budget subject to appropriation. In accordance with State statute, no fund may overspend the appropriation established by City Council. The funds established by City Council and appropriated in this budget are as follows:

*General Fund* – This fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund. The functions accounted for in this fund account for most of the day-to-day operations of the City that are financed via sales tax, property tax, and other general revenues. Activities in the General Fund include general administration, economic development, public safety, development review, parks, and public works.

*Special Revenue Funds* – Such funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specified purposes and which therefore cannot be diverted to other uses. The City of Northglenn currently operates two Special Revenue Funds.

- *Conservation Trust Fund* – The City receives an annual distribution from the State of Colorado from the proceeds collected via the State Lottery. State law mandates that a Conservation Trust Fund be established to record revenues and expenditures and that the funds received are restricted for use in the acquisition, development, and maintenance of new conservation sites, or for capital improvements or maintenance for recreation purposes on any public site.
- *Community Development Block Grant (CDBG) Fund* – The City receives an annual distribution of funds from Adams County as part of the Department of Housing and Urban Development (HUD) program. These funds have been established to benefit low and moderate income areas within the City.

*Debt Service Fund* – This fund is used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs. Colorado State Statute limits the total amount of General Obligation debt to three percent of the jurisdiction's actual value of all the taxable property in the City, as determined by the County Assessor. The City of Northglenn currently does not carry any general obligation debt outside of the enterprise funds and therefore does not report a Debt Service Fund.

*Capital Projects Fund* – This fund is used to account for the construction of major capital projects other than those financed by Enterprise or Internal Service Funds. The City of Northglenn currently operates one Capital Projects Fund. The revenues in the Capital Projects Fund are derived from various restricted and non-restricted sources including county-shared sales tax revenues, grants, and transfers from the General Fund.

*Enterprise Funds* – Such funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing these services to the general public on a continuing basis be financed or recovered primarily through user charges. All activities necessary to provide such services are accounted for in this fund, including administration, operations, maintenance, finance, and related debt service. The City of Northglenn currently operates three enterprise funds.

- *Water & Wastewater Fund* – The City of Northglenn provides water and wastewater services to approximately 10,200 residential and commercial customers, and supplies over 1.6 billion gallons of water annually. Revenues are derived primarily from user charges; however restricted sales tax collections are used to support water rights purchases, as well as the debt obligations of the fund.
- *Stormwater Fund* – The fund is used to account for the resources generated and costs associated with providing stormwater services. Revenues are collected through user charges collected in the utility billing process.
- *Sanitation Fund* – The City of Northglenn provides trash collection and curbside recycling services to approximately 9,500 customers, and hauls over 15,000 tons of garbage annually. Revenues are collected through user charges collected in the utility billing process.

*Internal Service Funds* – These funds are used to account for goods and/or services provided by one department to other departments within the City and to other government units on a cost reimbursement basis. The City of Northglenn currently does not operate any Internal Service Funds.

## **Goals & Priorities**

### **Strategic Goals**

The City Council serves as the legislative body of the City of Northglenn and is responsible for establishing the goals and priorities of the organization. The goals provide direction to staff and determine the actions which are taken to meet the ongoing service needs of the community. The City must continue to redefine its goals and set objectives as to how they can be achieved in both the short and long term. The strategic goals which have been set forth by City Council include:

1. Upgraded city infrastructure and facilities
2. Fiscally responsible city government
3. Strong, competitive businesses
4. Community governance with civic partnerships
5. Clean and beautiful city
6. Livable neighborhoods and homes

### **Business Principles**

In support of the above goals City Council has developed a set of business principles to guide the organization's operations and decision making process. The business principles are as follows:

1. Strive to "break even" financially on all programs, but understand the social, political and economic repercussions.
2. Develop infrastructure plans that maintain asset value and improve long-term service capabilities. Infrastructure plans should be developed on a "working smarter" concept rather than simply "working harder".
3. Plans and programs should be built for the future and should include regional impacts and regional strategies that utilize neighboring community growth to Northglenn's advantage.
4. If programs do not add value to the community or cannot be justified from a financial standpoint, consolidate or eliminate those programs. In other words, give the customers what they want.
5. Correlate abilities to offer programs with overall costs including personnel, training, communication, and required skills.
6. Don't add new programs without ensuring that funding is available and that funding levels will not detract from or diminish other relevant programs.
7. Make sure that programs and capital projects are evenly spread throughout the City of Northglenn.
8. Conduct analysis of needs and develop a master plan of facilities and programs. The master plan should be based on demographics, stated interest and feedback from citizens that might be impacted by the program or project.



## Other Planning Processes

In developing the annual budget, the City utilizes other planning processes including the City's Capital Improvement Plan, the Comprehensive Plan, the Economic Development Strategic Plan, the Parks & Recreation Master Plan, the Water Treatment Plant Master Plan, the Wastewater Utility Plan, the Water Conservation Plan, the Integrated Resources Plan, and the Water & Wastewater Rate Study. Such plans have either been developed, or are in the process of being developed to assess the City of Northglenn's short and long-term infrastructure needs and strategic priorities. Where appropriate, the recommendations and initiatives provided in these plans have been incorporated into the planning and development of the annual budget. Capital expenditures for the upcoming year are directly linked to the City's Capital Improvement Plan.

## Priorities

The City of Northglenn is committed to providing its residents, businesses, and visitors with dependable municipal services while ensuring the long-term financial health of the community. Since the "Great Recession", the City's financial outlook has improved considerably as a result of proactive cost cutting measures, stabilization and growth in tax revenues. As such, the organization is able to focus on the long-term direction and development of the community while remaining attentive to changes in the local economy.

The City held a strategic planning session with staff and elected officials in January 2014. From that session, several key initiatives were identified as priorities for 2014-2017. The overriding objective for the City is to create vitalization throughout the City. This initiative is meant to lay the foundation for future planning, development, and redevelopment. Staff is taking on a rebranding and marketing of the City, updating the zoning code, and evaluating the sustainability of providing services given the current land-use and fiscal policies. While an emphasis has been placed on planning for the future, the City has also committed to delivering services at current levels and to find ways to continuously improve the delivery of those services. Healthy Eating / Active Living (HEAL) is a long-term program area and focus of the City, and several projects and initiatives will be completed in 2017.

Many of the aforementioned initiatives are continuing in 2017. During 2016's strategic budget meeting staff and city council set forth the completion and evaluation of the civic campus. The campus currently is home to city hall and a recreation center/theatre complex. In 2017 the masterplan of the campus is to be completed and a direction from council will be set regarding the campus.

The 2017 budget continues to control operating expenditures, while making significant commitments in the community's assets and infrastructure. City-wide, the 2017 revenue forecasts represent an increase of 1.6% over the 2016 year-end estimates. Projects such as the construction of a new Justice Center, rehabilitation of residential streets, and improvements to the water and wastewater systems in the City are major capital improvement projects planned for in 2017.

Services for residents have been maintained at current levels and the City has been moving forward on many strategic fronts in economic development and infrastructure improvements. Investments and grants from the City and its Urban Renewal Authority are key in maintaining and expanding the tax base. A new 60,000 sq. ft. hospital is finalizing construction and will bring jobs and visitors into the City beginning in early 2017.. The City is also preparing for rail transit services to the community, which may start operating in 2018. Master planning efforts will be finalized in 2017 as well as plans for city-funded betterments to the station area.

To control operating expenditures to the greatest extent possible, the City has placed significant emphasis on improved efficiencies and value-based operations. Formal requests to increase operating budgets over the prior year are required. An emphasis in the budget for 2017 has been placed on police

operations and staff retention, strategic evaluations of the City's planning documents, including the Zoning Code and a Sustainability Assessment that will factor in land use and its revenue impact.

The 2017 budget includes a market adjustment for all positions surveyed below current industry levels, as well as a maximum 3% merit increase for all non-sworn employees and step increases for all sworn police personnel.

## **Challenges & Opportunities**

An ongoing challenge the City faces now as well as into the foreseeable future is its dependence on sales and use tax revenues. Historically, approximately 50% of the City's total revenues are derived through sales and use taxes, making it especially reliant upon, and vulnerable to, patterns in consumer and business spending. Of all the major revenue sources municipal government collects, sales tax is the most sensitive to the economic climate. In 2016, the City has seen sales and use tax growth of over 3%. Prior year sales tax growth of 10% due to the establishment of the recreational marijuana industry in the City as well as the Webster Lake Promenade development have flattened in 2016. The City's major shopping center has seen three large tenants leave. In the near-term, inflationary growth in revenue is expected with an opportunity to create new business within the largest shopping center.

The City continues to support ongoing operating costs without the use of fund balance. By implementing cost containment efforts, the City has been able to implement numerous efficiencies, thereby cutting expenditures without reductions in service levels. As is the case with many local government organizations, there are limited opportunities to increase revenues, therefore, in an effort to maintain the City's financial viability it will be imperative that the organization continue efforts which maximize service delivery in the most efficient and effective manner possible.

The City of Northglenn is a mature community with limited land available for new development. The City is also bordered on all sides by other municipalities and therefore cannot annex new land. As such, redevelopment plays an important role in the local economy. In 1990, the Northglenn Urban Renewal Authority (NURA) was created to actively eliminate blight, assist with private redevelopment projects, as well as plan and develop public-related improvements. In 2016, the City and NURA worked on a joint incentive to bring the City a new hospital that served as an infill development project. Future efforts for redevelopment and infill projects will be key for the future sustainability of the City.

In order to be considered sustainable, the City must maintain a level of reinvestment within the community. Due to years of deferred maintenance, the City's equipment, facilities, and infrastructure are in need of replacement/renovation or improvement. In response, the City continues to focus on its planned, non-grant funded capital spending in 2017.

In 2009, voters approved the extension of a 4.000 mill property tax for the purposes of reconstruction and rehabilitation of City streets and tracked in the Capital Projects Fund. This tax is scheduled to sunset on December 31, 2019 and the City will be evaluating short and long-term options for this revenue stream in 2017.

In 2013, voters approved the extension of an expiring ½% sale and use tax. This ½% tax on non-food items are used to meet the water resource needs of the community and thus recorded in the Water and Wastewater Fund.

In 2015, voters approved the extension and removed the sunset provision of a tax expiring in 2025. This ½% sales and use tax on non-food items are used to meet the capital improvement needs of the community. The sales and use tax is anticipated to generate an additional \$2.7 million in 2016. As the City plans to improve facilities and infrastructure it was paramount the tax be extended without an

expiration in order to provide a more secure revenue stream for potential debt service activities. This tax revenue source will fund the Justice Center project of approximately \$23 million.

In an effort to provide the best services possible to its citizens, the City actively seeks out additional funding opportunities. Grants have been awarded for various capital projects related to the City's Parks and Recreation activities. The details of the grant projects can be found in the Capital Improvement Projects section of the budget.

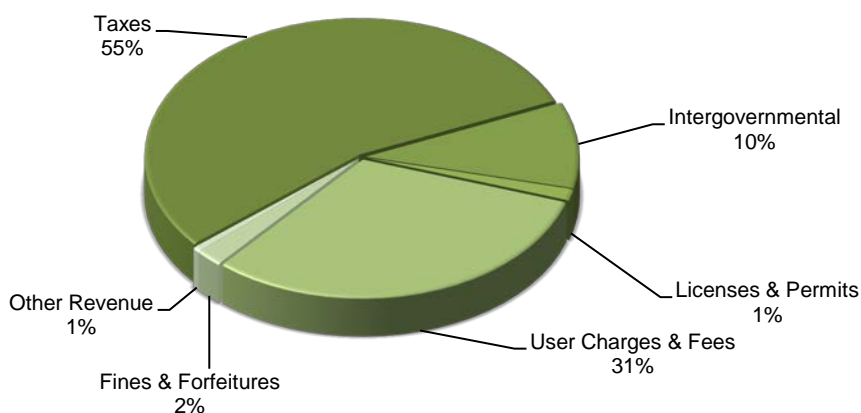
## Revenue Assessment

### City-Wide Revenues

In an effort to simplify financial reporting, the City of Northglenn has organized its revenues into six categories: Taxes, Intergovernmental, Licenses & Permits, User Charges & Fees, Fines & Forfeits, and Other Revenue. The following table and chart illustrate the City's total revenue (all funds, not including Other Sources or use of fund balance).

| Revenue Category    | 2015<br>Audited<br>Amounts | 2016<br>Year-End<br>Forecast | 2017<br>Budget       |
|---------------------|----------------------------|------------------------------|----------------------|
| Taxes               | \$ 26,576,201              | \$ 27,098,180                | \$ 27,490,995        |
| Intergovernmental   | 4,181,417                  | 4,240,305                    | 5,095,632            |
| Licenses & Permits  | 824,611                    | 717,476                      | 672,737              |
| User Charges & Fees | 14,767,668                 | 15,131,262                   | 15,725,386           |
| Fines & Forfeitures | 1,144,572                  | 1,037,897                    | 1,024,279            |
| Other Revenue       | 355,170                    | 342,185                      | 286,900              |
| <b>Total</b>        | <b>\$ 47,849,639</b>       | <b>\$ 48,567,305</b>         | <b>\$ 50,295,929</b> |

**Operating Revenue Budget By Category**



As shown in the above table, city-wide 2017 budgeted revenue is estimated at \$50,295,929 compared to estimated collections of \$46,868,354 in 2016. The increase in user charges and fees represents

collections for water services, which incurred a rate increase this past summer. Overall, much of the revenue is estimated to remain flat in 2017 over 2016 year-end estimates. There were no tax increases, new industries, or developments expected to occur in 2017. Additional detail regarding the forecasting methods for several of the major revenue sources of the City, as well as the associated impacts of the current economic environment is presented in the following sections.

### Tax Revenue Category

Taxes represent by far the largest revenue category of the 2017 budgeted revenues, accounting for approximately 55% of the City's total revenue. Property, specific ownership, sales, use, accommodation, and occupational taxes comprise this category. Due to the material nature of the property, sales, and use tax collections, each revenue source is discussed in more detail below.

*Property Tax* – Property taxes are generated through an 11.597 mill levy on the assessed real and personal property valuation of \$267,611,750. In 2017, the City has estimated property tax collections of \$3,103,366, which makes up 6% of the City's total revenue. The mill levy is made up of perpetual 7.597 mills used to support general operating activities and is recorded in the General Fund, while a voter-approved 4.000 mills, scheduled to expire on December 31, 2019, is restricted for purposes of major road and street reconstruction projects and accounted for in the Capital Projects Fund.

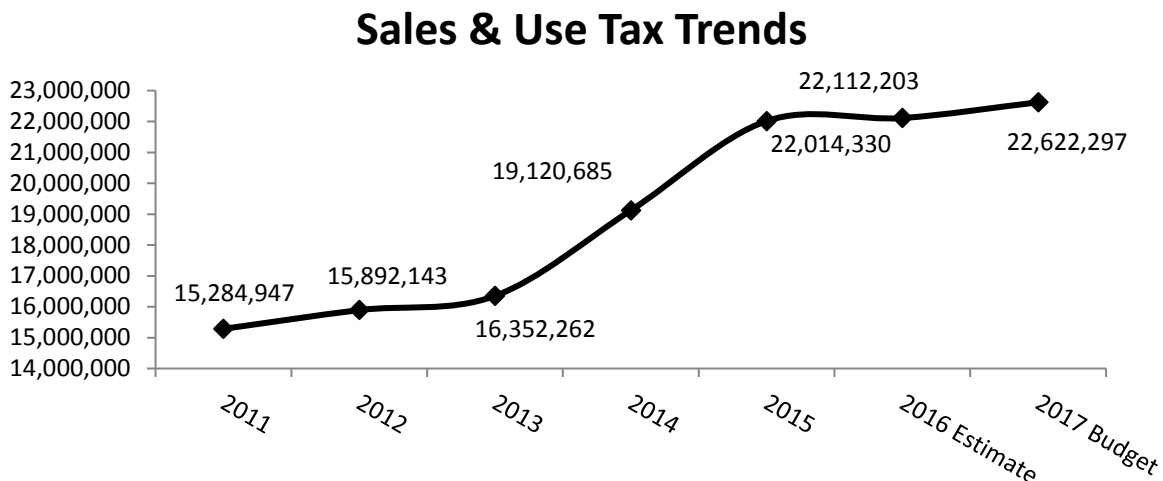
While property tax remains one of the most dependable revenue streams for the City, it also remains one of the most regulated under State law.

The residential assessment rate, which determines the amount of residential assessed value the mill levy is applied to, is expected to remain unchanged through 2017. The assessment rate is based on a statewide calculation, which keeps the total value of residential properties at 45% of the total assessed valuation. The assessment rate for nonresidential properties is fixed at 29% of market value, while residential rates remain variable. Pursuant to the requirements of the Gallagher Amendment to the State Constitution, the State of Colorado established the residential assessment rate at 7.96%. The table below shows the assessed valuation of the City and percent changes from year to year.

| <b>Year</b> | <b>Assessed<br/>Valuation</b> | <b>%<br/>Change</b> |
|-------------|-------------------------------|---------------------|
| 2007        | 253,297,030                   | 1.8%                |
| 2008        | 250,837,050                   | -1.0%               |
| 2009        | 239,829,910                   | -4.4%               |
| 2010        | 240,509,600                   | 0.3%                |
| 2011        | 238,969,630                   | -0.6%               |
| 2012        | 241,951,680                   | 1.2%                |
| 2013        | 242,042,167                   | 0.0%                |
| 2014        | 237,061,750                   | -2.0%               |
| 2015        | 270,286,440                   | 14.0%               |
| 2016        | 267,718,930                   | -1.0%               |

**Sales/Use Taxes** – The City of Northglenn currently levies a 4.0% sales/use tax on the purchase price of non-food goods and materials and a separate 3.0% sales tax on food items. While non-food sales taxes are primarily used to support the general operations of the City, 25% of the collections (which is equal to a 1.0% tax rate) have been restricted exclusively for the purposes of increasing the City's water supply (0.5%) and funding of capital improvement projects (0.5%). The restrictions are a result of two voter-approved 0.5%. The food-related sales tax is restricted for the exclusive purpose of reducing water and sewer capital charges and is made up of a 3.0% perpetual tax. The proceeds are used to pay water/wastewater-related debt service. In November 2014, the voters approved an additional 2% sales/use tax on the sale of marijuana and marijuana products in the City.

For 2017, sales and use tax collections comprise approximately 45% of the City's annual revenue, making it the largest single source of income for the City. The City collects its own sales and use taxes, closely monitoring collections through a self-collection program. Projections of sales and use taxes are based on detailed analysis of historical trends, economic forecasts, and anticipated changes in the local commercial environment as well as consumer spending, and development activity. The following chart illustrates the historical sales/use tax trends and forecasts.



In 2010, sales and use tax collections began to stabilize and in several cases reported modest increases after the “Great Recession”. In the past two years the City has seen significant sales and use tax growth. The largest contributing factors are the opening of a new 10-acre retail development, the recreational marijuana industry, and an increase in auto sales in the City. In the absence of any significant changes anticipated in the local commercial environment, sales and use tax collections are projected to increase a modest 2% in 2017 when compared to the prior year. Slow change in annual inflation typically impact sales tax collections, as such, these assumptions were used in the analysis as to remain conservative.

#### Intergovernmental Revenue Category

The intergovernmental revenue category represents approximately 10% of the 2017 budget revenues. The category is made up of revenues which are collected on behalf of the City by other governments. Revenues which fall under this category typically represent share backs or grants from the Federal, State, or County governments and include motor vehicle registrations, highway user taxes, road and bridge taxes, and state lottery proceeds. Also included in this category is revenue derived from the reimbursement of costs associated with the Northglenn Urban Renewal Authority.

#### Licenses & Permits Revenue Category

The City issues various licenses and permits which grant the holder specific use privileges (i.e. the ability to sell liquor within the City, etc.). The fees, which account for approximately 1% of the 2017 budgeted

revenues, are intended to offset some of the administration, recording, and regulation costs associated with those activities. Currently the City issues and collects fees for business and liquor licenses, as well as building, electrical, sign, special use, and park use permits.

#### User Charges & Fees Revenue Category

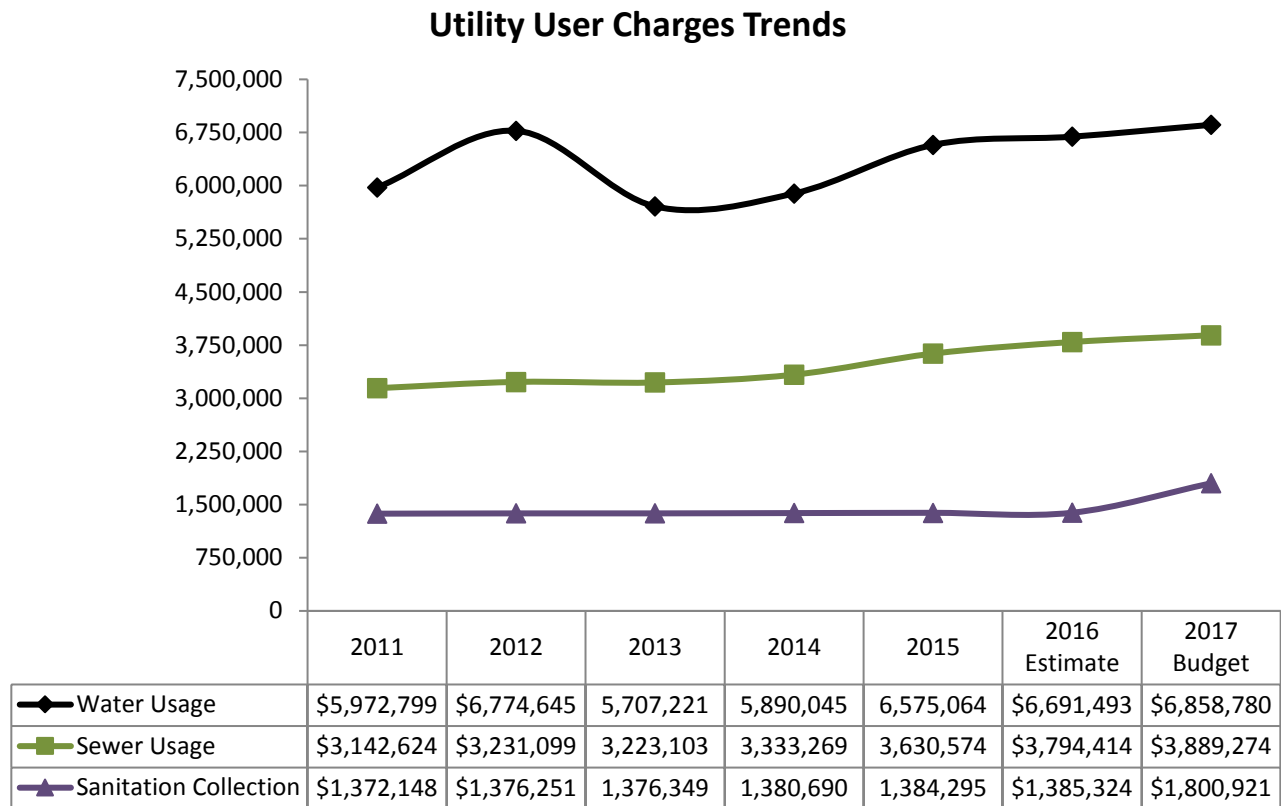
User charges and fees are intended to offset some or all of the costs associated with specific services provided to identifiable recipients. This revenue category represents approximately 31% of the 2017 organization-wide revenue, making it the second largest revenue category for the City. Approximately 79% of the dollars collected through user charges are associated with water, wastewater, and sanitation services. Due to the material nature of these revenue sources additional information has been provided below.

*Water Usage Charges* – Charges for water services are based on a tiered rate structure and offset the operating costs associated with providing clean and safe drinking water to the City's inhabitants. In 2017, the estimated collections associated with such services account for approximately 14% of the City's total annual revenue. In 2009, City Council approved a rate increase as well as modified the tier structure of the water rates schedule. A rate increase of approximately 10% was approved and implemented in 2015. No rate increases are planned for 2017. Revenue forecasts are based on customer trends, changes to the rate structure, and estimates regarding annual precipitation.

*Sewer Usage Charges* – The City currently provides wastewater utility services to its residents. Charges for wastewater services are based on scheduled rate structures and offset the operating costs associated with providing the services. In 2017, the estimated collections associated with these services comprise approximately 8% of the City's total annual revenue. In 2015, City Council approved a rate increase and slight modification of the wastewater rate schedule. Just as with the water rates, sewer rates were also increased in 2015 to meet ongoing funding needs. Revenue forecasts closely match those of the water usage charges and are based on historical trends. There are no rate increases planned for 2017.

*Trash Collection Charges* – The City provides sanitation utility services for its residents through garbage collection and recycling programs. Charges for trash collection services are based on a set rate structure intended to offset the operating costs associated with providing the service. In 2017, the forecasted trash collection charge represents almost 4% of the City's annual revenue. Due to the nature of the service, revenue collections are relatively immune from external variables such as the local economy or weather. Customer trends and anticipated changes to the rate structure are used when forecasting future collections. In 2016, City Council approved a rate increase for trash collection. Its first increase in 13 years. The base rate will increase from \$12.25 to \$16.00 beginning January 1, 2017.

The following chart illustrates and compares the historical water, wastewater, and sanitation collection trends and forecasts.



### Fines & Forfeits Revenue Category

Fines and forfeits include court costs, violation fines, and police surcharges and comprise approximately 2% of the City's total 2017 anticipated revenue. The funds received are intended as a financial punishment for the commission of minor crimes, code violations, or the settlement of a claim. Monies are used to help offset the day-to-day operations of various patrolling, enforcement, and municipal court activities.

### Other Revenue

Revenue sources categorized as other revenue include the investment earnings, miscellaneous reimbursements, and grants/contributions from local sources and account for less than 1% of the City's total revenue.

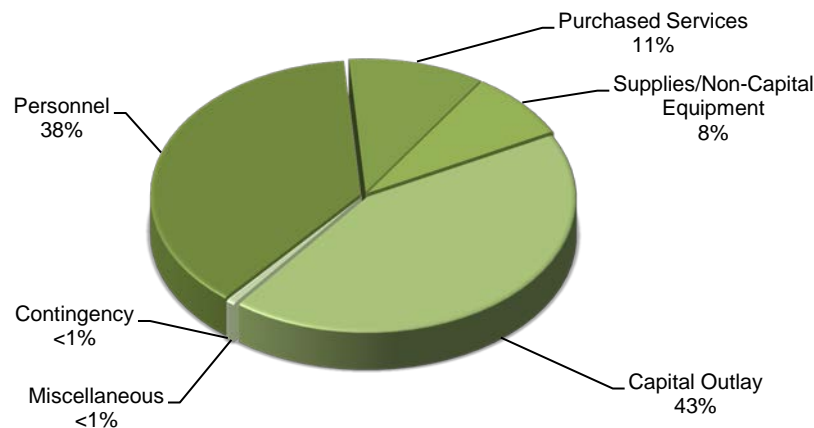
## Expenditure Assessment

### City-Wide Expenditures

In an effort to simplify financial reporting, the City of Northglenn has organized its expenditures into six categories: Personnel, Purchased Services, Supplies/Non-Capital Equipment, Capital Outlay, Miscellaneous, and Contingencies. The following table and chart illustrate the City's total expenditures (all funds, not including Other Uses or internal fund transfers).

| Expenditure Category           | 2015<br>Audited<br>Amounts | 2016<br>Year-End<br>Forecast | 2017<br>Budget       |
|--------------------------------|----------------------------|------------------------------|----------------------|
| Personnel                      | \$ 19,762,638              | \$ 20,261,906                | \$ 22,106,497        |
| Purchased Services             | 5,636,910                  | 5,857,955                    | 6,201,644            |
| Supplies/Non-Capital Equipment | 4,401,330                  | 4,310,308                    | 4,769,060            |
| Capital Outlay                 | 13,076,090                 | 8,969,531                    | 25,290,530           |
| Miscellaneous                  | 388,746                    | 304,614                      | 306,589              |
| Contingency                    | -                          | -                            | 100,000              |
| <b>Total</b>                   | <b>\$ 43,265,714</b>       | <b>\$ 39,704,314</b>         | <b>\$ 58,774,320</b> |

**Operating Expenditure Budget By Category**



The City controls operating costs while continuing to deliver services at their expected levels while focusing on increasing reinvestment within the community via capital improvement projects. The expenditure categories, as well as some of the more significant changes in spending authorization are discussed in more detail below.

### Personnel Category

Salaries, wages, and benefits represent approximately 38% of the 2017 city-wide budgeted expenditures. The category includes all costs associated with personnel including regular and seasonal staff, payroll taxes, and all clothing, tool, or vehicle allowances. Significant changes for 2017 include:



- The 2017 budget includes market adjustments for all positions which are considered below current industry levels, as well as a maximum 3% merit increase for all non-sworn employees and step increases for all sworn police personnel. The market, merit and step adjustments account for a city-wide increase of approximately \$953,000.
- Medical benefit costs were increased nearly \$400,000 to reflect a premium increase of 9% associated with health insurance during the mid-year renewal process.
- Workers' Compensation Insurance premiums remained relatively flat for 2017.
- 4.5 full-time equivalents (FTE) were added to the budget: 1 Police Officer; 1 Detective; 1 Police Records Specialist; 1 Parks Maintenance Worker; .5 various recreation staffing adjustments. A new position for police officers was also created, Senior Police Officer, once ten years of service has been completed.

#### Purchased Services Category

The purchased services category represents approximately 11% of the 2017 budgeted expenditures. This category is made up of expenditures which by their nature are performed by persons or firms external to the organization. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Expenditures which fall under this category include administrative services, technical services, travel, training, repairs/maintenance, rentals/leases, and non-personnel related insurance premiums. Significant changes for 2017 include:

- The City's 2014 Strategic Plan identified several key areas to study, evaluate, and update to assist in vitalizing the City. The Planning Department will undertake one-time projects of updating the zoning code, master planning a transit-oriented development area, and evaluating pedestrian mobility throughout the City. The total cost for these projects is estimated at \$500,000.

#### Supplies/Non-Capital Equipment Category

The supplies and non-capital equipment category accounts for about 8% of the 2017 budgeted expenditures. Expenditures in this category are for items that are consumed, worn out, or deteriorated through use, and do not meet the requirements of the City's definition of capital assets. Supplies, natural gas, electricity, fuel, as well as non-capital equipment such as file cabinets, desks, and personal computers are included in this category. The category remains flat from 2016. Changes in 2017 include:

- Increases to support a new community event.

## Capital Outlay Category

The capital outlay category makes up close to 43% of the 2017 budgeted expenditures. This category includes capital assets and capital improvement projects such as the acquisition of land, water, buildings, and improvements thereof. Expenditures in this category tend to vary from year to year based on the needs of the organization and community. A listing of the planned capital asset purchases for 2017 is shown below:

### **Capital Equipment Item List**

| <b>Item Description</b>   | <b>2017<br/>Adopted<br/>Budget</b> |
|---|------------------------------------|
| <b>General Fund</b>   |                                    |
| Server Replacement  | \$ 36,000                          |
| Investigations Vehicle - New  | 28,000                             |
| Vehicle Replacement Unit #207-09                                      | 73,000                             |
| Code Enforcement Vehicle - New  | 35,000                             |
| <b>Subtotal</b>   | <b>172,000</b>                     |
| <b>Water &amp; Wastewater Fund</b>                                    |                                    |
| Server Replacement  | 12,000                             |
| Aluminum Sulfate Tanks Replacement                                    | 30,000                             |
| Amiad Filter Replacement  | 8,000                              |
| Booster Station VFD Replacement                                       | 25,000                             |
| Flocculator Knife Gates   | 25,000                             |
| RAS Pump Replacement  | 25,000                             |
| Skid Steer Loader Replacement   | 68,000                             |
| Vehicle Replacement - Small Pickup Truck Unit #736                    | 35,000                             |
| <b>Subtotal</b>   | <b>228,000</b>                     |
| <b>Sanitation Fund</b>  |                                    |
| Vehicle Replacement - Automated Sanitation Collection Truck Unit #133 | 273,000                            |
| Vehicle New - Front Loading Sanitation Truck                          | 250,000                            |
| <b>Subtotal</b>   | <b>523,000</b>                     |
| <b>City-Wide Total</b>  | <b>\$ 923,000</b>                  |

At over \$25 million, capital projects, including improvements, replacement, and construction of new assets have a significant one-time impact on the budget in 2017. The construction of a new headworks and clarifier at the water treatment plant of over \$12 million, construction of a new Justice Center, and park facility upgrades headline the capital spending. The wastewater project will increase efficiency and the ability to treat sewage. The sewer project and park facility upgrades will be funded from reserve balances restricted for capital, while the Justice Center will be financed through Certificates of Participation – paid for from a restricted revenue source of a ½% sales tax.

Additional detail regarding the capital improvement projects can be found in the “Capital Improvements” section of the budget document. On the project pages, there is information regarding on-going or one-time costs for the projects as well as information on the operational impact of the project. The categories are Positive or Negative. Positive means the project will improve or reduce future operational costs.

Negative means the project will lead to future operational expenditures. Several projects are one-time expenditures and do not have an identifiable operational impact and are marked N/A.

### Miscellaneous Category

The other expenditures category accounts for less than 1% of the 2017 budgeted expenditures. Expenditures in this category include dues and fees to professional organizations, as well as the community grants and contributions program. The grants and contributions program makes up a significant portion of this category and includes incentive programs such as those associated with the water conservation and education program, as well as a contribution to the Northglenn Historical Preservation Commission. This category changes each year based on the needs of the community and financial ability of the organization.

### Contingency Category

The contingency category accounts for less than 1% of the 2017 expenditure budget. This category is provided for budget purposes only as actual expenditures are to be charged to the appropriate program and object classification. The allocation provides for unforeseen expenditures or overruns in other categories throughout the year.

## **Other Sources/Uses**

### Interfund Transfers

In order to accommodate the changing needs of the community, the City is often required to transfer non-restricted revenues from one fund to another. In 2017, the City has planned for a single interfund transfer from the General Fund to the Capital Projects Fund in the amount of \$1,700,000 to continue the development of an adequate fund balance and further support the capital improvement efforts of the City.

### Debt Proceeds & Payments

Colorado State Statute limits the total amount of General Obligation debt to three percent of the actual value of the taxable property within the City, as determined by the County Assessor. The City's current legal debt limit and debt margin are as follows:

| <b>Calculation of Legal Debt Limit &amp; Debt Margin</b> |                  |
|--|------------------|
| 2016 Actual Value  | \$ 2,813,424,335 |
| Debt Limit – 3% of Net Assessed Value                    | 84,402,730       |
| Outstanding Debt Applicable to Debt Limit                | -                |
| Debt Margin  | \$ 84,402,703    |

While the City currently does not carry any debt which is applicable to the debt limit, other obligations do exist. The following tables highlight the City's current debt obligations as identified in the 2016 budget:

|   | <b>As of December 31, 2016</b> |                          | <b>2017 Activity</b>    |                           |                       | <b>Maturity Date</b> |
|---|--------------------------------|--------------------------|-------------------------|---------------------------|-----------------------|----------------------|
|   | <b>Outstanding Interest</b>    | <b>Principal Balance</b> | <b>Interest Payment</b> | <b>Principal Payments</b> | <b>Ending Balance</b> |                      |
| 2013 Standley Reservoir<br>Certificates of<br>Participation | \$ 398,623                     | \$ 5,465,000             | \$ 112,033              | \$ 865,000                | \$ 4,886,590          | 12/01/22             |

Given the fund balance and debt positions of the City, long-term financial planning discussions have remained project specific. There are significant capital expenditures in the 2017 budget for roads and wastewater projects that will be cash funded. COPs will be issued to finance approximately \$20 million of the Justice Center project in the spring of 2017.

### Economic Incentives

Economic development is imperative to establishing and maintaining a sustainable local economy. As such, the City of Northglenn provides economic incentives (often in the form of sales tax rebates) to attract development and/or redevelopment by private enterprise with the intent to provide beneficial impacts on the local economy and enhance the services and products available to citizens.

### Awards & Claims

The City currently operates under a \$25,000 and a \$100,000 per incident deductible for property and liability insurance respectively. Based on historical trending, an estimate of \$113,500 has been included in the budget document.

## **Fund Balance Analysis**

### Changes in Fund Balance

Following sound financial management, the City confines the use of fund balance to items which are commonly regarded as one-time or limited-duration expenditures. By maintaining appropriate fund balances in each of its funds, the City is able to adapt to changing market conditions, take advantage of unforeseen opportunities, and maintain adequate cash balances given the cyclical nature of the local retail economy. In addition, several of the City's funds are designed to accumulate fund balances in order to finance future projects and/or purchases. In 2017, the city-wide fund balance is anticipated to decrease approximately 17% or \$10,048,924. A listing of changes in fund balances for fiscal year 2017 is presented below:

|                         | <b>2017 Beginning<br/>Fund Balance</b> | <b>2017<br/>Revenues &amp;<br/>Other Sources</b> | <b>2017<br/>Expenditures<br/>&amp; Other Uses</b> | <b>2017 Surplus/<br/>(Deficit)</b> | <b>2017 Projected<br/>Ending Fund<br/>Balance</b> |
|-------------------------|--|--|---|------------------------------------|---|
| General Fund            | \$ 21,199,143                          | \$ 25,980,061                                    | \$ 25,938,169                                     | \$ 41,892                          | \$ 21,241,035                                     |
| Conservation Trust Fund | 1,085,981                              | 371,500  | 1,400,000   | (1,028,500)                        | 57,481  |
| CDBG Fund               | -                                      | 205,347  | 205,347   | -                                  | -   |
| Capital Projects Fund   | 16,127,031                             | 8,361,662  | 6,861,714   | 1,499,948                          | 17,626,979  |
| Water & Wastewater Fund | 18,676,340                             | 14,784,378                                       | 24,151,853  | (9,367,475)                        | 9,308,865   |
| Stormwater Fund         | 1,253,622                              | 419,109  | 1,633,509   | (1,214,400)                        | 39,222  |
| Sanitation Fund         | 1,084,339                              | 1,873,872  | 1,854,261   | 19,611                             | 1,103,950   |
| <b>Total</b>            | <b>\$ 59,426,456</b>                   | <b>\$ 51,995,929</b>                             | <b>\$ 62,044,853</b>                              | <b>\$ (10,048,924)</b>             | <b>\$ 49,377,532</b>                              |

*General Fund* – Fund balance is anticipated to increase by less than 1%. The General Fund is responsible for supporting the majority of the ongoing operating costs of the government.

*Conservation Trust Fund* – Fund balance is expected to decrease by approximately 95%.

*CDBG Fund* – As a reimbursable grant fund, the CDBG fund's fund balance is expected to remain unchanged. This is due to the nature of the fund which is intended to receive reimbursement for all qualified expenditures made throughout the course of the year.

*Capital Projects Fund* – Fund balance is forecasted to increase by 9%. The fund accounts for revenue sources restricted for capital improvement such as sales tax shared by Adams County for open space

and transportation projects. Fund balances are often accumulated over a period of time and spent on planned future projects.

*Water & Wastewater Fund* – Fund balance is anticipated to decrease approximately 50%. The decrease in fund balance is due the building of a new Headworks and Clarifier and budgeted reserve expenditures for water right acquisition.

*Stormwater Fund* – Fund balance is expected to decrease by almost 97%.

*Sanitation Fund* – Fund balance is anticipated to increase 2%.

#### Fund Balance Restrictions, Commitments, & Assignments

Due to limitations placed on the purposes for which all or portions of the City's financial resources may be used, it is necessary to classify various components of fund balance. The components are developed in such a manner as to identify the extent to which the City is bound to the constraints and specific purposes for which amounts in the fund can be spent.

*Restricted Fund Balance* – Describes the portion of fund balance which reflects resources that are subject to externally enforceable legal restrictions. Such restrictions are typically imposed by parties outside of the City. Examples include the 3% emergency reserve established by the Taxpayers' Bill of Rights (TABOR).

*Committed Fund Balance* – Describes the portion of fund balance which represents resources that are constrained by self-imposed limitations. Commitments of this type are made at the highest level of decision-making (normally the governing body) and can only be removed in the same manner. Examples include the 25% minimum operating reserve in the General Fund.

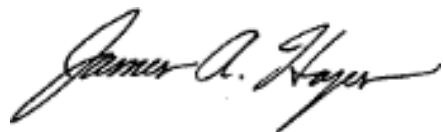
*Assigned Fund Balance* – Describes the portion of fund balance which reflects the governments intended use of resources. Assignments are often made by the governing body, committee, or executive of the organization.

*Unassigned Fund Balance* – If funds are not restricted, committed, or assigned, they could not properly be reported in a fund other than the General Fund. Therefore, only the General Fund can technically report a positive amount of unassigned fund balance. However, to simplify the decision-making process and fund summary statements within the budget document, each fund reports an unassigned fund balance. It is important to note that resources deemed "unassigned" in the statements other than those reported in the General Fund are in fact assigned in conjunction with the overall, non-specific purposes of the funds themselves.

|                         | 2017 Beginning<br>Fund Balance | 2017<br>Revenues &<br>Other Sources | 2017<br>Expenditures<br>& Other Uses | 2012<br>Restrictions,<br>Commitments, &<br>Assignments | 2017 Unassigned<br>Fund Balance |
|-------------------------|--------------------------------|-------------------------------------|--------------------------------------|--|---------------------------------|
| General Fund            | \$ 21,199,143                  | \$ 25,980,061                       | \$ 25,938,169                        | \$ 6,484,542   | \$ 14,756,493                   |
| Conservation Trust Fund | 1,085,981                      | 371,500                             | 1,400,000                            | -  | 57,481                          |
| CDBG Fund               | -                              | 205,347                             | 205,347                              | -  | -                               |
| Capital Projects Fund   | 16,127,031                     | 8,361,662                           | 6,861,714                            | 12,124,200   | 5,502,779                       |
| Water & Wastewater Fund | 18,676,340                     | 14,784,378                          | 24,151,853                           | 9,143,997  | 164,868                         |
| Stormwater Fund         | 1,253,622                      | 419,109                             | 1,633,509                            | -  | 39,222                          |
| Sanitation Fund         | 1,084,339                      | 1,873,872                           | 1,854,261                            | -  | 1,103,950                       |
| <b>Total</b>            | <b>\$ 59,426,456</b>           | <b>\$ 51,995,929</b>                | <b>\$ 62,044,853</b>                 | <b>\$ 27,752,739</b>                                   | <b>\$ 21,624,793</b>            |

I would like to recognize and thank City staff for their work and commitment to the 2017 budget. I also want to express my appreciation to the City Council for their vision and leadership throughout the budget process.

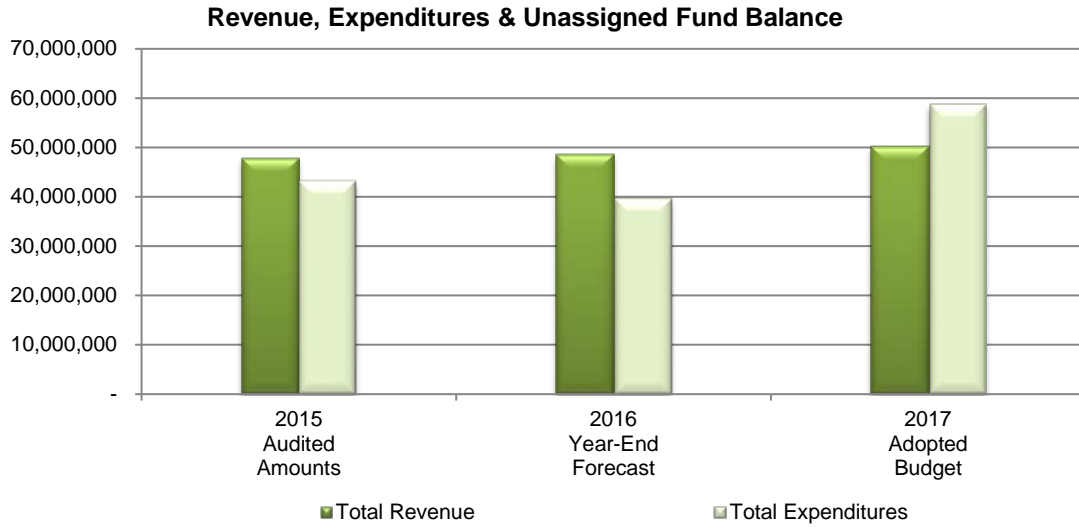
Respectfully Submitted,

A handwritten signature in black ink, reading "James A. Hayes". The signature is written in a cursive style with a large, stylized initial "J" and a long, sweeping underline.

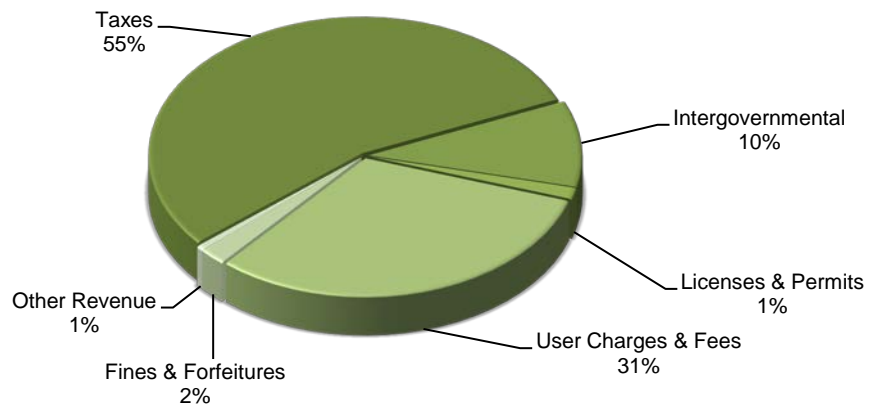
James A. Hayes, AICP  
City Manager

## City-Wide Summary

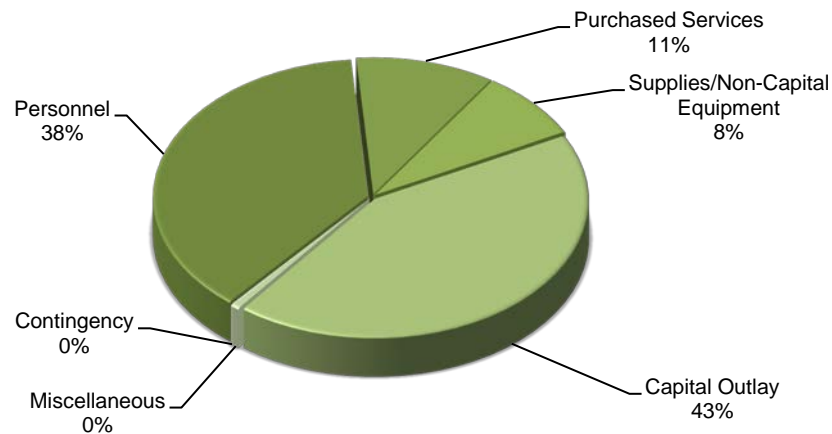
|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ 26,576,201              | \$ 27,171,189             | \$ 27,098,180                | \$ 27,490,995             |
| Intergovernmental  | 4,181,417                  | 4,802,547                 | 4,240,305                    | 5,095,632                 |
| Licenses & Permits   | 824,611                    | 563,583                   | 717,476                      | 672,737                   |
| User Charges & Fees  | 14,767,668                 | 14,009,551                | 15,131,262                   | 15,725,386                |
| Fines & Forfeitures  | 1,144,572                  | 1,328,396                 | 1,037,897                    | 1,024,279                 |
| Other Revenue  | 355,170                    | 400,900                   | 342,185                      | 286,900                   |
| <b>Total Revenue</b>   | <b>47,849,639</b>          | <b>48,276,166</b>         | <b>48,567,305</b>            | <b>50,295,929</b>         |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 19,762,638              | \$ 20,444,695             | \$ 20,261,906                | \$ 22,106,497             |
| Purchased Services   | 5,636,910                  | 6,147,664                 | 5,857,955                    | 6,201,644                 |
| Supplies/Non-Capital Equipment                               | 4,401,330                  | 4,479,292                 | 4,310,308                    | 4,769,060                 |
| Capital Outlay   | 13,076,090                 | 21,951,395                | 8,969,531                    | 25,290,530                |
| Miscellaneous  | 388,746                    | 353,569                   | 304,614                      | 306,589                   |
| Contingency  | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Expenditures</b>                                    | <b>43,265,714</b>          | <b>53,476,615</b>         | <b>39,704,314</b>            | <b>58,774,320</b>         |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>4,583,925</b>           | <b>(5,200,449)</b>        | <b>8,862,991</b>             | <b>(8,478,391)</b>        |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Transfers In/(Out)   | -                          | -                         | -                            | -                         |
| Debt Issuance/(Payments)                                     | (2,698,732)                | (979,458)                 | (979,458)                    | (977,033)                 |
| Sale of Assets   | 1,693,835                  | -                         | 362,530                      | -                         |
| Insurance Recovery/(Claims)                                  | (55,986)                   | (113,500)                 | (81,500)                     | (113,500)                 |
| Economic Incentives  | (379,697)                  | (410,000)                 | (400,000)                    | (480,000)                 |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>(1,440,580)</b>         | <b>(1,502,958)</b>        | <b>(1,098,428)</b>           | <b>(1,570,533)</b>        |
| <b>Net Change In Fund Balance:</b>                           | <b>3,143,345</b>           | <b>(6,703,407)</b>        | <b>7,764,563</b>             | <b>(10,048,924)</b>       |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 49,487,756                 | 50,728,948                | 51,661,893                   | 59,426,456                |
| Ending Fund Balance  | <b>52,631,101</b>          | <b>44,025,541</b>         | <b>59,426,456</b>            | <b>49,377,532</b>         |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Fund Balance Restrictions                                    | 12,532,089                 | 15,417,896                | 16,737,512                   | 17,910,629                |
| Fund Balance Commitments                                     | 8,516,820                  | 9,465,446                 | 9,299,484                    | 9,842,110                 |
| Fund Balance Assignments                                     | -                          | -                         | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 31,582,192</b>       | <b>\$ 19,142,199</b>      | <b>\$ 33,389,460</b>         | <b>\$ 21,624,793</b>      |



### Operating Revenue Budget By Category



### Operating Expenditure Budget By Category





## City-Wide Revenue Detail

|                                     | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|-------------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Taxes</b>                        |                            |                           |                              |                           |
| Property Tax                        | 2,744,917                  | 3,134,512                 | 3,134,512                    | 3,103,366                 |
| Penalties & Interest                | 3,881                      | 3,923                     | 4,107                        | 4,000                     |
| Specific Ownership Tax              | 251,151                    | 258,110                   | 279,999                      | 284,199                   |
| Sales Tax                           | 17,673,550                 | 17,795,947                | 18,022,973                   | 18,473,548                |
| Marijuana Sales Tax                 | 484,604                    | 454,337                   | 574,649                      | 589,015                   |
| Food Sales Tax                      | 1,434,707                  | 1,977,448                 | 1,039,316                    | 1,065,299                 |
| Penalties & Interest                | 47,012                     | 25,000                    | 50,000                       | 50,000                    |
| Use Tax                             | 2,906,073                  | 2,875,546                 | 3,049,914                    | 3,083,450                 |
| Building Materials Use Tax          | 622,881                    | 370,716                   | 523,044                      | 525,414                   |
| Audit Transactions                  | 125,959                    | 45,000                    | 155,000                      | 45,000                    |
| Accommodations Tax                  | 218,844                    | 168,490                   | 202,506                      | 205,544                   |
| Occupational Tax                    | 62,622                     | 62,160                    | 62,160                       | 62,160                    |
| <b>Total Taxes</b>                  | <b>26,576,201</b>          | <b>27,171,189</b>         | <b>27,098,180</b>            | <b>27,490,995</b>         |
| <b>Intergovernmental</b>            |                            |                           |                              |                           |
| NURA IGA                            | 200,000                    | 250,000                   | 250,000                      | 250,000                   |
| School Resource Officers            | 107,832                    | 109,246                   | 109,246                      | 109,246                   |
| North Metro Task Force              | 683                        | 9,000                     | 6,000                        | 6,000                     |
| Traffic Light IGA                   | 3,369                      | 2,246                     | 2,000                        | 2,000                     |
| Berthoud Pass IGA                   | -                          | 3,500                     | 2,500                        | 3,500                     |
| Church Ditch IGA                    | 112,700                    | -                         | 400                          | -                         |
| Open Space Tax                      | 380,265                    | 354,404                   | 380,265                      | 380,265                   |
| DUI Proceeds                        | 30,118                     | 32,636                    | 36,000                       | 36,090                    |
| Uninsured Motorist Revenue          | 1,719                      | 2,000                     | 2,000                        | 2,005                     |
| Seat Belt Violations                | 585                        | 250                       | 500                          | 501                       |
| Drug Surcharge                      | 851                        | 855                       | 980                          | 982                       |
| Transportation Tax                  | 1,035,031                  | 1,070,086                 | 1,070,086                    | 1,070,086                 |
| Road & Bridge Tax                   | 155,164                    | 143,706                   | 177,206                      | 177,649                   |
| Motor Vehicle Registration          | 123,134                    | 123,399                   | 126,764                      | 127,081                   |
| Tobacco Tax                         | 77,304                     | 81,382                    | 82,910                       | 83,117                    |
| Severance Tax                       | 104,592                    | 70,000                    | 70,000                       | 70,175                    |
| Mineral Lease Proceeds              | 52,939                     | 50,000                    | 50,000                       | 50,125                    |
| Lottery Proceeds                    | 359,537                    | 368,507                   | 368,000                      | 368,000                   |
| Highway Users Tax                   | 1,012,523                  | 960,000                   | 1,016,115                    | 1,066,921                 |
| County Grants                       | 129,735                    | 537,855                   | 323,500                      | 60,000                    |
| State Grants                        | 36,589                     | 16,337                    | 49,284                       | 728,000                   |
| Federal Grants                      | 256,747                    | 617,138                   | 116,549                      | 503,889                   |
| <b>Total Intergovernmental</b>      | <b>4,181,417</b>           | <b>4,802,547</b>          | <b>4,240,305</b>             | <b>5,095,632</b>          |
| <b>Licenses &amp; Permits</b>       |                            |                           |                              |                           |
| Sales/Use Tax Licenses              | 40,204                     | 38,000                    | 39,000                       | 39,000                    |
| Contractor Licenses                 | 43,882                     | 40,815                    | 43,469                       | 43,469                    |
| Liquor/Marijuana Licenses           | 58,201                     | 30,473                    | 40,000                       | 40,000                    |
| Pawn Shop Licenses                  | 12,000                     | 15,000                    | 16,000                       | 16,000                    |
| Amusement Licenses                  | 10,650                     | 11,450                    | 11,000                       | 11,000                    |
| Peddlers Licenses                   | 245                        | 200                       | 200                          | 200                       |
| Building Permits                    | 268,711                    | 240,000                   | 261,000                      | 261,000                   |
| Electrical Permits                  | 30,492                     | 34,115                    | 38,068                       | 38,068                    |
| ROW Construction Permits            | 238,428                    | 43,927                    | 145,823                      | 110,000                   |
| Sign Permits                        | 10,428                     | 1,000                     | 11,000                       | 11,000                    |
| Park Use Permits                    | 111,370                    | 108,603                   | 111,916                      | 103,000                   |
| <b>Total Licenses &amp; Permits</b> | <b>824,611</b>             | <b>563,583</b>            | <b>717,476</b>               | <b>672,737</b>            |

## City-Wide Revenue Detail

|                                      | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--------------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>User Charges &amp; Fees</b>       |                            |                           |                              |                           |
| Administrative Fees                  | 17,888                     | 17,965                    | 17,382                       | 17,382                    |
| Bond Administration Fees             | 12,336                     | 5,776                     | 11,285                       | 11,285                    |
| Pawn Slip Processing Fees            | 9,893                      | 7,128                     | 8,333                        | 7,500                     |
| Sex Offender Registration            | 6,070                      | 5,000                     | 6,163                        | 6,163                     |
| Passport Processing Fees             | 60,948                     | 45,000                    | 77,415                       | 45,000                    |
| FRICO Agreement                      | 2,000                      | 2,600                     | 2,600                        | 2,600                     |
| Past Due Penalties/Interest          | 89,649                     | 86,614                    | 91,537                       | 91,537                    |
| Plan Review Fees                     | 143,027                    | 58,000                    | 88,403                       | 58,000                    |
| Zoning & Subdivision Fees            | 2,025                      | 3,500                     | 407                          | 3,500                     |
| VIN Inspection Fees                  | 1,559                      | 1,579                     | 1,707                        | 1,707                     |
| Participant Fees                     | 771,187                    | 745,024                   | 860,995                      | 860,995                   |
| Occupational Fees                    | 1,214,507                  | 1,155,440                 | 1,194,000                    | 1,273,850                 |
| Vending Machine Concessions          | 255                        | 1,250                     | 1,000                        | 1,000                     |
| Advertising Revenue                  | 30,747                     | 26,000                    | 45,192                       | 45,192                    |
| Rental/Lease Income                  | 113,670                    | 110,550                   | 106,964                      | 106,964                   |
| Contracted Off-Duty Services         | 28,024                     | 25,000                    | 28,000                       | 28,000                    |
| Fingerprinting Fees                  | 4,220                      | 3,000                     | 3,000                        | 3,000                     |
| Contracted Lab Services              | 8,066                      | 9,184                     | 7,834                        | 7,834                     |
| Water Use Charges                    | 6,575,064                  | 5,984,357                 | 6,691,493                    | 6,858,780                 |
| Construction Water Sales             | 9,192                      | 5,000                     | 5,000                        | 5,000                     |
| Water Lease Revenue                  | 72,660                     | 55,000                    | 55,000                       | 55,000                    |
| Sewer Use Charges                    | 3,630,574                  | 3,670,990                 | 3,794,414                    | 3,889,274                 |
| Tap Connection Fees                  | (160)                      | -                         | 98,000                       | -                         |
| Stormwater Charges                   | 415,007                    | 437,322                   | 416,025                      | 415,609                   |
| Trash Collection Charges             | 1,384,295                  | 1,382,420                 | 1,385,324                    | 1,800,921                 |
| Roll-Off/Special Pickup Fees         | 44,055                     | 44,621                    | 45,860                       | 45,860                    |
| Recycling Revenue                    | 6,480                      | 7,662                     | 3,422                        | 3,422                     |
| Sale of Inventory                    | 87,884                     | 88,448                    | 58,241                       | 53,745                    |
| Documents/Photocopies                | 2,639                      | 1,000                     | 2,000                        | 2,000                     |
| Passport Photographs                 | 14,380                     | 14,627                    | 16,025                       | 16,025                    |
| Police Reports                       | 9,527                      | 9,494                     | 8,241                        | 8,241                     |
| <b>Total User Charges &amp; Fees</b> | <b>14,767,668</b>          | <b>14,009,551</b>         | <b>15,131,262</b>            | <b>15,725,386</b>         |
| <b>Fines &amp; Forfeits</b>          |                            |                           |                              |                           |
| Court Costs                          | 86,905                     | 94,844                    | 80,601                       | 78,989                    |
| General Fines                        | 5,468                      | 3,549                     | 7,541                        | 7,390                     |
| Criminal Fines                       | 50,801                     | 55,023                    | 36,058                       | 35,337                    |
| Traffic Fines                        | 859,884                    | 1,021,631                 | 796,376                      | 780,449                   |
| Parking Fines                        | 12,915                     | 20,047                    | 11,133                       | 10,910                    |
| OJW Revenue                          | 17,745                     | 13,460                    | 17,745                       | 17,745                    |
| Forfeitures                          | -                          | 1,500                     | 1,200                        | -                         |
| Victim Assistance Surcharge          | 61,915                     | 76,897                    | 54,183                       | 54,183                    |
| Nuisance Abatement Fees              | 30,653                     | 18,532                    | 7,162                        | 16,932                    |
| Landscaping Citations                | 5,739                      | 4,100                     | 4,200                        | 4,200                     |
| Housing Citations                    | 300                        | 358                       | 679                          | 679                       |
| Litter Citations                     | 759                        | 455                       | 2,865                        | 2,865                     |
| Illegal Vehicle Citations            | 847                        | 3,500                     | 3,200                        | 3,200                     |
| Other Citations                      | 7,742                      | 14,500                    | 11,400                       | 11,400                    |
| <b>Total Fines &amp; Forfeits</b>    | <b>1,144,572</b>           | <b>1,328,396</b>          | <b>1,037,897</b>             | <b>1,024,279</b>          |

## City-Wide Revenue Detail

|                            | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|----------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Other Revenue</b>       |                            |                           |                              |                           |
| Investment Earnings        | 225,662                    | 178,200                   | 200,900                      | 200,900                   |
| Miscellaneous              | 128,599                    | 222,700                   | 141,000                      | 86,000                    |
| <b>Total Other Revenue</b> | <b>355,170</b>             | <b>400,900</b>            | <b>342,185</b>               | <b>286,900</b>            |
| <b>Total Revenues</b>      | <b>\$ 47,849,639</b>       | <b>\$ 48,276,166</b>      | <b>\$ 48,567,305</b>         | <b>\$ 50,295,929</b>      |

## City-Wide Expenditure Detail

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 14,839,833                 | 15,408,602                | 15,102,500                   | 16,472,395                |
| Seasonal/Temporary Wages                    | 207,287                    | 229,524                   | 202,924                      | 238,459                   |
| Overtime                                    | 443,746                    | 384,097                   | 418,587                      | 378,755                   |
| Allowances                                  | 130,585                    | 130,752                   | 134,113                      | 127,964                   |
| Medicare                                    | 204,802                    | 226,590                   | 202,596                      | 242,168                   |
| Unemployment Insurance                      | 24,726                     | 30,000                    | 24,387                       | 30,000                    |
| Workers Compensation                        | 355,749                    | 347,833                   | 344,956                      | 371,875                   |
| Retirement Contributions                    | 1,301,925                  | 1,382,540                 | 1,316,521                    | 1,480,130                 |
| Medical Benefits                            | 1,971,295                  | 2,068,383                 | 2,309,541                    | 2,509,033                 |
| Life/Disability Benefits                    | 163,051                    | 208,374                   | 174,781                      | 227,718                   |
| Post-Employment Benefits                    | 24,117                     | 28,000                    | 31,000                       | 28,000                    |
| <b>Total Personnel</b>                      | <b>19,762,638</b>          | <b>20,444,695</b>         | <b>20,261,906</b>            | <b>22,106,497</b>         |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 1,350,040                  | 1,998,817                 | 1,619,129                    | 1,799,037                 |
| Technical Services                          | 763,668                    | 572,345                   | 556,354                      | 524,561                   |
| General Services                            | 360,524                    | 410,440                   | 430,620                      | 422,569                   |
| Property Services                           | 1,575,528                  | 1,368,714                 | 1,424,433                    | 1,546,667                 |
| Repair/Maintenance Services                 | (90)                       | -                         | 32,500                       | 32,500                    |
| Communication Services                      | 1,056,720                  | 1,152,211                 | 1,132,088                    | 1,144,012                 |
| Internet Services                           | 6,250                      | 7,700                     | 8,600                        | 9,600                     |
| Training/Registration                       | 156,605                    | 216,268                   | 208,597                      | 280,364                   |
| Mileage/Travel                              | 17,410                     | 19,375                    | 37,458                       | 19,935                    |
| Rentals/Leases                              | 71,345                     | 95,023                    | 106,145                      | 100,290                   |
| Insurance Premiums                          | 278,910                    | 306,771                   | 302,031                      | 322,109                   |
| <b>Total Purchased Services</b>             | <b>5,636,910</b>           | <b>6,147,664</b>          | <b>5,857,955</b>             | <b>6,201,644</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 59,340                     | 59,567                    | 58,039                       | 57,713                    |
| Technology Supplies                         | 127,175                    | 66,650                    | 53,284                       | 119,300                   |
| Operating Supplies                          | 1,763,860                  | 1,496,844                 | 1,504,497                    | 1,609,836                 |
| Chemicals/Compounds                         | 327,075                    | 250,000                   | 250,000                      | 350,000                   |
| Maintenance Supplies                        | (15,097)                   | -                         | -                            | -                         |
| Inventory Supplies                          | 85,638                     | 87,500                    | 85,623                       | 87,500                    |
| Uniforms/Clothing                           | 18,809                     | 19,100                    | 19,825                       | 19,100                    |
| Non-Capital Equipment                       | 271,114                    | 257,300                   | 259,820                      | 272,700                   |
| Gas/Electricity                             | 1,554,581                  | 1,846,063                 | 1,770,106                    | 1,858,211                 |
| Motor Vehicle Fuels                         | 208,835                    | 396,268                   | 309,114                      | 394,700                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,401,330</b>           | <b>4,479,292</b>          | <b>4,310,308</b>             | <b>4,769,060</b>          |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Property/Rights                             | 1,919,950                  | -                         | -                            | 2,250,000                 |
| Capital Equipment                           | 2,524,834                  | 1,761,589                 | 2,162,648                    | 923,000                   |
| Capital Improvement Projects                | 8,631,306                  | 20,189,806                | 6,806,883                    | 22,117,530                |
| <b>Total Capital Outlay</b>                 | <b>13,076,090</b>          | <b>21,951,395</b>         | <b>8,969,531</b>             | <b>25,290,530</b>         |

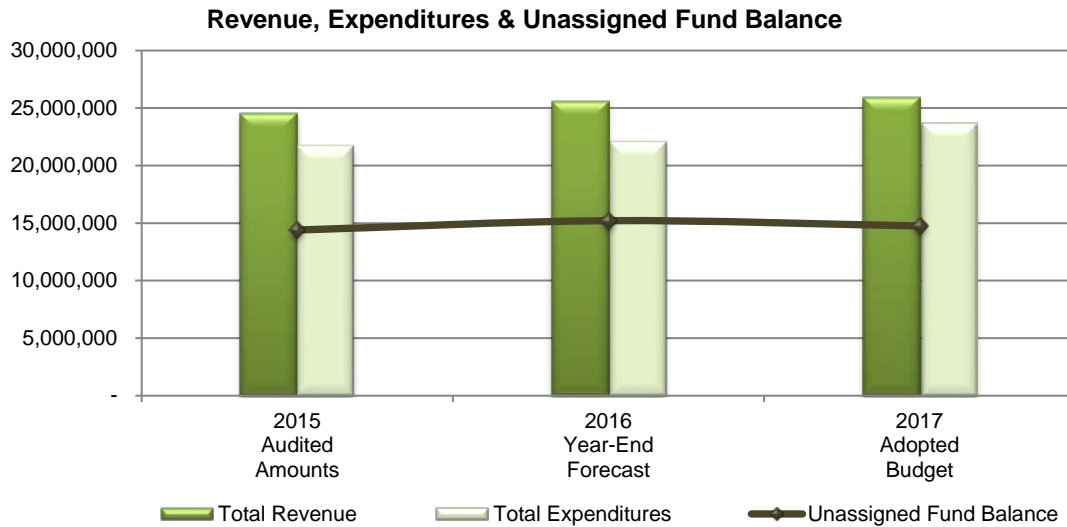
## City-Wide Expenditure Detail

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Miscellaneous</b>            |                            |                           |                              |                           |
| Dues/Fees                       | 93,295                     | 108,069                   | 109,058                      | 110,864                   |
| Grants/Donations                | 276,653                    | 218,000                   | 170,000                      | 170,000                   |
| Community Incentive             | 18,540                     | 25,000                    | 25,000                       | 25,000                    |
| Bad Debt Expense                | 258                        | 2,500                     | 556                          | 725                       |
| <b>Total Other Expenditures</b> | <b>388,746</b>             | <b>353,569</b>            | <b>304,614</b>               | <b>306,589</b>            |
| <b>Contingency</b>              |                            |                           |                              |                           |
| Contingency                     | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Contingency</b>        | <b>-</b>                   | <b>100,000</b>            | <b>-</b>                     | <b>100,000</b>            |
| <b>Total Expenditures</b>       | <b>\$ 43,265,714</b>       | <b>\$ 53,476,615</b>      | <b>\$ 39,704,314</b>         | <b>\$ 58,774,320</b>      |

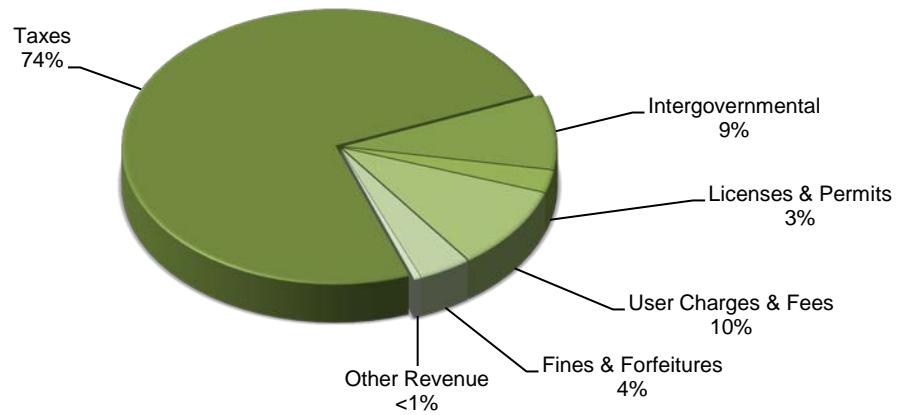


## General Fund Summary

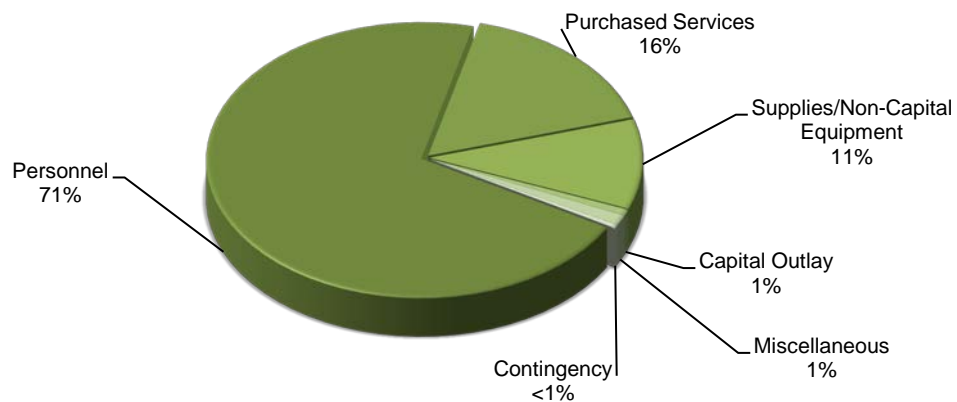
|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ 18,002,096              | \$ 18,308,832             | \$ 19,086,613                | \$ 19,345,470             |
| Intergovernmental  | 1,921,686                  | 2,253,099                 | 2,085,805                    | 2,280,434                 |
| Licenses & Permits   | 824,611                    | 563,583                   | 717,476                      | 672,737                   |
| User Charges & Fees  | 2,496,462                  | 2,289,334                 | 2,501,149                    | 2,517,741                 |
| Fines & Forfeitures  | 1,144,572                  | 1,328,396                 | 1,037,897                    | 1,024,279                 |
| Other Revenue  | 173,832                    | 135,900                   | 139,685                      | 139,400                   |
| <b>Total Revenue</b>   | <b>24,563,259</b>          | <b>24,879,144</b>         | <b>25,568,625</b>            | <b>25,980,061</b>         |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 14,825,035              | \$ 15,290,114             | \$ 15,164,409                | \$ 16,699,323             |
| Purchased Services   | 3,172,695                  | 3,963,363                 | 3,505,046                    | 3,910,442                 |
| Supplies/Non-Capital Equipment                               | 2,322,580                  | 2,354,303                 | 2,258,558                    | 2,501,665                 |
| Capital Outlay   | 1,174,673                  | 460,589                   | 864,513                      | 172,000                   |
| Miscellaneous  | 219,482                    | 322,219                   | 270,314                      | 274,739                   |
| Contingency  | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Expenditures</b>                                    | <b>21,714,465</b>          | <b>22,490,588</b>         | <b>22,062,840</b>            | <b>23,658,169</b>         |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>2,848,794</b>           | <b>2,388,556</b>          | <b>3,505,785</b>             | <b>2,321,892</b>          |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Transfers In/(Out)   | (200,000)                  | (1,700,000)               | (1,700,000)                  | (1,700,000)               |
| Debt Issuance/(Payments)                                     | -                          | -                         | -                            | -                         |
| Sale of Assets   | 1,625,835                  | -                         | 288,654                      | -                         |
| Contributed Capital  | -                          | -                         | -                            | -                         |
| Insurance Recovery/(Claims)                                  | (58,674)                   | (100,000)                 | (75,000)                     | (100,000)                 |
| Economic Incentives  | (379,697)                  | (410,000)                 | (400,000)                    | (480,000)                 |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>987,464</b>             | <b>(2,210,000)</b>        | <b>(1,886,346)</b>           | <b>(2,280,000)</b>        |
| <b>Net Change In Fund Balance:</b>                           | <b>3,836,258</b>           | <b>178,556</b>            | <b>1,619,439</b>             | <b>41,892</b>             |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 15,743,446                 | 18,282,321                | 19,579,704                   | 21,199,143                |
| Ending Fund Balance  | <b>19,579,704</b>          | <b>18,460,877</b>         | <b>21,199,143</b>            | <b>21,241,035</b>         |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| 3% TABOR Reserve Restriction                                 | 730,898                    | 741,018                   | 718,476                      | 778,145                   |
| Operating Reserve Commitment                                 | 4,450,852                  | 5,434,129                 | 5,268,821                    | 5,706,397                 |
| Assigned Fund Balance  | -                          | 20,000                    | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 14,397,954</b>       | <b>\$ 12,265,730</b>      | <b>\$ 15,211,846</b>         | <b>\$ 14,756,493</b>      |



### Operating Revenue Budget By Category



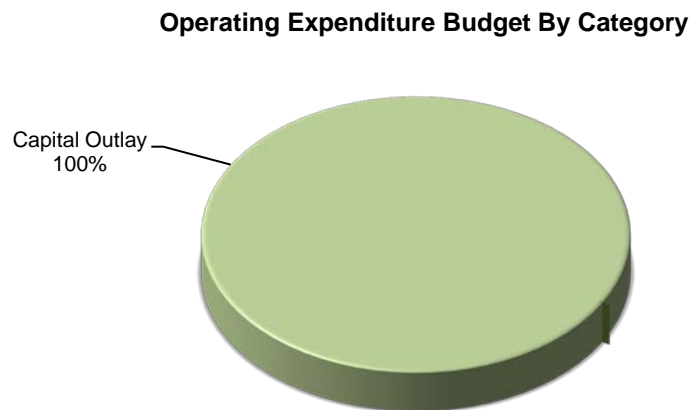
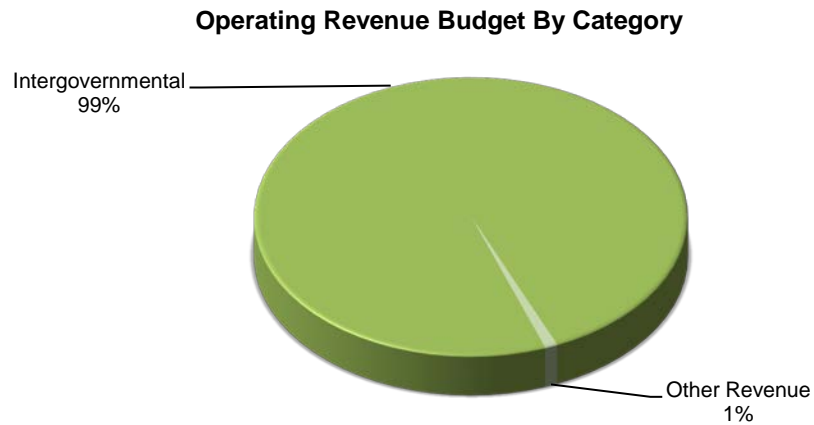
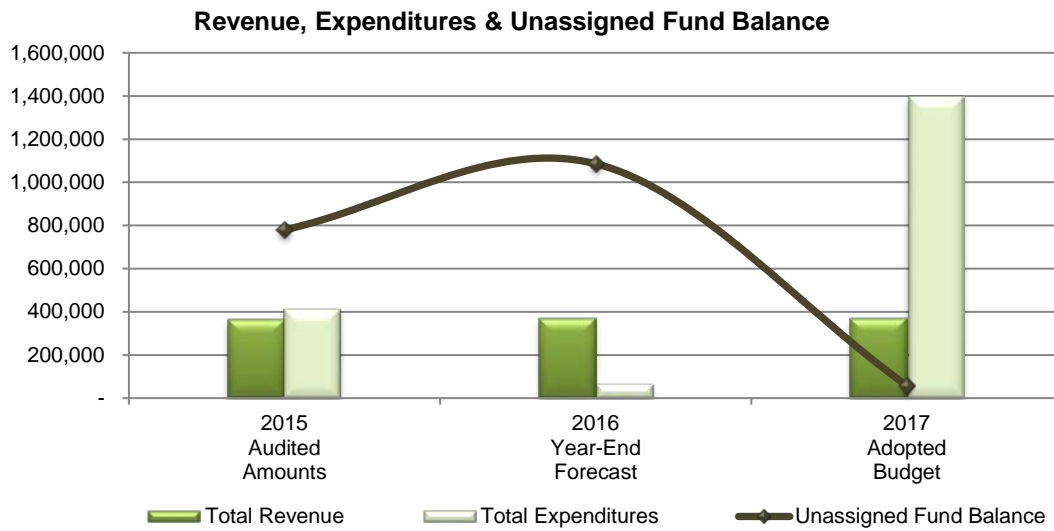
### Operating Expenditure Budget By Category





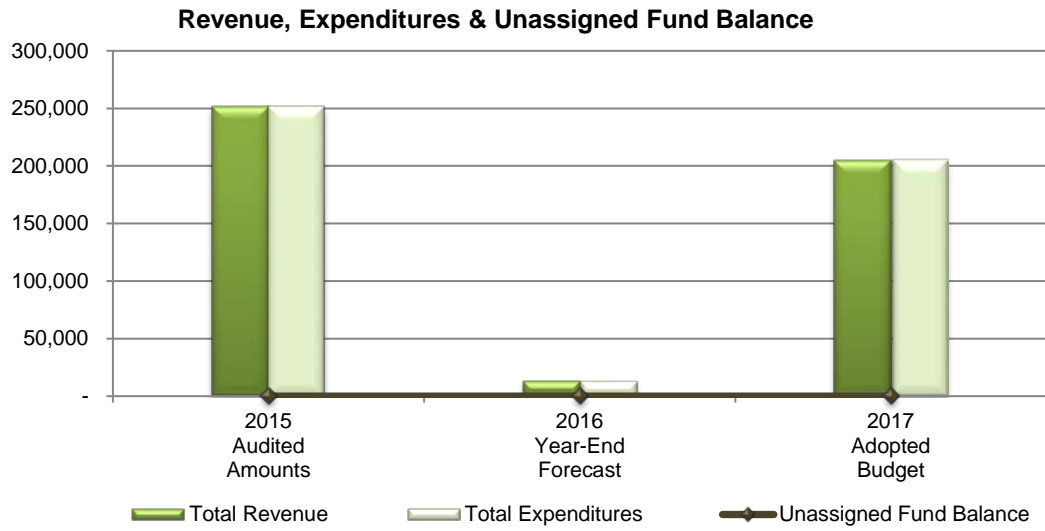
## Conservation Trust Fund Summary

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| Intergovernmental  | 359,537                    | 368,507                   | 368,000                      | 368,000                   |
| Other Revenue  | 3,534                      | 5,000                     | 3,500                        | 3,500                     |
| <b>Total Revenue</b>   | <b>363,071</b>             | <b>373,507</b>            | <b>371,500</b>               | <b>371,500</b>            |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| Capital Outlay   | 414,621                    | 1,062,688                 | 65,541                       | 1,400,000                 |
| <b>Total Expenditures</b>                                    | <b>414,621</b>             | <b>1,062,688</b>          | <b>65,541</b>                | <b>1,400,000</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>(51,550)</b>            | <b>(689,181)</b>          | <b>305,959</b>               | <b>(1,028,500)</b>        |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>-</b>                   | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Net Change In Fund Balance:</b>                           | <b>(51,550)</b>            | <b>(689,181)</b>          | <b>305,959</b>               | <b>(1,028,500)</b>        |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 831,572                    | 745,322                   | 780,022                      | 1,085,981                 |
| Ending Fund Balance  | <b>780,022</b>             | <b>56,141</b>             | <b>1,085,981</b>             | <b>57,481</b>             |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Assigned Fund Balance  | -                          | -                         | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 780,022</b>          | <b>\$ 56,141</b>          | <b>\$ 1,085,981</b>          | <b>\$ 57,481</b>          |



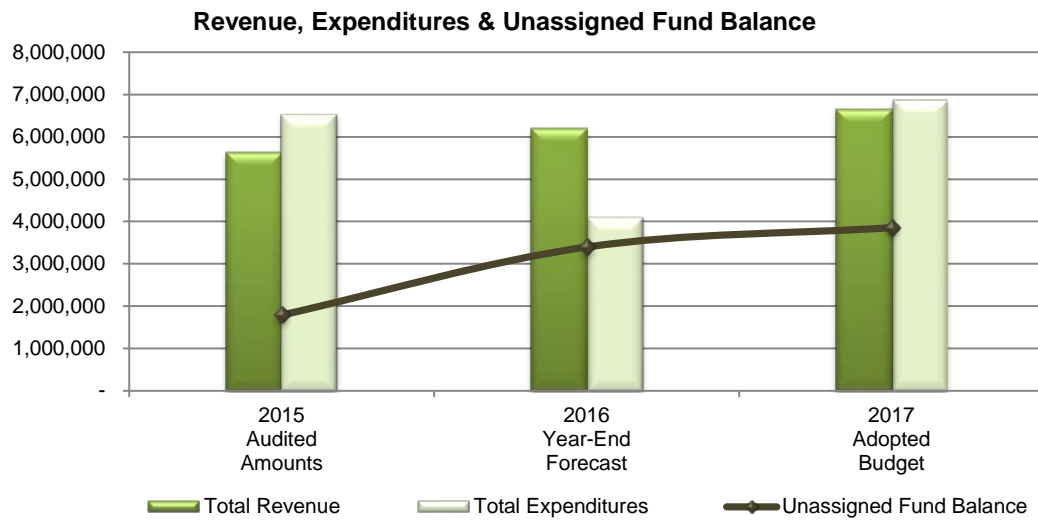
## CDBG Fund Summary

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Intergovernmental  | \$ 251,738                 | \$ 218,596                | \$ 13,249                    | \$ 205,347                |
| <b>Total Revenue</b>   | <b>251,738</b>             | <b>218,596</b>            | <b>13,249</b>                | <b>205,347</b>            |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Capital Outlay   | \$ 251,738                 | \$ 218,596                | \$ 13,249                    | \$ 205,347                |
| Miscellaneous  | -                          | -                         | -                            | -                         |
| Contingency  | -                          | -                         | -                            | -                         |
| <b>Total Expenditures</b>                                    | <b>251,738</b>             | <b>218,596</b>            | <b>13,249</b>                | <b>205,347</b>            |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | -                          | -                         | -                            | -                         |
| <b>Net Change In Fund Balance:</b>                           | -                          | -                         | -                            | -                         |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | -                          | -                         | -                            | -                         |
| Ending Fund Balance  | -                          | -                         | -                            | -                         |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Assigned Fund Balance  | -                          | -                         | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ -</b>                | <b>\$ -</b>               | <b>\$ -</b>                  | <b>\$ -</b>               |

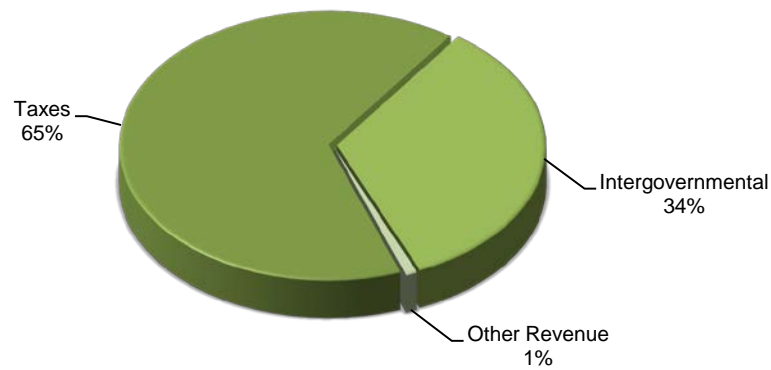


## Capital Projects Fund Summary

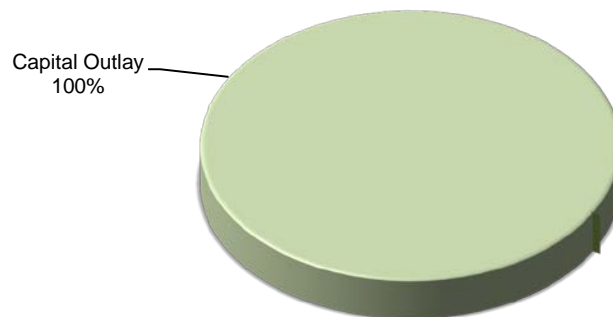
|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ 4,043,197               | \$ 4,210,219              | \$ 4,317,659                 | \$ 4,363,311              |
| Intergovernmental  | 1,535,756                  | 1,958,845                 | 1,770,351                    | 2,238,351                 |
| Other Revenue  | 60,297                     | 175,000                   | 110,000                      | 60,000                    |
| <b>Total Revenue</b>   | <b>5,639,250</b>           | <b>6,344,064</b>          | <b>6,198,010</b>             | <b>6,661,662</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| Supplies/Non-Capital Equipment                               | 13,414                     | -                         | -                            | -                         |
| Capital Outlay   | 6,520,788                  | 7,543,697                 | 4,108,800                    | 6,861,714                 |
| <b>Total Expenditures</b>                                    | <b>6,534,202</b>           | <b>7,543,697</b>          | <b>4,108,800</b>             | <b>6,861,714</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>(894,952)</b>           | <b>(1,199,633)</b>        | <b>2,089,210</b>             | <b>(200,052)</b>          |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Transfers In/(Out)   | 200,000                    | 1,700,000                 | 1,700,000                    | 1,700,000                 |
| Insurance Recovery/(Claims)                                  | -                          | -                         | -                            | -                         |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>200,000</b>             | <b>1,700,000</b>          | <b>1,700,000</b>             | <b>1,700,000</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>(694,952)</b>           | <b>500,367</b>            | <b>3,789,210</b>             | <b>1,499,948</b>          |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 13,032,773                 | 12,495,285                | 12,337,821                   | 16,127,031                |
| Ending Fund Balance  | <b>12,337,821</b>          | <b>12,995,652</b>         | <b>16,127,031</b>            | <b>17,626,979</b>         |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| 4.000 Mill Restricted Fund Balance                           | (1,835,640)                | (2,009,993)               | (1,953,995)                  | (903,995)                 |
| 1/2% Sales/Use Tax Restricted Balance                        | 10,588,737                 | 9,642,814                 | 12,047,053                   | 11,369,677                |
| Marijuana Sales Tax Restricted Balance                       | 484,604                    | 908,674                   | 1,059,253                    | 1,648,268                 |
| ADCOO Restricted Fund Balance                                | 384,403                    | 404,888                   | 620,749                      | 231,014                   |
| ADCOT Restricted Fund Balance                                | 925,621                    | 957,418                   | 957,418                      | 1,427,504                 |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 1,790,096</b>        | <b>\$ 3,091,851</b>       | <b>\$ 3,396,553</b>          | <b>\$ 3,854,511</b>       |



**Operating Revenue Budget By Category**



**Operating Expenditure Budget By Category**



## 4.000 Mill Property Tax Restricted Revenue

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| 4.000 Mill Property Tax                                      | \$ 946,996                 | \$ 1,081,146              | \$ 1,081,146                 | \$ 1,050,000              |
| Other Revenue  | -                          | -                         | -                            | -                         |
| <b>Total Revenue</b>   | <b>946,996</b>             | <b>1,081,146</b>          | <b>1,081,146</b>             | <b>1,050,000</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Road Reconstruction Improvements                             | \$ 4,314,704               | \$ 1,253,213              | \$ 1,199,501                 | \$ -                      |
| <b>Total Expenditures</b>                                    | <b>4,314,704</b>           | <b>1,253,213</b>          | <b>1,199,501</b>             | <b>-</b>                  |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>(3,367,708)</b>         | <b>(172,067)</b>          | <b>(118,355)</b>             | <b>1,050,000</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>(3,367,708)</b>         | <b>(172,067)</b>          | <b>(118,355)</b>             | <b>1,050,000</b>          |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 1,532,068                  | (1,023,222)               | (1,835,640)                  | (1,953,995)               |
| Ending Fund Balance  | <b>\$ (1,835,640)</b>      | <b>\$ (1,195,289)</b>     | <b>\$ (1,953,995)</b>        | <b>\$ (903,995)</b>       |

## 1/2% Sales/Use Tax Restricted Revenue

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| 1/2% Sales/Use Tax   | \$ 2,611,597               | \$ 2,674,736              | \$ 2,661,864                 | \$ 2,724,296              |
| Other Revenue  | -                          | -                         | -                            | -                         |
| <b>Total Revenue</b>   | <b>2,611,597</b>           | <b>2,674,736</b>          | <b>2,661,864</b>             | <b>2,724,296</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Capital Improvement Projects                                 | \$ 154,853                 | \$ 3,590,977              | \$ 1,203,548                 | \$ 3,401,672              |
| <b>Total Expenditures</b>                                    | <b>154,853</b>             | <b>3,590,977</b>          | <b>1,203,548</b>             | <b>3,401,672</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>2,456,744</b>           | <b>(916,241)</b>          | <b>1,458,316</b>             | <b>(677,376)</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>2,456,744</b>           | <b>(916,241)</b>          | <b>1,458,316</b>             | <b>(677,376)</b>          |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 8,131,993                  | 10,428,909                | 10,588,737                   | 12,047,053                |
| Ending Fund Balance  | <b>\$ 10,588,737</b>       | <b>\$ 9,512,668</b>       | <b>\$ 12,047,053</b>         | <b>\$ 11,369,677</b>      |



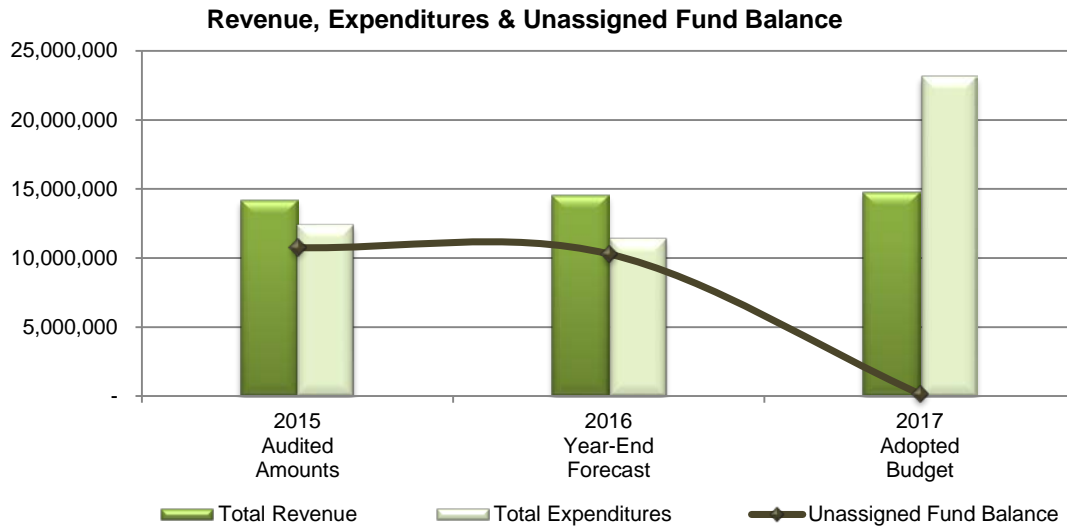
## 2% Marijuana Sales Tax Restricted Revenue

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Marijuana Sales Tax  | \$ 484,604                 | \$ 454,337                | \$ 574,649                   | \$ 589,015                |
| Other Revenue  | -                          | -                         | -                            | -                         |
| <b>Total Revenue</b>   | <b>484,604</b>             | <b>454,337</b>            | <b>574,649</b>               | <b>589,015</b>            |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Capital Improvement Projects                                 | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| <b>Total Expenditures</b>                                    | <b>-</b>                   | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>484,604</b>             | <b>454,337</b>            | <b>574,649</b>               | <b>589,015</b>            |
| <b>Net Change In Fund Balance:</b>                           | <b>484,604</b>             | <b>454,337</b>            | <b>574,649</b>               | <b>589,015</b>            |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | -                          | 454,337                   | 484,604                      | 1,059,253                 |
| Ending Fund Balance  | <b>\$ 484,604</b>          | <b>\$ 908,674</b>         | <b>\$ 1,059,253</b>          | <b>\$ 1,648,268</b>       |

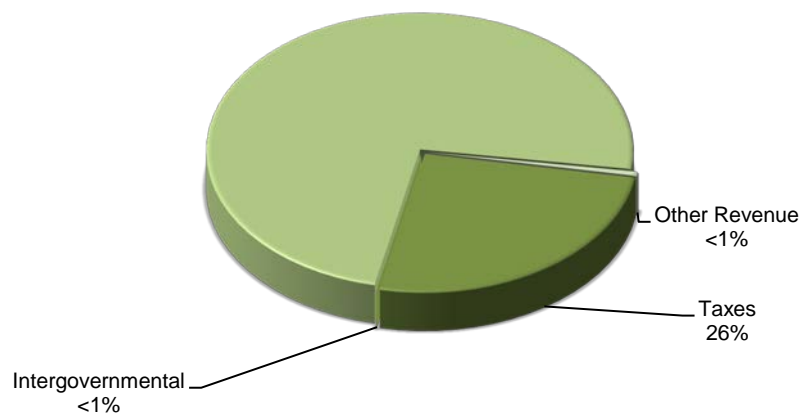


## Water & Wastewater Fund Summary

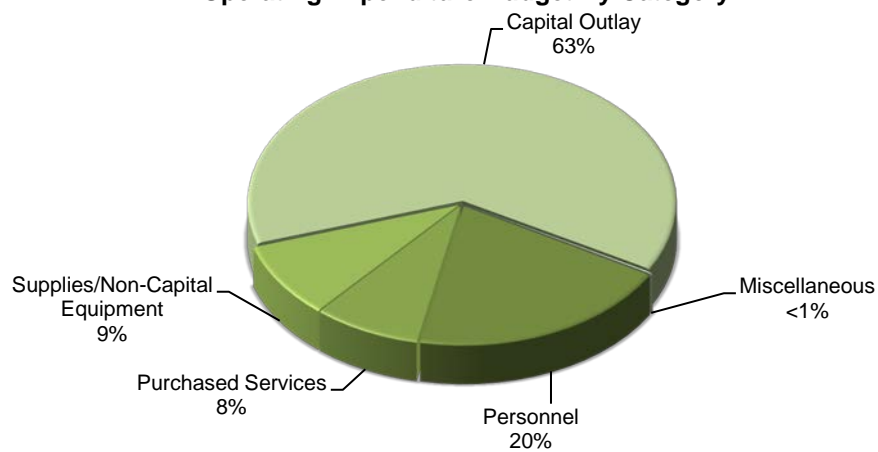
|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ 3,561,700               | \$ 4,197,801              | \$ 3,693,908                 | \$ 3,782,214              |
| Intergovernmental  | 112,700                    | 3,500                     | 2,900                        | 3,500                     |
| User Charges & Fees  | 10,402,537                 | 9,829,210                 | 10,761,517                   | 10,925,664                |
| Other Revenue  | 106,273                    | 73,000                    | 78,000                       | 73,000                    |
| <b>Total Revenue</b>   | <b>14,183,210</b>          | <b>14,103,511</b>         | <b>14,536,325</b>            | <b>14,784,378</b>         |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 4,160,374               | \$ 4,384,665              | \$ 4,319,257                 | \$ 4,614,845              |
| Purchased Services   | 2,050,751                  | 1,816,415                 | 1,930,128                    | 1,860,912                 |
| Supplies/Non-Capital Equipment                               | 1,884,533                  | 1,894,090                 | 1,842,218                    | 2,036,494                 |
| Capital Outlay   | 4,163,966                  | 11,862,825                | 3,314,428                    | 14,628,469                |
| Miscellaneous  | 168,212                    | 30,100                    | 31,050                       | 30,600                    |
| <b>Total Expenditures</b>                                    | <b>12,427,836</b>          | <b>19,988,095</b>         | <b>11,437,081</b>            | <b>23,171,320</b>         |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>1,755,374</b>           | <b>(5,884,584)</b>        | <b>3,099,244</b>             | <b>(8,386,942)</b>        |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Debt Issuance/(Payments)                                     | (2,698,732)                | (979,458)                 | (979,458)                    | (977,033)                 |
| Sale of Assets   | 68,000                     | -                         | -                            | -                         |
| Insurance Recovery/(Claims)                                  | 732                        | (3,500)                   | (1,500)                      | (3,500)                   |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>(2,630,000)</b>         | <b>(982,958)</b>          | <b>(980,958)</b>             | <b>(980,533)</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>(874,626)</b>           | <b>(6,867,542)</b>        | <b>2,118,286</b>             | <b>(9,367,475)</b>        |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 17,432,680                 | 16,874,230                | 16,558,054                   | 18,676,340                |
| Ending Fund Balance  | <b>16,558,054</b>          | <b>10,006,688</b>         | <b>18,676,340</b>            | <b>9,308,865</b>          |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| 3% TABOR Reserve Restriction                                 | 318,645                    | 221,152                   | 213,936                      | 319,228                   |
| Debt Service Reserve Restriction                             | 99,414                     | 692,780                   | 159,272                      | 247,538                   |
| Water Right Purchase Restriction                             | 1,320,011                  | 4,767,819                 | 3,974,603                    | 4,441,518                 |
| Capital/Infrastructure Commitment                            | 2,000,000                  | 2,000,000                 | 2,000,000                    | 2,000,000                 |
| Operating Reserve Commitment                                 | 2,065,968                  | 2,031,317                 | 2,030,663                    | 2,135,713                 |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 10,754,016</b>       | <b>\$ 293,620</b>         | <b>\$ 10,297,866</b>         | <b>\$ 164,868</b>         |



**Operating Revenue Budget By Category**



**Operating Expenditure Budget By Category**



## Water Enterprise Function

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ 3,561,700               | \$ 4,197,801              | \$ 3,693,908                 | \$ 3,782,214              |
| Intergovernmental  | 112,700                    | 3,500                     | 2,900                        | 3,500                     |
| User Charges & Fees  | 6,771,963                  | 6,158,220                 | 6,967,103                    | 7,036,390                 |
| Other Revenue  | 52,410                     | 45,000                    | 50,000                       | 45,000                    |
| <b>Total Revenue</b>   | <b>10,498,773</b>          | <b>10,404,521</b>         | <b>10,713,911</b>            | <b>10,867,104</b>         |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 2,929,619               | \$ 3,044,853              | \$ 2,968,966                 | \$ 3,308,613              |
| Purchased Services   | 1,338,161                  | 1,323,315                 | 1,438,384                    | 1,307,962                 |
| Supplies/Non-Capital Equipment                               | 883,408                    | 895,459                   | 854,217                      | 874,718                   |
| Capital Outlay   | 2,740,372                  | 1,110,017                 | 859,111                      | 4,140,000                 |
| Miscellaneous  | 168,162                    | 29,350                    | 29,550                       | 29,100                    |
| <b>Total Expenditures</b>                                    | <b>8,059,722</b>           | <b>6,402,994</b>          | <b>6,150,228</b>             | <b>9,660,393</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>2,439,051</b>           | <b>4,001,527</b>          | <b>4,563,683</b>             | <b>1,206,711</b>          |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Debt Issuance/(Payments)                                     | (2,698,732)                | (979,458)                 | (979,458)                    | (977,033)                 |
| Sale of Assets   | -                          | -                         | -                            | -                         |
| Insurance Recovery/(Claims)                                  | 732                        | (3,500)                   | (1,500)                      | (3,500)                   |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>(2,698,000)</b>         | <b>(982,958)</b>          | <b>(980,958)</b>             | <b>(980,533)</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>(258,949)</b>           | <b>3,018,569</b>          | <b>3,582,725</b>             | <b>226,178</b>            |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 11,206,938                 | 11,317,943                | 10,947,989                   | 14,530,714                |
| Ending Fund Balance  | <b>10,947,989</b>          | <b>14,336,512</b>         | <b>14,530,714</b>            | <b>14,756,892</b>         |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| 3% TABOR Reserve Restriction                                 | 318,645                    | 221,152                   | 213,936                      | 319,228                   |
| Debt Service Reserve Restriction                             | 99,414                     | 692,780                   | 159,272                      | 247,538                   |
| Water Right Purchase Restriction                             | 1,320,011                  | 4,767,819                 | 3,974,603                    | 4,441,518                 |
| Capital/Infrastructure Commitment                            | 1,000,000                  | 1,000,000                 | 1,000,000                    | 1,000,000                 |
| Operating Reserve Commitment                                 | 1,329,838                  | 1,323,244                 | 1,322,779                    | 1,380,098                 |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 6,880,081</b>        | <b>\$ 6,331,517</b>       | <b>\$ 7,860,124</b>          | <b>\$ 7,368,510</b>       |

## Wastewater Enterprise Function

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| User Charges & Fees  | \$ 3,630,574               | \$ 3,670,990              | \$ 3,794,414                 | \$ 3,889,274              |
| Other Revenue  | 53,863                     | 28,000                    | 28,000                       | 28,000                    |
| <b>Total Revenue</b>   | <b>3,684,437</b>           | <b>3,698,990</b>          | <b>3,822,414</b>             | <b>3,917,274</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 1,230,755               | \$ 1,339,812              | \$ 1,350,291                 | \$ 1,306,232              |
| Purchased Services   | 712,590                    | 493,100                   | 491,744                      | 552,950                   |
| Supplies/Non-Capital Equipment                               | 1,001,125                  | 998,631                   | 988,001                      | 1,161,776                 |
| Capital Outlay   | 1,423,594                  | 10,752,808                | 2,455,317                    | 10,488,469                |
| Miscellaneous  | 50                         | 750                       | 1,500                        | 1,500                     |
| <b>Total Expenditures</b>                                    | <b>4,368,114</b>           | <b>13,585,101</b>         | <b>5,286,853</b>             | <b>13,510,927</b>         |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>(683,677)</b>           | <b>(9,886,111)</b>        | <b>(1,464,439)</b>           | <b>(9,593,653)</b>        |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Sale of Assets   | 68,000                     | -                         | -                            | -                         |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>68,000</b>              | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Net Change In Fund Balance:</b>                           | <b>(615,677)</b>           | <b>(9,886,111)</b>        | <b>(1,464,439)</b>           | <b>(9,593,653)</b>        |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 6,225,742                  | 5,556,287                 | 5,610,065                    | 4,145,626                 |
| Ending Fund Balance  | <b>5,610,065</b>           | <b>(4,329,824)</b>        | <b>4,145,626</b>             | <b>(5,448,027)</b>        |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Capital/Infrastructure Commitment                            | 1,000,000                  | 1,000,000                 | 1,000,000                    | 1,000,000                 |
| Operating Reserve Commitment                                 | 736,130                    | 708,073                   | 707,884                      | 755,615                   |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 3,873,935</b>        | <b>\$ (6,037,897)</b>     | <b>\$ 2,437,742</b>          | <b>\$ (7,203,642)</b>     |

## Debt Service Function

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Food Related Sales Tax                                       | \$ 950,103                 | \$ 1,523,111              | \$ 1,039,316                 | \$ 1,065,299              |
| <b>Total Revenue</b>   | <b>950,103</b>             | <b>1,523,111</b>          | <b>1,039,316</b>             | <b>1,065,299</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Agent Fees   | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| <b>Total Expenditures</b>                                    | <b>-</b>                   | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>950,103</b>             | <b>1,523,111</b>          | <b>1,039,316</b>             | <b>1,065,299</b>          |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Series 2002A - Certificates of Participation                 | -                          | -                         | -                            | -                         |
| 2013 Lease Purchase Agreement                                | (967,794)                  | (979,458)                 | (979,458)                    | (977,033)                 |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>(967,794)</b>           | <b>(979,458)</b>          | <b>(979,458)</b>             | <b>(977,033)</b>          |
| <b>Net Change In Fund Balance:</b>                           | <b>(17,691)</b>            | <b>543,653</b>            | <b>59,858</b>                | <b>88,266</b>             |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 117,105                    | 149,127                   | 99,414                       | 159,272                   |
| Ending Fund Balance  | <b>\$ 99,414</b>           | <b>\$ 692,780</b>         | <b>\$ 159,272</b>            | <b>\$ 247,538</b>         |

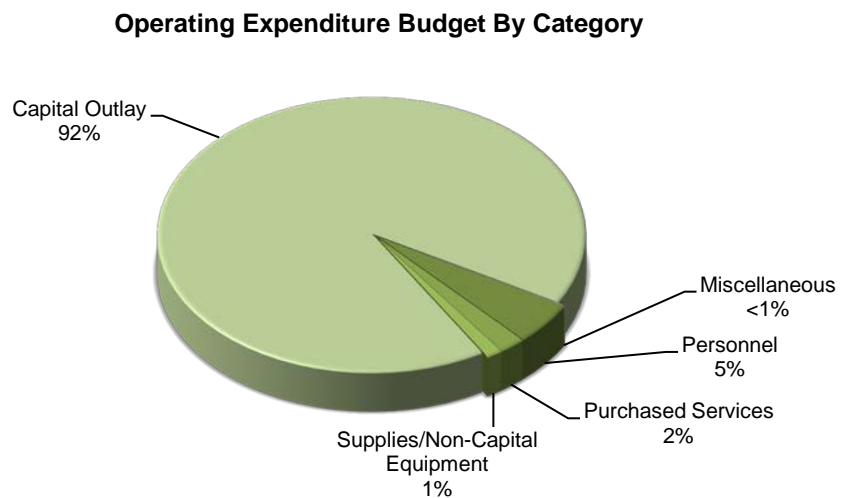
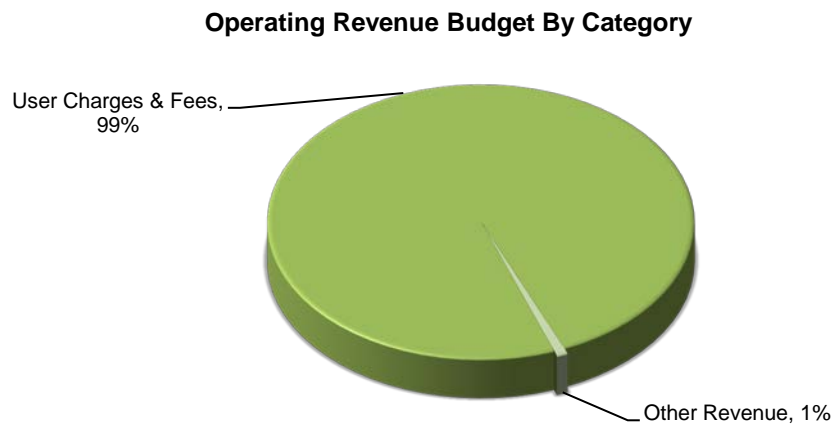
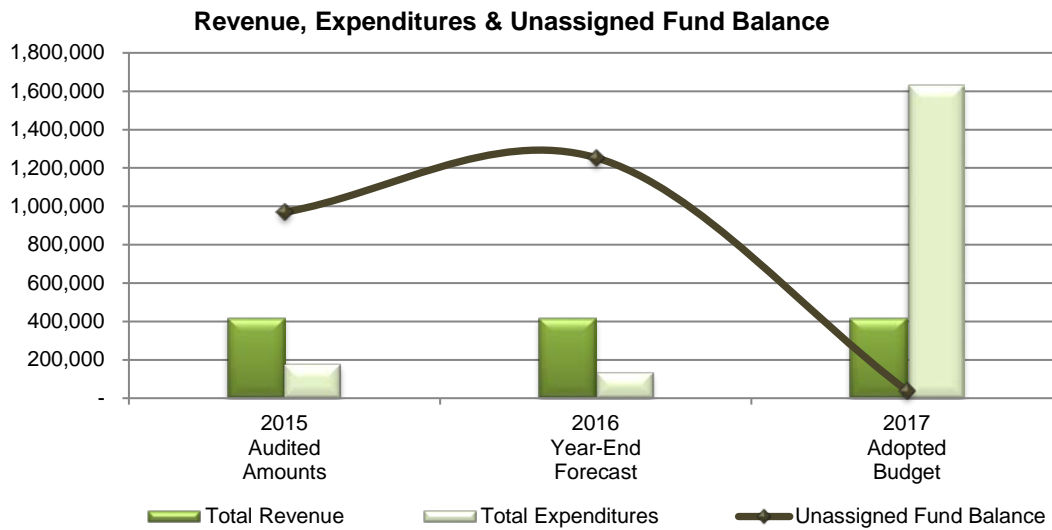
## Water Resources Function

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Non-Food Sales/Use Tax                                       | \$ 2,611,597               | \$ 2,674,690              | \$ 2,654,592                 | \$ 2,716,915              |
| <b>Total Revenue</b>   | <b>2,611,597</b>           | <b>2,674,690</b>          | <b>2,654,592</b>             | <b>2,716,915</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Water Rights Purchases                                       | \$ 1,919,950               | \$ -                      | \$ -                         | \$ 2,250,000              |
| <b>Total Expenditures</b>                                    | <b>1,919,950</b>           | <b>-</b>                  | <b>-</b>                     | <b>2,250,000</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>691,647</b>             | <b>2,674,690</b>          | <b>2,654,592</b>             | <b>466,915</b>            |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Debt Issuance/(Payments)                                     | (1,682,306)                | -                         | -                            | -                         |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>(1,682,306)</b>         | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Net Change In Fund Balance:</b>                           | <b>(990,659)</b>           | <b>2,674,690</b>          | <b>2,654,592</b>             | <b>466,915</b>            |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 2,310,670                  | 2,093,129                 | 1,320,011                    | 3,974,603                 |
| Ending Fund Balance  | <b>\$ 1,320,011</b>        | <b>\$ 4,767,819</b>       | <b>\$ 3,974,603</b>          | <b>\$ 4,441,518</b>       |



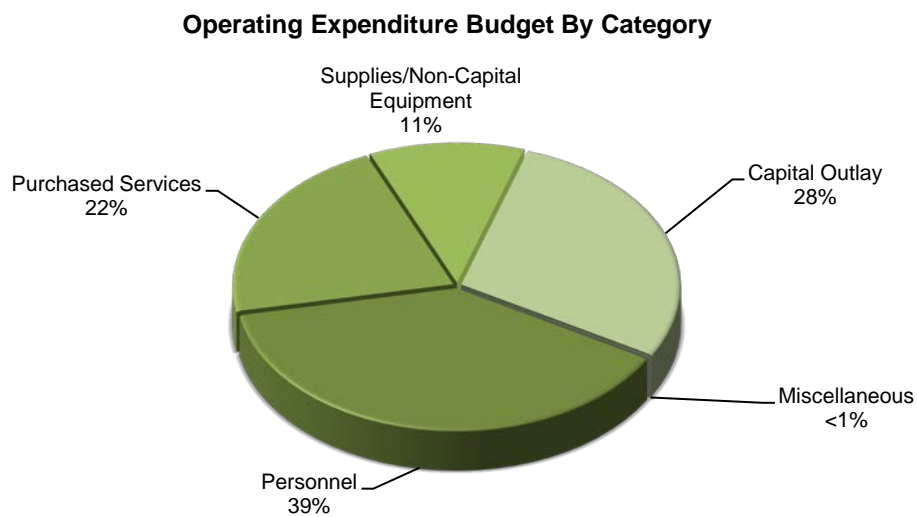
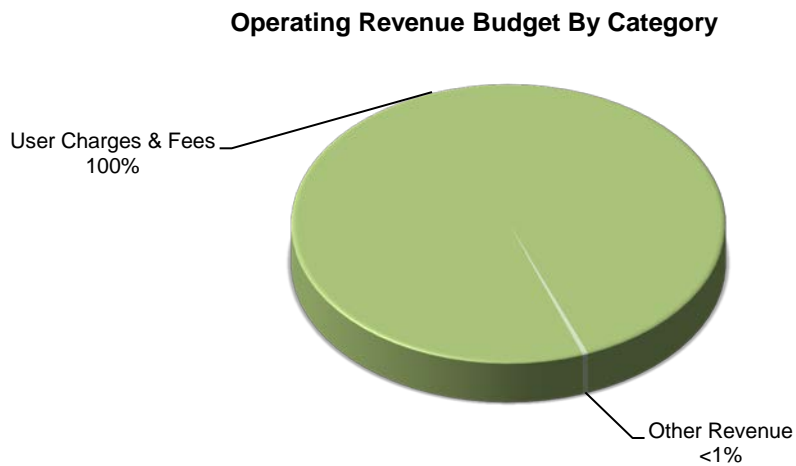
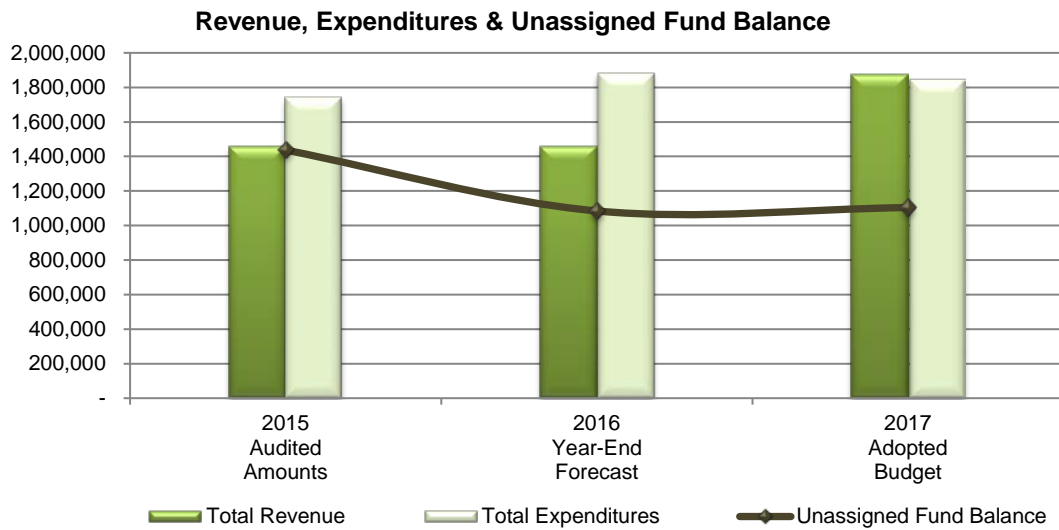
## Stormwater Fund Summary

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| User Charges & Fees  | 415,007                    | 437,322                   | 416,025                      | 415,609                   |
| Other Revenue  | 3,606                      | 2,000                     | 3,500                        | 3,500                     |
| <b>Total Revenue</b>   | <b>418,613</b>             | <b>439,322</b>            | <b>419,525</b>               | <b>419,109</b>            |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 79,369                  | \$ 79,894                 | \$ 77,765                    | \$ 80,209                 |
| Purchased Services   | 70,039                     | 32,550                    | 34,750                       | 32,550                    |
| Supplies/Non-Capital Equipment                               | 17,360                     | 20,000                    | 20,000                       | 20,000                    |
| Capital Outlay   | 12,669                     | 200,000                   | -                            | 1,500,000                 |
| Miscellaneous  | 600                        | 750                       | 2,750                        | 750                       |
| <b>Total Expenditures</b>                                    | <b>180,037</b>             | <b>333,194</b>            | <b>135,265</b>               | <b>1,633,509</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>238,576</b>             | <b>106,128</b>            | <b>284,260</b>               | <b>(1,214,400)</b>        |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>-</b>                   | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Net Change In Fund Balance:</b>                           | <b>238,576</b>             | <b>106,128</b>            | <b>284,260</b>               | <b>(1,214,400)</b>        |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 730,786                    | 926,662                   | 969,362                      | 1,253,622                 |
| Ending Fund Balance  | <b>969,362</b>             | <b>1,032,790</b>          | <b>1,253,622</b>             | <b>39,222</b>             |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Assigned Fund Balance  | -                          | -                         | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 969,362</b>          | <b>\$ 1,032,790</b>       | <b>\$ 1,253,622</b>          | <b>\$ 39,222</b>          |



## Sanitation Fund Summary

|  | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|--|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Revenue:</b>  |                            |                           |                              |                           |
| Taxes  | \$ -                       | \$ -                      | \$ -                         | \$ -                      |
| Intergovernmental  | -                          | -                         | -                            | -                         |
| Licenses & Permits   | -                          | -                         | -                            | -                         |
| User Charges & Fees  | 1,453,662                  | 1,453,685                 | 1,452,571                    | 1,866,372                 |
| Fines & Forfeitures  | -                          | -                         | -                            | -                         |
| Other Revenue  | 7,628                      | 10,000                    | 7,500                        | 7,500                     |
| <b>Total Revenue</b>   | <b>1,461,290</b>           | <b>1,463,685</b>          | <b>1,460,071</b>             | <b>1,873,872</b>          |
| <b>Expenditures:</b>   |                            |                           |                              |                           |
| Personnel  | \$ 697,860                 | \$ 690,022                | \$ 700,475                   | \$ 712,120                |
| Purchased Services   | 343,425                    | 335,336                   | 388,031                      | 397,740                   |
| Supplies/Non-Capital Equipment                               | 163,443                    | 210,899                   | 189,532                      | 210,901                   |
| Capital Outlay   | 537,635                    | 603,000                   | 603,000                      | 523,000                   |
| Miscellaneous  | 452                        | 500                       | 500                          | 500                       |
| <b>Total Expenditures</b>                                    | <b>1,742,815</b>           | <b>1,839,757</b>          | <b>1,881,538</b>             | <b>1,844,261</b>          |
| <b>Excess/(Deficiency) of Revenues<br/>Over Expenditures</b> | <b>(281,525)</b>           | <b>(376,072)</b>          | <b>(421,467)</b>             | <b>29,611</b>             |
| <b>Other Financing Sources/(Uses):</b>                       |                            |                           |                              |                           |
| Sale of Assets   | -                          | -                         | 73,876                       | -                         |
| Contributed Capital  | -                          | -                         | -                            | -                         |
| Insurance Recovery/(Claims)                                  | 1,956                      | (10,000)                  | (5,000)                      | (10,000)                  |
| Economic Incentives  | -                          | -                         | -                            | -                         |
| Claims/Awards  | -                          | -                         | -                            | -                         |
| <b>Total Other Financing Sources/(Uses)</b>                  | <b>1,956</b>               | <b>(10,000)</b>           | <b>68,876</b>                | <b>(10,000)</b>           |
| <b>Net Change In Fund Balance:</b>                           | <b>(279,569)</b>           | <b>(386,072)</b>          | <b>(352,591)</b>             | <b>19,611</b>             |
| <b>Cumulative Fund Balance</b>                               |                            |                           |                              |                           |
| Beginning Fund Balance                                       | 1,716,499                  | 1,405,128                 | 1,436,930                    | 1,084,339                 |
| Ending Fund Balance  | <b>1,436,930</b>           | <b>1,019,056</b>          | <b>1,084,339</b>             | <b>1,103,950</b>          |
| <b>Less Restrictions, Commitments, &amp; Assignments:</b>    |                            |                           |                              |                           |
| Assigned Fund Balance  | -                          | -                         | -                            | -                         |
| <b>Unassigned Fund Balance</b>                               | <b>\$ 1,436,930</b>        | <b>\$ 1,019,056</b>       | <b>\$ 1,084,339</b>          | <b>\$ 1,103,950</b>       |

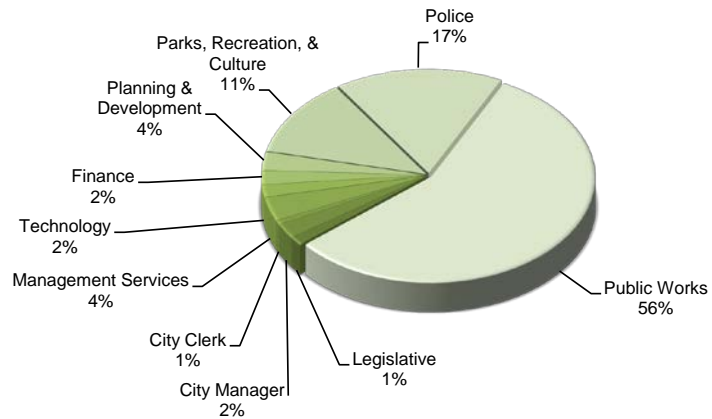




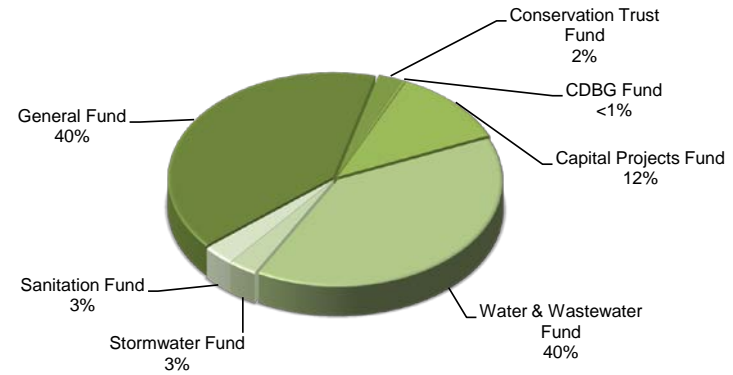
## Department Funding Matrix

|                              | General Fund         | Conservation Trust Fund | CDBG Fund         | Capital Projects Fund | Water & Wastewater Fund | Stormwater Fund     | Sanitation Fund     | Total                |
|------------------------------|----------------------|-------------------------|-------------------|-----------------------|-------------------------|---------------------|---------------------|----------------------|
| <b>Departments:</b>          |                      |                         |                   |                       |                         |                     |                     |                      |
| Legislative                  | \$ 692,974           | \$ -                    | \$ -              | \$ -                  | \$ 60,000               | \$ -                | \$ -                | \$ 752,974           |
| City Manager                 | 1,351,597            | -                       | -                 | -                     | -                       | -                   | -                   | 1,351,597            |
| City Clerk                   | 360,453              | -                       | -                 | -                     | -                       | -                   | -                   | 360,453              |
| Management Services          | 1,848,667            | -                       | -                 | -                     | 268,005                 | -                   | 9,540               | 2,126,212            |
| Technology                   | 911,375              | -                       | -                 | -                     | 215,961                 | -                   | -                   | 1,127,336            |
| Finance                      | 474,991              | -                       | -                 | -                     | 772,941                 | -                   | 2,000               | 1,249,932            |
| Planning & Development       | 1,654,065            | -                       | -                 | -                     | -                       | -                   | -                   | 1,654,065            |
| Parks, Recreation, & Culture | 4,015,989            | 1,400,000               | -                 | 1,700,000             | -                       | -                   | -                   | 7,115,989            |
| Police                       | 9,813,226            | -                       | -                 | -                     | -                       | -                   | -                   | 9,813,226            |
| Public Works                 | 2,534,832            | -                       | 205,347           | 5,161,714             | 21,854,413              | 1,633,509           | 1,832,721           | 33,222,536           |
| <b>Total Expenditures</b>    | <b>\$ 23,658,169</b> | <b>\$ 1,400,000</b>     | <b>\$ 205,347</b> | <b>\$ 6,861,714</b>   | <b>\$ 23,171,320</b>    | <b>\$ 1,633,509</b> | <b>\$ 1,844,261</b> | <b>\$ 58,774,320</b> |

**City-Wide Expenditures By Department**



**City-Wide Expenditures By Fund**



# Legislative

Joyce Downing, Mayor

## Department Description

The Legislative Department includes three divisions: City Council, City Attorney, and Boards and Commissions.

The City Council is comprised of the Mayor and two council members elected from each of the City's four wards. The City Council serves as the legislative and governing body of the City of Northglenn and is responsible for establishing City policies and goals.

The City Attorney serves as legal counsel for the City and represents the City in litigation in state and federal courts and before local administrative agencies. The City Attorney advises Council, City Manager, administrative staff, and board members on legal matters, drafts ordinances, resolutions, and contracts for the City. The City Attorney is also responsible for the prosecution of all cases in Municipal Court.

The City of Northglenn has 10 boards and commissions, which provide various opportunities for citizens to become involved in the City. The boards are created by the City Charter, by Ordinance, or by Resolution and include the following: Board of Adjustments, Citizens' Affairs Board, Elections Commission, Historic Preservation Commission, Liquor Licensing Authority, Parks and Recreation Advisory Board, Planning Commission, Victim Assistance and Law Enforcement Board, and Youth Commission.

## Goals & Objectives

1. Upgraded city infrastructure and facilities
2. Fiscally responsible city government
3. Strong, competitive businesses
4. Community governance with civic partnerships
5. Clean and beautiful city
6. Livable Neighborhoods & Homes

## Legislative

| 2017 BUDGET SUMMARY BY FUND |                |          |  |
|-----------------------------|----------------|----------|--|
| Fund(s)                     | Budget         | FTE      |  |
| General Fund                | \$ 692,974     | -        |  |
| Conservation Trust Fund     | -              | -        |  |
| CDBG Fund                   | -              | -        |  |
| Capital Projects Fund       | -              | -        |  |
| Water & Wastewater Fund     | 60,000         | -        |  |
| Stormwater Fund             | -              | -        |  |
| Sanitation Fund             | -              | -        |  |
| <b>Total</b>                | <b>752,974</b> | <b>-</b> |  |

| 2017 BUDGET SUMMARY BY DIVISION |                |          |  |
|---------------------------------|----------------|----------|--|
| Division/Program(s)             | Budget         | FTE      |  |
| City Council                    | \$ 747,887     | -        |  |
| City Attorney                   | -              | -        |  |
| Boards & Authorities            | 5,087          | -        |  |
| <b>Total</b>                    | <b>752,974</b> | <b>-</b> |  |

**EXPENDITURE**

| Year                   | Total Expenditures |
|------------------------|--------------------|
| 2015 Audited Amounts   | \$736,008          |
| 2016 Year-End Forecast | \$671,292          |
| 2017 Adopted Budget    | \$752,974          |

| EXPENDITURE SUMMARY                  |                      |                     |                        |                     |
|--------------------------------------|----------------------|---------------------|------------------------|---------------------|
|                                      | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast | 2017 Adopted Budget |
| Staff - Full Time Equivalency (FTE)* | -                    | -                   | -                      | -                   |
| <b>Expenditures:</b>                 |                      |                     |                        |                     |
| Personnel                            | \$ 126,778           | \$ 138,116          | \$ 134,677             | \$ 138,087          |
| Purchased Services                   | 348,223              | 278,688             | 403,745                | 379,017             |
| Supplies/Non-Capital Equipment       | 10,350               | 11,370              | 13,870                 | 13,870              |
| Miscellaneous                        | 250,657              | 119,000             | 119,000                | 122,000             |
| Contingency                          | -                    | 100,000             | -                      | 100,000             |
| <b>Total Expenditures</b>            | <b>\$ 736,008</b>    | <b>\$ 647,174</b>   | <b>\$ 671,292</b>      | <b>\$ 752,974</b>   |

| 2017 BUDGET PACKAGES                                 |                   |
|--|-------------------|
|  | Amount            |
| 1. Personnel Market Adjustment                       | \$ -              |
| 2. Cimmunication Services - Ward Meeting Postcards   | 20,000            |
| 3. Professional Services                             | 25,329            |
| 4. Professional Services                             | 50,000            |
| 5. Operating Supplies - Meeting Supplies             | 2,500             |
| 6. Dues and Fees - A-Lift Program, Other Memberships | 3,000             |
| 7. Professional Services - Council Retreat           | 5,000             |
|  | <b>\$ 105,829</b> |



# Expenditure Detail

## Legislative Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 80,180                     | 87,666                    | 87,499                       | 87,708                    |
| Allowances                                  | 39,881                     | 39,960                    | 39,823                       | 39,960                    |
| Medicare                                    | 1,750                      | 1,848                     | 1,911                        | 1,855                     |
| Workers Compensation                        | 113                        | 215                       | 139                          | 215                       |
| Retirement Contributions                    | 4,554                      | 7,614                     | 4,960                        | 7,529                     |
| Life/Disability Benefits                    | 300                        | 813                       | 345                          | 820                       |
| <b>Total Personnel</b>                      | <b>126,778</b>             | <b>138,116</b>            | <b>134,677</b>               | <b>138,087</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 323,889                    | 236,351                   | 341,351                      | 316,680                   |
| Communication Services                      | 147                        | 162                       | 162                          | 20,162                    |
| Training/Registration                       | 14,571                     | 42,175                    | 42,175                       | 42,175                    |
| Mileage/Travel                              | 9,616                      | -                         | 20,057                       | -                         |
| <b>Total Purchased Services</b>             | <b>348,223</b>             | <b>278,688</b>            | <b>403,745</b>               | <b>379,017</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | -                          | 200                       | 200                          | 200                       |
| Operating Supplies                          | 10,350                     | 11,170                    | 13,670                       | 13,670                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>10,350</b>              | <b>11,370</b>             | <b>13,870</b>                | <b>13,870</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 57,658                     | 59,000                    | 59,000                       | 62,000                    |
| Grants/Donations                            | 192,999                    | 60,000                    | 60,000                       | 60,000                    |
| <b>Total Other Expenditures</b>             | <b>250,657</b>             | <b>119,000</b>            | <b>119,000</b>               | <b>122,000</b>            |
| <b>Contingency</b>                          |                            |                           |                              |                           |
| Contingency                                 | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Contingency</b>                    | <b>-</b>                   | <b>100,000</b>            | <b>-</b>                     | <b>100,000</b>            |
| <b>Total Expenditures</b>                   | <b>\$ 736,008</b>          | <b>\$ 647,174</b>         | <b>\$ 671,292</b>            | <b>\$ 752,974</b>         |

## Expenditure Detail

### Legislative Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 80,180                     | 87,666                    | 87,499                       | 87,708                    |
| Allowances                                  | 39,881                     | 39,960                    | 39,823                       | 39,960                    |
| Medicare                                    | 1,750                      | 1,848                     | 1,911                        | 1,855                     |
| Workers Compensation                        | 113                        | 215                       | 139                          | 215                       |
| Retirement Contributions                    | 4,554                      | 7,614                     | 4,960                        | 7,529                     |
| Life/Disability Benefits                    | 300                        | 813                       | 345                          | 820                       |
| <b>Total Personnel</b>                      | <b>126,778</b>             | <b>138,116</b>            | <b>134,677</b>               | <b>138,087</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 287,024                    | 226,351                   | 226,351                      | 256,680                   |
| Communication Services                      | 147                        | 162                       | 162                          | 20,162                    |
| Training/Registration                       | 14,571                     | 42,175                    | 42,175                       | 42,175                    |
| Mileage/Travel                              | 9,616                      | -                         | 20,057                       | -                         |
| <b>Total Purchased Services</b>             | <b>311,358</b>             | <b>268,688</b>            | <b>288,745</b>               | <b>319,017</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | -                          | 200                       | 200                          | 200                       |
| Operating Supplies                          | 10,350                     | 11,170                    | 13,670                       | 13,670                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>10,350</b>              | <b>11,370</b>             | <b>13,870</b>                | <b>13,870</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 57,658                     | 59,000                    | 59,000                       | 62,000                    |
| Grants/Donations                            | 44,999                     | 60,000                    | 60,000                       | 60,000                    |
| <b>Total Other Expenditures</b>             | <b>102,657</b>             | <b>119,000</b>            | <b>119,000</b>               | <b>122,000</b>            |
| <b>Contingency</b>                          |                            |                           |                              |                           |
| Contingency                                 | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Contingency</b>                    | <b>-</b>                   | <b>100,000</b>            | <b>-</b>                     | <b>100,000</b>            |
| <b>Total Expenditures</b>                   | <b>\$ 551,143</b>          | <b>\$ 637,174</b>         | <b>\$ 556,292</b>            | <b>\$ 692,974</b>         |

## Expenditure Detail

### City Council Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 80,180                     | 87,666                    | 87,499                       | 87,708                    |
| Allowances                                  | 39,881                     | 39,960                    | 39,823                       | 39,960                    |
| Medicare                                    | 1,750                      | 1,848                     | 1,911                        | 1,855                     |
| Workers Compensation                        | 113                        | 215                       | 139                          | 215                       |
| Retirement Contributions                    | 4,554                      | 7,614                     | 4,960                        | 7,529                     |
| Life/Disability Benefits                    | 300                        | 813                       | 345                          | 820                       |
| <b>Total Personnel</b>                      | <b>126,778</b>             | <b>138,116</b>            | <b>134,677</b>               | <b>138,087</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 286,663                    | 224,671                   | 224,671                      | 255,000                   |
| Communication Services                      | 147                        | 100                       | 100                          | 20,100                    |
| Training/Registration                       | 13,821                     | 40,500                    | 40,500                       | 40,500                    |
| Mileage/Travel                              | 9,616                      | -                         | 20,057                       | -                         |
| <b>Total Purchased Services</b>             | <b>310,247</b>             | <b>265,271</b>            | <b>285,328</b>               | <b>315,600</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | -                          | 200                       | 200                          | 200                       |
| Operating Supplies                          | 8,680                      | 9,500                     | 12,000                       | 12,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>8,680</b>               | <b>9,700</b>              | <b>12,200</b>                | <b>12,200</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 57,658                     | 59,000                    | 59,000                       | 62,000                    |
| Grants/Donations                            | 44,999                     | 60,000                    | 60,000                       | 60,000                    |
| <b>Total Other Expenditures</b>             | <b>102,657</b>             | <b>119,000</b>            | <b>119,000</b>               | <b>122,000</b>            |
| <b>Contingency</b>                          |                            |                           |                              |                           |
| Contingency                                 | -                          | 100,000                   | -                            | 100,000                   |
| <b>Total Contingency</b>                    | <b>-</b>                   | <b>100,000</b>            | <b>-</b>                     | <b>100,000</b>            |
| <b>Total Expenditures</b>                   | <b>\$ 548,362</b>          | <b>\$ 632,087</b>         | <b>\$ 551,205</b>            | <b>\$ 687,887</b>         |

## Expenditure Detail

### Boards & Authorities Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 361                        | 1,680                     | 1,680                        | 1,680                     |
| Communication Services                      | -                          | 62                        | 62                           | 62                        |
| Training/Registration                       | 750                        | 1,675                     | 1,675                        | 1,675                     |
| <b>Total Purchased Services</b>             | <b>1,111</b>               | <b>3,417</b>              | <b>3,417</b>                 | <b>3,417</b>              |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 1,670                      | 1,670                     | 1,670                        | 1,670                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>1,670</b>               | <b>1,670</b>              | <b>1,670</b>                 | <b>1,670</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 2,781</b>            | <b>\$ 5,087</b>           | <b>\$ 5,087</b>              | <b>\$ 5,087</b>           |

## Expenditure Detail

### Legislative Department - Water & Wastewater Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Professional Services           | 36,865                     | 10,000                    | 115,000                      | 60,000                    |
| <b>Total Purchased Services</b> | <b>36,865</b>              | <b>10,000</b>             | <b>115,000</b>               | <b>60,000</b>             |
| <b>Miscellaneous</b>            |                            |                           |                              |                           |
| Grants/Donations                | 148,000                    | -                         | -                            | -                         |
| <b>Total Other Expenditures</b> | <b>148,000</b>             | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Total Expenditures</b>       | <b>\$ 184,865</b>          | <b>\$ 10,000</b>          | <b>\$ 115,000</b>            | <b>\$ 60,000</b>          |

## Expenditure Detail

### City Council Division - Water & Wastewater Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Professional Services           | 36,865                     | 10,000                    | 115,000                      | 60,000                    |
| <b>Total Purchased Services</b> | <b>36,865</b>              | <b>10,000</b>             | <b>115,000</b>               | <b>60,000</b>             |
| <b>Miscellaneous</b>            |                            |                           |                              |                           |
| Grants/Donations                | 148,000                    | -                         | -                            | -                         |
| <b>Total Other Expenditures</b> | <b>148,000</b>             | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Total Expenditures</b>       | <b>\$ 184,865</b>          | <b>\$ 10,000</b>          | <b>\$ 115,000</b>            | <b>\$ 60,000</b>          |

# City Manager

James A. Hayes, AICP, City Manager

## Department Description

The City Manager's Office oversees the daily activities, directs the operations of all city departments, and implements policy decisions made by City Council, as well as enforcing City Ordinances. Included in the city manager's department is Public Communications and Economic Development. Communications provides public information to citizens to support transparency in government and foster an informed community through media relations, community partnerships and working with the city administration and other departments. Economic Development activities provide networking, business retention and attraction, maintains a program of business incentives, and provides support to the Northglenn Urban Renewal Authority (NURA).

## 2016 Achievements

- Engaged in Regional Government Authorities: NATA, RTD, FasTracks, I-25, Adams Co. Council of Govts., North Metro Chamber
- Expand Business Retention & Expansion Programs (Lunch & Learns, Business After Hours Events, Marketing Opportunities)
- 5th Annual Business Appreciation Event
- Implemented Capital Improvement Program

## Goals & Objectives

- Continue to optimize the city's website for users (Council Goal #4)
- Implement Branding Initiative process (Council Goal #2)
- Improve backend video infrastructure and Channel 8 resources (Council Goal #4)
- Identify & Analyze commercial Development and Redevelopment Opportunities (Council Goal #3 & #5)
- Increase BRE visits, Business Educational and Outreach Programs (Council Goal #3)
- Develop new business tracking system (Council Goal #3)
- Redesign Economic Development Website (Council Goal #2)
- Assist with City Planning Projects (Council Goal #3)
- Implementation of Strategic Plan

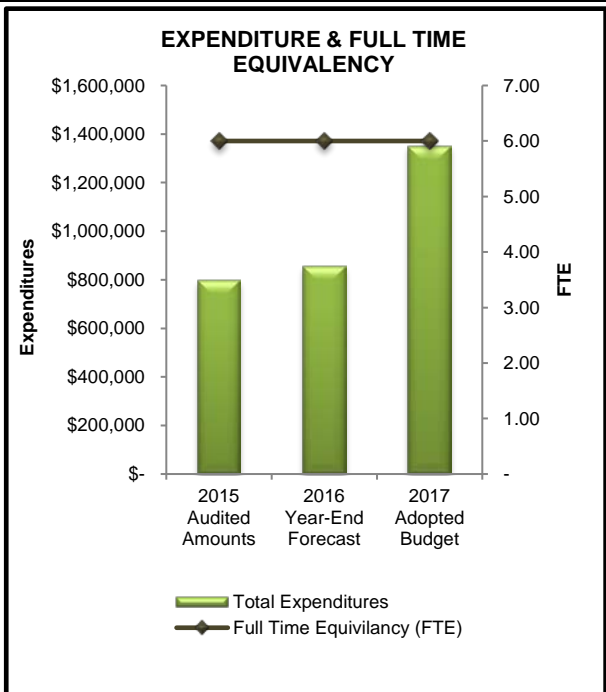
## Activity Measures

| Category/Measure               | Council Goal | 2014    | 2015   | 2016 Forecast | 2017 Forecast |
|--------------------------------|--------------|---------|--------|---------------|---------------|
| Original Video Productions     | #4           | 10      | 10     | 30-40         | 30 - 40       |
| # of News Releases             | #4           | 144     | 138    | 140           | 140           |
| # of Business Retention Visits | #3           | 60      | 85     | 80            | 80            |
| New Commercial s/f Absorption  | #3           | 150,000 | 90,000 | 100,000       | 100,000       |
| Unemployment Rate              | #3           | 4%      | 5%     | 5%            | 5%            |
| New Businesses                 | #3           | 77      | 75     | 80            | 80            |
| Event Attendance - Breakfast   | #4           | 275     | 285    | 295           | 295           |

## City Manager

| 2017 BUDGET SUMMARY BY FUND |                  |             |
|-----------------------------|------------------|-------------|
| Fund(s)                     | Budget           | FTE         |
| General Fund                | \$ 1,351,597     | 6.00        |
| Conservation Trust Fund     | -                | -           |
| CDBG Fund                   | -                | -           |
| Capital Projects Fund       | -                | -           |
| Water & Wastewater Fund     | -                | -           |
| Stormwater Fund             | -                | -           |
| Sanitation Fund             | -                | -           |
| <b>Total</b>                | <b>1,351,597</b> | <b>6.00</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                  |             |
|---------------------------------|------------------|-------------|
| Division/Program(s)             | Budget           | FTE         |
| Administration/Operations       | \$ 332,189       | 2.00        |
| Public Communications           | 407,392          | 2.00        |
| Economic Development            | 612,016          | 2.00        |
| <b>Total</b>                    | <b>1,351,597</b> | <b>6.00</b> |



| EXPENDITURE SUMMARY                         |                      |                     |                        |                     |
|---|----------------------|---------------------|------------------------|---------------------|
|   | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast | 2017 Adopted Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 6.00                 | 6.00                | 6.00                   | 6.00                |
| <b>Expenditures:</b>                        |                      |                     |                        |                     |
| Personnel                                   | \$ 576,626           | \$ 619,540          | \$ 535,028             | \$ 653,244          |
| Purchased Services                          | 153,683              | 695,453             | 255,376                | 581,167             |
| Supplies/Non-Capital Equipment              | 27,810               | 31,000              | 23,141                 | 74,286              |
| Capital Outlay                              | 23,189               | 20,000              | -                      | -                   |
| Miscellaneous                               | 15,535               | 42,900              | 42,100                 | 42,900              |
| <b>Total Expenditures</b>                   | <b>\$ 796,843</b>    | <b>\$ 1,408,893</b> | <b>\$ 855,645</b>      | <b>\$ 1,351,597</b> |

| 2017 BUDGET PACKAGES                                     |                   |
|--|-------------------|
|  | Amount            |
| 1. Personnel Market Adjustment                           | \$ 16,203         |
| 2. Personnel Merit Allowance                             | 15,669            |
| 3. Technical Services - Web Re-Design                    | 40,000            |
| 4. Technology Supplies - Channel 8 Equipment             | 45,000            |
| 5. Communication Services - Postage                      | 5,000             |
| 6. Communication Services - Printing Services            | 5,000             |
| 7. Communication Services - Telephone Town Hall Meetings | 4,000             |
| <b>Total</b>   | <b>\$ 130,872</b> |



# Expenditure Detail

## City Manager Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 488,826                    | 514,975                   | 459,246                      | 543,607                   |
| Allowances                                  | 3,774                      | 6,600                     | 3,874                        | 8,400                     |
| Medicare                                    | 6,930                      | 7,562                     | 5,310                        | 8,004                     |
| Workers Compensation                        | 556                        | 884                       | 602                          | 935                       |
| Retirement Contributions                    | 40,885                     | 42,985                    | 32,024                       | 46,489                    |
| Medical Benefits                            | 33,386                     | 41,914                    | 31,488                       | 40,931                    |
| Life/Disability Benefits                    | 2,269                      | 4,620                     | 2,484                        | 4,878                     |
| <b>Total Personnel</b>                      | <b>576,626</b>             | <b>619,540</b>            | <b>535,028</b>               | <b>653,244</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 48,532                     | 502,542                   | 118,546                      | 373,542                   |
| Technical Services                          | 5                          | 49,000                    | 9,000                        | 49,000                    |
| General Services                            | 62                         | -                         | 49                           | -                         |
| Communication Services                      | 88,583                     | 108,786                   | 96,055                       | 127,000                   |
| Training/Registration                       | 9,773                      | 20,090                    | 17,090                       | 17,090                    |
| Mileage/Travel                              | 3,071                      | 10,835                    | 10,635                       | 10,535                    |
| Rentals/Leases                              | 3,657                      | 4,200                     | 4,001                        | 4,000                     |
| <b>Total Purchased Services</b>             | <b>153,683</b>             | <b>695,453</b>            | <b>255,376</b>               | <b>581,167</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,003                      | 1,500                     | 1,034                        | 1,586                     |
| Technology Supplies                         | 5,714                      | 13,200                    | 3,834                        | 51,600                    |
| Operating Supplies                          | 20,918                     | 16,100                    | 18,073                       | 20,900                    |
| Motor Vehicle Fuels                         | 175                        | 200                       | 200                          | 200                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>27,810</b>              | <b>31,000</b>             | <b>23,141</b>                | <b>74,286</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | 20,000                    | -                            | -                         |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>20,000</b>             | <b>-</b>                     | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 15,535                     | 22,900                    | 22,100                       | 22,900                    |
| Grants/Donations                            | -                          | 20,000                    | 20,000                       | 20,000                    |
| <b>Total Other Expenditures</b>             | <b>15,535</b>              | <b>42,900</b>             | <b>42,100</b>                | <b>42,900</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 796,843</b>          | <b>\$ 1,408,893</b>       | <b>\$ 855,645</b>            | <b>\$ 1,351,597</b>       |

# Expenditure Detail

## City Manager Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 488,826                    | 514,975                   | 459,246                      | 543,607                   |
| Allowances                                  | 3,774                      | 6,600                     | 3,874                        | 8,400                     |
| Medicare                                    | 6,930                      | 7,562                     | 5,310                        | 8,004                     |
| Workers Compensation                        | 556                        | 884                       | 602                          | 935                       |
| Retirement Contributions                    | 40,885                     | 42,985                    | 32,024                       | 46,489                    |
| Medical Benefits                            | 33,386                     | 41,914                    | 31,488                       | 40,931                    |
| Life/Disability Benefits                    | 2,269                      | 4,620                     | 2,484                        | 4,878                     |
| <b>Total Personnel</b>                      | <b>576,626</b>             | <b>619,540</b>            | <b>535,028</b>               | <b>653,244</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 48,532                     | 502,542                   | 118,546                      | 373,542                   |
| Technical Services                          | 5                          | 49,000                    | 9,000                        | 49,000                    |
| General Services                            | 62                         | -                         | 49                           | -                         |
| Communication Services                      | 88,583                     | 108,786                   | 96,055                       | 127,000                   |
| Training/Registration                       | 9,773                      | 20,090                    | 17,090                       | 17,090                    |
| Mileage/Travel                              | 3,071                      | 10,835                    | 10,635                       | 10,535                    |
| Rentals/Leases                              | 3,657                      | 4,200                     | 4,001                        | 4,000                     |
| <b>Total Purchased Services</b>             | <b>153,683</b>             | <b>695,453</b>            | <b>255,376</b>               | <b>581,167</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,003                      | 1,500                     | 1,034                        | 1,586                     |
| Technology Supplies                         | 5,714                      | 13,200                    | 3,834                        | 51,600                    |
| Operating Supplies                          | 20,918                     | 16,100                    | 18,073                       | 20,900                    |
| Motor Vehicle Fuels                         | 175                        | 200                       | 200                          | 200                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>27,810</b>              | <b>31,000</b>             | <b>23,141</b>                | <b>74,286</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | 20,000                    | -                            | -                         |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>20,000</b>             | <b>-</b>                     | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 15,535                     | 22,900                    | 22,100                       | 22,900                    |
| Grants/Donations                            | -                          | 20,000                    | 20,000                       | 20,000                    |
| <b>Total Other Expenditures</b>             | <b>15,535</b>              | <b>42,900</b>             | <b>42,100</b>                | <b>42,900</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 796,843</b>          | <b>\$ 1,408,893</b>       | <b>\$ 855,645</b>            | <b>\$ 1,351,597</b>       |

# Expenditure Detail

## Administration/Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 223,253                    | 228,126                   | 176,570                      | 234,615                   |
| Allowances                                  | 2,073                      | 4,200                     | 1,486                        | 6,000                     |
| Medicare                                    | 3,244                      | 3,368                     | 1,366                        | 3,489                     |
| Workers Compensation                        | 190                        | 394                       | 152                          | 408                       |
| Retirement Contributions                    | 19,120                     | 19,512                    | 8,886                        | 20,135                    |
| Medical Benefits                            | 11,164                     | 20,860                    | 9,422                        | 22,815                    |
| Life/Disability Benefits                    | 768                        | 2,044                     | 607                          | 2,102                     |
| <b>Total Personnel</b>                      | <b>259,812</b>             | <b>278,504</b>            | <b>198,489</b>               | <b>289,564</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | -                          | -                         | 1,637                        | -                         |
| Communication Services                      | 1,007                      | 1,000                     | 1,000                        | 1,000                     |
| Training/Registration                       | 6,229                      | 11,090                    | 11,090                       | 11,090                    |
| Mileage/Travel                              | 2,440                      | 6,635                     | 6,635                        | 6,635                     |
| Rentals/Leases                              | 814                        | 1,200                     | 1,200                        | 1,200                     |
| <b>Total Purchased Services</b>             | <b>10,490</b>              | <b>19,925</b>             | <b>21,562</b>                | <b>19,925</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 467                        | 500                       | 500                          | 500                       |
| Technology Supplies                         | 1,518                      | 1,600                     | 1,600                        | 1,600                     |
| Operating Supplies                          | 2,762                      | 4,000                     | 4,000                        | 4,000                     |
| Motor Vehicle Fuels                         | 175                        | 200                       | 200                          | 200                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,922</b>               | <b>6,300</b>              | <b>6,300</b>                 | <b>6,300</b>              |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | -                         | -                            | -                         |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 11,060                     | 16,400                    | 16,400                       | 16,400                    |
| <b>Total Other Expenditures</b>             | <b>11,060</b>              | <b>16,400</b>             | <b>16,400</b>                | <b>16,400</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 309,473</b>          | <b>\$ 321,129</b>         | <b>\$ 242,751</b>            | <b>\$ 332,189</b>         |

# Expenditure Detail

## Public Communications Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 113,036                    | 130,827                   | 130,196                      | 141,360                   |
| Allowances                                  | 897                        | 1,200                     | 1,194                        | 1,200                     |
| Medicare                                    | 1,530                      | 1,914                     | 1,778                        | 2,067                     |
| Workers Compensation                        | 155                        | 224                       | 207                          | 241                       |
| Retirement Contributions                    | 9,562                      | 10,991                    | 10,940                       | 11,882                    |
| Medical Benefits                            | 10,389                     | 10,581                    | 11,623                       | 11,585                    |
| Life/Disability Benefits                    | 645                        | 1,175                     | 866                          | 1,271                     |
| <b>Total Personnel</b>                      | <b>136,214</b>             | <b>156,912</b>            | <b>156,804</b>               | <b>169,606</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 46,983                     | 94,000                    | 7,909                        | 65,000                    |
| Technical Services                          | -                          | 40,000                    | -                            | 40,000                    |
| General Services                            | 62                         | -                         | -                            | -                         |
| Communication Services                      | 65,366                     | 55,786                    | 43,055                       | 74,000                    |
| Training/Registration                       | 100                        | 3,000                     | -                            | -                         |
| Rentals/Leases                              | 636                        | 500                       | 301                          | 300                       |
| <b>Total Purchased Services</b>             | <b>113,147</b>             | <b>193,286</b>            | <b>51,265</b>                | <b>179,300</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 79                         | 500                       | 34                           | 486                       |
| Technology Supplies                         | 2,362                      | 10,000                    | 634                          | 48,000                    |
| Operating Supplies                          | 7,203                      | 2,000                     | 4,073                        | 7,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>9,644</b>               | <b>12,500</b>             | <b>4,741</b>                 | <b>55,486</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | 20,000                    | -                            | -                         |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>20,000</b>             | <b>-</b>                     | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 2,590                      | 3,000                     | 2,200                        | 3,000                     |
| <b>Total Other Expenditures</b>             | <b>2,590</b>               | <b>3,000</b>              | <b>2,200</b>                 | <b>3,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 261,595</b>          | <b>\$ 385,698</b>         | <b>\$ 215,010</b>            | <b>\$ 407,392</b>         |

# Expenditure Detail

## Economic Development Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 152,537                    | 156,022                   | 152,480                      | 167,632                   |
| Allowances                                  | 804                        | 1,200                     | 1,194                        | 1,200                     |
| Medicare                                    | 2,156                      | 2,280                     | 2,166                        | 2,448                     |
| Workers Compensation                        | 211                        | 266                       | 243                          | 286                       |
| Retirement Contributions                    | 12,203                     | 12,482                    | 12,198                       | 14,472                    |
| Medical Benefits                            | 11,833                     | 10,473                    | 10,443                       | 6,531                     |
| Life/Disability Benefits                    | 856                        | 1,401                     | 1,011                        | 1,505                     |
| <b>Total Personnel</b>                      | <b>180,600</b>             | <b>184,124</b>            | <b>179,735</b>               | <b>194,074</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 1,549                      | 408,542                   | 109,000                      | 308,542                   |
| Technical Services                          | 5                          | 9,000                     | 9,000                        | 9,000                     |
| General Services                            | -                          | -                         | 49                           | -                         |
| Communication Services                      | 22,210                     | 52,000                    | 52,000                       | 52,000                    |
| Training/Registration                       | 3,444                      | 6,000                     | 6,000                        | 6,000                     |
| Mileage/Travel                              | 631                        | 4,200                     | 4,000                        | 3,900                     |
| Rentals/Leases                              | 2,207                      | 2,500                     | 2,500                        | 2,500                     |
| <b>Total Purchased Services</b>             | <b>30,046</b>              | <b>482,242</b>            | <b>182,549</b>               | <b>381,942</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 457                        | 500                       | 500                          | 600                       |
| Technology Supplies                         | 1,834                      | 1,600                     | 1,600                        | 2,000                     |
| Operating Supplies                          | 10,953                     | 10,100                    | 10,000                       | 9,900                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>13,244</b>              | <b>12,200</b>             | <b>12,100</b>                | <b>12,500</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,885                      | 3,500                     | 3,500                        | 3,500                     |
| Grants/Donations                            | -                          | 20,000                    | 20,000                       | 20,000                    |
| <b>Total Other Expenditures</b>             | <b>1,885</b>               | <b>23,500</b>             | <b>23,500</b>                | <b>23,500</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 225,775</b>          | <b>\$ 702,066</b>         | <b>\$ 397,884</b>            | <b>\$ 612,016</b>         |



# City Clerk

Johanna Small, City Clerk

## Department Description

The City Clerk serves as the official record custodian of the City of Northglenn and preserves the legislative history of the City by keeping accurate and accessible records of City Council. The City Clerk's office administers elections, responds to records requests in compliance with the Colorado Open Records Act, and ensures the timely posting of meeting notices pursuant to the Colorado Open Meetings Act. The City Clerk's office provides service to the citizens of Northglenn and members of the community by responding to information requests, providing notary services, and accepting passports applications. The City Clerk's office is responsible for issuing the following licenses and permits: liquor, medical marijuana, retail marijuana, amusement device/arcade, peddler/solicitor, massage parlor, non-alcoholic dance club, guard dog, and pawnbroker licenses. The Department is also responsible for updates to the Municipal Code, citywide records management, and provides support to the City Council, Liquor Licensing Authority (LLA), and the Citizens' Affairs Board.

## 2016 Achievements

- Responded to open records requests and provided legal notices within the timeframes allowed by State law
- Preserved and provided electronic access to legislative actions and organizational records
- Administered licensing programs, provided legislative and administrative services
- Operated as a Passport Acceptance Facility, providing a valuable service to the public and collecting revenue for the City

## Goals & Objectives

- Comply with legislative, municipal, and statutory requirements
- Enhance and promote City Clerk services, encouraging civic engagement (Council Goal #4)
- Improve the accessibility of records and enhance transparency by providing records and information to the public (Council Goal #4)
- Provide efficient and timely licensing, permitting, and passport services (Council Goal #2)
- Reduce expenditures on records storage and improve standardization of records management across departments (Council Goal #2)

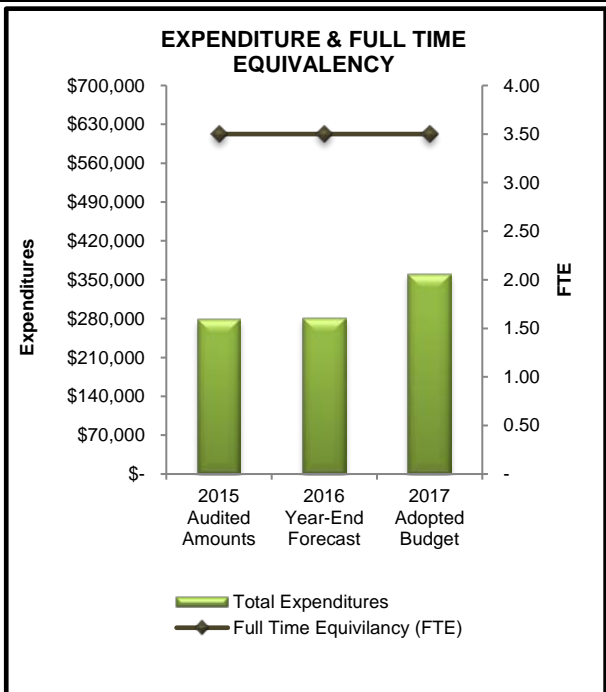
## Activity Measures

| Category/Measure   | Council Goal | 2014   | 2015   | 2016 Forecast | 2017 Forecast |
|--|--------------|--------|--------|---------------|---------------|
| Action agendas posted to the website and available to the public within 24 hours | #4           | 100.0% | 100.0% | 100.0%        | 100.0%        |
| Number of City Council meetings staffed  | #4           | 54     | 54     | 51            | 52            |
| Number of legislative items processed (Ordinances/Resolutions)                   | #4           | 177    | 177    | 186           | 180           |
| Public record requests fulfilled within 3 days                                   | #4           | 100%   | 100%   | 100%          | 100%          |
| Passport Applications  | #2           | 1,908  | 2,404  | 2,700         | 2,800         |

## City Clerk

| 2017 BUDGET SUMMARY BY FUND |                |             |
|-----------------------------|----------------|-------------|
| Fund(s)                     | Budget         | FTE         |
| General Fund                | \$ 360,453     | 3.50        |
| Conservation Trust Fund     | -              | -           |
| CDBG Fund                   | -              | -           |
| Capital Projects Fund       | -              | -           |
| Water & Wastewater Fund     | -              | -           |
| Stormwater Fund             | -              | -           |
| Sanitation Fund             | -              | -           |
| <b>Total</b>                | <b>360,453</b> | <b>3.50</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                |             |
|---------------------------------|----------------|-------------|
| Division/Program(s)             | Budget         | FTE         |
| Administration/Operations       | \$ 360,453     | 3.50        |
| <b>Total</b>                    | <b>360,453</b> | <b>3.50</b> |



| EXPENDITURE SUMMARY                  |                            |                           |                              |                           |
|--------------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
|                                      | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
| Staff - Full Time Equivalency (FTE)* | 3.50                       | 3.50                      | 3.50                         | 3.50                      |
| <b>Expenditures:</b>                 |                            |                           |                              |                           |
| Personnel                            | \$ 227,597                 | \$ 249,686                | \$ 202,870                   | \$ 271,708                |
| Purchased Services                   | 39,410                     | 73,520                    | 63,088                       | 62,120                    |
| Supplies/Non-Capital Equipment       | 10,562                     | 14,500                    | 14,400                       | 25,800                    |
| Miscellaneous                        | 764                        | 825                       | 825                          | 825                       |
| <b>Total Expenditures</b>            | <b>\$ 278,333</b>          | <b>\$ 338,531</b>         | <b>\$ 281,183</b>            | <b>\$ 360,453</b>         |

| 2017 BUDGET PACKAGES           |  | Amount           |
|--------------------------------|--|------------------|
| 1. Personnel Market Adjustment |  | \$ 4,534         |
| 2. Personnel Merit Allowance   |  | 7,093            |
|                                |  | <b>\$ 11,627</b> |



# Expenditure Detail

## City Clerk Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 176,883                    | 194,837                   | 154,154                      | 207,683                   |
| Overtime                                    | 534                        | 500                       | 300                          | 600                       |
| Medicare                                    | 2,421                      | 2,826                     | 2,092                        | 3,012                     |
| Workers Compensation                        | 243                        | 330                       | 245                          | 351                       |
| Retirement Contributions                    | 16,717                     | 18,252                    | 14,918                       | 19,153                    |
| Medical Benefits                            | 29,834                     | 31,186                    | 30,110                       | 39,037                    |
| Life/Disability Benefits                    | 965                        | 1,755                     | 1,051                        | 1,872                     |
| <b>Total Personnel</b>                      | <b>227,597</b>             | <b>249,686</b>            | <b>202,870</b>               | <b>271,708</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 15,435                     | 30,000                    | 20,000                       | 22,000                    |
| Technical Services                          | -                          | 1,000                     | 1,000                        | 1,000                     |
| General Services                            | 1,288                      | 2,500                     | 2,500                        | 2,500                     |
| Property Services                           | -                          | 5,252                     | 5,000                        | 3,000                     |
| Communication Services                      | 5,621                      | 12,200                    | 12,200                       | 10,130                    |
| Training/Registration                       | 2,968                      | 5,100                     | 5,100                        | 5,100                     |
| Mileage/Travel                              | 835                        | 800                       | 800                          | 900                       |
| Rentals/Leases                              | 13,263                     | 16,668                    | 16,488                       | 17,490                    |
| <b>Total Purchased Services</b>             | <b>39,410</b>              | <b>73,520</b>             | <b>63,088</b>                | <b>62,120</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 2,360                      | 2,500                     | 2,500                        | 2,500                     |
| Technology Supplies                         | 2,423                      | 2,400                     | 2,400                        | 2,500                     |
| Operating Supplies                          | 4,873                      | 4,600                     | 4,500                        | 6,000                     |
| Non-Capital Equipment                       | 906                        | 5,000                     | 5,000                        | 14,800                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>10,562</b>              | <b>14,500</b>             | <b>14,400</b>                | <b>25,800</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 764                        | 825                       | 825                          | 825                       |
| <b>Total Other Expenditures</b>             | <b>764</b>                 | <b>825</b>                | <b>825</b>                   | <b>825</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 278,333</b>          | <b>\$ 338,531</b>         | <b>\$ 281,183</b>            | <b>\$ 360,453</b>         |

# Expenditure Detail

## City Clerk Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 176,883                    | 194,837                   | 154,154                      | 207,683                   |
| Overtime                                    | 534                        | 500                       | 300                          | 600                       |
| Medicare                                    | 2,421                      | 2,826                     | 2,092                        | 3,012                     |
| Workers Compensation                        | 243                        | 330                       | 245                          | 351                       |
| Retirement Contributions                    | 16,717                     | 18,252                    | 14,918                       | 19,153                    |
| Medical Benefits                            | 29,834                     | 31,186                    | 30,110                       | 39,037                    |
| Life/Disability Benefits                    | 965                        | 1,755                     | 1,051                        | 1,872                     |
| <b>Total Personnel</b>                      | <b>227,597</b>             | <b>249,686</b>            | <b>202,870</b>               | <b>271,708</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 15,435                     | 30,000                    | 20,000                       | 22,000                    |
| Technical Services                          | -                          | 1,000                     | 1,000                        | 1,000                     |
| General Services                            | 1,288                      | 2,500                     | 2,500                        | 2,500                     |
| Property Services                           | -                          | 5,252                     | 5,000                        | 3,000                     |
| Communication Services                      | 5,621                      | 12,200                    | 12,200                       | 10,130                    |
| Training/Registration                       | 2,968                      | 5,100                     | 5,100                        | 5,100                     |
| Mileage/Travel                              | 835                        | 800                       | 800                          | 900                       |
| Rentals/Leases                              | 13,263                     | 16,668                    | 16,488                       | 17,490                    |
| <b>Total Purchased Services</b>             | <b>39,410</b>              | <b>73,520</b>             | <b>63,088</b>                | <b>62,120</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 2,360                      | 2,500                     | 2,500                        | 2,500                     |
| Technology Supplies                         | 2,423                      | 2,400                     | 2,400                        | 2,500                     |
| Operating Supplies                          | 4,873                      | 4,600                     | 4,500                        | 6,000                     |
| Non-Capital Equipment                       | 906                        | 5,000                     | 5,000                        | 14,800                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>10,562</b>              | <b>14,500</b>             | <b>14,400</b>                | <b>25,800</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 764                        | 825                       | 825                          | 825                       |
| <b>Total Other Expenditures</b>             | <b>764</b>                 | <b>825</b>                | <b>825</b>                   | <b>825</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 278,333</b>          | <b>\$ 338,531</b>         | <b>\$ 281,183</b>            | <b>\$ 360,453</b>         |

# Expenditure Detail

## Administration/Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 176,883                    | 194,837                   | 154,154                      | 207,683                   |
| Overtime                                    | 534                        | 500                       | 300                          | 600                       |
| Medicare                                    | 2,421                      | 2,826                     | 2,092                        | 3,012                     |
| Workers Compensation                        | 243                        | 330                       | 245                          | 351                       |
| Retirement Contributions                    | 16,717                     | 18,252                    | 14,918                       | 19,153                    |
| Medical Benefits                            | 29,834                     | 31,186                    | 30,110                       | 39,037                    |
| Life/Disability Benefits                    | 965                        | 1,755                     | 1,051                        | 1,872                     |
| <b>Total Personnel</b>                      | <b>227,597</b>             | <b>249,686</b>            | <b>202,870</b>               | <b>271,708</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 15,435                     | 30,000                    | 20,000                       | 22,000                    |
| Technical Services                          | -                          | 1,000                     | 1,000                        | 1,000                     |
| General Services                            | 1,288                      | 2,500                     | 2,500                        | 2,500                     |
| Property Services                           | -                          | 5,252                     | 5,000                        | 3,000                     |
| Communication Services                      | 5,621                      | 12,200                    | 12,200                       | 10,130                    |
| Training/Registration                       | 2,968                      | 5,100                     | 5,100                        | 5,100                     |
| Mileage/Travel                              | 835                        | 800                       | 800                          | 900                       |
| Rentals/Leases                              | 13,263                     | 16,668                    | 16,488                       | 17,490                    |
| <b>Total Purchased Services</b>             | <b>39,410</b>              | <b>73,520</b>             | <b>63,088</b>                | <b>62,120</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 2,360                      | 2,500                     | 2,500                        | 2,500                     |
| Technology Supplies                         | 2,423                      | 2,400                     | 2,400                        | 2,500                     |
| Operating Supplies                          | 4,873                      | 4,600                     | 4,500                        | 6,000                     |
| Non-Capital Equipment                       | 906                        | 5,000                     | 5,000                        | 14,800                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>10,562</b>              | <b>14,500</b>             | <b>14,400</b>                | <b>25,800</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 764                        | 825                       | 825                          | 825                       |
| <b>Total Other Expenditures</b>             | <b>764</b>                 | <b>825</b>                | <b>825</b>                   | <b>825</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 278,333</b>          | <b>\$ 338,531</b>         | <b>\$ 281,183</b>            | <b>\$ 360,453</b>         |



# Management Services

Paula Jensen, Director of Management Services

## Department Description

The Management Services Department consists of the divisions of Human Resources, Municipal Court and Community Engagement.

Human Resources is responsible for recruiting, retaining, and training employees. Employees are retained through effective employee relations and competitive compensation and benefits, as well as offering employee development and safety training.

The Municipal Court has jurisdiction over all cases involving violations of the provisions of the City Charter, code and other ordinances of the city.

The Community Engagement division creates connections and provides involvement, interaction and problem resolution through volunteer services, community outreach, neighborhood programs, events, and proactive relations with residents.

## 2016 Achievements

- Human Resources - Met all 2016 reporting requirements for the Affordable Care Act.
- Human Resources - Revised employee performance evaluation tool.
- Community Engagement - Food Truck Carnival added to community event schedule.
- Municipal Court - Initiated municipal court scanning project to create paperless environment.
- Municipal Court - Installed/upgraded new recording system in Municipal Court Judge's office.

## Goals & Objectives

- Attract, retain, and reward a talented & diverse workforce with the skills necessary to meet the organization's needs (Goal #2)
- Provide a safe working environment for employees and volunteers through comprehensive safety training and thorough management of worker compensation incidents (Goal #2)
- Provide professional judicial services in a fair and impartial environment
- Add 1 more additional large community event, for a total of 3 new community events added in the last three years (Goal #4)
- Transition to a "paper on demand" system in the Municipal Court, creating a work environment with as little paper as
- Implement 2017 performance evaluation tool

## Activity Measures

| Category/Measure  | Council Goal | 2014   | 2015   | 2016 Forecast | 2017 Forecast |
|---|--------------|--------|--------|---------------|---------------|
| # of Applications Screened                                | #2           | 2,693  | 2,693  | 2,750         | 2,500         |
| # of New Employee   | #2           | 84     | 84     | 89            | 95            |
| # of Municipal Court Cases                                | #2           | 12,075 | 12,075 | 9,448         | 10,000        |
| # of Community Events                                     | #4           | 5      | 6      | 7             | 8             |
| # of Volunteer Events<br>(not including special projects) | #4           | 12     | 12     | 12            | 12            |

## Management Services

| 2017 BUDGET SUMMARY BY FUND  |                      |                     | EXPENDITURE & FULL TIME EQUIVALENCY  |                     |           |                |
|--|----------------------|---------------------|--|---------------------|-----------|----------------|
| Fund(s)  | Budget               | FTE                 |  |                     |           |                |
| General Fund   | \$ 1,848,667         | 14.35               | <p>2015 Audited Amounts: \$1,809,796, 15.65 FTE<br/> 2016 Year-End Forecast: \$1,944,887, 15.65 FTE<br/> 2017 Adopted Budget: \$2,126,212, 15.65 FTE</p> |                     |           |                |
| Conservation Trust Fund  | -                    | -                   |  |                     |           |                |
| CDBG Fund  | -                    | -                   |  |                     |           |                |
| Capital Projects Fund  | -                    | -                   |  |                     |           |                |
| Water & Wastewater Fund  | 268,005              | 1.30                |  |                     |           |                |
| Stormwater Fund  | -                    | -                   |  |                     |           |                |
| Sanitation Fund  | 9,540                | -                   |  |                     |           |                |
| <b>Total</b>   | <b>2,126,212</b>     | <b>15.65</b>        |  |                     |           |                |
| 2017 BUDGET SUMMARY BY DIVISION  |                      |                     |  |                     |           |                |
| Division/Program(s)  | Budget               | FTE                 |  |                     |           |                |
| Municipal Court  | \$ 517,787           | 5.85                |  |                     |           |                |
| Human Resources  | 1,045,100            | 6.80                |  |                     |           |                |
| Community Engagement   | 472,325              | 3.00                |  |                     |           |                |
| VALE   | 91,000               | -                   |  |                     |           |                |
| <b>Total</b>   | <b>2,126,212</b>     | <b>15.65</b>        |  |                     |           |                |
| EXPENDITURE SUMMARY  |                      |                     |  |                     |           |                |
|  | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast   | 2017 Adopted Budget |           |                |
| Staff - Full Time Equivalency (FTE)*   | 15.65                | 15.65               | 15.65  | 15.65               |           |                |
| <b>Expenditures:</b>   |                      |                     |  |                     |           |                |
| Personnel  | \$ 1,157,514         | \$ 1,229,331        | \$ 1,189,547   | \$ 1,262,891        |           |                |
| Purchased Services   | 465,991              | 526,186             | 514,499  | 577,374             |           |                |
| Supplies/Non-Capital Equipment   | 96,147               | 145,062             | 144,956  | 190,062             |           |                |
| Miscellaneous  | 90,144               | 143,885             | 95,885   | 95,885              |           |                |
| <b>Total Expenditures</b>  | <b>\$ 1,809,796</b>  | <b>\$ 2,044,464</b> | <b>\$ 1,944,887</b>  | <b>\$ 2,126,212</b> |           |                |
| 2017 BUDGET PACKAGES   |                      |                     |  |                     |           |                |
|  |                      |                     |  |                     | Amount    |                |
| 1. Personnel Market Adjustment   |                      |                     |  |                     | \$        | 27,823         |
| 2. Personnel Merit Allowance   |                      |                     |  |                     |           | 8,863          |
| 3. Insurance Premiums - Human Resources - CIRSA  |                      |                     |  |                     |           | 15,338         |
| 4. Professional Services - Court - Defendant Right to Counsel                            |                      |                     |  |                     |           | 15,000         |
| 5. Rental/Leases - Human Resources - Copy Machine Increase                               |                      |                     |  |                     |           | 1,200          |
| 6. Operating Supplies and Communication Services - Community Engagement - Magic Festival |                      |                     |  |                     |           | 55,000         |
| 7. Training - Court- Justice Systems On-Site Training                                    |                      |                     |  |                     |           | 7,450          |
| 8. Training - Human Resources - Staff Training Increase                                  |                      |                     |  |                     |           | 2,200          |
|  |                      |                     |  |                     | <b>\$</b> | <b>132,874</b> |

# Expenditure Detail

## Management Services Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 899,343                    | 945,082                   | 898,108                      | 948,916                   |
| Overtime                                    | -                          | 1,000                     | 1,000                        | 1,000                     |
| Stipend                                     | 17                         | -                         | -                            | -                         |
| Allowances                                  | 3,589                      | 3,480                     | 1,390                        | 1,200                     |
| Medicare                                    | 11,309                     | 13,755                    | 11,271                       | 13,773                    |
| Unemployment Insurance                      | 24,726                     | 30,000                    | 24,387                       | 30,000                    |
| Workers Compensation                        | 4,164                      | 3,790                     | 3,321                        | 3,633                     |
| Retirement Contributions                    | 85,015                     | 89,597                    | 85,742                       | 89,208                    |
| Medical Benefits                            | 100,127                    | 106,105                   | 127,382                      | 138,605                   |
| Life/Disability Benefits                    | 5,107                      | 8,522                     | 5,946                        | 8,556                     |
| Post-Employment Benefits                    | 24,117                     | 28,000                    | 31,000                       | 28,000                    |
| <b>Total Personnel</b>                      | <b>1,157,514</b>           | <b>1,229,331</b>          | <b>1,189,547</b>             | <b>1,262,891</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 91,795                     | 109,715                   | 109,715                      | 124,715                   |
| Technical Services                          | 49,114                     | 51,461                    | 49,114                       | 51,461                    |
| General Services                            | (4,254)                    | 10,900                    | 7,900                        | 10,900                    |
| Property Services                           | 3,570                      | -                         | -                            | -                         |
| Communication Services                      | 31,670                     | 28,430                    | 28,430                       | 38,430                    |
| Training/Registration                       | 9,055                      | 11,384                    | 11,384                       | 21,034                    |
| Mileage/Travel                              | 722                        | 550                       | 550                          | 550                       |
| Rentals/Leases                              | 5,409                      | 6,975                     | 5,375                        | 8,175                     |
| Insurance Premiums                          | 278,910                    | 306,771                   | 302,031                      | 322,109                   |
| <b>Total Purchased Services</b>             | <b>465,991</b>             | <b>526,186</b>            | <b>514,499</b>               | <b>577,374</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,582                      | 3,027                     | 3,027                        | 3,027                     |
| Technology Supplies                         | 68                         | -                         | -                            | -                         |
| Operating Supplies                          | 94,046                     | 141,435                   | 141,435                      | 186,435                   |
| Motor Vehicle Fuels                         | 451                        | 600                       | 494                          | 600                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>96,147</b>              | <b>145,062</b>            | <b>144,956</b>               | <b>190,062</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 6,490                      | 5,885                     | 5,885                        | 5,885                     |
| Grants/Donations                            | 83,654                     | 138,000                   | 90,000                       | 90,000                    |
| <b>Total Other Expenditures</b>             | <b>90,144</b>              | <b>143,885</b>            | <b>95,885</b>                | <b>95,885</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 1,809,796</b>        | <b>\$ 2,044,464</b>       | <b>\$ 1,944,887</b>          | <b>\$ 2,126,212</b>       |

# Expenditure Detail

## Management Services Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 782,725                    | 826,255                   | 778,046                      | 828,929                   |
| Overtime                                    | -                          | 1,000                     | 1,000                        | 1,000                     |
| Stipend                                     | 17                         | -                         | -                            | -                         |
| Allowances                                  | 3,108                      | 3,000                     | 1,312                        | 1,200                     |
| Medicare                                    | 9,627                      | 12,025                    | 9,543                        | 12,034                    |
| Unemployment Insurance                      | 24,726                     | 25,000                    | 21,403                       | 25,000                    |
| Workers Compensation                        | 3,988                      | 3,588                     | 3,154                        | 3,429                     |
| Retirement Contributions                    | 73,353                     | 77,714                    | 73,736                       | 77,821                    |
| Medical Benefits                            | 94,689                     | 100,432                   | 118,714                      | 126,060                   |
| Life/Disability Benefits                    | 4,454                      | 7,449                     | 5,156                        | 7,475                     |
| Post-Employment Benefits                    | 21,049                     | 28,000                    | 28,000                       | 28,000                    |
| <b>Total Personnel</b>                      | <b>1,017,736</b>           | <b>1,084,463</b>          | <b>1,040,064</b>             | <b>1,110,948</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 91,795                     | 109,715                   | 109,715                      | 124,715                   |
| Technical Services                          | 49,114                     | 51,461                    | 49,114                       | 51,461                    |
| General Services                            | (4,254)                    | 10,900                    | 7,900                        | 10,900                    |
| Property Services                           | 3,570                      | -                         | -                            | -                         |
| Communication Services                      | 31,173                     | 27,810                    | 27,810                       | 37,810                    |
| Training/Registration                       | 9,055                      | 11,384                    | 11,384                       | 21,034                    |
| Mileage/Travel                              | 722                        | 550                       | 550                          | 550                       |
| Rentals/Leases                              | 5,409                      | 6,975                     | 5,375                        | 8,175                     |
| Insurance Premiums                          | 164,013                    | 187,740                   | 183,000                      | 197,127                   |
| <b>Total Purchased Services</b>             | <b>350,597</b>             | <b>406,535</b>            | <b>394,848</b>               | <b>451,772</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,582                      | 3,027                     | 3,027                        | 3,027                     |
| Technology Supplies                         | 68                         | -                         | -                            | -                         |
| Operating Supplies                          | 94,046                     | 141,435                   | 141,435                      | 186,435                   |
| Motor Vehicle Fuels                         | 451                        | 600                       | 494                          | 600                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>96,147</b>              | <b>145,062</b>            | <b>144,956</b>               | <b>190,062</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 6,490                      | 5,885                     | 5,885                        | 5,885                     |
| Grants/Donations                            | 83,654                     | 138,000                   | 90,000                       | 90,000                    |
| <b>Total Other Expenditures</b>             | <b>90,144</b>              | <b>143,885</b>            | <b>95,885</b>                | <b>95,885</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 1,554,624</b>        | <b>\$ 1,779,945</b>       | <b>\$ 1,675,753</b>          | <b>\$ 1,848,667</b>       |



# Expenditure Detail

## Municipal Court Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 287,805                    | 311,308                   | 281,239                      | 302,935                   |
| Overtime                                    | -                          | 1,000                     | 1,000                        | 1,000                     |
| Medicare                                    | 2,728                      | 4,514                     | 2,633                        | 4,391                     |
| Workers Compensation                        | 409                        | 527                       | 375                          | 513                       |
| Retirement Contributions                    | 26,821                     | 29,605                    | 26,986                       | 29,613                    |
| Medical Benefits                            | 40,926                     | 42,332                    | 46,639                       | 46,789                    |
| Life/Disability Benefits                    | 1,543                      | 2,812                     | 1,839                        | 2,737                     |
| <b>Total Personnel</b>                      | <b>360,232</b>             | <b>392,098</b>            | <b>360,711</b>               | <b>387,978</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 57,710                     | 64,217                    | 64,217                       | 79,217                    |
| Technical Services                          | 9,114                      | 11,461                    | 9,114                        | 11,461                    |
| General Services                            | 6,948                      | 10,000                    | 7,000                        | 10,000                    |
| Communication Services                      | 13,721                     | 8,520                     | 8,520                        | 8,520                     |
| Training/Registration                       | 395                        | 2,834                     | 2,834                        | 10,284                    |
| Mileage/Travel                              | 99                         | 100                       | 100                          | 100                       |
| Rentals/Leases                              | 1,889                      | 3,700                     | 2,100                        | 3,700                     |
| <b>Total Purchased Services</b>             | <b>89,876</b>              | <b>100,832</b>            | <b>93,885</b>                | <b>123,282</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 633                        | 1,277                     | 1,277                        | 1,277                     |
| Operating Supplies                          | 5,503                      | 4,700                     | 4,700                        | 4,700                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>6,136</b>               | <b>5,977</b>              | <b>5,977</b>                 | <b>5,977</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 100                        | 550                       | 550                          | 550                       |
| <b>Total Other Expenditures</b>             | <b>100</b>                 | <b>550</b>                | <b>550</b>                   | <b>550</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 456,344</b>          | <b>\$ 499,457</b>         | <b>\$ 461,123</b>            | <b>\$ 517,787</b>         |

# Expenditure Detail

## Human Resources Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 331,899                    | 339,006                   | 323,960                      | 339,445                   |
| Stipend                                     | 17                         | -                         | -                            | -                         |
| Allowances                                  | 1,905                      | 1,800                     | 118                          | -                         |
| Medicare                                    | 4,594                      | 4,942                     | 4,473                        | 4,921                     |
| Unemployment Insurance                      | 24,726                     | 25,000                    | 21,403                       | 25,000                    |
| Workers Compensation                        | 3,351                      | 2,761                     | 2,504                        | 2,598                     |
| Retirement Contributions                    | 31,976                     | 32,688                    | 31,613                       | 31,884                    |
| Medical Benefits                            | 39,112                     | 41,178                    | 53,548                       | 60,753                    |
| Life/Disability Benefits                    | 2,010                      | 3,054                     | 2,172                        | 3,059                     |
| Post-Employment Benefits                    | 21,049                     | 28,000                    | 28,000                       | 28,000                    |
| <b>Total Personnel</b>                      | <b>460,639</b>             | <b>478,429</b>            | <b>467,791</b>               | <b>495,660</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 25,263                     | 38,648                    | 38,648                       | 38,648                    |
| General Services                            | (14,691)                   | -                         | -                            | -                         |
| Communication Services                      | 608                        | 810                       | 810                          | 810                       |
| Training/Registration                       | 8,170                      | 8,000                     | 8,000                        | 8,000                     |
| Mileage/Travel                              | (86)                       | 200                       | 200                          | 200                       |
| Rentals/Leases                              | 1,274                      | 2,075                     | 2,075                        | 2,075                     |
| Insurance Premiums                          | 164,013                    | 187,740                   | 183,000                      | 197,127                   |
| <b>Total Purchased Services</b>             | <b>184,551</b>             | <b>237,473</b>            | <b>232,733</b>               | <b>246,860</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 292                        | 450                       | 450                          | 450                       |
| Operating Supplies                          | 20,607                     | 19,250                    | 19,250                       | 19,250                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>20,899</b>              | <b>19,700</b>             | <b>19,700</b>                | <b>19,700</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 6,390                      | 5,335                     | 5,335                        | 5,335                     |
| <b>Total Other Expenditures</b>             | <b>6,390</b>               | <b>5,335</b>              | <b>5,335</b>                 | <b>5,335</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 672,479</b>          | <b>\$ 740,937</b>         | <b>\$ 725,559</b>            | <b>\$ 767,555</b>         |

## Expenditure Detail

### Community Engagement - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 163,021                    | 175,941                   | 172,847                      | 186,549                   |
| Allowances                                  | 1,203                      | 1,200                     | 1,194                        | 1,200                     |
| Medicare                                    | 2,305                      | 2,569                     | 2,437                        | 2,722                     |
| Workers Compensation                        | 228                        | 300                       | 275                          | 318                       |
| Retirement Contributions                    | 14,556                     | 15,421                    | 15,137                       | 16,324                    |
| Medical Benefits                            | 14,651                     | 16,922                    | 18,527                       | 18,518                    |
| Life/Disability Benefits                    | 901                        | 1,583                     | 1,145                        | 1,679                     |
| <b>Total Personnel</b>                      | <b>196,865</b>             | <b>213,936</b>            | <b>211,562</b>               | <b>227,310</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 8,822                      | 6,850                     | 6,850                        | 6,850                     |
| Technical Services                          | 40,000                     | 40,000                    | 40,000                       | 40,000                    |
| General Services                            | 3,489                      | 900                       | 900                          | 900                       |
| Property Services                           | 3,570                      | -                         | -                            | -                         |
| Communication Services                      | 16,844                     | 18,480                    | 18,480                       | 28,480                    |
| Training/Registration                       | 490                        | 550                       | 550                          | 2,750                     |
| Mileage/Travel                              | 709                        | 250                       | 250                          | 250                       |
| Rentals/Leases                              | 2,246                      | 1,200                     | 1,200                        | 2,400                     |
| <b>Total Purchased Services</b>             | <b>76,170</b>              | <b>68,230</b>             | <b>68,230</b>                | <b>81,630</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 657                        | 1,300                     | 1,300                        | 1,300                     |
| Operating Supplies                          | 67,792                     | 116,485                   | 116,485                      | 161,485                   |
| Motor Vehicle Fuels                         | 451                        | 600                       | 494                          | 600                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>68,968</b>              | <b>118,385</b>            | <b>118,279</b>               | <b>163,385</b>            |
| <b>Total Expenditures</b>                   | <b>\$ 342,003</b>          | <b>\$ 400,551</b>         | <b>\$ 398,071</b>            | <b>\$ 472,325</b>         |

## Expenditure Detail

### VALE Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 144                        | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>144</b>                 | <b>1,000</b>              | <b>1,000</b>                 | <b>1,000</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Grants/Donations                            | 83,654                     | 138,000                   | 90,000                       | 90,000                    |
| <b>Total Other Expenditures</b>             | <b>83,654</b>              | <b>138,000</b>            | <b>90,000</b>                | <b>90,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 83,798</b>           | <b>\$ 139,000</b>         | <b>\$ 91,000</b>             | <b>\$ 91,000</b>          |

## Expenditure Detail

### Management Services Department - Water & Wastewater Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                |                            |                           |                              |                           |
| Regular Wages                   | 116,618                    | 118,827                   | 120,062                      | 119,987                   |
| Allowances                      | 481                        | 480                       | 78                           | -                         |
| Medicare                        | 1,682                      | 1,730                     | 1,728                        | 1,739                     |
| Unemployment Insurance          | -                          | 5,000                     | 2,984                        | 5,000                     |
| Workers Compensation            | 176                        | 202                       | 167                          | 204                       |
| Retirement Contributions        | 11,662                     | 11,883                    | 12,006                       | 11,387                    |
| Medical Benefits                | 5,438                      | 5,673                     | 8,668                        | 12,545                    |
| Life/Disability Benefits        | 653                        | 1,073                     | 790                          | 1,081                     |
| Post-Employment Benefits        | 3,068                      | -                         | 3,000                        | -                         |
| <b>Total Personnel</b>          | <b>139,778</b>             | <b>144,868</b>            | <b>149,483</b>               | <b>151,943</b>            |
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Communication Services          | 497                        | 620                       | 620                          | 620                       |
| Insurance Premiums              | 106,866                    | 109,945                   | 109,945                      | 115,442                   |
| <b>Total Purchased Services</b> | <b>107,363</b>             | <b>110,565</b>            | <b>110,565</b>               | <b>116,062</b>            |
| <b>Total Expenditures</b>       | <b>\$ 247,141</b>          | <b>\$ 255,433</b>         | <b>\$ 260,048</b>            | <b>\$ 268,005</b>         |

## Expenditure Detail

### Human Resources Division - Water & Wastewater Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                |                            |                           |                              |                           |
| Regular Wages                   | 116,618                    | 118,827                   | 120,062                      | 119,987                   |
| Allowances                      | 481                        | 480                       | 78                           | -                         |
| Medicare                        | 1,682                      | 1,730                     | 1,728                        | 1,739                     |
| Unemployment Insurance          | -                          | 5,000                     | 2,984                        | 5,000                     |
| Workers Compensation            | 176                        | 202                       | 167                          | 204                       |
| Retirement Contributions        | 11,662                     | 11,883                    | 12,006                       | 11,387                    |
| Medical Benefits                | 5,438                      | 5,673                     | 8,668                        | 12,545                    |
| Life/Disability Benefits        | 653                        | 1,073                     | 790                          | 1,081                     |
| Post-Employment Benefits        | 3,068                      | -                         | 3,000                        | -                         |
| <b>Total Personnel</b>          | <b>139,778</b>             | <b>144,868</b>            | <b>149,483</b>               | <b>151,943</b>            |
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Communication Services          | 497                        | 620                       | 620                          | 620                       |
| Insurance Premiums              | 106,866                    | 109,945                   | 109,945                      | 115,442                   |
| <b>Total Purchased Services</b> | <b>107,363</b>             | <b>110,565</b>            | <b>110,565</b>               | <b>116,062</b>            |
| <b>Total Expenditures</b>       | <b>\$ 247,141</b>          | <b>\$ 255,433</b>         | <b>\$ 260,048</b>            | <b>\$ 268,005</b>         |

## Expenditure Detail

### Management Services Department - Sanitation Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Insurance Premiums              | 8,031                      | 9,086                     | 9,086                        | 9,540                     |
| <b>Total Purchased Services</b> | <b>8,031</b>               | <b>9,086</b>              | <b>9,086</b>                 | <b>9,540</b>              |
| <b>Total Expenditures</b>       | <b>\$ 8,031</b>            | <b>\$ 9,086</b>           | <b>\$ 9,086</b>              | <b>\$ 9,540</b>           |

## Expenditure Detail

### Human Resources Division - Sanitation Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Insurance Premiums              | 8,031                      | 9,086                     | 9,086                        | 9,540                     |
| <b>Total Purchased Services</b> | <b>8,031</b>               | <b>9,086</b>              | <b>9,086</b>                 | <b>9,540</b>              |
| <b>Total Expenditures</b>       | <b>\$ 8,031</b>            | <b>\$ 9,086</b>           | <b>\$ 9,086</b>              | <b>\$ 9,540</b>           |



# Technology

Bob Lehr, Director of Technology

## Department Description

The Information Technology Department provides reliable, secure, and cost effective technology infrastructure, applications, and support to the City. Services by this department include purchasing computer hardware and software, telecommunications and network management, application development, end-user support and training, and information/data security.

## 2016 Achievements

- Upgraded anti-virus, malware, and spam filter software
- Deployed new Maintenance and Operations server cluster
- Developed a new web application to accept and process private special event applications
- Improved and enhanced the backup & disaster recovery functions of the IT department

## Goals & Objectives

- Manage the technology and information systems to support City services (Council Goal #2)
- Upgrade software and network infrastructure to keep technology efficient, effective, and secure (Council Goal #1)
- Provide training and technology support to employees (Council Goal #2)

## Activity Measures

| Category/Measure                     | Council Goal | 2014  | 2015  | 2016 Forecast | 2017 Forecast |
|--------------------------------------|--------------|-------|-------|---------------|---------------|
| Server/network uptime                | #2           | 99.7% | 99.7% | 99.9%         | 99.9%         |
| New/replaced Physical Servers        | #1           | 13    | 13    | 7             | 5             |
| New/replaced PC's & Printers         | #1           | 62    | 62    | 63            | 65            |
| Technology Training Sessions/Classes | #2           | 23    | 23    | 8             | 10            |
| Support Requests Completed           | #2           | 894   | 940   | 900           | 900           |

## Technology

| 2017 BUDGET SUMMARY BY FUND |                  |             |
|-----------------------------|------------------|-------------|
| Fund(s)                     | Budget           | FTE         |
| General Fund                | \$ 911,375       | 5.20        |
| Conservation Trust Fund     | -                | -           |
| CDBG Fund                   | -                | -           |
| Capital Projects Fund       | -                | -           |
| Water & Wastewater Fund     | 215,961          | 0.80        |
| Stormwater Fund             | -                | -           |
| Sanitation Fund             | -                | -           |
| <b>Total</b>                | <b>1,127,336</b> | <b>6.00</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                  |             |
|---------------------------------|------------------|-------------|
| Division/Program(s)             | Budget           | FTE         |
| Administration/Operations       | \$ 1,127,336     | 6.00        |
| Capital Improvement Projects    | -                | -           |
| <b>Total</b>                    | <b>1,127,336</b> | <b>6.00</b> |

**EXPENDITURE & FULL TIME EQUIVALENCY**

| Year                   | Total Expenditures | Full Time Equivalency (FTE) |
|------------------------|--------------------|-----------------------------|
| 2015 Audited Amounts   | \$1,114,273        | 6.00                        |
| 2016 Year-End Forecast | \$1,054,517        | 6.00                        |
| 2017 Adopted Budget    | \$1,127,336        | 6.00                        |

| EXPENDITURE SUMMARY                         |                      |                     |                        |                     |
|---|----------------------|---------------------|------------------------|---------------------|
|   | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast | 2017 Adopted Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 6.00                 | 6.00                | 6.00                   | 6.00                |
| <b>Expenditures:</b>                        |                      |                     |                        |                     |
| Personnel                                   | \$ 624,283           | \$ 639,617          | \$ 643,476             | \$ 673,436          |
| Purchased Services                          | 240,900              | 250,600             | 256,900                | 262,700             |
| Supplies/Non-Capital Equipment              | 211,322              | 149,300             | 143,200                | 142,200             |
| Capital Outlay                              | 36,858               | 14,000              | 14,000                 | 48,000              |
| Miscellaneous                               | 910                  | 1,000               | 910                    | 1,000               |
| <b>Total Expenditures</b>                   | <b>\$ 1,114,273</b>  | <b>\$ 1,054,517</b> | <b>\$ 1,058,486</b>    | <b>\$ 1,127,336</b> |

| 2017 BUDGET PACKAGES               |                  |
|------------------------------------|------------------|
|                                    | Amount           |
| 1. Personnel Market Adjustment     | \$ 12,965        |
| 2. Personnel Merit Allowance       | 7,020            |
| 3. Social Media Backup             | 5,000            |
| 4. Equipment Replacement - Servers | 48,000           |
|                                    | <b>\$ 72,985</b> |

# Expenditure Detail

## Technology Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 500,865                    | 508,677                   | 507,966                      | 533,116                   |
| Medicare                                    | 7,000                      | 7,375                     | 7,130                        | 7,731                     |
| Workers Compensation                        | 711                        | 862                       | 794                          | 905                       |
| Retirement Contributions                    | 48,531                     | 50,868                    | 50,797                       | 53,313                    |
| Medical Benefits                            | 64,359                     | 67,260                    | 73,425                       | 73,581                    |
| Life/Disability Benefits                    | 2,817                      | 4,575                     | 3,364                        | 4,790                     |
| <b>Total Personnel</b>                      | <b>624,283</b>             | <b>639,617</b>            | <b>643,476</b>               | <b>673,436</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | 121,265                    | 124,000                   | 130,000                      | 128,000                   |
| Communication Services                      | 108,199                    | 113,500                   | 112,500                      | 120,000                   |
| Internet Services                           | 6,250                      | 7,700                     | 8,600                        | 9,600                     |
| Training/Registration                       | 4,828                      | 4,600                     | 5,400                        | 4,700                     |
| Mileage/Travel                              | -                          | 100                       | -                            | -                         |
| Rentals/Leases                              | 358                        | 700                       | 400                          | 400                       |
| <b>Total Purchased Services</b>             | <b>240,900</b>             | <b>250,600</b>            | <b>256,900</b>               | <b>262,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 977                        | 1,400                     | 800                          | 800                       |
| Technology Supplies                         | 98,037                     | 35,200                    | 31,200                       | 32,200                    |
| Operating Supplies                          | 41                         | 200                       | 200                          | 200                       |
| Non-Capital Equipment                       | 112,267                    | 112,500                   | 111,000                      | 109,000                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>211,322</b>             | <b>149,300</b>            | <b>143,200</b>               | <b>142,200</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 36,858                     | 14,000                    | 14,000                       | 48,000                    |
| <b>Total Capital Outlay</b>                 | <b>36,858</b>              | <b>14,000</b>             | <b>14,000</b>                | <b>48,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 910                        | 1,000                     | 910                          | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>910</b>                 | <b>1,000</b>              | <b>910</b>                   | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,114,273</b>        | <b>\$ 1,054,517</b>       | <b>\$ 1,058,486</b>          | <b>\$ 1,127,336</b>       |

# Expenditure Detail

## Technology Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 421,994                    | 428,382                   | 428,377                      | 449,873                   |
| Medicare                                    | 5,872                      | 6,211                     | 5,991                        | 6,524                     |
| Workers Compensation                        | 593                        | 726                       | 681                          | 764                       |
| Retirement Contributions                    | 40,644                     | 42,838                    | 42,838                       | 44,988                    |
| Medical Benefits                            | 58,152                     | 60,776                    | 66,337                       | 66,488                    |
| Life/Disability Benefits                    | 2,378                      | 3,849                     | 2,838                        | 4,038                     |
| <b>Total Personnel</b>                      | <b>529,633</b>             | <b>542,782</b>            | <b>547,062</b>               | <b>572,675</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | 91,521                     | 93,000                    | 97,000                       | 95,000                    |
| Communication Services                      | 80,517                     | 84,000                    | 83,500                       | 90,000                    |
| Internet Services                           | 6,250                      | 7,700                     | 8,600                        | 9,600                     |
| Training/Registration                       | 4,828                      | 4,600                     | 5,400                        | 4,700                     |
| Mileage/Travel                              | -                          | 100                       | -                            | -                         |
| Rentals/Leases                              | 358                        | 700                       | 400                          | 400                       |
| <b>Total Purchased Services</b>             | <b>183,474</b>             | <b>190,100</b>            | <b>194,900</b>               | <b>199,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 977                        | 1,400                     | 800                          | 800                       |
| Technology Supplies                         | 73,974                     | 28,000                    | 24,000                       | 26,000                    |
| Operating Supplies                          | 41                         | 200                       | 200                          | 200                       |
| Non-Capital Equipment                       | 67,309                     | 77,000                    | 77,000                       | 75,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>142,301</b>             | <b>106,600</b>            | <b>102,000</b>               | <b>102,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 17,760                     | -                         | -                            | 36,000                    |
| <b>Total Capital Outlay</b>                 | <b>17,760</b>              | <b>-</b>                  | <b>-</b>                     | <b>36,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 910                        | 1,000                     | 910                          | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>910</b>                 | <b>1,000</b>              | <b>910</b>                   | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 874,078</b>          | <b>\$ 840,482</b>         | <b>\$ 844,872</b>            | <b>\$ 911,375</b>         |

# Expenditure Detail

## Administration/Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 421,994                    | 428,382                   | 428,377                      | 449,873                   |
| Medicare                                    | 5,872                      | 6,211                     | 5,991                        | 6,524                     |
| Workers Compensation                        | 593                        | 726                       | 681                          | 764                       |
| Retirement Contributions                    | 40,644                     | 42,838                    | 42,838                       | 44,988                    |
| Medical Benefits                            | 58,152                     | 60,776                    | 66,337                       | 66,488                    |
| Life/Disability Benefits                    | 2,378                      | 3,849                     | 2,838                        | 4,038                     |
| <b>Total Personnel</b>                      | <b>529,633</b>             | <b>542,782</b>            | <b>547,062</b>               | <b>572,675</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | 91,521                     | 93,000                    | 97,000                       | 95,000                    |
| Communication Services                      | 80,517                     | 84,000                    | 83,500                       | 90,000                    |
| Internet Services                           | 6,250                      | 7,700                     | 8,600                        | 9,600                     |
| Training/Registration                       | 4,828                      | 4,600                     | 5,400                        | 4,700                     |
| Mileage/Travel                              | -                          | 100                       | -                            | -                         |
| Rentals/Leases                              | 358                        | 700                       | 400                          | 400                       |
| <b>Total Purchased Services</b>             | <b>183,474</b>             | <b>190,100</b>            | <b>194,900</b>               | <b>199,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 977                        | 1,400                     | 800                          | 800                       |
| Technology Supplies                         | 73,974                     | 28,000                    | 24,000                       | 26,000                    |
| Operating Supplies                          | 41                         | 200                       | 200                          | 200                       |
| Non-Capital Equipment                       | 67,309                     | 77,000                    | 77,000                       | 75,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>142,301</b>             | <b>106,600</b>            | <b>102,000</b>               | <b>102,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 17,760                     | -                         | -                            | 36,000                    |
| <b>Total Capital Outlay</b>                 | <b>17,760</b>              | <b>-</b>                  | <b>-</b>                     | <b>36,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 910                        | 1,000                     | 910                          | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>910</b>                 | <b>1,000</b>              | <b>910</b>                   | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 874,078</b>          | <b>\$ 840,482</b>         | <b>\$ 844,872</b>            | <b>\$ 911,375</b>         |

## Expenditure Detail

### Technology Department - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 78,871                     | 80,295                    | 79,589                       | 83,243                    |
| Medicare                                    | 1,128                      | 1,164                     | 1,139                        | 1,207                     |
| Workers Compensation                        | 118                        | 136                       | 113                          | 141                       |
| Retirement Contributions                    | 7,887                      | 8,030                     | 7,959                        | 8,325                     |
| Medical Benefits                            | 6,207                      | 6,484                     | 7,088                        | 7,093                     |
| Life/Disability Benefits                    | 439                        | 726                       | 526                          | 752                       |
| <b>Total Personnel</b>                      | <b>94,650</b>              | <b>96,835</b>             | <b>96,414</b>                | <b>100,761</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | 29,744                     | 31,000                    | 33,000                       | 33,000                    |
| Communication Services                      | 27,682                     | 29,500                    | 29,000                       | 30,000                    |
| <b>Total Purchased Services</b>             | <b>57,426</b>              | <b>60,500</b>             | <b>62,000</b>                | <b>63,000</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Technology Supplies                         | 24,063                     | 7,200                     | 7,200                        | 6,200                     |
| Non-Capital Equipment                       | 44,958                     | 35,500                    | 34,000                       | 34,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>69,021</b>              | <b>42,700</b>             | <b>41,200</b>                | <b>40,200</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 19,098                     | 14,000                    | 14,000                       | 12,000                    |
| <b>Total Capital Outlay</b>                 | <b>19,098</b>              | <b>14,000</b>             | <b>14,000</b>                | <b>12,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 240,195</b>          | <b>\$ 214,035</b>         | <b>\$ 213,614</b>            | <b>\$ 215,961</b>         |

## Expenditure Detail

### Administration/Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 78,871                     | 80,295                    | 79,589                       | 83,243                    |
| Medicare                                    | 1,128                      | 1,164                     | 1,139                        | 1,207                     |
| Workers Compensation                        | 118                        | 136                       | 113                          | 141                       |
| Retirement Contributions                    | 7,887                      | 8,030                     | 7,959                        | 8,325                     |
| Medical Benefits                            | 6,207                      | 6,484                     | 7,088                        | 7,093                     |
| Life/Disability Benefits                    | 439                        | 726                       | 526                          | 752                       |
| <b>Total Personnel</b>                      | <b>94,650</b>              | <b>96,835</b>             | <b>96,414</b>                | <b>100,761</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | 29,744                     | 31,000                    | 33,000                       | 33,000                    |
| Communication Services                      | 27,682                     | 29,500                    | 29,000                       | 30,000                    |
| <b>Total Purchased Services</b>             | <b>57,426</b>              | <b>60,500</b>             | <b>62,000</b>                | <b>63,000</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Technology Supplies                         | 24,063                     | 7,200                     | 7,200                        | 6,200                     |
| Non-Capital Equipment                       | 44,958                     | 35,500                    | 34,000                       | 34,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>69,021</b>              | <b>42,700</b>             | <b>41,200</b>                | <b>40,200</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 19,098                     | 14,000                    | 14,000                       | 12,000                    |
| <b>Total Capital Outlay</b>                 | <b>19,098</b>              | <b>14,000</b>             | <b>14,000</b>                | <b>12,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 240,195</b>          | <b>\$ 214,035</b>         | <b>\$ 213,614</b>            | <b>\$ 215,961</b>         |





# Finance

Jason Loveland, Director of Finance

## Department Description

The Finance Department is responsible for the administration and recording of all financial activities of the City, including revenue collection, cash management, accounts payable, payroll, utility billing, sales tax collection, as well as, general accounting and reporting. The Department oversees the procurement function of the City and is responsible for the production of the Annual Operating and Capital Improvement Budget, and Comprehensive Annual Financial Report.

## 2016 Achievements

- Received the Distinguished Budget Presentation Award from the GFOA.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.
- Increased sales/use tax compliance by through audit engagement and outreach.
- Updated City financial policy documents: Comprehensive Financial Policies, Cash Management, Purchasing Policy

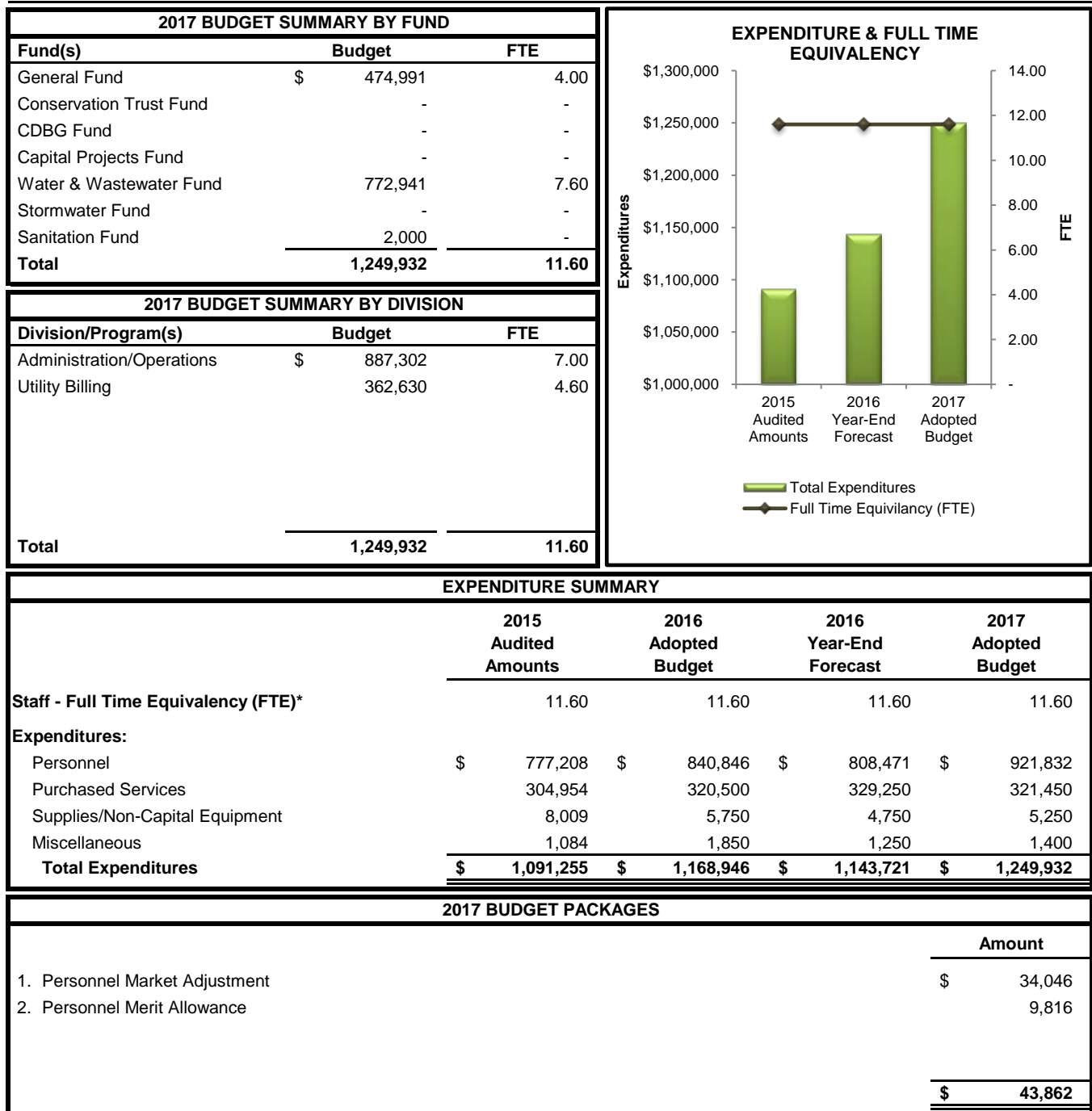
## Goals & Objectives

- Monitor budget forecast accuracy. (Council Goal #2)
- Receive GFOA Distinguished Budget Award. (Council Goal #2)
- Receive GFOA Certificate of Achievement for CAFR. (Council Goal #2)
- Provide monthly financial report in accordance with policy. (Council Goal #2)

## Activity Measures

| Category/Measure  | Council Goal | 2014  | 2015  | 2016 Forecast | 2017 Forecast |
|---|--------------|-------|-------|---------------|---------------|
| % of General Fund actual expenditures versus original budget +/- 3% | #2           | -2.0% | -2.0% | -2.0%         | -2.0%         |
| Consecutive Years GFOA Budget Award Received                        | #2           | 5     | 6     | 6             | 7             |
| Consecutive Years GFOA CAFR Award Received                          | #2           | 26    | 27    | 28            | 29            |
| % of time monthly report completed timely                           | #2           | 100%  | 100%  | 100%          | 100%          |

## Finance



# Expenditure Detail

## Finance Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 632,455                    | 689,571                   | 641,029                      | 739,265                   |
| Overtime                                    | 33                         | -                         | -                            | -                         |
| Allowances                                  | 2,509                      | 3,600                     | 1,194                        | 1,200                     |
| Medicare                                    | 8,844                      | 10,051                    | 8,878                        | 10,736                    |
| Workers Compensation                        | 924                        | 1,174                     | 886                          | 1,258                     |
| Retirement Contributions                    | 54,729                     | 61,790                    | 55,635                       | 65,714                    |
| Medical Benefits                            | 74,336                     | 68,429                    | 96,759                       | 96,994                    |
| Life/Disability Benefits                    | 3,378                      | 6,231                     | 4,090                        | 6,665                     |
| <b>Total Personnel</b>                      | <b>777,208</b>             | <b>840,846</b>            | <b>808,471</b>               | <b>921,832</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 92,289                     | 94,400                    | 98,700                       | 94,400                    |
| General Services                            | 102,757                    | 92,500                    | 104,000                      | 94,750                    |
| Property Services                           | 98                         | 225                       | -                            | 225                       |
| Communication Services                      | 106,742                    | 124,175                   | 122,350                      | 123,175                   |
| Training/Registration                       | 885                        | 4,200                     | 1,750                        | 4,200                     |
| Mileage/Travel                              | 635                        | 2,750                     | 900                          | 2,450                     |
| Rentals/Leases                              | 1,548                      | 2,250                     | 1,550                        | 2,250                     |
| <b>Total Purchased Services</b>             | <b>304,954</b>             | <b>320,500</b>            | <b>329,250</b>               | <b>321,450</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 3,688                      | 4,000                     | 3,500                        | 3,250                     |
| Operating Supplies                          | 4,321                      | 1,750                     | 1,250                        | 2,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>8,009</b>               | <b>5,750</b>              | <b>4,750</b>                 | <b>5,250</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,084                      | 1,850                     | 1,250                        | 1,400                     |
| <b>Total Other Expenditures</b>             | <b>1,084</b>               | <b>1,850</b>              | <b>1,250</b>                 | <b>1,400</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,091,255</b>        | <b>\$ 1,168,946</b>       | <b>\$ 1,143,721</b>          | <b>\$ 1,249,932</b>       |

# Expenditure Detail

## Finance Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 249,166                    | 259,185                   | 257,382                      | 278,246                   |
| Allowances                                  | 1,109                      | 1,500                     | 597                          | 600                       |
| Medicare                                    | 3,456                      | 3,780                     | 3,543                        | 4,043                     |
| Workers Compensation                        | 348                        | 442                       | 341                          | 474                       |
| Retirement Contributions                    | 21,512                     | 22,334                    | 22,183                       | 23,981                    |
| Medical Benefits                            | 33,715                     | 32,697                    | 42,741                       | 42,838                    |
| Life/Disability Benefits                    | 1,381                      | 2,343                     | 1,706                        | 2,509                     |
| <b>Total Personnel</b>                      | <b>310,687</b>             | <b>322,281</b>            | <b>328,493</b>               | <b>352,691</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 40,319                     | 38,700                    | 43,000                       | 38,700                    |
| General Services                            | 27,979                     | 31,000                    | 30,000                       | 31,000                    |
| Property Services                           | 98                         | -                         | -                            | -                         |
| Communication Services                      | 32,115                     | 43,350                    | 43,350                       | 43,350                    |
| Training/Registration                       | 535                        | 2,500                     | 1,000                        | 2,500                     |
| Mileage/Travel                              | 536                        | 1,500                     | 600                          | 1,200                     |
| Rentals/Leases                              | 1,347                      | 2,000                     | 1,300                        | 2,000                     |
| <b>Total Purchased Services</b>             | <b>102,929</b>             | <b>119,050</b>            | <b>119,250</b>               | <b>118,750</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,852                      | 1,500                     | 1,500                        | 1,500                     |
| Operating Supplies                          | 2,453                      | 750                       | 750                          | 1,250                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,305</b>               | <b>2,250</b>              | <b>2,250</b>                 | <b>2,750</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 748                        | 1,000                     | 800                          | 800                       |
| <b>Total Other Expenditures</b>             | <b>748</b>                 | <b>1,000</b>              | <b>800</b>                   | <b>800</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 418,669</b>          | <b>\$ 444,581</b>         | <b>\$ 450,793</b>            | <b>\$ 474,991</b>         |

# Expenditure Detail

## Administration/Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 249,166                    | 259,185                   | 257,382                      | 278,246                   |
| Allowances                                  | 1,109                      | 1,500                     | 597                          | 600                       |
| Medicare                                    | 3,456                      | 3,780                     | 3,543                        | 4,043                     |
| Workers Compensation                        | 348                        | 442                       | 341                          | 474                       |
| Retirement Contributions                    | 21,512                     | 22,334                    | 22,183                       | 23,981                    |
| Medical Benefits                            | 33,715                     | 32,697                    | 42,741                       | 42,838                    |
| Life/Disability Benefits                    | 1,381                      | 2,343                     | 1,706                        | 2,509                     |
| <b>Total Personnel</b>                      | <b>310,687</b>             | <b>322,281</b>            | <b>328,493</b>               | <b>352,691</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 40,319                     | 38,700                    | 43,000                       | 38,700                    |
| General Services                            | 27,979                     | 31,000                    | 30,000                       | 31,000                    |
| Property Services                           | 98                         | -                         | -                            | -                         |
| Communication Services                      | 32,115                     | 43,350                    | 43,350                       | 43,350                    |
| Training/Registration                       | 535                        | 2,500                     | 1,000                        | 2,500                     |
| Mileage/Travel                              | 536                        | 1,500                     | 600                          | 1,200                     |
| Rentals/Leases                              | 1,347                      | 2,000                     | 1,300                        | 2,000                     |
| <b>Total Purchased Services</b>             | <b>102,929</b>             | <b>119,050</b>            | <b>119,250</b>               | <b>118,750</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,852                      | 1,500                     | 1,500                        | 1,500                     |
| Operating Supplies                          | 2,453                      | 750                       | 750                          | 1,250                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,305</b>               | <b>2,250</b>              | <b>2,250</b>                 | <b>2,750</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 748                        | 1,000                     | 800                          | 800                       |
| <b>Total Other Expenditures</b>             | <b>748</b>                 | <b>1,000</b>              | <b>800</b>                   | <b>800</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 418,669</b>          | <b>\$ 444,581</b>         | <b>\$ 450,793</b>            | <b>\$ 474,991</b>         |

# Expenditure Detail

## Finance Department - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 383,289                    | 430,386                   | 383,647                      | 461,019                   |
| Overtime                                    | 33                         | -                         | -                            | -                         |
| Allowances                                  | 1,400                      | 2,100                     | 597                          | 600                       |
| Medicare                                    | 5,388                      | 6,271                     | 5,335                        | 6,693                     |
| Workers Compensation                        | 576                        | 732                       | 545                          | 784                       |
| Retirement Contributions                    | 33,217                     | 39,456                    | 33,452                       | 41,733                    |
| Medical Benefits                            | 40,621                     | 35,732                    | 54,018                       | 54,156                    |
| Life/Disability Benefits                    | 1,997                      | 3,888                     | 2,384                        | 4,156                     |
| <b>Total Personnel</b>                      | <b>466,521</b>             | <b>518,565</b>            | <b>479,978</b>               | <b>569,141</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 51,970                     | 53,700                    | 53,700                       | 53,700                    |
| General Services                            | 74,778                     | 61,500                    | 74,000                       | 63,750                    |
| Property Services                           | -                          | 225                       | -                            | 225                       |
| Communication Services                      | 74,627                     | 80,825                    | 79,000                       | 79,825                    |
| Training/Registration                       | 350                        | 1,700                     | 750                          | 1,700                     |
| Mileage/Travel                              | 99                         | 1,250                     | 300                          | 1,250                     |
| Rentals/Leases                              | 201                        | 250                       | 250                          | 250                       |
| <b>Total Purchased Services</b>             | <b>202,025</b>             | <b>199,450</b>            | <b>208,000</b>               | <b>200,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,836                      | 2,500                     | 2,000                        | 1,750                     |
| Operating Supplies                          | 1,868                      | 1,000                     | 500                          | 750                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>3,704</b>               | <b>3,500</b>              | <b>2,500</b>                 | <b>2,500</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 336                        | 850                       | 450                          | 600                       |
| <b>Total Other Expenditures</b>             | <b>336</b>                 | <b>850</b>                | <b>450</b>                   | <b>600</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 672,586</b>          | <b>\$ 722,365</b>         | <b>\$ 690,928</b>            | <b>\$ 772,941</b>         |

## Expenditure Detail

### Administration/Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 206,665                    | 211,599                   | 210,698                      | 228,502                   |
| Allowances                                  | 770                        | 900                       | 597                          | 600                       |
| Medicare                                    | 2,874                      | 3,081                     | 2,914                        | 3,321                     |
| Workers Compensation                        | 310                        | 360                       | 300                          | 390                       |
| Retirement Contributions                    | 17,924                     | 18,336                    | 18,257                       | 19,793                    |
| Medical Benefits                            | 25,368                     | 24,905                    | 31,171                       | 31,240                    |
| Life/Disability Benefits                    | 1,169                      | 1,919                     | 1,397                        | 2,065                     |
| <b>Total Personnel</b>                      | <b>255,080</b>             | <b>261,100</b>            | <b>265,334</b>               | <b>285,911</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 51,970                     | 53,700                    | 53,700                       | 53,700                    |
| General Services                            | 74,778                     | 61,500                    | 74,000                       | 63,750                    |
| Communication Services                      | 609                        | 3,500                     | 2,000                        | 2,500                     |
| Training/Registration                       | 350                        | 1,200                     | 600                          | 1,200                     |
| Mileage/Travel                              | 99                         | 1,000                     | 200                          | 1,000                     |
| <b>Total Purchased Services</b>             | <b>127,806</b>             | <b>120,900</b>            | <b>130,500</b>               | <b>122,150</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,174                      | 1,000                     | 1,000                        | 1,000                     |
| Operating Supplies                          | 682                        | 750                       | 500                          | 750                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>1,856</b>               | <b>1,750</b>              | <b>1,500</b>                 | <b>1,750</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 258                        | 750                       | 350                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>258</b>                 | <b>750</b>                | <b>350</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 385,000</b>          | <b>\$ 384,500</b>         | <b>\$ 397,684</b>            | <b>\$ 410,311</b>         |

## Expenditure Detail

### Utility Billing Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 176,624                    | 218,787                   | 172,949                      | 232,517                   |
| Overtime                                    | 33                         | -                         | -                            | -                         |
| Allowances                                  | 630                        | 1,200                     | -                            | -                         |
| Medicare                                    | 2,514                      | 3,190                     | 2,421                        | 3,372                     |
| Workers Compensation                        | 266                        | 372                       | 245                          | 394                       |
| Retirement Contributions                    | 15,293                     | 21,120                    | 15,195                       | 21,940                    |
| Medical Benefits                            | 15,253                     | 10,827                    | 22,847                       | 22,916                    |
| Life/Disability Benefits                    | 828                        | 1,969                     | 987                          | 2,091                     |
| <b>Total Personnel</b>                      | <b>211,441</b>             | <b>257,465</b>            | <b>214,644</b>               | <b>283,230</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Property Services                           | -                          | 225                       | -                            | 225                       |
| Communication Services                      | 74,018                     | 77,325                    | 77,000                       | 77,325                    |
| Training/Registration                       | -                          | 500                       | 150                          | 500                       |
| Mileage/Travel                              | -                          | 250                       | 100                          | 250                       |
| Rentals/Leases                              | 201                        | 250                       | 250                          | 250                       |
| <b>Total Purchased Services</b>             | <b>74,219</b>              | <b>78,550</b>             | <b>77,500</b>                | <b>78,550</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 662                        | 1,500                     | 1,000                        | 750                       |
| Operating Supplies                          | 1,186                      | 250                       | -                            | -                         |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>1,848</b>               | <b>1,750</b>              | <b>1,000</b>                 | <b>750</b>                |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 78                         | 100                       | 100                          | 100                       |
| <b>Total Other Expenditures</b>             | <b>78</b>                  | <b>100</b>                | <b>100</b>                   | <b>100</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 287,586</b>          | <b>\$ 337,865</b>         | <b>\$ 293,244</b>            | <b>\$ 362,630</b>         |



## Expenditure Detail

### Finance Department - Sanitation Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Professional Services           | -                          | 2,000                     | 2,000                        | 2,000                     |
| <b>Total Purchased Services</b> | -                          | <b>2,000</b>              | <b>2,000</b>                 | <b>2,000</b>              |
| <b>Total Expenditures</b>       | <b>\$ -</b>                | <b>\$ 2,000</b>           | <b>\$ 2,000</b>              | <b>\$ 2,000</b>           |

## Expenditure Detail

### Administration/Operations Division - Sanitation Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Professional Services           | -                          | 2,000                     | 2,000                        | 2,000                     |
| <b>Total Purchased Services</b> | -                          | <b>2,000</b>              | <b>2,000</b>                 | <b>2,000</b>              |
| <b>Total Expenditures</b>       | <b>\$ -</b>                | <b>\$ 2,000</b>           | <b>\$ 2,000</b>              | <b>\$ 2,000</b>           |

# Planning & Development

Brook Svoboda, Director of Planning & Development

## Department Description

The Planning and Development Department is responsible for the administration of the City's land use and development functions including building, planning, and neighborhood services (code enforcement). The department also guides the City's ongoing development and redevelopment activities by recruiting new investment and working to integrate new development projects into the existing fabric of the community. The department is also responsible for the administration and enforcement of the City's building, electrical, plumbing, and mechanical codes, as well as enforcement of the City's zoning ordinance and nuisance abatement program.

## 2016 Achievements

- SCL Hospital - 60,000 square foot hospital and medical office
- Carrick Bend Apartments - 228 unit multifamily development
- Citywide Sustainability Assessment
- Phase I Zoning Rewrite

## Goals & Objectives

- Sustainability Program (Council Goal #2)
- Bike Ped Mobility Study (Council Goal #5)
- Strategic Development Planning (Council Goal #2)
- Zoning Code Rewrite (Council Goal #4)
- 112th Ave. Station Area Master Plan (Council Goal #4)

## Activity Measures

| Category/Measure                              | Council Goal | 2014          | 2015          | 2016 Forecast | 2017 Forecast |
|---|--------------|---------------|---------------|---------------|---------------|
| # of Permits Issued                           | #5           | 1,483         | 1,483         | 1,682         | 1,400         |
| Permit Fee Collection                         | #2           | \$ 236,922    | \$ 236,922    | \$ 250,000    | \$ 215,022    |
| Permit Valuations                             | #5           | \$ 13,222,168 | \$ 13,222,168 | \$ 26,000,000 | \$ 12,000,000 |
| Neighborhood Service Officer Activity (calls) | #5           | 3,500         | 3,500         | 3,583         | 3,600         |

## Planning & Development

| 2017 BUDGET SUMMARY BY FUND |                  |              |
|-----------------------------|------------------|--------------|
| Fund(s)                     | Budget           | FTE          |
| General Fund                | \$ 1,654,065     | 12.00        |
| Conservation Trust Fund     | -                | -            |
| CDBG Fund                   | -                | -            |
| Capital Projects Fund       | -                | -            |
| Water & Wastewater Fund     | -                | -            |
| Stormwater Fund             | -                | -            |
| Sanitation Fund             | -                | -            |
| <b>Total</b>                | <b>1,654,065</b> | <b>12.00</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                  |              |
|---------------------------------|------------------|--------------|
| Division/Program(s)             | Budget           | FTE          |
| Administration                  | \$ 149,684       | 1.00         |
| Operations                      | 933,484          | 4.00         |
| Neighborhood Services           | 570,897          | 7.00         |
| <b>Total</b>                    | <b>1,654,065</b> | <b>12.00</b> |

**EXPENDITURE & FULL TIME EQUIVALENCY**

| Year/Category          | Total Expenditures (\$) | Full Time Equivalency (FTE) |
|------------------------|-------------------------|-----------------------------|
| 2015 Audited Amounts   | ~1,530,000              | 12.00                       |
| 2016 Year-End Forecast | ~1,520,000              | 12.00                       |
| 2017 Adopted Budget    | 1,654,065               | 12.00                       |

| EXPENDITURE SUMMARY                         |                      |                     |                        |                     |
|---|----------------------|---------------------|------------------------|---------------------|
|   | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast | 2017 Adopted Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 12.00                | 12.00               | 12.00                  | 12.00               |
| <b>Expenditures:</b>                        |                      |                     |                        |                     |
| Personnel                                   | \$ 842,746           | \$ 923,618          | \$ 862,704             | \$ 995,265          |
| Purchased Services                          | 633,295              | 739,518             | 638,368                | 600,700             |
| Supplies/Non-Capital Equipment              | 29,716               | 29,400              | 18,712                 | 20,600              |
| Capital Outlay                              | 23,189               | -                   | -                      | 35,000              |
| Miscellaneous                               | -                    | 3,000               | 2,000                  | 2,500               |
| <b>Total Expenditures</b>                   | <b>\$ 1,528,946</b>  | <b>\$ 1,695,536</b> | <b>\$ 1,521,784</b>    | <b>\$ 1,654,065</b> |

| 2017 BUDGET PACKAGES                           |                   |
|--|-------------------|
|  | Amount            |
| 1. Personnel Market Adjustment                 | \$ 14,579         |
| 2. Personnel Merit Allowance                   | 5,682             |
| 3. Professional Services - Carry Over Projects | 393,000           |
| 4. Capital - Code Enforcement Vehicle          | 35,000            |
|  | <b>\$ 448,261</b> |

# Expenditure Detail

## Planning & Development Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 664,765                    | 723,096                   | 673,832                      | 755,912                   |
| Overtime                                    | 5,495                      | 8,000                     | 2,000                        | 6,000                     |
| Medicare                                    | 8,441                      | 10,484                    | 8,319                        | 10,959                    |
| Workers Compensation                        | 5,260                      | 5,249                     | 4,999                        | 2,966                     |
| Retirement Contributions                    | 58,438                     | 62,989                    | 58,913                       | 64,391                    |
| Medical Benefits                            | 96,580                     | 107,294                   | 110,369                      | 148,240                   |
| Life/Disability Benefits                    | 3,767                      | 6,506                     | 4,272                        | 6,797                     |
| <b>Total Personnel</b>                      | <b>842,746</b>             | <b>923,618</b>            | <b>862,704</b>               | <b>995,265</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 230,841                    | 526,000                   | 425,150                      | 393,150                   |
| Technical Services                          | 358,469                    | 165,000                   | 180,000                      | 165,000                   |
| General Services                            | 23,988                     | 20,000                    | 16,000                       | 20,000                    |
| Communication Services                      | 8,436                      | 8,878                     | 1,750                        | 1,750                     |
| Training/Registration                       | 7,882                      | 13,000                    | 9,000                        | 13,000                    |
| Mileage/Travel                              | 1,106                      | 3,340                     | 3,468                        | 4,500                     |
| Rentals/Leases                              | 2,573                      | 3,300                     | 3,000                        | 3,300                     |
| <b>Total Purchased Services</b>             | <b>633,295</b>             | <b>739,518</b>            | <b>638,368</b>               | <b>600,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 7,251                      | 5,300                     | 3,900                        | 3,600                     |
| Technology Supplies                         | 3,150                      | -                         | -                            | -                         |
| Operating Supplies                          | 13,566                     | 13,600                    | 8,500                        | 8,500                     |
| Non-Capital Equipment                       | 1,303                      | 4,000                     | 1,500                        | 2,500                     |
| Motor Vehicle Fuels                         | 4,446                      | 6,500                     | 4,812                        | 6,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>29,716</b>              | <b>29,400</b>             | <b>18,712</b>                | <b>20,600</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | -                         | -                            | 35,000                    |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>-</b>                  | <b>-</b>                     | <b>35,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 3,000                     | 2,000                        | 2,500                     |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>3,000</b>              | <b>2,000</b>                 | <b>2,500</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,528,946</b>        | <b>\$ 1,695,536</b>       | <b>\$ 1,521,784</b>          | <b>\$ 1,654,065</b>       |

# Expenditure Detail

## Planning & Development Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 664,765                    | 723,096                   | 673,832                      | 755,912                   |
| Overtime                                    | 5,495                      | 8,000                     | 2,000                        | 6,000                     |
| Medicare                                    | 8,441                      | 10,484                    | 8,319                        | 10,959                    |
| Workers Compensation                        | 5,260                      | 5,249                     | 4,999                        | 2,966                     |
| Retirement Contributions                    | 58,438                     | 62,989                    | 58,913                       | 64,391                    |
| Medical Benefits                            | 96,580                     | 107,294                   | 110,369                      | 148,240                   |
| Life/Disability Benefits                    | 3,767                      | 6,506                     | 4,272                        | 6,797                     |
| <b>Total Personnel</b>                      | <b>842,746</b>             | <b>923,618</b>            | <b>862,704</b>               | <b>995,265</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 230,841                    | 526,000                   | 425,150                      | 393,150                   |
| Technical Services                          | 358,469                    | 165,000                   | 180,000                      | 165,000                   |
| General Services                            | 23,988                     | 20,000                    | 16,000                       | 20,000                    |
| Communication Services                      | 8,436                      | 8,878                     | 1,750                        | 1,750                     |
| Training/Registration                       | 7,882                      | 13,000                    | 9,000                        | 13,000                    |
| Mileage/Travel                              | 1,106                      | 3,340                     | 3,468                        | 4,500                     |
| Rentals/Leases                              | 2,573                      | 3,300                     | 3,000                        | 3,300                     |
| <b>Total Purchased Services</b>             | <b>633,295</b>             | <b>739,518</b>            | <b>638,368</b>               | <b>600,700</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 7,251                      | 5,300                     | 3,900                        | 3,600                     |
| Technology Supplies                         | 3,150                      | -                         | -                            | -                         |
| Operating Supplies                          | 13,566                     | 13,600                    | 8,500                        | 8,500                     |
| Non-Capital Equipment                       | 1,303                      | 4,000                     | 1,500                        | 2,500                     |
| Motor Vehicle Fuels                         | 4,446                      | 6,500                     | 4,812                        | 6,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>29,716</b>              | <b>29,400</b>             | <b>18,712</b>                | <b>20,600</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | -                         | -                            | 35,000                    |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>-</b>                  | <b>-</b>                     | <b>35,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 3,000                     | 2,000                        | 2,500                     |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>3,000</b>              | <b>2,000</b>                 | <b>2,500</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,528,946</b>        | <b>\$ 1,695,536</b>       | <b>\$ 1,521,784</b>          | <b>\$ 1,654,065</b>       |

# Expenditure Detail

## Administrative Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 118,527                    | 118,117                   | 120,549                      | 124,156                   |
| Medicare                                    | 1,713                      | 1,713                     | 1,741                        | 1,800                     |
| Workers Compensation                        | 168                        | 200                       | 160                          | 210                       |
| Retirement Contributions                    | 9,482                      | 9,449                     | 9,644                        | 11,174                    |
| Medical Benefits                            | 5,720                      | 5,983                     | 6,520                        | 6,531                     |
| Life/Disability Benefits                    | 666                        | 1,059                     | 792                          | 1,113                     |
| <b>Total Personnel</b>                      | <b>136,276</b>             | <b>136,521</b>            | <b>139,406</b>               | <b>144,984</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Communication Services                      | -                          | 360                       | -                            | -                         |
| Training/Registration                       | 658                        | 1,500                     | 1,500                        | 1,500                     |
| Mileage/Travel                              | 612                        | 840                       | 1,968                        | 2,000                     |
| Rentals/Leases                              | 113                        | 600                       | 600                          | 600                       |
| <b>Total Purchased Services</b>             | <b>1,383</b>               | <b>3,300</b>              | <b>4,068</b>                 | <b>4,100</b>              |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,263                      | 600                       | 600                          | 300                       |
| Operating Supplies                          | 1,339                      | 300                       | 300                          | 300                       |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>2,602</b>               | <b>900</b>                | <b>900</b>                   | <b>600</b>                |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 500                       | -                            | -                         |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>500</b>                | <b>-</b>                     | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 140,261</b>          | <b>\$ 141,221</b>         | <b>\$ 144,374</b>            | <b>\$ 149,684</b>         |

## Expenditure Detail

### Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 197,177                    | 240,063                   | 184,314                      | 279,507                   |
| Medicare                                    | 2,651                      | 3,480                     | 2,399                        | 4,053                     |
| Workers Compensation                        | 282                        | 407                       | 261                          | 473                       |
| Retirement Contributions                    | 16,567                     | 19,998                    | 15,256                       | 22,361                    |
| Medical Benefits                            | 24,259                     | 28,176                    | 28,440                       | 50,631                    |
| Life/Disability Benefits                    | 1,118                      | 2,159                     | 1,232                        | 2,509                     |
| <b>Total Personnel</b>                      | <b>242,054</b>             | <b>294,283</b>            | <b>231,902</b>               | <b>359,534</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 230,654                    | 525,850                   | 425,000                      | 393,000                   |
| Technical Services                          | 358,469                    | 165,000                   | 180,000                      | 165,000                   |
| General Services                            | 7,875                      | -                         | -                            | -                         |
| Communication Services                      | 1,879                      | 1,750                     | 1,750                        | 1,750                     |
| Training/Registration                       | 1,172                      | 4,500                     | 3,000                        | 4,500                     |
| Mileage/Travel                              | 494                        | 2,500                     | 1,500                        | 2,500                     |
| Rentals/Leases                              | 940                        | 1,200                     | 900                          | 1,200                     |
| <b>Total Purchased Services</b>             | <b>601,483</b>             | <b>700,800</b>            | <b>612,150</b>               | <b>567,950</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,980                      | 800                       | 800                          | 800                       |
| Operating Supplies                          | 935                        | 200                       | 200                          | 200                       |
| Non-Capital Equipment                       | 663                        | 4,000                     | 1,500                        | 2,500                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>3,578</b>               | <b>5,000</b>              | <b>2,500</b>                 | <b>3,500</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 2,500                     | 2,000                        | 2,500                     |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>2,500</b>              | <b>2,000</b>                 | <b>2,500</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 847,115</b>          | <b>\$ 1,002,583</b>       | <b>\$ 848,552</b>            | <b>\$ 933,484</b>         |



# Expenditure Detail

## Neighborhood Services Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 349,061                    | 364,916                   | 368,969                      | 352,249                   |
| Overtime                                    | 5,495                      | 8,000                     | 2,000                        | 6,000                     |
| Medicare                                    | 4,077                      | 5,291                     | 4,179                        | 5,106                     |
| Workers Compensation                        | 4,810                      | 4,642                     | 4,578                        | 2,283                     |
| Retirement Contributions                    | 32,389                     | 33,542                    | 34,013                       | 30,856                    |
| Medical Benefits                            | 66,601                     | 73,135                    | 75,409                       | 91,078                    |
| Life/Disability Benefits                    | 1,983                      | 3,288                     | 2,248                        | 3,175                     |
| <b>Total Personnel</b>                      | <b>464,416</b>             | <b>492,814</b>            | <b>491,396</b>               | <b>490,747</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 187                        | 150                       | 150                          | 150                       |
| General Services                            | 16,113                     | 20,000                    | 16,000                       | 20,000                    |
| Communication Services                      | 6,557                      | 6,768                     | -                            | -                         |
| Training/Registration                       | 6,052                      | 7,000                     | 4,500                        | 7,000                     |
| Rentals/Leases                              | 1,520                      | 1,500                     | 1,500                        | 1,500                     |
| <b>Total Purchased Services</b>             | <b>30,429</b>              | <b>35,418</b>             | <b>22,150</b>                | <b>28,650</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 4,008                      | 3,900                     | 2,500                        | 2,500                     |
| Technology Supplies                         | 3,150                      | -                         | -                            | -                         |
| Operating Supplies                          | 11,292                     | 13,100                    | 8,000                        | 8,000                     |
| Non-Capital Equipment                       | 640                        | -                         | -                            | -                         |
| Motor Vehicle Fuels                         | 4,446                      | 6,500                     | 4,812                        | 6,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>23,536</b>              | <b>23,500</b>             | <b>15,312</b>                | <b>16,500</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 23,189                     | -                         | -                            | 35,000                    |
| <b>Total Capital Outlay</b>                 | <b>23,189</b>              | <b>-</b>                  | <b>-</b>                     | <b>35,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 541,570</b>          | <b>\$ 551,732</b>         | <b>\$ 528,858</b>            | <b>\$ 570,897</b>         |



# Parks, Recreation, & Culture

Amanda Peterson, Director of Parks, Recreation, & Culture

## Department Description

The Department of Parks, Recreation and Cultural Services offers recreational and leisure services, and maintains parks, right-of-ways and open spaces. Divisions within Parks, Recreation and Cultural Services include Parks Maintenance & Operations, Aquatics, Youth & Marketing, Operations, Fitness & Sports, Theatre, Culture and Senior Programs.

## 2016 Achievements

- Completed the renovation of the locker rooms and restrooms at the Recreation Center
- Secured grant funds from Adams County Open Space and CDBG
- Designated as a Playful City USA and a Tree City USA
- Secured SCFD funds for Art on Parade, Northglenn Youth Theatre, Northglenn Players and the Summer Concert Series

## Goals & Objectives

- Submit grant requests for applicable projects through Adams County Open Space and other sources as appropriate (Council Goal #2, #4)
- Work with Planning and Development to complete the Civic Center Master Plan and move towards the design of a new recreation center, pending Council direction (Council Goal #1)
- Re-Organize the Parks Division to better manage open space in an active manner and to manage park

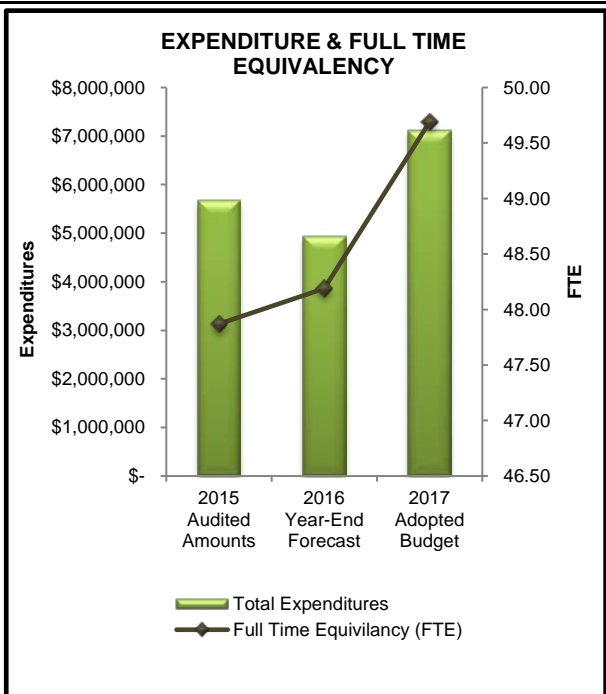
## Activity Measures

| Category/Measure                          | Council Goal | 2014    | 2015    | 2016 Forecast | 2017 Forecast |
|---|--------------|---------|---------|---------------|---------------|
| # of park acres maintained                | #5           | 337     | 337     | 337           | 337           |
| # of miles of trails maintained           | #5           | 28      | 28      | 28            | 28            |
| Recreation Center attendance              | #2           | 242,198 | 242,198 | 240,000       | 240,000       |
| Number of registered program participants | #2           | 10,700  | 10,700  | 10,700        | 10,700        |

## Parks, Recreation, & Culture

| 2017 BUDGET SUMMARY BY FUND |                  |              |
|-----------------------------|------------------|--------------|
| Fund(s)                     | Budget           | FTE          |
| General Fund                | \$ 4,015,989     | 49.69        |
| Conservation Trust Fund     | 1,400,000        | -            |
| CDBG Fund                   | -                | -            |
| Capital Projects Fund       | 1,700,000        | -            |
| Water & Wastewater Fund     | -                | -            |
| Stormwater Fund             | -                | -            |
| Sanitation Fund             | -                | -            |
| <b>Total</b>                | <b>7,115,989</b> | <b>49.69</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                  |              |
|---------------------------------|------------------|--------------|
| Division/Program(s)             | Budget           | FTE          |
| Park Operations                 | \$ 1,611,402     | 17.50        |
| Recreation Operations           | 2,404,587        | 32.19        |
| Capital Improvement Projects    | 3,100,000        | -            |
| <b>Total</b>                    | <b>7,115,989</b> | <b>49.69</b> |



| EXPENDITURE SUMMARY                         |                            |                           |                              |                           |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 47.87                      | 48.19                     | 48.19                        | 49.69                     |
| <b>Expenditures:</b>                        |                            |                           |                              |                           |
| Personnel                                   | \$ 2,874,726               | \$ 2,903,964              | \$ 2,914,362                 | \$ 3,125,488              |
| Purchased Services                          | 332,746                    | 309,339                   | 359,714                      | 356,791                   |
| Supplies/Non-Capital Equipment              | 520,319                    | 492,307                   | 484,290                      | 528,181                   |
| Capital Outlay                              | 1,943,377                  | 2,842,218                 | 1,169,489                    | 3,100,000                 |
| Miscellaneous                               | 5,991                      | 6,309                     | 5,294                        | 5,529                     |
| <b>Total Expenditures</b>                   | <b>\$ 5,677,159</b>        | <b>\$ 6,554,137</b>       | <b>\$ 4,933,149</b>          | <b>\$ 7,115,989</b>       |

**2017 BUDGET PACKAGES**

|  | <b>Amount</b>     |
|--|-------------------|
| 1. Personnel Market Adjustment   | \$ 89,015         |
| 2. Personnel Merit Allowance   | 32,678            |
| 3. Personnel - Recreation Operations - Recreation Staffing Adjustment  | 17,038            |
| 4. Personnel - Parks - Parks Worker I  | 52,078            |
| 5. Operating Supplies - Recreation Sports - Additional Program Expenses                                      | 31,000            |
| 6. Property Services - Parks- Portable Restrooms, Mosquito Control, Mowing, etc                              | 5,000             |
| 7. Personnel - Recreation Fitness - Additional Fitness Classes   | 3,575             |
| 8. Professional Services - Parks -Parks and Recreation Master Plan   | 75,000            |
| 9. General Services - Recreation Theatre - Additional Northglenn Youth Theatre Academy Funds                 | 10,000            |
| 10. Operating Supplies - Recreation Children's - Additional Programming Resources for Teeny/Tiny Tot Program | 3,750             |
| 11. Operating Supplies and General Services - Recreation Children's - Additional Day Camp Funds              | 6,582             |
| 12. Operating Supplies - Recreation Children's - Day Camp/Roving Rec Swim Shirts                             | 1,700             |
| 13. Training - Parks - Staff Training and Certifications   | 3,500             |
| 14. Operating Supplies - Recreation Theatre - Additional Technical Operations Funds                          | 2,000             |
| 15. Operating Supplies and General Services - Recreation Theatre - Daddy Daughter Sweetheart Ball            | 1,100             |
| 16. Equipment - Recreation Aquatics - Safety Training Manikins   | 4,000             |
| 17. Operating Supplies - Parks - 104th Median Power  | 4,000             |
| 18. Operating Supplies - Park - Additional Christmas Lights Funds  | 3,000             |
| 19. Equipment - Recreation Sports - 3 Portable Pitching Mounds   | 8,700             |
| 20. Communication Services - Cultural Programs Marketing   | 5,425             |
|  | <b>\$ 359,141</b> |

# Expenditure Detail

## Parks, Recreation, & Culture Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 2,037,784                  | 2,030,354                 | 2,040,786                    | 2,177,286                 |
| Seasonal/Temporary Wages                    | 207,287                    | 229,524                   | 202,924                      | 238,459                   |
| Overtime                                    | 42,727                     | 27,200                    | 41,432                       | 31,600                    |
| Allowances                                  | 6,158                      | 5,736                     | 6,072                        | 5,136                     |
| Medicare                                    | 31,040                     | 32,455                    | 28,992                       | 34,753                    |
| Workers Compensation                        | 71,990                     | 73,276                    | 73,078                       | 78,453                    |
| Retirement Contributions                    | 157,388                    | 179,783                   | 160,021                      | 193,411                   |
| Medical Benefits                            | 311,339                    | 306,060                   | 350,460                      | 345,422                   |
| Life/Disability Benefits                    | 9,013                      | 19,576                    | 10,597                       | 20,968                    |
| <b>Total Personnel</b>                      | <b>2,874,726</b>           | <b>2,903,964</b>          | <b>2,914,362</b>             | <b>3,125,488</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 6,676                      | 2,535                     | 8,002                        | 2,200                     |
| Technical Services                          | 10,600                     | 11,000                    | 11,131                       | 11,000                    |
| General Services                            | 156,611                    | 127,820                   | 174,171                      | 156,019                   |
| Property Services                           | 85,923                     | 85,542                    | 81,746                       | 90,542                    |
| Communication Services                      | 48,378                     | 56,002                    | 56,141                       | 63,765                    |
| Training/Registration                       | 11,811                     | 13,340                    | 14,174                       | 19,565                    |
| Mileage/Travel                              | 368                        | 200                       | 48                           | 200                       |
| Rentals/Leases                              | 12,379                     | 12,900                    | 14,301                       | 13,500                    |
| <b>Total Purchased Services</b>             | <b>332,746</b>             | <b>309,339</b>            | <b>359,714</b>               | <b>356,791</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,406                      | 2,240                     | 2,178                        | 2,350                     |
| Technology Supplies                         | 7,138                      | 6,000                     | 6,000                        | 6,000                     |
| Operating Supplies                          | 302,975                    | 277,767                   | 285,887                      | 307,131                   |
| Inventory Supplies                          | 10,551                     | 12,500                    | 10,623                       | 12,500                    |
| Non-Capital Equipment                       | 46,788                     | 8,200                     | 7,900                        | 12,700                    |
| Gas/Electricity                             | 115,342                    | 130,000                   | 129,749                      | 135,000                   |
| Motor Vehicle Fuels                         | 36,119                     | 55,600                    | 41,953                       | 52,500                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>520,319</b>             | <b>492,307</b>            | <b>484,290</b>               | <b>528,181</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 436,492                    | 173,700                   | 593,304                      | -                         |
| Capital Improvement Projects                | 1,506,885                  | 2,668,518                 | 576,185                      | 3,100,000                 |
| <b>Total Capital Outlay</b>                 | <b>1,943,377</b>           | <b>2,842,218</b>          | <b>1,169,489</b>             | <b>3,100,000</b>          |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 5,733                      | 3,809                     | 4,738                        | 4,804                     |
| Bad Debt Expense                            | 258                        | 2,500                     | 556                          | 725                       |
| <b>Total Other Expenditures</b>             | <b>5,991</b>               | <b>6,309</b>              | <b>5,294</b>                 | <b>5,529</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 5,677,159</b>        | <b>\$ 6,554,137</b>       | <b>\$ 4,933,149</b>          | <b>\$ 7,115,989</b>       |

# Expenditure Detail

## Parks, Recreation, & Culture Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 2,037,784                  | 2,030,354                 | 2,040,786                    | 2,177,286                 |
| Seasonal/Temporary Wages                    | 207,287                    | 229,524                   | 202,924                      | 238,459                   |
| Overtime                                    | 42,727                     | 27,200                    | 41,432                       | 31,600                    |
| Allowances                                  | 6,158                      | 5,736                     | 6,072                        | 5,136                     |
| Medicare                                    | 31,040                     | 32,455                    | 28,992                       | 34,753                    |
| Workers Compensation                        | 71,990                     | 73,276                    | 73,078                       | 78,453                    |
| Retirement Contributions                    | 157,388                    | 179,783                   | 160,021                      | 193,411                   |
| Medical Benefits                            | 311,339                    | 306,060                   | 350,460                      | 345,422                   |
| Life/Disability Benefits                    | 9,013                      | 19,576                    | 10,597                       | 20,968                    |
| <b>Total Personnel</b>                      | <b>2,874,726</b>           | <b>2,903,964</b>          | <b>2,914,362</b>             | <b>3,125,488</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 6,676                      | 2,535                     | 8,002                        | 2,200                     |
| Technical Services                          | 10,600                     | 11,000                    | 11,131                       | 11,000                    |
| General Services                            | 156,611                    | 127,820                   | 174,171                      | 156,019                   |
| Property Services                           | 85,923                     | 85,542                    | 81,746                       | 90,542                    |
| Communication Services                      | 48,378                     | 56,002                    | 56,141                       | 63,765                    |
| Training/Registration                       | 11,811                     | 13,340                    | 14,174                       | 19,565                    |
| Mileage/Travel                              | 368                        | 200                       | 48                           | 200                       |
| Rentals/Leases                              | 12,379                     | 12,900                    | 14,301                       | 13,500                    |
| <b>Total Purchased Services</b>             | <b>332,746</b>             | <b>309,339</b>            | <b>359,714</b>               | <b>356,791</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 1,406                      | 2,240                     | 2,178                        | 2,350                     |
| Technology Supplies                         | 7,138                      | 6,000                     | 6,000                        | 6,000                     |
| Operating Supplies                          | 302,975                    | 277,767                   | 285,887                      | 307,131                   |
| Inventory Supplies                          | 10,551                     | 12,500                    | 10,623                       | 12,500                    |
| Non-Capital Equipment                       | 46,788                     | 8,200                     | 7,900                        | 12,700                    |
| Gas/Electricity                             | 115,342                    | 130,000                   | 129,749                      | 135,000                   |
| Motor Vehicle Fuels                         | 36,119                     | 55,600                    | 41,953                       | 52,500                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>520,319</b>             | <b>492,307</b>            | <b>484,290</b>               | <b>528,181</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 436,492                    | 173,700                   | 593,304                      | -                         |
| <b>Total Capital Outlay</b>                 | <b>436,492</b>             | <b>173,700</b>            | <b>593,304</b>               | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 5,733                      | 3,809                     | 4,738                        | 4,804                     |
| Bad Debt Expense                            | 258                        | 2,500                     | 556                          | 725                       |
| <b>Total Other Expenditures</b>             | <b>5,991</b>               | <b>6,309</b>              | <b>5,294</b>                 | <b>5,529</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 4,170,274</b>        | <b>\$ 3,885,619</b>       | <b>\$ 4,356,964</b>          | <b>\$ 4,015,989</b>       |

# Expenditure Detail

## Park Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 760,355                    | 796,325                   | 788,941                      | 874,384                   |
| Seasonal/Temporary Wages                    | 78,038                     | 107,645                   | 86,925                       | 108,785                   |
| Overtime                                    | 35,032                     | 27,200                    | 33,576                       | 27,200                    |
| Allowances                                  | 5,001                      | 5,136                     | 5,627                        | 5,136                     |
| Medicare                                    | 11,429                     | 12,836                    | 11,340                       | 13,983                    |
| Workers Compensation                        | 26,200                     | 26,117                    | 25,745                       | 28,528                    |
| Retirement Contributions                    | 66,247                     | 68,890                    | 68,059                       | 76,107                    |
| Medical Benefits                            | 131,230                    | 139,480                   | 141,983                      | 158,036                   |
| Life/Disability Benefits                    | 4,236                      | 7,589                     | 5,051                        | 8,303                     |
| <b>Total Personnel</b>                      | <b>1,117,768</b>           | <b>1,191,218</b>          | <b>1,167,247</b>             | <b>1,300,462</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Property Services                           | 56,313                     | 59,000                    | 59,000                       | 64,000                    |
| Communication Services                      | 9,173                      | 10,050                    | 8,921                        | 9,825                     |
| Training/Registration                       | 2,684                      | 4,165                     | 4,235                        | 7,665                     |
| Mileage/Travel                              | 86                         | -                         | -                            | -                         |
| Rentals/Leases                              | 4,240                      | 3,400                     | 4,801                        | 4,000                     |
| <b>Total Purchased Services</b>             | <b>73,647</b>              | <b>76,615</b>             | <b>78,524</b>                | <b>85,490</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 849                        | 250                       | 798                          | 750                       |
| Technology Supplies                         | 206                        | -                         | -                            | -                         |
| Operating Supplies                          | 144,952                    | 145,200                   | 145,200                      | 148,700                   |
| Non-Capital Equipment                       | 3,858                      | -                         | -                            | -                         |
| Gas/Electricity                             | 19,001                     | 25,000                    | 20,961                       | 25,000                    |
| Motor Vehicle Fuels                         | 34,608                     | 53,000                    | 40,709                       | 50,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>203,474</b>             | <b>223,450</b>            | <b>207,668</b>               | <b>224,450</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 304,044                    | 88,000                    | 508,304                      | -                         |
| <b>Total Capital Outlay</b>                 | <b>304,044</b>             | <b>88,000</b>             | <b>508,304</b>               | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 820                        | 1,000                     | 990                          | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>820</b>                 | <b>1,000</b>              | <b>990</b>                   | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,699,753</b>        | <b>\$ 1,580,283</b>       | <b>\$ 1,962,733</b>          | <b>\$ 1,611,402</b>       |



# Expenditure Detail

## Recreation Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 1,277,429                  | 1,234,029                 | 1,251,845                    | 1,302,902                 |
| Seasonal/Temporary Wages                    | 129,249                    | 121,879                   | 115,999                      | 129,674                   |
| Overtime                                    | 7,695                      | -                         | 7,856                        | 4,400                     |
| Allowances                                  | 1,157                      | 600                       | 445                          | -                         |
| Medicare                                    | 19,611                     | 19,619                    | 17,652                       | 20,770                    |
| Workers Compensation                        | 45,790                     | 47,159                    | 47,333                       | 49,925                    |
| Retirement Contributions                    | 91,141                     | 110,893                   | 91,962                       | 117,304                   |
| Medical Benefits                            | 180,109                    | 166,580                   | 208,477                      | 187,386                   |
| Life/Disability Benefits                    | 4,777                      | 11,987                    | 5,546                        | 12,665                    |
| <b>Total Personnel</b>                      | <b>1,756,958</b>           | <b>1,712,746</b>          | <b>1,747,115</b>             | <b>1,825,026</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 5,525                      | 2,535                     | 6,435                        | 2,200                     |
| Technical Services                          | 10,600                     | 11,000                    | 11,131                       | 11,000                    |
| General Services                            | 156,611                    | 127,820                   | 174,171                      | 156,019                   |
| Property Services                           | 29,610                     | 26,542                    | 22,746                       | 26,542                    |
| Communication Services                      | 39,205                     | 45,952                    | 47,220                       | 53,940                    |
| Training/Registration                       | 9,127                      | 9,175                     | 9,939                        | 11,900                    |
| Mileage/Travel                              | 282                        | 200                       | 48                           | 200                       |
| Rentals/Leases                              | 8,139                      | 9,500                     | 9,500                        | 9,500                     |
| <b>Total Purchased Services</b>             | <b>259,099</b>             | <b>232,724</b>            | <b>281,190</b>               | <b>271,301</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 557                        | 1,990                     | 1,380                        | 1,600                     |
| Technology Supplies                         | 6,932                      | 6,000                     | 6,000                        | 6,000                     |
| Operating Supplies                          | 158,023                    | 132,567                   | 140,687                      | 158,431                   |
| Inventory Supplies                          | 10,551                     | 12,500                    | 10,623                       | 12,500                    |
| Non-Capital Equipment                       | 42,930                     | 8,200                     | 7,900                        | 12,700                    |
| Gas/Electricity                             | 96,341                     | 105,000                   | 108,788                      | 110,000                   |
| Motor Vehicle Fuels                         | 1,511                      | 2,600                     | 1,244                        | 2,500                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>316,845</b>             | <b>268,857</b>            | <b>276,622</b>               | <b>303,731</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 132,448                    | 85,700                    | 85,000                       | -                         |
| <b>Total Capital Outlay</b>                 | <b>132,448</b>             | <b>85,700</b>             | <b>85,000</b>                | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 4,913                      | 2,809                     | 3,748                        | 3,804                     |
| Bad Debt Expense                            | 258                        | 2,500                     | 556                          | 725                       |
| <b>Total Other Expenditures</b>             | <b>5,171</b>               | <b>5,309</b>              | <b>4,304</b>                 | <b>4,529</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 2,470,521</b>        | <b>\$ 2,305,336</b>       | <b>\$ 2,394,231</b>          | <b>\$ 2,404,587</b>       |

## Expenditure Detail

### Parks, Recreation, & Culture Department - Conservation Trust Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 414,621                    | 1,062,688                 | 65,541                       | 1,400,000                 |
| <b>Total Capital Outlay</b>  | <b>414,621</b>             | <b>1,062,688</b>          | <b>65,541</b>                | <b>1,400,000</b>          |
| <b>Total Expenditures</b>    | <b>\$ 414,621</b>          | <b>\$ 1,062,688</b>       | <b>\$ 65,541</b>             | <b>\$ 1,400,000</b>       |

## Expenditure Detail

### Capital Improvement Projects Division - Conservation Trust Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 414,621                    | 1,062,688                 | 65,541                       | 1,400,000                 |
| <b>Total Capital Outlay</b>  | <b>414,621</b>             | <b>1,062,688</b>          | <b>65,541</b>                | <b>1,400,000</b>          |
| <b>Total Expenditures</b>    | <b>\$ 414,621</b>          | <b>\$ 1,062,688</b>       | <b>\$ 65,541</b>             | <b>\$ 1,400,000</b>       |

## Expenditure Detail

### Parks, Recreation, & Culture Department - CDBG Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 251,738                    | 13,249                    | 13,249                       | -                         |
| <b>Total Capital Outlay</b>  | <b>251,738</b>             | <b>13,249</b>             | <b>13,249</b>                | <b>-</b>                  |
| <b>Total Expenditures</b>    | <b>\$ 251,738</b>          | <b>\$ 13,249</b>          | <b>\$ 13,249</b>             | <b>\$ -</b>               |

## Expenditure Detail

### Capital Improvement Projects Division - CDBG Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 251,738                    | 13,249                    | 13,249                       | -                         |
| <b>Total Capital Outlay</b>  | <b>251,738</b>             | <b>13,249</b>             | <b>13,249</b>                | <b>-</b>                  |
| <b>Total Expenditures</b>    | <b>\$ 251,738</b>          | <b>\$ 13,249</b>          | <b>\$ 13,249</b>             | <b>\$ -</b>               |

## Expenditure Detail

### Parks, Recreation, & Culture Department - Capital Projects Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 840,526                    | 1,592,581                 | 497,395                      | 1,700,000                 |
| <b>Total Capital Outlay</b>  | <b>840,526</b>             | <b>1,592,581</b>          | <b>497,395</b>               | <b>1,700,000</b>          |
| <b>Total Expenditures</b>    | <b>\$ 840,526</b>          | <b>\$ 1,592,581</b>       | <b>\$ 497,395</b>            | <b>\$ 1,700,000</b>       |

## Expenditure Detail

### Capital Improvement Projects Division - Capital Projects Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 840,526                    | 1,592,581                 | 497,395                      | 1,700,000                 |
| <b>Total Capital Outlay</b>  | <b>840,526</b>             | <b>1,592,581</b>          | <b>497,395</b>               | <b>1,700,000</b>          |
| <b>Total Expenditures</b>    | <b>\$ 840,526</b>          | <b>\$ 1,592,581</b>       | <b>\$ 497,395</b>            | <b>\$ 1,700,000</b>       |





# Police

James May, Police Chief

## Department Description

The Northglenn Police Department is a full service municipal law enforcement agency consisting of three primary divisions: Administration, Patrol and Support. Each is managed by a Division Commander.

- The Administrative Division consists of the Office of the Chief of Police, the Training Unit, the Professional Standards Unit and the Operational Analysis and Community Impact Unit (Crime and Management Analysis).
- The Patrol Division provides 24 hour per day, seven days per week uniformed officer response to emergency and non-emergency calls for service, directed patrol, crime prevention, school safety and security, traffic accident response and traffic enforcement. The Patrol Division also provides tactical intervention with a SWAT element, Community Relations Section and includes Animal Control.
- The Support Division consists of the Investigations Unit, the Property/Evidence Unit, the Records Unit and the Victim Services Unit.

Enhanced 911, dispatch and records management services are provided by contract with the Adams County Communications Center.

## 2016 Achievements

- All supervisors attended and successfully completed the three-week Leadership in Police Organizations (LPO) program
- Created and implemented new training program in-line with new POST requirements

## Goals & Objectives

- Continue development process for Police Department facility upgrade (Council Goal #1)
- Implementation and training of new Records Management System (Council Goal # 1)
- Apply concepts of Community Oriented Policing to reduce crime rates and secure COPS funding (Council Goals #2 & #4)
- Complete property evidence inventory of weapons, drugs, currency and DNA
- Continue and complete revisions and updates of the Department's Policies and Procedures Manual

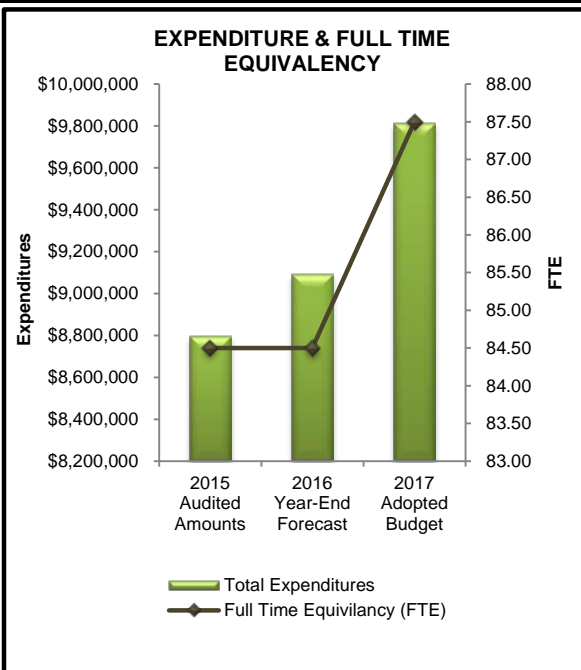
## Activity Measures

| Category/Measure                | Council Goal | 2014   | 2015   | 2016 Forecast | 2017 Forecast |
|---------------------------------|--------------|--------|--------|---------------|---------------|
| Calls for Service               | #4           | 53,399 | 55,425 | 58,000        | 60,000        |
| Incident Reports Processed      | #4           | 7,278  | 6,476  | 6,700         | 6,900         |
| # of Arrests                    | #4           | 882    | 3,487  | 4,000         | 4,400         |
| # of Traffic Accidents Reported | #4           | 1,461  | 1,410  | 1,410         | 1,450         |
| Municipal Summons Issued        | #4           | 9,197  | 10,724 | 10,000        | 10,500        |

# Police

| 2017 BUDGET SUMMARY BY FUND |                  |              |
|-----------------------------|------------------|--------------|
| Fund(s)                     | Budget           | FTE          |
| General Fund                | \$ 9,813,226     | 87.50        |
| Conservation Trust Fund     | -                | -            |
| CDBG Fund                   | -                | -            |
| Capital Projects Fund       | -                | -            |
| Water & Wastewater Fund     | -                | -            |
| Stormwater Fund             | -                | -            |
| Sanitation Fund             | -                | -            |
| <b>Total</b>                | <b>9,813,226</b> | <b>87.50</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                  |              |
|---------------------------------|------------------|--------------|
| Division/Program(s)             | Budget           | FTE          |
| Administration                  | \$ 1,692,088     | 17.50        |
| Support Operations              | 2,704,758        | 14.00        |
| Patrol Division                 | 5,213,390        | 54.00        |
| Animal Control                  | 202,990          | 2.00         |
| <b>Total</b>                    | <b>9,813,226</b> | <b>87.50</b> |



| EXPENDITURE SUMMARY                         |                      |                     |                        |                     |
|---|----------------------|---------------------|------------------------|---------------------|
|   | 2015 Audited Amounts | 2016 Adopted Budget | 2016 Year-End Forecast | 2017 Adopted Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 84.50                | 84.50               | 84.50                  | 87.50               |
| <b>Expenditures:</b>                        |                      |                     |                        |                     |
| Personnel                                   | \$ 7,147,076         | \$ 7,379,692        | \$ 7,411,604           | \$ 8,282,151        |
| Purchased Services                          | 1,035,132            | 1,128,910           | 1,106,782              | 1,120,375           |
| Supplies/Non-Capital Equipment              | 295,333              | 377,892             | 353,781                | 380,400             |
| Capital Outlay                              | 316,391              | 212,889             | 217,209                | 28,000              |
| Miscellaneous                               | 2,483                | 3,300               | 2,500                  | 2,300               |
| <b>Total Expenditures</b>                   | <b>\$ 8,796,415</b>  | <b>\$ 9,102,683</b> | <b>\$ 9,091,876</b>    | <b>\$ 9,813,226</b> |

| 2017 BUDGET PACKAGES                              |  | Amount            |
|---|--|-------------------|
| 1. Personnel Market Allowance                     |  | \$ 337,538        |
| 2. Personnel Step Allowance                       |  | 187,556           |
| 3. Personnel -Patrol Officer Complement Increase  |  | 75,479            |
| 4. Personnel - Police Records Complement Increase |  | 57,383            |
| 5. Personnel - Detective Complement Increase      |  | 78,927            |
| 10. Capital - Investigations Vehicle              |  | 28,000            |
|   |  | <b>\$ 764,883</b> |

# Expenditure Detail

## Police Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 5,288,902                  | 5,526,348                 | 5,446,264                    | 6,150,959                 |
| Overtime                                    | 267,317                    | 268,397                   | 288,355                      | 259,555                   |
| Stipend                                     | 95,505                     | -                         | -                            | -                         |
| Allowances                                  | 45,238                     | 42,984                    | 48,494                       | 44,540                    |
| Medicare                                    | 76,609                     | 80,404                    | 77,833                       | 89,488                    |
| Workers Compensation                        | 139,216                    | 152,235                   | 143,677                      | 169,434                   |
| Retirement Contributions                    | 471,538                    | 494,318                   | 485,238                      | 554,155                   |
| Medical Benefits                            | 649,434                    | 696,232                   | 804,514                      | 879,893                   |
| Life/Disability Benefits                    | 113,317                    | 118,774                   | 117,229                      | 134,127                   |
| <b>Total Personnel</b>                      | <b>7,147,076</b>           | <b>7,379,692</b>          | <b>7,411,604</b>             | <b>8,282,151</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 185,640                    | 184,624                   | 184,624                      | 287,000                   |
| Technical Services                          | 71,102                     | 74,584                    | 74,584                       | 25,000                    |
| General Services                            | 26,052                     | 71,920                    | 41,200                       | 41,200                    |
| Property Services                           | 54,522                     | 43,145                    | 51,737                       | 31,000                    |
| Communication Services                      | 602,866                    | 647,978                   | 647,978                      | 590,500                   |
| Training/Registration                       | 85,045                     | 86,129                    | 86,129                       | 138,000                   |
| Mileage/Travel                              | 333                        | 600                       | 600                          | 600                       |
| Rentals/Leases                              | 9,572                      | 19,930                    | 19,930                       | 7,075                     |
| <b>Total Purchased Services</b>             | <b>1,035,132</b>           | <b>1,128,910</b>          | <b>1,106,782</b>             | <b>1,120,375</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 20,518                     | 25,400                    | 25,400                       | 25,400                    |
| Technology Supplies                         | 9,578                      | 6,850                     | 6,850                        | 24,000                    |
| Operating Supplies                          | 93,133                     | 90,722                    | 90,722                       | 69,500                    |
| Non-Capital Equipment                       | 96,354                     | 127,600                   | 134,420                      | 133,700                   |
| Gas/Electricity                             | 1,510                      | 2,000                     | -                            | 2,000                     |
| Motor Vehicle Fuels                         | 74,240                     | 125,320                   | 96,389                       | 125,800                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>295,333</b>             | <b>377,892</b>            | <b>353,781</b>               | <b>380,400</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 316,391                    | 212,889                   | 217,209                      | 28,000                    |
| <b>Total Capital Outlay</b>                 | <b>316,391</b>             | <b>212,889</b>            | <b>217,209</b>               | <b>28,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,562                      | 3,300                     | 2,500                        | 2,300                     |
| Community Incentive                         | 921                        | -                         | -                            | -                         |
| <b>Total Other Expenditures</b>             | <b>2,483</b>               | <b>3,300</b>              | <b>2,500</b>                 | <b>2,300</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 8,796,415</b>        | <b>\$ 9,102,683</b>       | <b>\$ 9,091,876</b>          | <b>\$ 9,813,226</b>       |

# Expenditure Detail

## Police Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 5,288,902                  | 5,526,348                 | 5,446,264                    | 6,150,959                 |
| Overtime                                    | 267,317                    | 268,397                   | 288,355                      | 259,555                   |
| Stipend                                     | 95,505                     | -                         | -                            | -                         |
| Allowances                                  | 45,238                     | 42,984                    | 48,494                       | 44,540                    |
| Medicare                                    | 76,609                     | 80,404                    | 77,833                       | 89,488                    |
| Workers Compensation                        | 139,216                    | 152,235                   | 143,677                      | 169,434                   |
| Retirement Contributions                    | 471,538                    | 494,318                   | 485,238                      | 554,155                   |
| Medical Benefits                            | 649,434                    | 696,232                   | 804,514                      | 879,893                   |
| Life/Disability Benefits                    | 113,317                    | 118,774                   | 117,229                      | 134,127                   |
| <b>Total Personnel</b>                      | <b>7,147,076</b>           | <b>7,379,692</b>          | <b>7,411,604</b>             | <b>8,282,151</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 185,640                    | 184,624                   | 184,624                      | 287,000                   |
| Technical Services                          | 71,102                     | 74,584                    | 74,584                       | 25,000                    |
| General Services                            | 26,052                     | 71,920                    | 41,200                       | 41,200                    |
| Property Services                           | 54,522                     | 43,145                    | 51,737                       | 31,000                    |
| Communication Services                      | 602,866                    | 647,978                   | 647,978                      | 590,500                   |
| Training/Registration                       | 85,045                     | 86,129                    | 86,129                       | 138,000                   |
| Mileage/Travel                              | 333                        | 600                       | 600                          | 600                       |
| Rentals/Leases                              | 9,572                      | 19,930                    | 19,930                       | 7,075                     |
| <b>Total Purchased Services</b>             | <b>1,035,132</b>           | <b>1,128,910</b>          | <b>1,106,782</b>             | <b>1,120,375</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 20,518                     | 25,400                    | 25,400                       | 25,400                    |
| Technology Supplies                         | 9,578                      | 6,850                     | 6,850                        | 24,000                    |
| Operating Supplies                          | 93,133                     | 90,722                    | 90,722                       | 69,500                    |
| Non-Capital Equipment                       | 96,354                     | 127,600                   | 134,420                      | 133,700                   |
| Gas/Electricity                             | 1,510                      | 2,000                     | -                            | 2,000                     |
| Motor Vehicle Fuels                         | 74,240                     | 125,320                   | 96,389                       | 125,800                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>295,333</b>             | <b>377,892</b>            | <b>353,781</b>               | <b>380,400</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 316,391                    | 212,889                   | 217,209                      | 28,000                    |
| <b>Total Capital Outlay</b>                 | <b>316,391</b>             | <b>212,889</b>            | <b>217,209</b>               | <b>28,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,562                      | 3,300                     | 2,500                        | 2,300                     |
| Community Incentive                         | 921                        | -                         | -                            | -                         |
| <b>Total Other Expenditures</b>             | <b>2,483</b>               | <b>3,300</b>              | <b>2,500</b>                 | <b>2,300</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 8,796,415</b>        | <b>\$ 9,102,683</b>       | <b>\$ 9,091,876</b>          | <b>\$ 9,813,226</b>       |

# Expenditure Detail

## Administration Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 260,343                    | 363,218                   | 322,356                      | 375,872                   |
| Overtime                                    | 2,899                      | 6,500                     | 6,500                        | 6,500                     |
| Allowances                                  | 1,635                      | 2,388                     | 1,139                        | 1,188                     |
| Medicare                                    | 3,075                      | 5,302                     | 5,467                        | 5,468                     |
| Workers Compensation                        | 13,051                     | 10,084                    | 7,413                        | 7,760                     |
| Retirement Contributions                    | 25,460                     | 35,724                    | 30,572                       | 36,419                    |
| Medical Benefits                            | 17,827                     | 26,843                    | 37,197                       | 46,013                    |
| Life/Disability Benefits                    | 3,365                      | 4,484                     | 2,781                        | 3,368                     |
| <b>Total Personnel</b>                      | <b>327,655</b>             | <b>454,543</b>            | <b>413,425</b>               | <b>482,588</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 184,739                    | 181,124                   | 181,124                      | 251,000                   |
| Technical Services                          | 71,102                     | 72,184                    | 72,184                       | 25,000                    |
| General Services                            | 354                        | 1,200                     | 1,200                        | 1,200                     |
| Property Services                           | 54,522                     | 43,145                    | 43,237                       | 31,000                    |
| Communication Services                      | 595,798                    | 640,578                   | 640,578                      | 589,000                   |
| Training/Registration                       | 77,458                     | 73,339                    | 73,339                       | 137,000                   |
| Mileage/Travel                              | 333                        | 600                       | 600                          | 600                       |
| Rentals/Leases                              | 3,605                      | 11,280                    | 11,280                       | -                         |
| <b>Total Purchased Services</b>             | <b>987,911</b>             | <b>1,023,450</b>          | <b>1,023,542</b>             | <b>1,034,800</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 20,518                     | 25,000                    | 25,000                       | 25,400                    |
| Technology Supplies                         | 6,739                      | 3,850                     | 3,850                        | 24,000                    |
| Operating Supplies                          | 7,679                      | 4,000                     | 4,000                        | 25,000                    |
| Non-Capital Equipment                       | 52,318                     | 32,000                    | 32,000                       | 98,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>87,254</b>              | <b>64,850</b>             | <b>64,850</b>                | <b>172,400</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 307,326                    | 5,889                     | 5,889                        | -                         |
| <b>Total Capital Outlay</b>                 | <b>307,326</b>             | <b>5,889</b>              | <b>5,889</b>                 | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,562                      | 3,300                     | 2,500                        | 2,300                     |
| Community Incentive                         | 921                        | -                         | -                            | -                         |
| <b>Total Other Expenditures</b>             | <b>2,483</b>               | <b>3,300</b>              | <b>2,500</b>                 | <b>2,300</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,712,629</b>        | <b>\$ 1,552,032</b>       | <b>\$ 1,510,206</b>          | <b>\$ 1,692,088</b>       |

# Expenditure Detail

## Support Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 1,382,245                  | 1,664,572                 | 1,900,506                    | 1,968,440                 |
| Overtime                                    | 40,149                     | 66,000                    | 66,000                       | 66,000                    |
| Stipend                                     | 95,505                     | -                         | -                            | -                         |
| Allowances                                  | 13,154                     | 14,616                    | 20,835                       | 17,796                    |
| Medicare                                    | 18,554                     | 23,998                    | 27,715                       | 28,454                    |
| Workers Compensation                        | 24,336                     | 34,915                    | 42,561                       | 44,021                    |
| Retirement Contributions                    | 120,994                    | 150,520                   | 169,281                      | 179,596                   |
| Medical Benefits                            | 192,658                    | 233,348                   | 273,456                      | 300,321                   |
| Life/Disability Benefits                    | 19,335                     | 23,589                    | 31,308                       | 35,230                    |
| <b>Total Personnel</b>                      | <b>1,906,930</b>           | <b>2,211,558</b>          | <b>2,531,662</b>             | <b>2,639,858</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | -                          | -                         | -                            | 33,000                    |
| Communication Services                      | 6,177                      | 6,700                     | 6,700                        | 1,500                     |
| Rentals/Leases                              | 4,355                      | 4,900                     | 4,900                        | 4,900                     |
| <b>Total Purchased Services</b>             | <b>10,532</b>              | <b>11,600</b>             | <b>11,600</b>                | <b>39,400</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 45,250                     | 33,552                    | 33,552                       | 3,500                     |
| Non-Capital Equipment                       | 4,819                      | 9,000                     | 9,000                        | 7,000                     |
| Gas/Electricity                             | 1,510                      | 2,000                     | -                            | 2,000                     |
| Motor Vehicle Fuels                         | 6,413                      | 13,000                    | 9,195                        | 13,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>57,992</b>              | <b>57,552</b>             | <b>51,747</b>                | <b>25,500</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 9,065                      | 25,000                    | 25,000                       | -                         |
| <b>Total Capital Outlay</b>                 | <b>9,065</b>               | <b>25,000</b>             | <b>25,000</b>                | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 1,984,519</b>        | <b>\$ 2,305,710</b>       | <b>\$ 2,620,009</b>          | <b>\$ 2,704,758</b>       |

# Expenditure Detail

## Patrol Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 3,551,490                  | 3,404,078                 | 3,126,383                    | 3,699,461                 |
| Overtime                                    | 222,124                    | 194,097                   | 214,055                      | 185,255                   |
| Allowances                                  | 29,704                     | 25,212                    | 25,655                       | 24,788                    |
| Medicare                                    | 53,668                     | 49,722                    | 43,316                       | 54,001                    |
| Workers Compensation                        | 100,344                    | 105,499                   | 92,062                       | 115,685                   |
| Retirement Contributions                    | 316,503                    | 299,524                   | 276,592                      | 328,492                   |
| Medical Benefits                            | 419,133                    | 415,341                   | 471,236                      | 505,144                   |
| Life/Disability Benefits                    | 90,077                     | 89,849                    | 82,499                       | 94,564                    |
| <b>Total Personnel</b>                      | <b>4,783,043</b>           | <b>4,583,322</b>          | <b>4,331,798</b>             | <b>5,007,390</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Technical Services                          | -                          | 2,400                     | 2,400                        | -                         |
| Property Services                           | -                          | -                         | 8,500                        | -                         |
| Training/Registration                       | 7,052                      | 11,790                    | 11,790                       | -                         |
| Rentals/Leases                              | 1,531                      | 3,500                     | 3,500                        | 2,000                     |
| <b>Total Purchased Services</b>             | <b>8,583</b>               | <b>17,690</b>             | <b>26,190</b>                | <b>2,000</b>              |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | -                          | 400                       | 400                          | -                         |
| Technology Supplies                         | 2,839                      | 3,000                     | 3,000                        | -                         |
| Operating Supplies                          | 38,004                     | 51,970                    | 51,970                       | 40,000                    |
| Non-Capital Equipment                       | 38,965                     | 85,900                    | 92,720                       | 28,000                    |
| Motor Vehicle Fuels                         | 64,956                     | 108,000                   | 82,607                       | 108,000                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>144,764</b>             | <b>249,270</b>            | <b>230,697</b>               | <b>176,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | 182,000                   | 182,000                      | 28,000                    |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>182,000</b>            | <b>182,000</b>               | <b>28,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 4,936,390</b>        | <b>\$ 5,032,282</b>       | <b>\$ 4,770,685</b>          | <b>\$ 5,213,390</b>       |

## Expenditure Detail

### Animal Control Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 94,824                     | 94,480                    | 97,019                       | 107,186                   |
| Overtime                                    | 2,145                      | 1,800                     | 1,800                        | 1,800                     |
| Allowances                                  | 745                        | 768                       | 865                          | 768                       |
| Medicare                                    | 1,312                      | 1,382                     | 1,335                        | 1,565                     |
| Workers Compensation                        | 1,485                      | 1,737                     | 1,641                        | 1,968                     |
| Retirement Contributions                    | 8,581                      | 8,550                     | 8,793                        | 9,648                     |
| Medical Benefits                            | 19,816                     | 20,700                    | 22,625                       | 28,415                    |
| Life/Disability Benefits                    | 540                        | 852                       | 641                          | 965                       |
| <b>Total Personnel</b>                      | <b>129,448</b>             | <b>130,269</b>            | <b>134,719</b>               | <b>152,315</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 901                        | 3,500                     | 3,500                        | 3,000                     |
| General Services                            | 25,698                     | 70,720                    | 40,000                       | 40,000                    |
| Communication Services                      | 891                        | 700                       | 700                          | -                         |
| Training/Registration                       | 535                        | 1,000                     | 1,000                        | 1,000                     |
| Rentals/Leases                              | 81                         | 250                       | 250                          | 175                       |
| <b>Total Purchased Services</b>             | <b>28,106</b>              | <b>76,170</b>             | <b>45,450</b>                | <b>44,175</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 2,200                      | 1,200                     | 1,200                        | 1,000                     |
| Non-Capital Equipment                       | 252                        | 700                       | 700                          | 700                       |
| Motor Vehicle Fuels                         | 2,871                      | 4,320                     | 4,587                        | 4,800                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>5,323</b>               | <b>6,220</b>              | <b>6,487</b>                 | <b>6,500</b>              |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | -                         | 4,320                        | -                         |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>-</b>                  | <b>4,320</b>                 | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 162,877</b>          | <b>\$ 212,659</b>         | <b>\$ 190,976</b>            | <b>\$ 202,990</b>         |



# Public Works

David Willett, Director of Public Works

## Department Description

The Public Works Department is responsible for the capital improvements, maintenance and repair of the City's transportation and utility infrastructure, public buildings and city-owned fleet and machinery. In addition, the Department manages and operates a water treatment plant and a wastewater treatment plant, and the City's trash collection and recycling activities.

The Public Works Department operates within four funds and is organized into fourteen divisions which provide the means to allocate costs to appropriate service areas. The Public Works Department organizational structure: Utility Planning and Engineering, Maintenance and Operations, and Utilities.

## 2016 Achievements

- Provided key support to the Northglenn Justice Center and Ralston House Projects.
- Provided safe, reliable, high quality water and wastewater services to the residents.
- Initiated the City's first Construction Manager at Risk contract for a major project at the wastewater treatment plant.
- Initiated the City's first laser, computer aided pavement assessment over all residential streets.
- Improved our month over month Capital Improvement Program tracking protocol.

## Goals & Objectives

- Utilize infrastructure and facilities problem reporting protocol to more accurately track and document action taken to resolve issue (Council Goal #1)
- Continue to evaluate and improve our water and wastewater treatment processes to create opportunities so that the Utility can continue to improve our treatment processes. (Council Goal #1)
- Continue to upgrade sanitation collection equipment to provide safer and more efficient resources. (Council Goals #1 and #5)
- Maintain strong departmental focus on improving effectiveness and promoting public awareness (Council Goal #4)

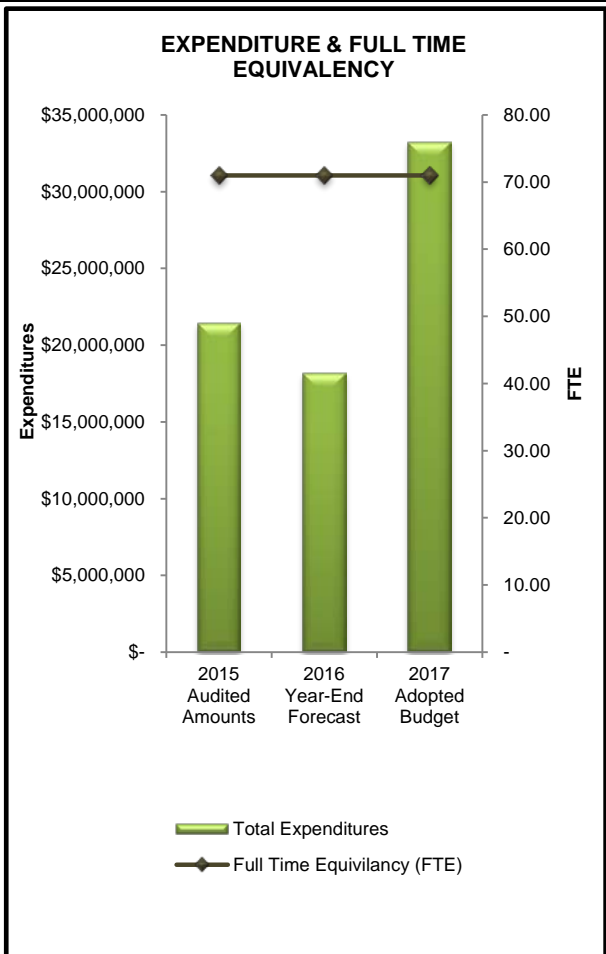
## Activity Measures

| Category/Measure                       | Council Goal | 2014   | 2015   | 2016 Forecast | 2017 Forecast |
|--|--------------|--------|--------|---------------|---------------|
| Water Distribution System (# of Miles) | #1           | 127    | 127    | 127           | 127           |
| Sewer Collection System (# of Miles)   | #1           | 101    | 101    | 101           | 101           |
| Storm Drainage System (# of Miles)     | #1           | 23     | 23     | 23            | 23            |
| Roadway Network (# of Miles)           | #1           | 105    | 105    | 105           | 105           |
| Waste Hauled to Landfill (Tons)        | #5           | 14,500 | 14,500 | 15,000        | 15,000        |
| Waste Hauled to Recycling (Tons)       | #5           | 1,587  | 1,587  | 1,770         | 1,800         |

## Public Works

| 2017 BUDGET SUMMARY BY FUND |                   |              |
|-----------------------------|-------------------|--------------|
| Fund(s)                     | Budget            | FTE          |
| General Fund                | \$ 2,534,832      | 14.40        |
| Conservation Trust Fund     | -                 | -            |
| CDBG Fund                   | 205,347           | -            |
| Capital Projects Fund       | 5,161,714         | -            |
| Water & Wastewater Fund     | 21,854,413        | 45.40        |
| Stormwater Fund             | 1,633,509         | 1.00         |
| Sanitation Fund             | 1,832,721         | 10.20        |
| <b>Total</b>                | <b>33,222,536</b> | <b>71.00</b> |

| 2017 BUDGET SUMMARY BY DIVISION |                   |              |
|---------------------------------|-------------------|--------------|
| Division/Program(s)             | Budget            | FTE          |
| Administration/Operations       | \$ 424,739        | 2.00         |
| Facilities                      | 431,662           | 3.00         |
| Fleet                           | 507,329           | 4.00         |
| Streets                         | 820,091           | 8.00         |
| Engineering                     | 1,757,391         | 5.00         |
| Water Operations                | 1,275,263         | 6.50         |
| Lab Operations                  | 546,182           | 4.00         |
| Electrical & Mechanical         | 631,292           | 5.00         |
| Distribution & Collection       | 1,173,396         | 9.00         |
| Water Resources Operations      | 2,988,825         | 6.00         |
| Wastewater Operations           | 1,776,355         | 6.50         |
| Industrial Pre-Treatment        | 91,180            | 1.00         |
| Stormwater Operations           | 118,509           | 1.00         |
| Sanitation Operations           | 1,662,792         | 10.00        |
| Capital Improvement Projects    | 19,017,530        | -            |
| <b>Total</b>                    | <b>33,222,536</b> | <b>71.00</b> |



| EXPENDITURE SUMMARY                         |                            |                           |                              |                           |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
| <b>Staff - Full Time Equivalency (FTE)*</b> | 71.00                      | 71.00                     | 71.00                        | 71.00                     |
| <b>Expenditures:</b>                        |                            |                           |                              |                           |
| Personnel                                   | \$ 5,408,084               | \$ 5,520,285              | \$ 5,559,167                 | \$ 5,782,395              |
| Purchased Services                          | 2,082,576                  | 1,824,950                 | 1,930,233                    | 1,939,950                 |
| Supplies/Non-Capital Equipment              | 3,178,348                  | 3,222,711                 | 3,109,208                    | 3,388,411                 |
| Capital Outlay                              | 10,746,500                 | 18,862,288                | 7,568,833                    | 22,079,530                |
| Miscellaneous                               | 21,178                     | 31,500                    | 34,850                       | 32,250                    |
| <b>Total Expenditures</b>                   | <b>\$ 21,436,686</b>       | <b>\$ 29,461,734</b>      | <b>\$ 18,202,291</b>         | <b>\$ 33,222,536</b>      |

**2017 BUDGET PACKAGES**

|  | <b>Amount</b>       |
|--|---------------------|
| 1. Personnel Market Adjustment   | \$ 84,422           |
| 2. Personnel Merit Allowance   | 57,752              |
| 3. Capital - Streets Maintenance - Sign Truck  | 73,000              |
| 4. Property Services - Engineering - Traffic Signal Maintenance                        | 43,000              |
| 5. Capital - Water Ops - Aluminum Sulfate Tanks  | 30,000              |
| 6. Capital - Wastewater Ops - Amiad Filter   | 8,000               |
| 7. Property Services - Wastewater Ops - Biosolids Removal Program                      | 8,000               |
| 8. Operating Supplies - Wastewater Ops - Bioxide Solution                              | 100,000             |
| 9. Capital - Water Ops - Booster Station VFD   | 25,000              |
| 10. Property Services - Distribution and Collection- Emergency Contracting             | 80,000              |
| 11. Capital - Water Ops - Flocculator Knife Gates                                      | 25,000              |
| 12. Property Services - Electrical/Mechanical - Lift Station Maintenance               | 14,000              |
| 13. Professional Services - Engineering - On-Call Engineering Services                 | 15,000              |
| 14. Capital - Wastewater Ops - RAS Pump  | 25,000              |
| 15. Capital - Electrical/Mechanical - Skid Steer Loader                                | 68,000              |
| 16. Capital - Engineering - Replacement Unit #736 - Small Pickup Truck                 | 35,000              |
| 17. Operating Supplies - Wastewater Ops - Ultra Violet Lamp & Seal Replacement         | 35,000              |
| 18. General Services - Water Resource Ops - SPWRAP Membership Fees                     | 14,000              |
| 19. Professional Services - Water Resource Ops - Legal & Engineering Services          | 100,000             |
| 20. Property Services - Water Resource Ops - Increased Assessments for Water Rights    | 11,000              |
| 21. Capital - Sanitation - Replacement Unit #133 Automated Sanitation Collection Truck | 273,000             |
| 22. Capital - Sanitation - Front Loading Sanitation Truck                              | 250,000             |
| 23. Property Services - Sanitation - Trash Recycling                                   | 30,000              |
|  | <b>\$ 1,404,174</b> |

# Expenditure Detail

## Public Works Department - All Funds

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 4,069,830                  | 4,187,996                 | 4,193,616                    | 4,327,943                 |
| Overtime                                    | 127,640                    | 79,000                    | 85,500                       | 80,000                    |
| Allowances                                  | 29,436                     | 28,392                    | 33,266                       | 27,528                    |
| Medicare                                    | 50,458                     | 59,830                    | 50,860                       | 61,857                    |
| Workers Compensation                        | 132,572                    | 109,818                   | 117,215                      | 113,725                   |
| Retirement Contributions                    | 364,130                    | 374,344                   | 368,273                      | 386,767                   |
| Medical Benefits                            | 611,900                    | 643,903                   | 685,034                      | 746,330                   |
| Life/Disability Benefits                    | 22,118                     | 37,002                    | 25,403                       | 38,245                    |
| <b>Total Personnel</b>                      | <b>5,408,084</b>           | <b>5,520,285</b>          | <b>5,559,167</b>             | <b>5,782,395</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 354,943                    | 312,650                   | 313,041                      | 185,350                   |
| Technical Services                          | 153,113                    | 96,300                    | 101,525                      | 94,100                    |
| General Services                            | 54,020                     | 84,800                    | 84,800                       | 97,200                    |
| Property Services                           | 1,431,415                  | 1,234,550                 | 1,285,950                    | 1,421,900                 |
| Repair/Maintenance Services                 | (90)                       | -                         | 32,500                       | 32,500                    |
| Communication Services                      | 56,078                     | 52,100                    | 54,522                       | 49,100                    |
| Training/Registration                       | 9,787                      | 16,250                    | 16,395                       | 15,500                    |
| Mileage/Travel                              | 724                        | 200                       | 400                          | 200                       |
| Rentals/Leases                              | 22,586                     | 28,100                    | 41,100                       | 44,100                    |
| <b>Total Purchased Services</b>             | <b>2,082,576</b>           | <b>1,824,950</b>          | <b>1,930,233</b>             | <b>1,939,950</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 20,555                     | 14,000                    | 15,500                       | 15,000                    |
| Technology Supplies                         | 1,067                      | 3,000                     | 3,000                        | 3,000                     |
| Operating Supplies                          | 1,219,637                  | 939,500                   | 940,260                      | 995,500                   |
| Chemicals/Compounds                         | 327,075                    | 250,000                   | 250,000                      | 350,000                   |
| Maintenance Supplies                        | (15,097)                   | -                         | -                            | -                         |
| Inventory Supplies                          | 75,087                     | 75,000                    | 75,000                       | 75,000                    |
| Uniforms/Clothing                           | 18,809                     | 19,100                    | 19,825                       | 19,100                    |
| Non-Capital Equipment                       | 82                         | -                         | -                            | -                         |
| Gas/Electricity                             | 1,437,729                  | 1,714,063                 | 1,640,357                    | 1,721,211                 |
| Motor Vehicle Fuels                         | 93,404                     | 208,048                   | 165,266                      | 209,600                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>3,178,348</b>           | <b>3,222,711</b>          | <b>3,109,208</b>             | <b>3,388,411</b>          |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Property/Rights                             | 1,919,950                  | -                         | -                            | 2,250,000                 |
| Capital Equipment                           | 1,688,715                  | 1,341,000                 | 1,338,135                    | 812,000                   |
| Capital Improvement Projects                | 7,137,835                  | 17,521,288                | 6,230,698                    | 19,017,530                |
| <b>Total Capital Outlay</b>                 | <b>10,746,500</b>          | <b>18,862,288</b>         | <b>7,568,833</b>             | <b>22,079,530</b>         |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 3,559                      | 6,500                     | 9,850                        | 7,250                     |
| Community Incentive                         | 17,619                     | 25,000                    | 25,000                       | 25,000                    |
| <b>Total Other Expenditures</b>             | <b>21,178</b>              | <b>31,500</b>             | <b>34,850</b>                | <b>32,250</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 21,436,686</b>       | <b>\$ 29,461,734</b>      | <b>\$ 18,202,291</b>         | <b>\$ 33,222,536</b>      |

# Expenditure Detail

## Public Works Department - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 843,560                    | 837,117                   | 865,567                      | 870,470                   |
| Seasonal/Temporary Wages                    | -                          | -                         | -                            | -                         |
| Overtime                                    | 44,152                     | 18,000                    | 18,000                       | 19,000                    |
| Allowances                                  | 6,962                      | 6,690                     | 7,652                        | 5,484                     |
| Medicare                                    | 9,640                      | 11,855                    | 9,783                        | 12,323                    |
| Workers Compensation                        | 30,360                     | 23,625                    | 28,178                       | 24,644                    |
| Retirement Contributions                    | 74,271                     | 74,572                    | 75,659                       | 79,313                    |
| Medical Benefits                            | 157,965                    | 146,797                   | 177,322                      | 178,225                   |
| Life/Disability Benefits                    | 4,520                      | 7,316                     | 5,384                        | 7,607                     |
| <b>Total Personnel</b>                      | <b>1,171,430</b>           | <b>1,125,972</b>          | <b>1,187,545</b>             | <b>1,197,066</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 31,092                     | 25,900                    | 25,900                       | 25,900                    |
| Technical Services                          | 10,845                     | 10,300                    | 15,525                       | 15,600                    |
| Property Services                           | 200,012                    | 151,200                   | 183,200                      | 196,200                   |
| Repair/Maintenance Services                 | (234,455)                  | (175,000)                 | (175,000)                    | (175,000)                 |
| Communication Services                      | 18,316                     | 13,850                    | 13,850                       | 13,850                    |
| Training/Registration                       | 1,365                      | 4,000                     | 4,000                        | 4,000                     |
| Mileage/Travel                              | 73                         | -                         | -                            | -                         |
| Rentals/Leases                              | 2,823                      | 2,000                     | 16,500                       | 19,500                    |
| <b>Total Purchased Services</b>             | <b>30,071</b>              | <b>32,250</b>             | <b>83,975</b>                | <b>100,050</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 11,400                     | 5,000                     | 6,500                        | 6,000                     |
| Technology Supplies                         | 1,067                      | 2,500                     | 2,500                        | 2,500                     |
| Operating Supplies                          | 453,820                    | 287,500                   | 287,600                      | 302,500                   |
| Uniforms/Clothing                           | 6,229                      | 5,000                     | 5,000                        | 5,000                     |
| Gas/Electricity                             | 719,441                    | 803,574                   | 768,553                      | 805,816                   |
| Motor Vehicle Fuels                         | (6,220)                    | 40,348                    | 31,005                       | 41,900                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>1,185,737</b>           | <b>1,143,922</b>          | <b>1,101,158</b>             | <b>1,163,716</b>          |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 357,652                    | 54,000                    | 54,000                       | 73,000                    |
| <b>Total Capital Outlay</b>                 | <b>357,652</b>             | <b>54,000</b>             | <b>54,000</b>                | <b>73,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 250                        | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>250</b>                 | <b>1,000</b>              | <b>1,000</b>                 | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 2,745,140</b>        | <b>\$ 2,357,144</b>       | <b>\$ 2,427,678</b>          | <b>\$ 2,534,832</b>       |

# Expenditure Detail

## Administration/Operations Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 60,226                     | 59,291                    | 62,214                       | 61,873                    |
| Medicare                                    | 609                        | 860                       | 637                          | 898                       |
| Workers Compensation                        | 86                         | 101                       | 88                           | 105                       |
| Retirement Contributions                    | 5,594                      | 5,512                     | 5,773                        | 5,753                     |
| Medical Benefits                            | 7,237                      | 7,571                     | 8,238                        | 8,279                     |
| Life/Disability Benefits                    | 321                        | 538                       | 394                          | 562                       |
| <b>Total Personnel</b>                      | <b>74,073</b>              | <b>73,873</b>             | <b>77,344</b>                | <b>77,470</b>             |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 7                          | -                         | -                            | -                         |
| Property Services                           | 146                        | 200                       | 200                          | 200                       |
| <b>Total Purchased Services</b>             | <b>153</b>                 | <b>200</b>                | <b>200</b>                   | <b>200</b>                |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 10,595                     | 5,000                     | 6,500                        | 6,000                     |
| Operating Supplies                          | 119                        | -                         | 100                          | -                         |
| Gas/Electricity                             | 122,966                    | 130,000                   | 129,681                      | 135,000                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>133,680</b>             | <b>135,000</b>            | <b>136,281</b>               | <b>141,000</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 500                       | 500                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>500</b>                | <b>500</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 207,906</b>          | <b>\$ 209,573</b>         | <b>\$ 214,325</b>            | <b>\$ 219,170</b>         |

# Expenditure Detail

## Facilities Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 124,061                    | 121,781                   | 123,416                      | 123,267                   |
| Overtime                                    | 4,148                      | 3,000                     | 3,000                        | 3,500                     |
| Allowances                                  | 1,393                      | 810                       | 1,516                        | 1,212                     |
| Medicare                                    | 1,242                      | 1,662                     | 1,209                        | 1,689                     |
| Workers Compensation                        | 4,430                      | 4,249                     | 4,631                        | 4,319                     |
| Retirement Contributions                    | 11,439                     | 11,377                    | 11,354                       | 11,527                    |
| Medical Benefits                            | 18,128                     | 17,966                    | 22,333                       | 22,397                    |
| Life/Disability Benefits                    | 641                        | 1,033                     | 753                          | 1,045                     |
| <b>Total Personnel</b>                      | <b>165,482</b>             | <b>161,878</b>            | <b>168,212</b>               | <b>168,956</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 190                        | 200                       | 200                          | 200                       |
| Property Services                           | 29,966                     | 23,000                    | 55,000                       | 25,000                    |
| Communication Services                      | 1,912                      | 1,850                     | 1,850                        | 1,850                     |
| Rentals/Leases                              | 2,223                      | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Purchased Services</b>             | <b>34,291</b>              | <b>26,050</b>             | <b>58,050</b>                | <b>28,050</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 54,346                     | 35,000                    | 35,000                       | 40,000                    |
| Uniforms/Clothing                           | 1,003                      | 1,000                     | 1,000                        | 1,000                     |
| Motor Vehicle Fuels                         | 3,267                      | 4,848                     | 5,825                        | 5,900                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>58,616</b>              | <b>40,848</b>             | <b>41,825</b>                | <b>46,900</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 258,389</b>          | <b>\$ 228,776</b>         | <b>\$ 268,087</b>            | <b>\$ 243,906</b>         |

# Expenditure Detail

## Fleet Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 239,577                    | 236,952                   | 247,184                      | 242,358                   |
| Overtime                                    | 4,441                      | 3,000                     | 3,000                        | 3,500                     |
| Allowances                                  | 2,357                      | 2,424                     | 2,323                        | 816                       |
| Medicare                                    | 2,642                      | 3,296                     | 2,736                        | 3,352                     |
| Workers Compensation                        | 4,297                      | 3,537                     | 4,297                        | 3,565                     |
| Retirement Contributions                    | 21,343                     | 21,508                    | 21,389                       | 23,036                    |
| Medical Benefits                            | 55,010                     | 41,190                    | 60,313                       | 60,930                    |
| Life/Disability Benefits                    | 1,268                      | 2,023                     | 1,482                        | 2,072                     |
| <b>Total Personnel</b>                      | <b>330,935</b>             | <b>313,930</b>            | <b>342,724</b>               | <b>339,629</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 255                        | 200                       | 200                          | 200                       |
| Technical Services                          | 10,845                     | 5,000                     | 5,000                        | 5,000                     |
| Property Services                           | 100,196                    | 36,000                    | 36,000                       | 36,000                    |
| Repair/Maintenance Services                 | (234,455)                  | (175,000)                 | (175,000)                    | (175,000)                 |
| Communication Services                      | 1,457                      | 1,500                     | 1,500                        | 1,500                     |
| Training/Registration                       | -                          | 1,000                     | 1,000                        | 1,000                     |
| Rentals/Leases                              | 556                        | 500                       | 500                          | 500                       |
| <b>Total Purchased Services</b>             | <b>(121,146)</b>           | <b>(130,800)</b>          | <b>(130,800)</b>             | <b>(130,800)</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 112,451                    | 90,000                    | 90,000                       | 90,000                    |
| Uniforms/Clothing                           | 1,164                      | 1,000                     | 1,000                        | 1,000                     |
| Motor Vehicle Fuels                         | (29,829)                   | -                         | -                            | -                         |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>84,591</b>              | <b>91,000</b>             | <b>91,000</b>                | <b>91,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 294,380</b>          | <b>\$ 274,130</b>         | <b>\$ 302,924</b>            | <b>\$ 299,829</b>         |



# Expenditure Detail

## Streets Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 322,163                    | 312,250                   | 326,559                      | 330,433                   |
| Overtime                                    | 35,179                     | 12,000                    | 12,000                       | 12,000                    |
| Allowances                                  | 2,771                      | 2,856                     | 3,216                        | 2,856                     |
| Medicare                                    | 3,738                      | 4,479                     | 3,677                        | 4,743                     |
| Workers Compensation                        | 20,427                     | 14,328                    | 17,645                       | 15,170                    |
| Retirement Contributions                    | 28,092                     | 27,627                    | 28,647                       | 29,994                    |
| Medical Benefits                            | 70,438                     | 73,726                    | 79,467                       | 79,678                    |
| Life/Disability Benefits                    | 1,743                      | 2,762                     | 2,068                        | 2,917                     |
| <b>Total Personnel</b>                      | <b>484,551</b>             | <b>450,028</b>            | <b>473,279</b>               | <b>477,791</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 420                        | 500                       | 500                          | 500                       |
| Technical Services                          | -                          | -                         | 5,225                        | 5,300                     |
| Property Services                           | 13,370                     | 20,000                    | 20,000                       | 20,000                    |
| Communication Services                      | 5,964                      | 3,500                     | 3,500                        | 3,500                     |
| Training/Registration                       | 1,090                      | 1,000                     | 1,000                        | 1,000                     |
| Mileage/Travel                              | 9                          | -                         | -                            | -                         |
| Rentals/Leases                              | 44                         | 500                       | 15,000                       | 18,000                    |
| <b>Total Purchased Services</b>             | <b>20,897</b>              | <b>25,500</b>             | <b>45,225</b>                | <b>48,300</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 283,700                    | 160,000                   | 160,000                      | 170,000                   |
| Uniforms/Clothing                           | 4,062                      | 3,000                     | 3,000                        | 3,000                     |
| Motor Vehicle Fuels                         | 18,265                     | 33,000                    | 22,275                       | 33,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>306,027</b>             | <b>196,000</b>            | <b>185,275</b>               | <b>206,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 357,652                    | 54,000                    | 54,000                       | 73,000                    |
| <b>Total Capital Outlay</b>                 | <b>357,652</b>             | <b>54,000</b>             | <b>54,000</b>                | <b>73,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 1,169,127</b>        | <b>\$ 725,528</b>         | <b>\$ 757,779</b>            | <b>\$ 805,091</b>         |

# Expenditure Detail

## Engineering Division - General Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 97,533                     | 106,843                   | 106,194                      | 112,539                   |
| Overtime                                    | 384                        | -                         | -                            | -                         |
| Allowances                                  | 441                        | 600                       | 597                          | 600                       |
| Medicare                                    | 1,409                      | 1,558                     | 1,524                        | 1,641                     |
| Workers Compensation                        | 1,120                      | 1,410                     | 1,517                        | 1,485                     |
| Retirement Contributions                    | 7,803                      | 8,548                     | 8,496                        | 9,003                     |
| Medical Benefits                            | 7,152                      | 6,344                     | 6,971                        | 6,941                     |
| Life/Disability Benefits                    | 547                        | 960                       | 687                          | 1,011                     |
| <b>Total Personnel</b>                      | <b>116,389</b>             | <b>126,263</b>            | <b>125,986</b>               | <b>133,220</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 30,220                     | 25,000                    | 25,000                       | 25,000                    |
| Technical Services                          | -                          | 5,300                     | 5,300                        | 5,300                     |
| Property Services                           | 56,334                     | 72,000                    | 72,000                       | 115,000                   |
| Communication Services                      | 8,983                      | 7,000                     | 7,000                        | 7,000                     |
| Training/Registration                       | 275                        | 2,000                     | 2,000                        | 2,000                     |
| Mileage/Travel                              | 64                         | -                         | -                            | -                         |
| <b>Total Purchased Services</b>             | <b>95,876</b>              | <b>111,300</b>            | <b>111,300</b>               | <b>154,300</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Technology Supplies                         | 1,067                      | 2,500                     | 2,500                        | 2,500                     |
| Operating Supplies                          | 3,204                      | 2,500                     | 2,500                        | 2,500                     |
| Gas/Electricity                             | 596,475                    | 673,574                   | 638,872                      | 670,816                   |
| Motor Vehicle Fuels                         | 2,077                      | 2,500                     | 2,905                        | 3,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>602,823</b>             | <b>681,074</b>            | <b>646,777</b>               | <b>678,816</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 250                        | 500                       | 500                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>250</b>                 | <b>500</b>                | <b>500</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 815,338</b>          | <b>\$ 919,137</b>         | <b>\$ 884,563</b>            | <b>\$ 966,836</b>         |

## Expenditure Detail

### Public Works Department - CDBG Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | -                          | 205,347                   | -                            | 205,347                   |
| <b>Total Capital Outlay</b>  | -                          | <b>205,347</b>            | -                            | <b>205,347</b>            |
| <b>Total Expenditures</b>    | <b>\$ -</b>                | <b>\$ 205,347</b>         | <b>\$ -</b>                  | <b>\$ 205,347</b>         |

## Expenditure Detail

### Capital Improvement Projects Division - CDBG Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | -                          | 205,347                   | -                            | 205,347                   |
| <b>Total Capital Outlay</b>  | -                          | <b>205,347</b>            | -                            | <b>205,347</b>            |
| <b>Total Expenditures</b>    | <b>\$ -</b>                | <b>\$ 205,347</b>         | <b>\$ -</b>                  | <b>\$ 205,347</b>         |

## Expenditure Detail

### Public Works Department - Capital Projects Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 5,693,676                  | 5,951,116                 | 3,611,405                    | 5,161,714                 |
| <b>Total Capital Outlay</b>  | <b>5,693,676</b>           | <b>5,951,116</b>          | <b>3,611,405</b>             | <b>5,161,714</b>          |
| <b>Total Expenditures</b>    | <b>\$ 5,693,676</b>        | <b>\$ 5,951,116</b>       | <b>\$ 3,611,405</b>          | <b>\$ 5,161,714</b>       |

## Expenditure Detail

### Capital Improvement Projects Division - Capital Projects Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 5,693,676                  | 5,951,116                 | 3,611,405                    | 5,161,714                 |
| <b>Total Capital Outlay</b>  | <b>5,693,676</b>           | <b>5,951,116</b>          | <b>3,611,405</b>             | <b>5,161,714</b>          |
| <b>Total Expenditures</b>    | <b>\$ 5,693,676</b>        | <b>\$ 5,951,116</b>       | <b>\$ 3,611,405</b>          | <b>\$ 5,161,714</b>       |

# Expenditure Detail

## Public Works Department - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 2,673,620                  | 2,800,181                 | 2,774,322                    | 2,891,670                 |
| Overtime                                    | 55,655                     | 43,000                    | 49,500                       | 43,000                    |
| Allowances                                  | 19,299                     | 18,438                    | 21,928                       | 18,780                    |
| Medicare                                    | 32,943                     | 39,941                    | 33,319                       | 41,281                    |
| Workers Compensation                        | 74,768                     | 60,914                    | 63,445                       | 63,363                    |
| Retirement Contributions                    | 235,600                    | 245,633                   | 238,256                      | 251,876                   |
| Medical Benefits                            | 353,056                    | 391,569                   | 396,263                      | 457,498                   |
| Life/Disability Benefits                    | 14,484                     | 24,721                    | 16,349                       | 25,532                    |
| <b>Total Personnel</b>                      | <b>3,459,425</b>           | <b>3,624,397</b>          | <b>3,593,382</b>             | <b>3,793,000</b>          |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 275,197                    | 286,250                   | 286,446                      | 158,750                   |
| Technical Services                          | 142,268                    | 86,000                    | 86,000                       | 78,500                    |
| General Services                            | 53,210                     | 83,600                    | 83,600                       | 96,000                    |
| Property Services                           | 1,046,380                  | 848,350                   | 847,750                      | 960,700                   |
| Repair/Maintenance Services                 | 84,883                     | 75,500                    | 75,500                       | 75,500                    |
| Communication Services                      | 25,073                     | 28,700                    | 28,922                       | 25,700                    |
| Training/Registration                       | 8,029                      | 10,500                    | 10,645                       | 10,500                    |
| Mileage/Travel                              | 178                        | 200                       | 400                          | 200                       |
| Rentals/Leases                              | 11,854                     | 16,800                    | 15,300                       | 15,300                    |
| <b>Total Purchased Services</b>             | <b>1,647,072</b>           | <b>1,435,900</b>          | <b>1,434,563</b>             | <b>1,421,150</b>          |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 8,198                      | 8,000                     | 8,000                        | 8,000                     |
| Technology Supplies                         | -                          | 500                       | 500                          | 500                       |
| Operating Supplies                          | 739,031                    | 626,000                   | 626,660                      | 667,000                   |
| Chemicals/Compounds                         | 327,075                    | 250,000                   | 250,000                      | 350,000                   |
| Maintenance Supplies                        | (15,097)                   | -                         | -                            | -                         |
| Uniforms/Clothing                           | 10,259                     | 11,100                    | 11,825                       | 11,100                    |
| Non-Capital Equipment                       | 82                         | -                         | -                            | -                         |
| Gas/Electricity                             | 711,678                    | 899,590                   | 861,422                      | 904,494                   |
| Motor Vehicle Fuels                         | 30,582                     | 52,700                    | 40,111                       | 52,700                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>1,811,808</b>           | <b>1,847,890</b>          | <b>1,798,518</b>             | <b>1,993,794</b>          |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Property/Rights                             | 1,919,950                  | -                         | -                            | 2,250,000                 |
| Capital Equipment                           | 793,428                    | 684,000                   | 681,135                      | 216,000                   |
| Capital Improvement Projects                | 1,431,490                  | 11,164,825                | 2,619,293                    | 12,150,469                |
| <b>Total Capital Outlay</b>                 | <b>4,144,868</b>           | <b>11,848,825</b>         | <b>3,300,428</b>             | <b>14,616,469</b>         |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 2,257                      | 4,250                     | 5,600                        | 5,000                     |
| Community Incentive                         | 17,619                     | 25,000                    | 25,000                       | 25,000                    |
| <b>Total Other Expenditures</b>             | <b>19,876</b>              | <b>29,250</b>             | <b>30,600</b>                | <b>30,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 11,083,049</b>       | <b>\$ 18,786,262</b>      | <b>\$ 10,157,491</b>         | <b>\$ 21,854,413</b>      |

## Expenditure Detail

### Administration/Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 120,452                    | 118,582                   | 124,428                      | 123,746                   |
| Medicare                                    | 1,218                      | 1,720                     | 1,274                        | 1,796                     |
| Workers Compensation                        | 211                        | 202                       | 175                          | 210                       |
| Retirement Contributions                    | 11,188                     | 11,024                    | 11,546                       | 11,506                    |
| Medical Benefits                            | 14,474                     | 15,142                    | 16,476                       | 16,558                    |
| Life/Disability Benefits                    | 662                        | 1,076                     | 788                          | 1,124                     |
| <b>Total Personnel</b>                      | <b>148,205</b>             | <b>147,746</b>            | <b>154,687</b>               | <b>154,940</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | (40)                       | -                         | -                            | -                         |
| Property Services                           | 292                        | 200                       | 250                          | 200                       |
| Communication Services                      | 627                        | -                         | -                            | -                         |
| Training/Registration                       | 366                        | 1,500                     | 1,500                        | 1,500                     |
| Rentals/Leases                              | 3,241                      | 2,000                     | 2,000                        | 2,000                     |
| <b>Total Purchased Services</b>             | <b>4,486</b>               | <b>3,700</b>              | <b>3,750</b>                 | <b>3,700</b>              |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 8,198                      | 8,000                     | 8,000                        | 8,000                     |
| Operating Supplies                          | (1,813)                    | -                         | 660                          | -                         |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>6,385</b>               | <b>8,000</b>              | <b>8,660</b>                 | <b>8,000</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>1,000</b>              | <b>1,000</b>                 | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 159,076</b>          | <b>\$ 160,446</b>         | <b>\$ 168,097</b>            | <b>\$ 167,640</b>         |



# Expenditure Detail

## Facilities Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 124,061                    | 121,781                   | 123,416                      | 123,267                   |
| Overtime                                    | 4,148                      | 3,000                     | 3,000                        | 3,000                     |
| Allowances                                  | 1,393                      | 810                       | 1,516                        | 1,212                     |
| Medicare                                    | 1,242                      | 1,662                     | 1,209                        | 1,689                     |
| Workers Compensation                        | 4,303                      | 4,249                     | 4,630                        | 4,319                     |
| Retirement Contributions                    | 11,439                     | 11,377                    | 11,354                       | 11,527                    |
| Medical Benefits                            | 18,128                     | 17,966                    | 22,333                       | 22,397                    |
| Life/Disability Benefits                    | 641                        | 1,033                     | 753                          | 1,045                     |
| <b>Total Personnel</b>                      | <b>165,355</b>             | <b>161,878</b>            | <b>168,211</b>               | <b>168,456</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Property Services                           | 12,521                     | 12,000                    | 12,000                       | 12,000                    |
| Communication Services                      | 2,505                      | 1,800                     | 1,800                        | 1,800                     |
| Rentals/Leases                              | -                          | 500                       | 500                          | 500                       |
| <b>Total Purchased Services</b>             | <b>15,026</b>              | <b>14,300</b>             | <b>14,300</b>                | <b>14,300</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 9,510                      | 5,000                     | 5,000                        | 5,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>9,510</b>               | <b>5,000</b>              | <b>5,000</b>                 | <b>5,000</b>              |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | 45,000                    | 45,000                       | -                         |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>45,000</b>             | <b>45,000</b>                | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 189,891</b>          | <b>\$ 226,178</b>         | <b>\$ 232,511</b>            | <b>\$ 187,756</b>         |

## Expenditure Detail

### Fleet Division - Water & Wastewater Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Repair/Maintenance Services     | 84,883                     | 75,500                    | 75,500                       | 75,500                    |
| <b>Total Purchased Services</b> | <b>84,883</b>              | <b>75,500</b>             | <b>75,500</b>                | <b>75,500</b>             |
| <b>Total Expenditures</b>       | <b>\$ 84,883</b>           | <b>\$ 75,500</b>          | <b>\$ 75,500</b>             | <b>\$ 75,500</b>          |

## Expenditure Detail

### Engineering Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 352,009                    | 414,179                   | 455,287                      | 541,365                   |
| Overtime                                    | 384                        | -                         | 1,000                        | -                         |
| Allowances                                  | 441                        | 600                       | 873                          | 1,416                     |
| Medicare                                    | 4,878                      | 6,016                     | 6,241                        | 7,875                     |
| Workers Compensation                        | 4,921                      | 5,446                     | 6,907                        | 8,251                     |
| Retirement Contributions                    | 28,655                     | 33,778                    | 37,685                       | 45,733                    |
| Medical Benefits                            | 53,330                     | 62,515                    | 83,236                       | 96,524                    |
| Life/Disability Benefits                    | 1,970                      | 3,742                     | 3,006                        | 4,891                     |
| <b>Total Personnel</b>                      | <b>446,588</b>             | <b>526,276</b>            | <b>594,235</b>               | <b>706,055</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 32,280                     | 25,000                    | 25,000                       | 40,000                    |
| Technical Services                          | -                          | 1,000                     | 1,000                        | 1,000                     |
| Communication Services                      | 1,102                      | 1,000                     | 1,012                        | 1,000                     |
| Training/Registration                       | 200                        | 1,000                     | 1,000                        | 1,000                     |
| Rentals/Leases                              | 1,187                      | 2,500                     | 2,500                        | 2,500                     |
| <b>Total Purchased Services</b>             | <b>34,769</b>              | <b>30,500</b>             | <b>30,512</b>                | <b>45,500</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 2,574                      | 2,000                     | 2,000                        | 2,000                     |
| Motor Vehicle Fuels                         | 1,729                      | 1,500                     | 2,793                        | 1,500                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,303</b>               | <b>3,500</b>              | <b>4,793</b>                 | <b>3,500</b>              |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | -                         | -                            | 35,000                    |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>-</b>                  | <b>-</b>                     | <b>35,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 179                        | 500                       | 500                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>179</b>                 | <b>500</b>                | <b>500</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 485,839</b>          | <b>\$ 560,776</b>         | <b>\$ 630,040</b>            | <b>\$ 790,555</b>         |

# Expenditure Detail

## Water Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 470,429                    | 468,511                   | 454,938                      | 557,152                   |
| Overtime                                    | 11,027                     | 8,000                     | 8,000                        | 8,000                     |
| Allowances                                  | 5,280                      | 5,256                     | 6,548                        | 4,464                     |
| Medicare                                    | 6,190                      | 6,827                     | 5,830                        | 8,101                     |
| Workers Compensation                        | 12,611                     | 10,885                    | 12,500                       | 13,195                    |
| Retirement Contributions                    | 41,985                     | 41,212                    | 40,411                       | 48,473                    |
| Medical Benefits                            | 58,125                     | 63,119                    | 69,565                       | 90,999                    |
| Life/Disability Benefits                    | 2,544                      | 4,192                     | 3,006                        | 4,989                     |
| <b>Total Personnel</b>                      | <b>608,191</b>             | <b>608,002</b>            | <b>600,798</b>               | <b>735,373</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 329                        | 250                       | 250                          | 250                       |
| Technical Services                          | 17,765                     | 20,000                    | 20,000                       | 20,000                    |
| General Services                            | -                          | 6,600                     | 6,600                        | 9,000                     |
| Property Services                           | 12,682                     | 14,000                    | 14,000                       | 14,000                    |
| Communication Services                      | 7,308                      | 8,000                     | 8,000                        | 8,000                     |
| Training/Registration                       | 946                        | 1,500                     | 1,500                        | 1,500                     |
| Rentals/Leases                              | 529                        | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Purchased Services</b>             | <b>39,559</b>              | <b>51,350</b>             | <b>51,350</b>                | <b>53,750</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 188,754                    | 150,000                   | 150,000                      | 150,000                   |
| Maintenance Supplies                        | (15,097)                   | -                         | -                            | -                         |
| Uniforms/Clothing                           | 2,659                      | 2,000                     | 2,150                        | 2,000                     |
| Gas/Electricity                             | 216,931                    | 267,334                   | 239,276                      | 251,240                   |
| Motor Vehicle Fuels                         | 70                         | 1,900                     | 229                          | 1,900                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>393,317</b>             | <b>421,234</b>            | <b>391,655</b>               | <b>405,140</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 178,287                    | 177,000                   | 177,000                      | 80,000                    |
| <b>Total Capital Outlay</b>                 | <b>178,287</b>             | <b>177,000</b>            | <b>177,000</b>               | <b>80,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 297                        | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>297</b>                 | <b>1,000</b>              | <b>1,000</b>                 | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,219,651</b>        | <b>\$ 1,258,586</b>       | <b>\$ 1,221,803</b>          | <b>\$ 1,275,263</b>       |

# Expenditure Detail

## Lab Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 308,745                    | 320,958                   | 310,350                      | 332,426                   |
| Allowances                                  | 2,699                      | 2,832                     | 1,746                        | 1,632                     |
| Medicare                                    | 4,405                      | 4,695                     | 4,376                        | 4,843                     |
| Workers Compensation                        | 7,092                      | 6,409                     | 7,217                        | 6,631                     |
| Retirement Contributions                    | 27,567                     | 28,589                    | 27,724                       | 29,600                    |
| Medical Benefits                            | 31,028                     | 32,765                    | 40,560                       | 41,963                    |
| Life/Disability Benefits                    | 1,766                      | 2,884                     | 2,041                        | 2,987                     |
| <b>Total Personnel</b>                      | <b>383,302</b>             | <b>399,132</b>            | <b>394,014</b>               | <b>420,082</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | -                          | -                         | 7                            | -                         |
| Technical Services                          | 27,280                     | 20,000                    | 20,000                       | 20,000                    |
| General Services                            | 33,270                     | 55,000                    | 55,000                       | 51,000                    |
| Property Services                           | -                          | 1,500                     | 1,500                        | 1,500                     |
| Communication Services                      | 2,539                      | 2,400                     | 2,400                        | 2,400                     |
| Training/Registration                       | 2,492                      | 1,500                     | 1,500                        | 1,500                     |
| Mileage/Travel                              | 6                          | 100                       | 100                          | 100                       |
| Rentals/Leases                              | 744                        | 1,200                     | 1,200                        | 1,200                     |
| <b>Total Purchased Services</b>             | <b>66,331</b>              | <b>81,700</b>             | <b>81,707</b>                | <b>77,700</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 44,461                     | 46,000                    | 46,000                       | 45,000                    |
| Uniforms/Clothing                           | 1,637                      | 1,000                     | 1,575                        | 1,000                     |
| Non-Capital Equipment                       | 82                         | -                         | -                            | -                         |
| Motor Vehicle Fuels                         | 2,208                      | 1,900                     | 2,586                        | 1,900                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>48,388</b>              | <b>48,900</b>             | <b>50,161</b>                | <b>47,900</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 10,375                     | -                         | -                            | -                         |
| <b>Total Capital Outlay</b>                 | <b>10,375</b>              | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 388                        | 500                       | 700                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>388</b>                 | <b>500</b>                | <b>700</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 508,784</b>          | <b>\$ 530,232</b>         | <b>\$ 526,582</b>            | <b>\$ 546,182</b>         |

## Expenditure Detail

### Electrical & Mechanical Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 323,006                    | 318,860                   | 285,778                      | 313,036                   |
| Overtime                                    | 8,328                      | 8,000                     | 8,000                        | 8,000                     |
| Allowances                                  | 1,590                      | 1,224                     | 1,570                        | 1,632                     |
| Medicare                                    | 2,344                      | 4,350                     | 1,750                        | 4,274                     |
| Workers Compensation                        | 9,714                      | 7,519                     | 7,415                        | 7,382                     |
| Retirement Contributions                    | 29,503                     | 29,176                    | 25,370                       | 28,142                    |
| Medical Benefits                            | 34,610                     | 36,244                    | 30,520                       | 34,676                    |
| Life/Disability Benefits                    | 1,658                      | 2,698                     | 1,648                        | 2,650                     |
| <b>Total Personnel</b>                      | <b>410,753</b>             | <b>408,071</b>            | <b>362,051</b>               | <b>399,792</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 140                        | 500                       | 589                          | 500                       |
| Technical Services                          | -                          | 2,000                     | 2,000                        | 2,000                     |
| Property Services                           | 11,805                     | 41,000                    | 41,000                       | 55,000                    |
| Communication Services                      | 2,052                      | 2,500                     | 2,710                        | 2,500                     |
| Training/Registration                       | -                          | 500                       | 645                          | 500                       |
| Rentals/Leases                              | 58                         | 3,000                     | 3,000                        | 3,000                     |
| <b>Total Purchased Services</b>             | <b>14,055</b>              | <b>49,500</b>             | <b>49,944</b>                | <b>63,500</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 92,706                     | 83,000                    | 83,000                       | 90,000                    |
| Uniforms/Clothing                           | 987                        | 1,500                     | 1,500                        | 1,500                     |
| Motor Vehicle Fuels                         | 4,804                      | 8,500                     | 5,959                        | 8,500                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>98,497</b>              | <b>93,000</b>             | <b>90,459</b>                | <b>100,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 41,961                     | -                         | -                            | 68,000                    |
| <b>Total Capital Outlay</b>                 | <b>41,961</b>              | <b>-</b>                  | <b>-</b>                     | <b>68,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 565,266</b>          | <b>\$ 550,571</b>         | <b>\$ 502,454</b>            | <b>\$ 631,292</b>         |

# Expenditure Detail

## Distribution & Collection Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 458,021                    | 494,629                   | 413,543                      | 407,208                   |
| Overtime                                    | 23,556                     | 22,000                    | 22,000                       | 22,000                    |
| Allowances                                  | 5,295                      | 4,860                     | 7,155                        | 6,456                     |
| Medicare                                    | 5,950                      | 6,979                     | 5,218                        | 5,736                     |
| Workers Compensation                        | 17,304                     | 12,667                    | 13,426                       | 11,074                    |
| Retirement Contributions                    | 39,994                     | 43,216                    | 36,243                       | 35,384                    |
| Medical Benefits                            | 68,421                     | 82,638                    | 62,704                       | 56,406                    |
| Life/Disability Benefits                    | 2,434                      | 4,343                     | 2,610                        | 3,538                     |
| <b>Total Personnel</b>                      | <b>620,975</b>             | <b>671,332</b>            | <b>562,899</b>               | <b>547,802</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 762                        | 500                       | 500                          | 500                       |
| Technical Services                          | 33,475                     | 15,500                    | 15,500                       | 15,500                    |
| Property Services                           | 463,529                    | 120,000                   | 120,000                      | 200,000                   |
| Communication Services                      | 5,609                      | 5,000                     | 5,000                        | 5,000                     |
| Training/Registration                       | 1,005                      | 1,000                     | 1,000                        | 1,000                     |
| Rentals/Leases                              | 74                         | 3,000                     | 3,000                        | 3,000                     |
| <b>Total Purchased Services</b>             | <b>504,454</b>             | <b>145,000</b>            | <b>145,000</b>               | <b>225,000</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Technology Supplies                         | -                          | 500                       | 500                          | 500                       |
| Operating Supplies                          | 272,751                    | 275,000                   | 275,000                      | 275,000                   |
| Uniforms/Clothing                           | 2,928                      | 3,600                     | 3,600                        | 3,600                     |
| Gas/Electricity                             | 79,255                     | 84,445                    | 82,375                       | 86,494                    |
| Motor Vehicle Fuels                         | 19,303                     | 35,000                    | 25,537                       | 35,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>374,237</b>             | <b>398,545</b>            | <b>387,012</b>               | <b>400,594</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 562,805                    | 255,000                   | 255,000                      | -                         |
| <b>Total Capital Outlay</b>                 | <b>562,805</b>             | <b>255,000</b>            | <b>255,000</b>               | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 2,062,471</b>        | <b>\$ 1,469,877</b>       | <b>\$ 1,349,911</b>          | <b>\$ 1,173,396</b>       |

## Expenditure Detail

### Water Resources Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 181,211                    | 164,345                   | 161,900                      | 175,082                   |
| Overtime                                    | 1,284                      | -                         | -                            | -                         |
| Allowances                                  | 622                        | 408                       | 459                          | 384                       |
| Medicare                                    | 2,528                      | 2,389                     | 2,248                        | 2,544                     |
| Workers Compensation                        | 5,267                      | 4,373                     | 4,987                        | 4,662                     |
| Retirement Contributions                    | 16,867                     | 15,264                    | 15,021                       | 16,252                    |
| Medical Benefits                            | 28,293                     | 22,439                    | 29,367                       | 29,447                    |
| Life/Disability Benefits                    | 994                        | 1,481                     | 1,069                        | 1,576                     |
| <b>Total Personnel</b>                      | <b>237,066</b>             | <b>210,699</b>            | <b>215,051</b>               | <b>229,947</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 240,629                    | 250,000                   | 250,000                      | 100,000                   |
| General Services                            | -                          | 3,000                     | 3,000                        | 17,000                    |
| Property Services                           | 317,594                    | 340,000                   | 340,000                      | 351,000                   |
| Communication Services                      | 604                        | 4,000                     | 4,000                        | 1,000                     |
| Training/Registration                       | 420                        | 1,000                     | 1,000                        | 1,000                     |
| Mileage/Travel                              | 12                         | -                         | -                            | -                         |
| Rentals/Leases                              | 1,318                      | 1,000                     | 1,000                        | 1,000                     |
| <b>Total Purchased Services</b>             | <b>560,577</b>             | <b>599,000</b>            | <b>599,000</b>               | <b>471,000</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 10,722                     | 10,000                    | 10,000                       | 10,000                    |
| Uniforms/Clothing                           | 423                        | 500                       | 500                          | 500                       |
| Gas/Electricity                             | 989                        | 1,525                     | 1,312                        | 1,378                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>12,134</b>              | <b>12,025</b>             | <b>11,812</b>                | <b>11,878</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Property/Rights                             | 1,919,950                  | -                         | -                            | 2,250,000                 |
| <b>Total Capital Outlay</b>                 | <b>1,919,950</b>           | <b>-</b>                  | <b>-</b>                     | <b>2,250,000</b>          |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 1,343                      | 1,000                     | 1,400                        | 1,000                     |
| Community Incentive                         | 17,619                     | 25,000                    | 25,000                       | 25,000                    |
| <b>Total Other Expenditures</b>             | <b>18,962</b>              | <b>26,000</b>             | <b>26,400</b>                | <b>26,000</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 2,748,689</b>        | <b>\$ 847,724</b>         | <b>\$ 852,263</b>            | <b>\$ 2,988,825</b>       |



## Expenditure Detail

### Wastewater Operations Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 289,377                    | 327,505                   | 416,922                      | 266,650                   |
| Overtime                                    | 6,928                      | 2,000                     | 7,500                        | 2,000                     |
| Allowances                                  | 1,583                      | 2,040                     | 1,286                        | 1,176                     |
| Medicare                                    | 3,517                      | 4,560                     | 4,783                        | 3,667                     |
| Workers Compensation                        | 11,737                     | 7,880                     | 5,355                        | 6,333                     |
| Retirement Contributions                    | 24,715                     | 27,931                    | 30,681                       | 21,120                    |
| Medical Benefits                            | 40,927                     | 52,758                    | 34,854                       | 51,861                    |
| Life/Disability Benefits                    | 1,537                      | 2,813                     | 1,233                        | 2,266                     |
| <b>Total Personnel</b>                      | <b>380,321</b>             | <b>427,487</b>            | <b>502,614</b>               | <b>355,073</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 1,097                      | 10,000                    | 10,000                       | 10,000                    |
| Technical Services                          | 55,634                     | 20,000                    | 20,000                       | 20,000                    |
| General Services                            | 19,940                     | 19,000                    | 19,000                       | 19,000                    |
| Property Services                           | 227,957                    | 317,650                   | 317,000                      | 325,000                   |
| Communication Services                      | 2,720                      | 3,500                     | 3,500                        | 3,500                     |
| Training/Registration                       | 2,035                      | 2,000                     | 2,000                        | 2,000                     |
| Mileage/Travel                              | 160                        | -                         | -                            | -                         |
| Rentals/Leases                              | 4,627                      | 2,500                     | 1,000                        | 1,000                     |
| <b>Total Purchased Services</b>             | <b>314,170</b>             | <b>374,650</b>            | <b>372,500</b>               | <b>380,500</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 114,877                    | 50,000                    | 50,000                       | 85,000                    |
| Chemicals/Compounds                         | 327,075                    | 250,000                   | 250,000                      | 350,000                   |
| Uniforms/Clothing                           | 1,625                      | 2,500                     | 2,500                        | 2,500                     |
| Gas/Electricity                             | 414,503                    | 546,286                   | 538,459                      | 565,382                   |
| Motor Vehicle Fuels                         | 2,468                      | 3,900                     | 3,007                        | 3,900                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>860,548</b>             | <b>852,686</b>            | <b>843,966</b>               | <b>1,006,782</b>          |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | 195,000                   | 195,000                      | 33,000                    |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>195,000</b>            | <b>195,000</b>               | <b>33,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | 250                       | 1,000                        | 1,000                     |
| <b>Total Other Expenditures</b>             | <b>-</b>                   | <b>250</b>                | <b>1,000</b>                 | <b>1,000</b>              |
| <b>Total Expenditures</b>                   | <b>\$ 1,555,039</b>        | <b>\$ 1,850,073</b>       | <b>\$ 1,915,080</b>          | <b>\$ 1,776,355</b>       |

## Expenditure Detail

### Industrial Pre-Treatment Division - Water & Wastewater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 46,309                     | 50,831                    | 27,760                       | 51,738                    |
| Allowances                                  | 396                        | 408                       | 775                          | 408                       |
| Medicare                                    | 671                        | 743                       | 390                          | 756                       |
| Workers Compensation                        | 1,608                      | 1,284                     | 833                          | 1,306                     |
| Retirement Contributions                    | 3,687                      | 4,066                     | 2,221                        | 4,139                     |
| Medical Benefits                            | 5,720                      | 5,983                     | 6,648                        | 16,667                    |
| Life/Disability Benefits                    | 278                        | 459                       | 195                          | 466                       |
| <b>Total Personnel</b>                      | <b>58,669</b>              | <b>63,774</b>             | <b>38,822</b>                | <b>75,480</b>             |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | -                          | -                         | 100                          | 7,500                     |
| Technical Services                          | 8,114                      | 7,500                     | 7,500                        | -                         |
| Property Services                           | -                          | 2,000                     | 2,000                        | 2,000                     |
| Communication Services                      | 7                          | 500                       | 500                          | 500                       |
| Training/Registration                       | 565                        | 500                       | 500                          | 500                       |
| Mileage/Travel                              | -                          | 100                       | 300                          | 100                       |
| Rentals/Leases                              | 76                         | 100                       | 100                          | 100                       |
| <b>Total Purchased Services</b>             | <b>8,762</b>               | <b>10,700</b>             | <b>11,000</b>                | <b>10,700</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 4,489                      | 5,000                     | 5,000                        | 5,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,489</b>               | <b>5,000</b>              | <b>5,000</b>                 | <b>5,000</b>              |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | -                          | 12,000                    | 9,135                        | -                         |
| <b>Total Capital Outlay</b>                 | <b>-</b>                   | <b>12,000</b>             | <b>9,135</b>                 | <b>-</b>                  |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 50                         | -                         | -                            | -                         |
| <b>Total Other Expenditures</b>             | <b>50</b>                  | <b>-</b>                  | <b>-</b>                     | <b>-</b>                  |
| <b>Total Expenditures</b>                   | <b>\$ 71,970</b>           | <b>\$ 91,474</b>          | <b>\$ 63,957</b>             | <b>\$ 91,180</b>          |

## Expenditure Detail

### Capital Improvement Projects Division - Water & Wastewater Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 1,431,490                  | 11,164,825                | 2,619,293                    | 12,150,469                |
| <b>Total Capital Outlay</b>  | <b>1,431,490</b>           | <b>11,164,825</b>         | <b>2,619,293</b>             | <b>12,150,469</b>         |
| <b>Total Expenditures</b>    | <b>\$ 1,431,490</b>        | <b>\$ 11,164,825</b>      | <b>\$ 2,619,293</b>          | <b>\$ 12,150,469</b>      |

# Expenditure Detail

## Public Works Department - Stormwater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 61,878                     | 61,697                    | 62,514                       | 65,350                    |
| Medicare                                    | 833                        | 895                       | 865                          | 948                       |
| Workers Compensation                        | 100                        | 105                       | 89                           | 111                       |
| Retirement Contributions                    | 6,188                      | 6,170                     | 6,251                        | 6,535                     |
| Medical Benefits                            | 10,019                     | 10,473                    | 7,630                        | 6,677                     |
| Life/Disability Benefits                    | 351                        | 554                       | 416                          | 588                       |
| <b>Total Personnel</b>                      | <b>79,369</b>              | <b>79,894</b>             | <b>77,765</b>                | <b>80,209</b>             |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 48,000                     | -                         | -                            | -                         |
| General Services                            | 810                        | 1,200                     | 1,200                        | 1,200                     |
| Property Services                           | 19,943                     | 30,000                    | 30,000                       | 30,000                    |
| Communication Services                      | 870                        | 550                       | 2,750                        | 550                       |
| Training/Registration                       | 108                        | 500                       | 500                          | 500                       |
| Mileage/Travel                              | 51                         | -                         | -                            | -                         |
| Rentals/Leases                              | 257                        | 300                       | 300                          | 300                       |
| <b>Total Purchased Services</b>             | <b>70,039</b>              | <b>32,550</b>             | <b>34,750</b>                | <b>32,550</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 17,360                     | 20,000                    | 20,000                       | 20,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>17,360</b>              | <b>20,000</b>             | <b>20,000</b>                | <b>20,000</b>             |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Improvement Projects                | 12,669                     | 200,000                   | -                            | 1,500,000                 |
| <b>Total Capital Outlay</b>                 | <b>12,669</b>              | <b>200,000</b>            | <b>-</b>                     | <b>1,500,000</b>          |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 600                        | 750                       | 2,750                        | 750                       |
| <b>Total Other Expenditures</b>             | <b>600</b>                 | <b>750</b>                | <b>2,750</b>                 | <b>750</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 180,037</b>          | <b>\$ 333,194</b>         | <b>\$ 135,265</b>            | <b>\$ 1,633,509</b>       |

## Expenditure Detail

### Streets Division - Stormwater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Communication Services                      | -                          | -                         | 2,200                        | -                         |
| <b>Total Purchased Services</b>             | -                          | -                         | <b>2,200</b>                 | -                         |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 13,146                     | 15,000                    | 15,000                       | 15,000                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>13,146</b>              | <b>15,000</b>             | <b>15,000</b>                | <b>15,000</b>             |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | -                          | -                         | 2,000                        | -                         |
| <b>Total Other Expenditures</b>             | -                          | -                         | <b>2,000</b>                 | -                         |
| <b>Total Expenditures</b>                   | <b>\$ 13,146</b>           | <b>\$ 15,000</b>          | <b>\$ 19,200</b>             | <b>\$ 15,000</b>          |

# Expenditure Detail

## Stormwater Operations Division - Stormwater Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 61,878                     | 61,697                    | 62,514                       | 65,350                    |
| Medicare                                    | 833                        | 895                       | 865                          | 948                       |
| Workers Compensation                        | 100                        | 105                       | 89                           | 111                       |
| Retirement Contributions                    | 6,188                      | 6,170                     | 6,251                        | 6,535                     |
| Medical Benefits                            | 10,019                     | 10,473                    | 7,630                        | 6,677                     |
| Life/Disability Benefits                    | 351                        | 554                       | 416                          | 588                       |
| <b>Total Personnel</b>                      | <b>79,369</b>              | <b>79,894</b>             | <b>77,765</b>                | <b>80,209</b>             |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 48,000                     | -                         | -                            | -                         |
| General Services                            | 810                        | 1,200                     | 1,200                        | 1,200                     |
| Property Services                           | 19,943                     | 30,000                    | 30,000                       | 30,000                    |
| Communication Services                      | 870                        | 550                       | 550                          | 550                       |
| Training/Registration                       | 108                        | 500                       | 500                          | 500                       |
| Mileage/Travel                              | 51                         | -                         | -                            | -                         |
| Rentals/Leases                              | 257                        | 300                       | 300                          | 300                       |
| <b>Total Purchased Services</b>             | <b>70,039</b>              | <b>32,550</b>             | <b>32,550</b>                | <b>32,550</b>             |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 4,214                      | 5,000                     | 5,000                        | 5,000                     |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>4,214</b>               | <b>5,000</b>              | <b>5,000</b>                 | <b>5,000</b>              |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 600                        | 750                       | 750                          | 750                       |
| <b>Total Other Expenditures</b>             | <b>600</b>                 | <b>750</b>                | <b>750</b>                   | <b>750</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 154,222</b>          | <b>\$ 118,194</b>         | <b>\$ 116,065</b>            | <b>\$ 118,509</b>         |

## Expenditure Detail

### Capital Improvement Projects Division - Stormwater Fund

|                              | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Capital Outlay</b>        |                            |                           |                              |                           |
| Capital Improvement Projects | 12,669                     | 200,000                   | -                            | 1,500,000                 |
| <b>Total Capital Outlay</b>  | <b>12,669</b>              | <b>200,000</b>            | <b>-</b>                     | <b>1,500,000</b>          |
| <b>Total Expenditures</b>    | <b>\$ 12,669</b>           | <b>\$ 200,000</b>         | <b>\$ -</b>                  | <b>\$ 1,500,000</b>       |

# Expenditure Detail

## Public Works Department - Sanitation Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 490,772                    | 489,001                   | 491,213                      | 500,453                   |
| Overtime                                    | 27,833                     | 18,000                    | 18,000                       | 18,000                    |
| Allowances                                  | 3,175                      | 3,264                     | 3,686                        | 3,264                     |
| Medicare                                    | 7,042                      | 7,139                     | 6,893                        | 7,305                     |
| Workers Compensation                        | 27,344                     | 25,174                    | 25,503                       | 25,607                    |
| Retirement Contributions                    | 48,071                     | 47,969                    | 48,107                       | 49,043                    |
| Medical Benefits                            | 90,860                     | 95,064                    | 103,819                      | 103,930                   |
| Life/Disability Benefits                    | 2,763                      | 4,411                     | 3,254                        | 4,518                     |
| <b>Total Personnel</b>                      | <b>697,860</b>             | <b>690,022</b>            | <b>700,475</b>               | <b>712,120</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 654                        | 500                       | 695                          | 700                       |
| Property Services                           | 165,080                    | 205,000                   | 225,000                      | 235,000                   |
| Repair/Maintenance Services                 | 149,482                    | 99,500                    | 132,000                      | 132,000                   |
| Communication Services                      | 11,819                     | 9,000                     | 9,000                        | 9,000                     |
| Training/Registration                       | 285                        | 1,250                     | 1,250                        | 500                       |
| Mileage/Travel                              | 422                        | -                         | -                            | -                         |
| Rentals/Leases                              | 7,652                      | 9,000                     | 9,000                        | 9,000                     |
| <b>Total Purchased Services</b>             | <b>335,394</b>             | <b>324,250</b>            | <b>376,945</b>               | <b>386,200</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 957                        | 1,000                     | 1,000                        | 1,000                     |
| Operating Supplies                          | 9,426                      | 6,000                     | 6,000                        | 6,000                     |
| Inventory Supplies                          | 75,087                     | 75,000                    | 75,000                       | 75,000                    |
| Uniforms/Clothing                           | 2,321                      | 3,000                     | 3,000                        | 3,000                     |
| Gas/Electricity                             | 6,610                      | 10,899                    | 10,382                       | 10,901                    |
| Motor Vehicle Fuels                         | 69,042                     | 115,000                   | 94,150                       | 115,000                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>163,443</b>             | <b>210,899</b>            | <b>189,532</b>               | <b>210,901</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 537,635                    | 603,000                   | 603,000                      | 523,000                   |
| <b>Total Capital Outlay</b>                 | <b>537,635</b>             | <b>603,000</b>            | <b>603,000</b>               | <b>523,000</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 452                        | 500                       | 500                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>452</b>                 | <b>500</b>                | <b>500</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 1,734,784</b>        | <b>\$ 1,828,671</b>       | <b>\$ 1,870,452</b>          | <b>\$ 1,832,721</b>       |



## Expenditure Detail

### Administration/Operations Division - Sanitation Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 20,075                     | 19,763                    | 20,738                       | 20,624                    |
| Medicare                                    | 203                        | 287                       | 212                          | 299                       |
| Workers Compensation                        | 816                        | 34                        | 29                           | 35                        |
| Retirement Contributions                    | 1,865                      | 1,838                     | 1,924                        | 1,917                     |
| Medical Benefits                            | 2,412                      | 2,524                     | 2,746                        | 2,760                     |
| Life/Disability Benefits                    | 110                        | 183                       | 131                          | 193                       |
| <b>Total Personnel</b>                      | <b>25,481</b>              | <b>24,629</b>             | <b>25,780</b>                | <b>25,828</b>             |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | 654                        | -                         | 195                          | 200                       |
| <b>Total Purchased Services</b>             | <b>654</b>                 | <b>-</b>                  | <b>195</b>                   | <b>200</b>                |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Office Supplies                             | 957                        | 1,000                     | 1,000                        | 1,000                     |
| Gas/Electricity                             | 6,610                      | 10,899                    | 10,382                       | 10,901                    |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>7,567</b>               | <b>11,899</b>             | <b>11,382</b>                | <b>11,901</b>             |
| <b>Total Expenditures</b>                   | <b>\$ 33,702</b>           | <b>\$ 36,528</b>          | <b>\$ 37,357</b>             | <b>\$ 37,929</b>          |

## Expenditure Detail

### Fleet Division - Sanitation Fund

|                                 | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---------------------------------|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Purchased Services</b>       |                            |                           |                              |                           |
| Repair/Maintenance Services     | 149,482                    | 99,500                    | 132,000                      | 132,000                   |
| <b>Total Purchased Services</b> | <b>149,482</b>             | <b>99,500</b>             | <b>132,000</b>               | <b>132,000</b>            |
| <b>Total Expenditures</b>       | <b>\$ 149,482</b>          | <b>\$ 99,500</b>          | <b>\$ 132,000</b>            | <b>\$ 132,000</b>         |

# Expenditure Detail

## Sanitation Operations Division - Sanitation Fund

|   | 2015<br>Audited<br>Amounts | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2017<br>Adopted<br>Budget |
|---|----------------------------|---------------------------|------------------------------|---------------------------|
| <b>Personnel</b>                            |                            |                           |                              |                           |
| Regular Wages                               | 470,697                    | 469,238                   | 470,475                      | 479,829                   |
| Overtime                                    | 27,833                     | 18,000                    | 18,000                       | 18,000                    |
| Allowances                                  | 3,175                      | 3,264                     | 3,686                        | 3,264                     |
| Medicare                                    | 6,839                      | 6,852                     | 6,681                        | 7,006                     |
| Workers Compensation                        | 26,528                     | 25,140                    | 25,474                       | 25,572                    |
| Retirement Contributions                    | 46,206                     | 46,131                    | 46,183                       | 47,126                    |
| Medical Benefits                            | 88,448                     | 92,540                    | 101,073                      | 101,170                   |
| Life/Disability Benefits                    | 2,653                      | 4,228                     | 3,123                        | 4,325                     |
| <b>Total Personnel</b>                      | <b>672,379</b>             | <b>665,393</b>            | <b>674,695</b>               | <b>686,292</b>            |
| <b>Purchased Services</b>                   |                            |                           |                              |                           |
| Professional Services                       | -                          | 500                       | 500                          | 500                       |
| Property Services                           | 165,080                    | 205,000                   | 225,000                      | 235,000                   |
| Communication Services                      | 11,819                     | 9,000                     | 9,000                        | 9,000                     |
| Training/Registration                       | 285                        | 1,250                     | 1,250                        | 500                       |
| Mileage/Travel                              | 422                        | -                         | -                            | -                         |
| Rentals/Leases                              | 7,652                      | 9,000                     | 9,000                        | 9,000                     |
| <b>Total Purchased Services</b>             | <b>185,258</b>             | <b>224,750</b>            | <b>244,750</b>               | <b>254,000</b>            |
| <b>Supplies/Non-Capital Equipment</b>       |                            |                           |                              |                           |
| Operating Supplies                          | 9,426                      | 6,000                     | 6,000                        | 6,000                     |
| Inventory Supplies                          | 75,087                     | 75,000                    | 75,000                       | 75,000                    |
| Uniforms/Clothing                           | 2,321                      | 3,000                     | 3,000                        | 3,000                     |
| Motor Vehicle Fuels                         | 69,042                     | 115,000                   | 94,150                       | 115,000                   |
| <b>Total Supplies/Non-Capital Equipment</b> | <b>155,876</b>             | <b>199,000</b>            | <b>178,150</b>               | <b>199,000</b>            |
| <b>Capital Outlay</b>                       |                            |                           |                              |                           |
| Capital Equipment                           | 537,635                    | 603,000                   | 603,000                      | 523,000                   |
| <b>Total Capital Outlay</b>                 | <b>537,635</b>             | <b>603,000</b>            | <b>603,000</b>               | <b>523,000</b>            |
| <b>Miscellaneous</b>                        |                            |                           |                              |                           |
| Dues/Fees                                   | 452                        | 500                       | 500                          | 500                       |
| <b>Total Other Expenditures</b>             | <b>452</b>                 | <b>500</b>                | <b>500</b>                   | <b>500</b>                |
| <b>Total Expenditures</b>                   | <b>\$ 1,551,600</b>        | <b>\$ 1,692,643</b>       | <b>\$ 1,701,095</b>          | <b>\$ 1,662,792</b>       |

## Program Overview

### Capital Improvement Program

The City of Northglenn's Capital Improvement Program (CIP) identifies and provides a summary of all planned capital projects and corresponding funding sources for the ensuing five-year period. The 2017 budget includes \$22,117,530 in capital improvement projects.

In order to be included in the CIP, a project must meet the following requirements:

- Total costs of the project are expected to meet or exceed \$5,000.
- The resulting project will have a useful life of more than one year.
- The project will result in the creation of a new asset or the extension of an existing asset's useful life, value, and/or operational capacity

During the preparation process, staff focused on setting priorities and identifying which projects or phases of projects could reasonably be accomplished within each year. Contractual obligations as well as funding limitations and needs were also considered in setting the priorities.

Capital improvement projects are funded through a variety of sources including the use of reserves, restricted and designated revenues, debt financing, grant awards, and available operating revenues. All available current and estimated future resources were considered when identifying planned capital improvements. The forecasted costs of each capital project meet, but do not exceed, the limitations of the identified funding sources.

The following pages provide a summary listing of the planned capital projects by fund. Each fund summary is then followed by individual project worksheets which provide project dates, total estimated costs, a brief description of the project, as well as any ongoing operating costs or savings associated with the project. Corresponding funding sources by project year are also presented.

The City uses a system for rating the impact of capital projects on the operating budget once the projects is completed. Costs related to a capital project that might have an impact on current and/or future operating budget include additional staff, maintenance, or contractor operations. The amount of the operational impact is categorized in the following terms:

*Positive* – The project will either generate some revenue to offset expenses or actually reduce continued operating costs.

*Negligible* – The impact on operating expenditures is considered immaterial. It will generate less than \$5,000 annually in increased operating expenditures. Ongoing operations and maintenance can be managed with existing staff and equipment.

*Slight* – The impact on operating expenditures will fall between \$5,001 and \$20,000 annually. Additional overtime, seasonal staff, purchased services, and/or equipment upgrades may be required to operate and maintain the capital once completed.

*Moderate* – The impact on operating expenditures will fall between \$20,001 and \$50,000 annually. An additional staff member and/or a piece of equipment may be required to operate and maintain the resulting capital asset.

*High* – The impact on operating expenditures will exceed \$50,000 annually. Multiple additional staff, large equipment, and/or contracted services may be required to operate and maintain the resulting capital asset.



CITY OF  
Northglenn

## CAPITAL IMPROVEMENT PROGRAM SUMMARY

### Conservation Trust Fund

|                                    | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate | 2019<br>Estimate  | 2020<br>Estimate  | 2021<br>Estimate  | 5-Year<br>Total  | Funding Source |
|------------------------------------|---------------------------|------------------------------|---------------------------------|------------------------|------------------|-------------------|-------------------|-------------------|------------------|----------------|
| <b>Beginning Fund Balance</b>      | \$ 745,322                | \$ 780,022                   |                                 | \$ 1,085,981           | \$ 57,481        | \$ 79,736         | \$ 155,930        | \$ 116,640        |                  |                |
| <b>Revenue Projections:</b>        |                           |                              |                                 |                        |                  |                   |                   |                   |                  |                |
| Lottery Proceeds                   | \$ 368,507                | \$ 368,000                   |                                 | \$ 368,000             | \$ 371,680       | \$ 375,397        | \$ 379,151        | \$ 382,943        | \$ 1,877,171     |                |
| Investment Earnings                | 5,000                     | 3,500                        |                                 | 3,500                  | 575              | 797               | 1,559             | 1,166             | 7,597            |                |
| <b>Total</b>                       | <b>373,507</b>            | <b>371,500</b>               |                                 | <b>371,500</b>         | <b>372,255</b>   | <b>376,194</b>    | <b>380,710</b>    | <b>384,109</b>    | <b>1,884,768</b> |                |
| <b>Capital Expenditures:</b>       |                           |                              |                                 |                        |                  |                   |                   |                   |                  |                |
| Greenway Trail Replacement         | 50,000                    | 50,000                       | -                               | 50,000                 | 350,000          | 50,000            | 200,000           | 50,000            | 700,000          | CTF            |
| Sensory Playground Repair          | -                         | -                            | -                               | -                      | -                | 250,000           | -                 | -                 | 250,000          | CTF            |
| Locker Room Renovations            | -                         | 15,541                       | -                               | -                      | -                | -                 | -                 | -                 | -                | CTF            |
| Pedestrian Bridge Repair           | 12,688                    | -                            | -                               | 35,000                 | -                | -                 | -                 | -                 | 35,000           | CTF            |
| Kiwanis Splash Pad                 | -                         | -                            | -                               | 300,000                | -                | -                 | -                 | -                 | 300,000          | CTF            |
| NW Open Space Facility Improvement | 1,000,000                 | -                            | 1,000,000                       | -                      | -                | -                 | -                 | -                 | 1,000,000        | CTF            |
| Webster Lake Fountain Replacement  | -                         | -                            | -                               | 15,000                 | -                | -                 | -                 | -                 | 15,000           | CTF            |
| Jaycee Ballfield Lights            | -                         | -                            | -                               | -                      | -                | -                 | 220,000           | -                 | 220,000          | CTF            |
| Bocce Ball Court                   | -                         | -                            | -                               | -                      | -                | -                 | -                 | 20,000            | 20,000           | CTF            |
| <b>Total Capital Expenditures</b>  | <b>1,062,688</b>          | <b>65,541</b>                | <b>1,000,000</b>                | <b>400,000</b>         | <b>350,000</b>   | <b>300,000</b>    | <b>420,000</b>    | <b>70,000</b>     | <b>2,540,000</b> |                |
| <b>Ending Fund Balance</b>         | <b>\$ 56,141</b>          | <b>\$ 1,085,981</b>          |                                 | <b>\$ 57,481</b>       | <b>\$ 79,736</b> | <b>\$ 155,930</b> | <b>\$ 116,640</b> | <b>\$ 430,749</b> |                  |                |
| <b>Unassigned Fund Balance</b>     | <b>\$ 56,141</b>          | <b>\$ 1,085,981</b>          |                                 | <b>\$ 57,481</b>       | <b>\$ 79,736</b> | <b>\$ 155,930</b> | <b>\$ 116,640</b> | <b>\$ 430,749</b> |                  |                |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Greenway Trail Concrete Replacement Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$700,000.00 (5 Year Total)

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

This is an annual program to maintain the Greenway Trails.

Degraded trail sections are documented by the Parks Department throughout the year. The Greenway Trails Concrete Replacement program replaces these degraded sections to maintain a safe, accessible, and aesthetically pleasing trail system.

| Source of Funding:      | 2017      | 2018       | 2019      | 2020       | 2021      | 5 - Year Total |
|-------------------------|-----------|------------|-----------|------------|-----------|----------------|
| Conservation Trust Fund | 50,000    | 350,000    | 50,000    | 200,000    | 50,000    | \$ 700,000     |
|                         |           |            |           |            |           | -              |
|                         |           |            |           |            |           | -              |
|                         |           |            |           |            |           | -              |
|                         |           |            |           |            |           | -              |
| Total Revenue           | \$ 50,000 | \$ 350,000 | \$ 50,000 | \$ 200,000 | \$ 50,000 | \$ 700,000     |

| Expenditures:      | 2017      | 2018       | 2019      | 2020       | 2021      | 5 - Year Total |
|--------------------|-----------|------------|-----------|------------|-----------|----------------|
| Plans/Studies      |           |            |           |            |           | \$ -           |
| Design             |           |            |           |            |           | -              |
| Construction       | 50,000    | 350,000    | 50,000    | 200,000    | 50,000    | 700,000        |
| Materials          |           |            |           |            |           | -              |
| Equipment          |           |            |           |            |           | -              |
| Other -            |           |            |           |            |           | -              |
| Other -            |           |            |           |            |           | -              |
| Total Expenditures | \$ 50,000 | \$ 350,000 | \$ 50,000 | \$ 200,000 | \$ 50,000 | \$ 700,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Sensory Playground Repair

**Project Dates:** **Begin:** Jan-2019 **Finish:** Dec-2019

**Comprehensive Project Cost:** \$250,000.00

**Project Rationale:** Parks and Recreation Master Plan

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Renovation of the playground equipment at Sensory Park.

The playground equipment at the City's parks is replaced on a periodic basis due to normal wear and tear, vandalism, and unavailable replacement parts. The playground equipment at Sensory Playground was last replaced in 2006. The typical life span of a park is 10 to 12 years, however as the City's largest playground, this park is highly utilized causing equipment to wear out prematurely. This project includes replacement of various play structures and other park amenities. Not all of the playground equipment is anticipated for replacement in 2013. This project will allow for replacement of only worn pieces, extending the useful life of the playground. The type of playground equipment and park amenities will be selected through a public input process as is discussed in the Parks and Recreation Master Plan. It is anticipated that this playground will benefit from multiple renovations in the years to come, rather than one complete park replacement.

| Source of Funding:      | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|-------------------------|------|------|------------|------|------|----------------|
| Conservation Trust Fund |      |      | 250,000    |      |      | \$ 250,000     |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
| Total Revenue           | \$ - | \$ - | \$ 250,000 | \$ - | \$ - | \$ 250,000     |

| Expenditures:      | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------|------------|------|------|----------------|
| Plans/Studies      |      |      |            |      |      | \$ -           |
| Design             |      |      |            |      |      | -              |
| Construction       |      |      | 250,000    |      |      | 250,000        |
| Materials          |      |      |            |      |      | -              |
| Equipment          |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Total Expenditures | \$ - | \$ - | \$ 250,000 | \$ - | \$ - | \$ 250,000     |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Pedestrian Bridge Repair

**Project Dates:** **Begin:** Jan-2015 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$35,000.00

**Project Rationale:** Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

There are several pedestrian bridges located throughout the City. Some of the bridges have become either structurally unstable or in need of repair. The bridge that leads to the fishing dock on the south side of Croke Reservoir needs to be completely replaced, as it has begun to sink as the sides of the ditch are eroding due to the flow of the water.

| Source of Funding:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|-----------|------|------|------|------|----------------|
| Conservation Trust Fund | 35,000    |      |      |      |      | \$ 35,000      |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
| Total Revenue           | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 35,000    |      |      |      |      | 35,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Kiwanis Splash Pad

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$600,000.00

**Project Rationale:** Facility Improvement

**Future Operational Impact:** ☒ Yes  
☐ No

**Operational Impact Category:** Negative

**Description/Justification:**

Splash pads have become very popular among children in Colorado. They provide a fun outdoor activity that keeps them occupied and engaged. There is plenty of space located outside of the existing fence at the Kiwanis Pool, and it has been identified as a future location for a splash pad. The splash pad would provide an additional interactive feature at the pool, making the area more appealing for drop-in use.

| Source of Funding:            | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------------|------------|------|------|------|------|----------------|
| Conservation Trust Fund       | 300,000    |      |      |      |      | \$ 300,000     |
| Adams County Open Space Grant | 300,000    |      |      |      |      | 300,000        |
|                               |            |      |      |      |      | -              |
|                               |            |      |      |      |      | -              |
|                               |            |      |      |      |      | -              |
| Total Revenue                 | \$ 600,000 | \$ - | \$ - | \$ - | \$ - | \$ 600,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 300,000    |      |      |      |      | 300,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ 300,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** NWOS Facility Improvements

**Project Dates:** **Begin:** Jan-2015 **Finish:** Dec-2016

**Comprehensive Project Cost:** \$1,000,000.00

**Project Rationale:** Facility Improvements

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** Negative

**Description/Justification:**

There was an original intent to add a vault-style concession, restroom and storage facility at Northwest Open Space, as well as a children's playground and covered pavilion area. The area currently does not have electricity or water on site. The complex has no permanent structures, and currently all of the structures are temporary and are in need of improvement. After an initial evaluation of the site and obtaining more concrete budget numbers, it seems to be appropriate to have a professional analysis and design done for the NWOS. If the City intends to run permanent utilities for restrooms and concessions, sufficient analysis should be done prior to construction in order to ensure the most beneficial placement of the facilities.

The intent in the future is to use the analysis and design in order to develop a complete project budget plan for NWOS in the 2016 Budget Request.

| Source of Funding: | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Conservation Trust | 1,000,000    |      |      |      |      | \$ 1,000,000   |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
| Total Revenue      | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000   |

| Expenditures:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Plans/Studies      |              |      |      |      |      | \$ -           |
| Design             |              |      |      |      |      | -              |
| Construction       | 1,000,000    |      |      |      |      | 1,000,000      |
| Materials          |              |      |      |      |      | -              |
| Equipment          |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Total Expenditures | \$ 1,000,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,000,000   |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Webster Lake Fountain Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** May-2017

**Comprehensive Project Cost:** \$15,000.00

**Project Rationale:** Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The old fountain in Webster Lake was installed in 2001. It exceeded its expected useful life, and the pump burned out in 2016. Due to the age of the equipment, a replacement pump was not available. To have a custom pump built would have been more costly than replacing the fountain. This project includes the purchase and installation of a new fountain. The new fountain will be an aerating fountain (the old one provided some aeration, but was not designed specifically for that purpose), which will provide some water quality benefit in the lake.

| Source of Funding:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|-----------|------|------|------|------|----------------|
| Conservation Trust Fund | 15,000    |      |      |      |      | \$ 15,000      |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
| Total Revenue           | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       |           |      |      |      |      | -              |
| Materials          |           |      |      |      |      | -              |
| Equipment          | 15,000    |      |      |      |      | 15,000         |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Jaycee Ballfield Lights

**Project Dates:**                      **Begin:** Jan-2020                      **Finish:** Dec-2020

**Comprehensive Project Cost:** \$220,000.00

**Project Rationale:** Facility Improvement

**Future Operational Impact:**    ☐ Yes                      **Operational Impact Category:** Maintenance  
    ☒ No

**Description/Justification:**

The lights at the Jaycee Ballfield are old and in need of replacement. The current lights require constant maintenance, as they go out on a regular basis, causing problems for teams playing games in the evenings.

| Source of Funding: | 2017 | 2018 | 2019 | 2020       | 2021 | 5 - Year Total |
|--------------------|------|------|------|------------|------|----------------|
| CTF                |      |      |      | 220,000    |      | \$ 220,000     |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
| Total Revenue      | \$ - | \$ - | \$ - | \$ 220,000 | \$ - | \$ 220,000     |

| Expenditures:      | 2017 | 2018 | 2019 | 2020       | 2021 | 5 - Year Total |
|--------------------|------|------|------|------------|------|----------------|
| Plans/Studies      |      |      |      |            |      | \$ -           |
| Design             |      |      |      |            |      | -              |
| Construction       |      |      |      | 220,000    |      | 220,000        |
| Materials          |      |      |      |            |      | -              |
| Equipment          |      |      |      |            |      | -              |
| Other -            |      |      |      |            |      | -              |
| Other -            |      |      |      |            |      | -              |
| Total Expenditures | \$ - | \$ - | \$ - | \$ 220,000 | \$ - | \$ 220,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Bocce Ball Court

**Project Dates:**      **Begin:** Jan-2021      **Finish:** Dec-2021

**Comprehensive Project Cost:** \$20,000.00

**Project Rationale:** Facility Improvement

**Future Operational Impact:**    ☒ **Yes**      **Operational Impact Category:** Maintenance  
    ☐ **No**

**Description/Justification:**

Requests for the addition of bocce ball courts were been made during the Parks And Recreation Advisory Board CIP public comment period. The Parks and Recreation Department elicited feedback from the residents, via social media, to determine the level of desire for bocce ball. Residents responded in favor of the additional park amenity, location to be determined.

| Source of Funding: | 2017 | 2018 | 2019 | 2020 | 2021      | 5 - Year Total |
|--------------------|------|------|------|------|-----------|----------------|
| CTF                |      |      |      |      | 20,000    | \$ 20,000      |
|                    |      |      |      |      |           | -              |
|                    |      |      |      |      |           | -              |
|                    |      |      |      |      |           | -              |
|                    |      |      |      |      |           | -              |
| Total Revenue      | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000      |

| Expenditures:      | 2017 | 2018 | 2019 | 2020 | 2021      | 5 - Year Total |
|--------------------|------|------|------|------|-----------|----------------|
| Plans/Studies      |      |      |      |      |           | \$ -           |
| Design             |      |      |      |      |           | -              |
| Construction       |      |      |      |      | 20,000    | 20,000         |
| Materials          |      |      |      |      |           | -              |
| Equipment          |      |      |      |      |           | -              |
| Other -            |      |      |      |      |           | -              |
| Other -            |      |      |      |      |           | -              |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000      |

# CAPITAL IMPROVEMENT PROGRAM SUMMARY

## CDBG Fund

|                                   | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate | 2019<br>Estimate | 2020<br>Estimate | 2021<br>Estimate | 5-Year<br>Total  | Funding Source |
|-----------------------------------|---------------------------|------------------------------|---------------------------------|------------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| <b>Beginning Fund Balance</b>     | \$ -                      | \$ -                         |                                 | \$ -                   | \$ -             | \$ -             | \$ -             | \$ -             |                  |                |
| <b>Revenue Projections:</b>       |                           |                              |                                 |                        |                  |                  |                  |                  |                  |                |
| CDBG Proceeds                     | \$ 218,596                | \$ 13,249                    |                                 | \$ 205,347             | \$ 200,000       | \$ 200,000       | \$ 200,000       | \$ 200,000       | \$ 1,005,347     |                |
| Investment Earnings               | -                         | -                            |                                 | -                      | -                | -                | -                | -                | -                |                |
| <b>Total</b>                      | <b>218,596</b>            | <b>13,249</b>                |                                 | <b>205,347</b>         | <b>200,000</b>   | <b>200,000</b>   | <b>200,000</b>   | <b>200,000</b>   | <b>1,005,347</b> |                |
| <b>Help for Homes Program</b>     | \$ -                      | \$ -                         | \$ -                            | \$ -                   | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             |                |
| <b>Capital Expenditures:</b>      |                           |                              |                                 |                        |                  |                  |                  |                  |                  |                |
| Pedestrian Mobility               | 205,347                   | -                            | 205,347                         | -                      | 200,000          | 200,000          | 200,000          | 200,000          | 1,005,347        | CDBG           |
| Larson Park Playground            | 13,249                    | 13,249                       |                                 | -                      | -                | -                | -                | -                | -                | CDBG           |
| <b>Total Capital Expenditures</b> | <b>218,596</b>            | <b>13,249</b>                | <b>205,347</b>                  | <b>-</b>               | <b>200,000</b>   | <b>200,000</b>   | <b>200,000</b>   | <b>200,000</b>   | <b>1,005,347</b> |                |
| <b>Ending Fund Balance</b>        | <b>\$ -</b>               | <b>\$ -</b>                  |                                 | <b>\$ -</b>            | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |                  |                |
| <b>Unassigned Fund Balance</b>    | <b>\$ -</b>               | <b>\$ -</b>                  |                                 | <b>\$ -</b>            | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      |                  |                |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Pedestrian Mobility Program

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$1,005,347.00

**Project Rationale:** CDBG Concrete Improvements

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

This maintenance program will replace damaged concrete in CDBG designated areas.

Instead of replacing a few damaged concrete locations annually through the annual streets resurfacing program, this Concrete Program will allow the City to focus their efforts on a specific area. Centralizing the concrete improvements will save on mobilization costs and will provide a greater visual impact to residents.

| Source of Funding: | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| CDBG Funding       | 205,347    | 200,000    | 200,000    | 200,000    | 200,000    | \$ 1,005,347   |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
| Total Revenue      | \$ 205,347 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,005,347   |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 205,347    | 200,000    | 200,000    | 200,000    | 200,000    | 1,005,347      |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 205,347 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,005,347   |



# CAPITAL IMPROVEMENT PROGRAM SUMMARY

## Capital Projects Fund

|  | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate     | 2019<br>Estimate     | 2020<br>Estimate     | 2021<br>Estimate     | 5-Year<br>Total   | Funding Source |
|--|---------------------------|------------------------------|---------------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|----------------|
| <b>Beginning Fund Balance</b>                        | <b>\$ 12,495,285</b>      | <b>\$ 12,337,821</b>         |                                 | <b>\$ 16,127,031</b>   | <b>\$ 17,626,979</b> | <b>\$ 23,067,845</b> | <b>\$ 27,161,032</b> | <b>\$ 31,543,758</b> |                   |                |
| <b>Revenue:</b>                                      |                           |                              |                                 |                        |                      |                      |                      |                      |                   |                |
| Property Tax (4.000 Mills)                           | \$ 1,081,146              | \$ 1,081,146                 |                                 | \$ 1,050,000           | \$ 1,060,500         | \$ 1,071,105         | \$ 1,081,816         | \$ -                 | \$ 4,263,421      |                |
| Sales/Use Tax (1/2%)                                 | 2,674,736                 | 2,661,864                    |                                 | 2,724,296              | 2,751,539            | 2,779,054            | 2,806,845            | 2,834,913            | 13,896,647        |                |
| Marijuana Sales Tax                                  | 454,337                   | 574,649                      |                                 | 589,015                | 594,905              | 600,854              | 606,863              | 612,932              | 3,004,569         |                |
| Open Space Tax (ADCOO)                               | 354,404                   | 380,265                      |                                 | 380,265                | 384,068              | 387,909              | 391,788              | 395,706              | 1,939,736         |                |
| Transportation Tax (ADCOT)                           | 1,070,086                 | 1,070,086                    |                                 | 1,070,086              | 1,080,787            | 1,091,595            | 1,102,511            | 1,113,536            | 5,458,515         |                |
| County Grant   | 534,355                   | 320,000                      |                                 | 60,000                 | -                    | -                    | -                    | -                    | 60,000            |                |
| State Grant  | -                         | -                            |                                 | 728,000                | -                    | -                    | -                    | -                    | 728,000           |                |
| Investment Earnings                                  | 40,000                    | 60,000                       |                                 | 60,000                 | 44,067               | 57,670               | 67,903               | 78,859               | 308,499           |                |
| Miscellaneous Revenue                                | 135,000                   | 50,000                       |                                 | -                      | -                    | -                    | -                    | -                    | -                 |                |
| Transfers From General Fund                          | 1,700,000                 | 1,700,000                    |                                 | 1,700,000              | 1,700,000            | 1,700,000            | 1,700,000            | 1,700,000            | 8,500,000         |                |
| <b>Total</b>   | <b>8,044,064</b>          | <b>7,898,010</b>             |                                 | <b>8,361,662</b>       | <b>7,615,866</b>     | <b>7,688,187</b>     | <b>7,757,726</b>     | <b>6,735,946</b>     | <b>38,159,387</b> |                |
| <b>Expenditures:</b>                                 |                           |                              |                                 |                        |                      |                      |                      |                      |                   |                |
| 4.000 Mill Funded Projects                           | 1,253,213                 | 1,199,501                    | -                               | -                      | -                    | 600,000              | 1,200,000            | -                    | 1,800,000         |                |
| 1/2% Sales/Use Tax Funded Projects                   | 3,590,977                 | 215,000                      | 1,226,672                       | 2,175,000              | 1,500,000            | 2,000,000            | 1,500,000            | 1,500,000            | 9,901,672         |                |
| Marijuana Sales Tax                                  | -                         | -                            |                                 | -                      | -                    | -                    | -                    | -                    | -                 |                |
| ADCOO Funded Projects                                | 323,919                   | 188,226                      | 180,000                         | 590,000                | 25,000               | 295,000              | 25,000               | 775,000              | 1,890,000         |                |
| ADCOT Funded Projects                                | 1,038,289                 | 1,038,289                    | -                               | 600,000                | 600,000              | 600,000              | 600,000              | 600,000              | 3,000,000         |                |
| General Fund Projects                                | 1,058,637                 | 310,067                      | 495,042                         | 772,000                | 50,000               | 100,000              | 50,000               | 100,000              | 1,567,042         |                |
| Grant Funded Projects                                | 268,662                   | 213,476                      | 60,000                          | 728,000                | -                    | -                    | -                    | -                    | 788,000           |                |
| <b>Total Capital Expenditures*</b>                   | <b>7,543,697</b>          | <b>4,108,800</b>             | <b>1,961,714</b>                | <b>4,900,000</b>       | <b>2,175,000</b>     | <b>3,595,000</b>     | <b>3,375,000</b>     | <b>2,975,000</b>     | <b>18,981,714</b> |                |
| <b>Ending Fund Balance</b>                           | <b>\$ 12,995,652</b>      | <b>\$ 16,127,031</b>         |                                 | <b>\$ 17,626,979</b>   | <b>\$ 23,067,845</b> | <b>\$ 27,161,032</b> | <b>\$ 31,543,758</b> | <b>\$ 35,304,704</b> |                   |                |
| <b>Restrictions, Commitments, &amp; Assignments:</b> |                           |                              |                                 |                        |                      |                      |                      |                      |                   |                |
| 4.000 Mill Restricted Fund Balance                   | \$ (2,009,993)            | \$ (1,953,995)               |                                 | \$ (903,995)           | \$ 156,505           | \$ 627,610           | \$ 509,426           | \$ 509,426           |                   |                |
| 1/2% Sales/Use Tax Restricted Balance                | 9,642,814                 | 12,047,053                   |                                 | 11,369,677             | 12,621,216           | 13,400,270           | 14,707,115           | 16,042,028           |                   |                |
| Marijuana Sales Tax                                  | 908,674                   | 1,059,253                    |                                 | 1,648,268              | 2,243,173            | 2,844,027            | 3,450,890            | 4,063,822            |                   |                |
| ADCOO Restricted Fund Balance                        | 404,888                   | 620,749                      |                                 | 231,014                | 590,082              | 682,991              | 1,049,779            | 670,485              |                   |                |
| ADCOT Restricted Fund Balance                        | 957,418                   | 957,418                      |                                 | 1,427,504              | 1,908,291            | 2,399,886            | 2,902,397            | 3,415,933            |                   |                |
| Assigned Fund Balance                                | -                         | -                            |                                 | -                      | -                    | -                    | -                    | -                    | -                 |                |
| <b>Unassigned Fund Balance</b>                       | <b>\$ 3,091,851</b>       | <b>\$ 3,396,553</b>          |                                 | <b>\$ 3,854,511</b>    | <b>\$ 5,548,578</b>  | <b>\$ 7,206,248</b>  | <b>\$ 8,924,151</b>  | <b>\$ 10,603,010</b> |                   |                |

\*See following page for project listing

# CAPITAL IMPROVEMENT PROGRAM SUMMARY

## Capital Projects Fund (Project Listing)

|                                    | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate    | 2019<br>Estimate    | 2020<br>Estimate    | 2021<br>Estimate    | 5-Year<br>Total      | Funding Source |
|------------------------------------|---------------------------|------------------------------|---------------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------|
| <b>Capital Expenditures:</b>       |                           |                              |                                 |                        |                     |                     |                     |                     |                      |                |
| Emergency Park Repairs             | 25,000                    | 15,000                       | -                               | 25,000                 | 25,000              | 25,000              | 25,000              | 25,000              | 125,000              | ADCOO          |
| Irrigation Central Control         | 20,000                    | 20,000                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | ADCOO          |
| Locker Room Renovations            | -                         | 4,814                        | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GRANT          |
| Larson Park Playground             | 54,307                    | 54,307                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GRANT          |
| Larson Park Playground             | 24,259                    | 24,259                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | ADCOO          |
| Recreation Center Theatre Seats    | 14,660                    | 14,660                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | ADCOO          |
| NWOS Facilities Improvements       | 120,000                   | 60,000                       | 60,000                          | -                      | -                   | -                   | -                   | -                   | 60,000               | ADCOO          |
| NWOS Facilities Improvements       | 120,000                   | 60,000                       | 60,000                          | -                      | -                   | -                   | -                   | -                   | 60,000               | GRANT          |
| Senior Fitness Equipment           | -                         | -                            | -                               | -                      | -                   | 100,000             | -                   | -                   | 100,000              | ADCOO          |
| Theatre and Rec Center Marquee     | 120,000                   | -                            | 120,000                         | -                      | -                   | -                   | -                   | -                   | 120,000              | ADCOO          |
| Citywide Fence Maintenance         | -                         | -                            | -                               | 160,000                | -                   | -                   | -                   | -                   | 160,000              | GENERAL        |
| Kiwanis Bath House Renovation      | -                         | -                            | -                               | 500,000                | -                   | -                   | -                   | -                   | 500,000              | ADCOO          |
| Parks Barn Replacement             | 850,000                   | -                            | -                               | 675,000                | -                   | -                   | -                   | -                   | 675,000              | 1/2%           |
| Fox Run Open Space                 | 40,000                    | 40,000                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GENERAL        |
| Fox Run Open Space                 | 94,355                    | 94,355                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GRANT          |
| Rotary Park Dugout Replacement     | -                         | -                            | -                               | 30,000                 | -                   | -                   | -                   | -                   | 30,000               | ADCOO          |
| Tennis Court Repair & Construction | 10,000                    | 10,000                       | -                               | -                      | -                   | 170,000             | -                   | -                   | 170,000              | ADCOO          |
| Parking Lot Repairs                | 100,000                   | 100,000                      | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GENERAL        |
| Village Greens Park Equip.         | -                         | -                            | -                               | 35,000                 | -                   | -                   | -                   | -                   | 35,000               | ADCOO          |
| E.B. Rains Renovations             | -                         | -                            | -                               | -                      | -                   | -                   | -                   | 750,000             | 750,000              | ADCOO          |
| WLP Sculpture                      | -                         | -                            | -                               | 35,000                 | -                   | -                   | -                   | -                   | 35,000               | GENERAL        |
| Residential Street Program         | 888,289                   | 888,289                      | -                               | 450,000                | 450,000             | 450,000             | 450,000             | 450,000             | 2,250,000            | ADCOT          |
| Traffic Signal Program             | 100,000                   | 100,000                      | -                               | 100,000                | 100,000             | 100,000             | 100,000             | 100,000             | 500,000              | ADCOT          |
| Concrete Program                   | 50,000                    | 50,000                       | -                               | 50,000                 | 50,000              | 50,000              | 50,000              | 50,000              | 250,000              | ADCOT          |
| East 112th Ave Expansion           | 1,253,213                 | 1,199,501                    | -                               | -                      | -                   | -                   | -                   | -                   | -                    | 4.000 MILLS    |
| Huron Street Rehabilitation        | -                         | -                            | -                               | -                      | -                   | 600,000             | 1,200,000           | -                   | 1,800,000            | 4.000 MILLS    |
| 120th Widening Design              | -                         | -                            | -                               | -                      | -                   | 500,000             | -                   | -                   | 500,000              | 1/2%           |
| Civic Center Master Plan           | 241,672                   | 215,000                      | 26,672                          | -                      | -                   | -                   | -                   | -                   | 26,672               | 1/2%           |
| 99th Ave. Reconstruction           | 350,000                   | -                            | 350,000                         | -                      | -                   | -                   | -                   | -                   | 350,000              | GENERAL        |
| Community Center Drive Design      | 206,778                   | -                            | -                               | -                      | -                   | -                   | -                   | -                   | -                    | GENERAL        |
| School Zone Safety Assessment      | 91,859                    | 16,817                       | 75,042                          | 125,000                | 50,000              | 100,000             | 50,000              | 100,000             | 500,042              | GENERAL        |
| Marketplace Ped Bridge Assessment  | 50,000                    | 15,000                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | NURA           |
| Utility Studies                    | 150,000                   | 80,000                       | 70,000                          | -                      | -                   | -                   | -                   | -                   | 70,000               | GENERAL/NURA   |
| Ralston House Development          | 35,000                    | 33,250                       | -                               | 280,000                | -                   | -                   | -                   | -                   | 280,000              | GENERAL        |
| 104th and Grant Intersection       | 35,000                    | 25,000                       | -                               | -                      | -                   | -                   | -                   | -                   | -                    | NURA           |
| Police & Courts Facility           | 2,499,305                 | 988,548                      | 1,200,000                       | 1,500,000              | 1,500,000           | 1,500,000           | 1,500,000           | 1,500,000           | 8,700,000            | 1/2%           |
| 112th North Metro Rail             | -                         | -                            | -                               | 728,000                | -                   | -                   | -                   | -                   | 728,000              | GRANT          |
| 112th North Metro Rail             | -                         | -                            | -                               | 207,000                | -                   | -                   | -                   | -                   | 207,000              | GENERAL        |
| <b>Total</b>                       | <b>\$ 7,543,697</b>       | <b>\$ 4,108,800</b>          | <b>\$ 1,961,714</b>             | <b>\$ 4,900,000</b>    | <b>\$ 2,175,000</b> | <b>\$ 3,595,000</b> | <b>\$ 3,375,000</b> | <b>\$ 2,975,000</b> | <b>\$ 18,981,714</b> |                |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Emergency Park Equipment Repairs

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$125,000.00 (5 year total)

**Project Rationale:** Emergency Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Emergency replacement of the playground equipment throughout the City.

The playground equipment at the City's parks is replaced on a periodic basis due to normal wear and tear, vandalism, and unavailable replacement parts. However, in some instances the damaged equipment presents an unsafe condition and requires immediate removal. In the event a piece of equipment is damaged, it is more likely that replacement parts will still be available if that component is replaced immediately. A delay of a year or two increases the likelihood of complete equipment replacement due to unavailable parts and leaves facilities in an undesirable condition for park patrons. Funding for the Emergency Park Repairs will only be expended on an as needed basis. In the event little or no emergency equipment replacements are necessary in a specific year, the funds would remain in the fund balance.

| Source of Funding:     | 2017      | 2018      | 2019      | 2020      | 2021      | 5 - Year Total |
|------------------------|-----------|-----------|-----------|-----------|-----------|----------------|
| Open Space Tax (ADCOO) | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | \$ 125,000     |
|                        |           |           |           |           |           | -              |
|                        |           |           |           |           |           | -              |
|                        |           |           |           |           |           | -              |
|                        |           |           |           |           |           | -              |
| Total Revenue          | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000     |

| Expenditures:      | 2017      | 2018      | 2019      | 2020      | 2021      | 5 - Year Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|----------------|
| Plans/Studies      |           |           |           |           |           | \$ -           |
| Design             |           |           |           |           |           | -              |
| Construction       | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 125,000        |
| Materials          |           |           |           |           |           | -              |
| Equipment          |           |           |           |           |           | -              |
| Other -            |           |           |           |           |           | -              |
| Other -            |           |           |           |           |           | -              |
| Total Expenditures | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 125,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** NWOS Facility Improvements

**Project Dates:** **Begin:** Jan-2015 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$240,000.00

**Project Rationale:** Facility Improvements

**Future Operational Impact:** ☒ **Yes** ☐ **No** **Operational Impact Category:** Negative

**Description/Justification:**

There was an original intent to add a vault-style concession, restroom and storage facility at Northwest Open Space, as well as a children's playground and covered pavilion area. The area currently does not have electricity or water on site. The complex has no permanent structures, and currently all of the structures are temporary and are in need of improvement. After an initial evaluation of the site and obtaining more concrete budget numbers, it seems to be appropriate to have a professional analysis and design done for the NWOS. If the City intends to run permanent utilities for restrooms and concessions, sufficient analysis should be done prior to construction in order to ensure the most beneficial placement of the facilities.

The intent in the future is to use the analysis and design in order to develop a complete project budget plan for NWOS in the 2016 Budget Request.

| Source of Funding:            | 2017              | 2018        | 2019        | 2020        | 2021        | 5 - Year Total    |
|-------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Open Space Tax (ADCOO)        | 120,000           |             |             |             |             | \$ 120,000        |
| Adams County Open Space Grant | 120,000           |             |             |             |             | 120,000           |
|                               |                   |             |             |             |             | -                 |
|                               |                   |             |             |             |             | -                 |
|                               |                   |             |             |             |             | -                 |
| <b>Total Revenue</b>          | <b>\$ 240,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 240,000</b> |

| Expenditures:             | 2017              | 2018        | 2019        | 2020        | 2021        | 5 - Year Total    |
|---------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Plans/Studies             |                   |             |             |             |             | \$ -              |
| Design                    | 240,000           |             |             |             |             | 240,000           |
| Construction              |                   |             |             |             |             | -                 |
| Materials                 |                   |             |             |             |             | -                 |
| Equipment                 |                   |             |             |             |             | -                 |
| Other -                   |                   |             |             |             |             | -                 |
| Other -                   |                   |             |             |             |             | -                 |
| <b>Total Expenditures</b> | <b>\$ 240,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 240,000</b> |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Senior Fitness Equipment

**Project Dates:** **Begin:** Jan-2019 **Finish:** Dec-2019

**Comprehensive Project Cost:** \$100,000.00

**Project Rationale:** Parks and Recreation Master Plan

**Future Operational Impact:** ☒ Yes  
☐ No

**Operational Impact Category:** Positive

**Description/Justification:**

Design and Construction of new "Playground".

At the request of the senior center staff and senior center participants, a senior "playground" is proposed to be installed behind the recreation center. This space would consist of 6-8 outdoor workout stations designed specifically for the senior population. The budget includes site preparation, purchase and installation of the equipment.

| Source of Funding:     | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|------------------------|------|------|------------|------|------|----------------|
| Open Space Tax (ADCOO) |      |      | 100,000    |      |      | \$ 100,000     |
|                        |      |      |            |      |      | -              |
|                        |      |      |            |      |      | -              |
|                        |      |      |            |      |      | -              |
|                        |      |      |            |      |      | -              |
| Total Revenue          | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ 100,000     |

| Expenditures:      | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------|------------|------|------|----------------|
| Plans/Studies      |      |      |            |      |      | \$ -           |
| Design             |      |      |            |      |      | -              |
| Construction       |      |      | 100,000    |      |      | 100,000        |
| Materials          |      |      |            |      |      | -              |
| Equipment          |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Total Expenditures | \$ - | \$ - | \$ 100,000 | \$ - | \$ - | \$ 100,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Theater and Recreation Center Marquee Replacement

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$120,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The recreation center marquee has deteriorated significantly and is not safe for employees to ascend.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| ADCOO              | 120,000    |      |      |      |      | \$ 120,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 120,000 | \$ - | \$ - | \$ - | \$ - | \$ 120,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 120,000    |      |      |      |      | 120,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 120,000 | \$ - | \$ - | \$ - | \$ - | \$ 120,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Citywide Fence Maintenance

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$160,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**  
Cleaning and staining of citywide fences.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| General Fund       | 160,000    |      |      |      |      | \$ 160,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 160,000 | \$ - | \$ - | \$ - | \$ - | \$ 160,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 160,000    |      |      |      |      | 160,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 160,000 | \$ - | \$ - | \$ - | \$ - | \$ 160,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Kiwanis Bath House Renovation

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$500,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☒ Yes  
☐ No

**Operational Impact Category:** Positive

**Description/Justification:**

The existing bath house is the original structure, with minimal improvements made throughout the years. The improvements include electrical and plumbing repairs, as well as functional and aesthetic improvements to the shower and changing areas.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| ADCOO              | 500,000    |      |      |      |      | \$ 500,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ 500,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 500,000    |      |      |      |      | 500,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 500,000 | \$ - | \$ - | \$ - | \$ - | \$ 500,000     |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Parks Barn Replacement

**Project Dates:** **Begin:** Jan-2015 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$675,000.00

**Project Rationale:** Facility Improvement

**Future Operational Impact:** ☒ **Yes** **Operational Impact Category:** Positive  
☐ **No**

**Description/Justification:**

Removal of existing parks storage area and replace with new storage and maintenance building

The existing parks barn/storage facility was originally constructed in 1950 by the school district for school busses. In 1996, the doors were re-sized and the electric overhead door openers were installed. In 2000, North Metro Fire suggested that the building be removed, due to the lack of appropriate fire exits, and the building was scheduled for demolition in 2004. This never occurred, and the building remained in use. In 2008, North Metro Fire again evaluated the building, and required that all ignition sources and electric openers be removed. To meet this requirement, all gas lines and furnaces were removed at that time. In addition to the safety concerns noted, the structure does not meet the current needs of the Parks Maintenance division. It lacks functional doors, and is not large enough to store the equipment used by the division. Both the roof and the siding have significant perforations, allowing for animals and water to enter the facility. This project includes the demolition and removal of the existing facility, and the design and construction of a new facility. The new facility is proposed to be approximately 50% larger than the existing facility and would include appropriate heating, electrical, and plumbing (ie. eye wash station, utility sink) to meet the needs of the division.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| 1/2% Sales Tax     | 675,000    |      |      |      |      | \$ 675,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 675,000 | \$ - | \$ - | \$ - | \$ - | \$ 675,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             | 50,000     |      |      |      |      | 50,000         |
| Construction       | 625,000    |      |      |      |      | 625,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 675,000 | \$ - | \$ - | \$ - | \$ - | \$ 675,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Fox Run Open Space

**Project Dates:**      **Begin:** Jan-2015      **Finish:** Dec-2017

**Comprehensive Project Cost:** \$134,355.00

**Project Rationale:** Maintenance

**Future Operational Impact:**    ☒ **Yes**      **Operational Impact Category:** Negative  
    ☐ **No**

**Description/Justification:**

This project includes rehabilitating the existing irrigation system, tree replacement, crusher fine trail upgrades, wayfinding and wildlife informational signs, and shaded seating options. This project is eligible for Adams County Open Space grant funding, as a passive use project. It will enhance the current open space, making it more appealing to residents within the community.

| Source of Funding:            | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------------|------------|------|------|------|------|----------------|
| Suncor Funding                | 40,000     |      |      |      |      | \$ 40,000      |
| Adams County Open Space Grant | 94,355     |      |      |      |      | 94,355         |
|                               |            |      |      |      |      | -              |
|                               |            |      |      |      |      | -              |
|                               |            |      |      |      |      | -              |
| Total Revenue                 | \$ 134,355 | \$ - | \$ - | \$ - | \$ - | \$ 134,355     |

| Expenditures:      | 2015      | 2016 | 2017 | 2018 | 2019 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 80,000    |      |      |      |      | 80,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 80,000 | \$ - | \$ - | \$ - | \$ - | \$ 80,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Rotary Park Dugouts

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$30,000.00

**Project Rationale:** Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The dugouts at Rotary are concrete, below grade structures. The structure is beginning to fail, and the design is outdated, difficult to access and limits visibility. This project includes the demolition of the old concrete dugouts, and replaces them with pre-engineered, chain-link, covered and above-ground dugouts.

| Source of Funding:     | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|------------------------|-----------|------|------|------|------|----------------|
| Open Space Tax (ADCOO) | 30,000    |      |      |      |      | \$ 30,000      |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
| Total Revenue          | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 30,000    |      |      |      |      | 30,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Tennis Courts

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2019

**Comprehensive Project Cost:** \$170,000.00

**Project Rationale:** Safety and Functionality

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The city owns and maintains two tennis facilities - a three-court facility at Wyco Park and a two-court facility at Danahy Park. These are lighted, fenced, asphalt courts with an acrylic overlay. The thin acrylic overlay must be repaired every 1-3 years, to prevent a poor playing surface, trip hazards and/or additional damage. The courts at Danahy Park were entirely reconstructed in 2014, the acrylic surface has some wear and needs minor patching. The court at Wyco is cracking, with significant damage to the acrylic surface. The Wyco court needs acrylic repairs in 2016, and is recommended for reconstruction in 2019.

| Source of Funding:      | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|-------------------------|------|------|------------|------|------|----------------|
| Adams County Open Space |      |      | 170,000    |      |      | \$ 170,000     |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
|                         |      |      |            |      |      | -              |
| Total Revenue           | \$ - | \$ - | \$ 170,000 | \$ - | \$ - | \$ 170,000     |

| Expenditures:      | 2017 | 2018 | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------|------------|------|------|----------------|
| Plans/Studies      |      |      |            |      |      | \$ -           |
| Design             |      |      |            |      |      | -              |
| Construction       |      |      | 170,000    |      |      | 170,000        |
| Materials          |      |      |            |      |      | -              |
| Equipment          |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Other -            |      |      |            |      |      | -              |
| Total Expenditures | \$ - | \$ - | \$ 170,000 | \$ - | \$ - | \$ 170,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Village Greens Park I&II Equipment Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$35,000.00

**Project Rationale:** Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

At least once each year, the city's playgrounds are inspected by Certified Playground Safety Inspectors. Each playground receives a rating, which is used to determine the need for repair or replacement. During the 2016 inspection, it was determined that the Village Greens I&II equipment was deficient in multiple areas. This project includes the replacement of the equipment only at each of these two parks.

| Source of Funding:     | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|------------------------|-----------|------|------|------|------|----------------|
| Open Space Tax (ADCOO) | 35,000    |      |      |      |      | \$ 35,000      |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
|                        |           |      |      |      |      | -              |
| Total Revenue          | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 35,000    |      |      |      |      | 35,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Webster Lake Retaining Wall Replacement and Restroom Repairs

**Project Dates:** **Begin:** Jan-2021 **Finish:** Dec-2021

**Comprehensive Project Cost:** \$750,000.00

**Project Rationale:** Safety and Functionality

**Future Operational Impact:** ☒ Yes ☐ No **Operational Impact Category:** Positive

**Description/Justification:**

The retaining wall on the east side of Webster Lake is in need of replacement. Over the years, many of the wall caps have been removed and/or broken. They are unable to be replaced because the material is no longer manufactured. Additional drainage and slope issues will be addressed when the wall is replaced. The permanent restrooms are in need of repair. While the building structure itself is in good condition, there are plumbing and mechanical concerns that cause a need for a lot of maintenance.

| Source of Funding:      | 2017 | 2018 | 2019 | 2020 | 2021       | 5 - Year Total |
|-------------------------|------|------|------|------|------------|----------------|
| Adams County Open Space |      |      |      |      | 750,000    | \$ 750,000     |
|                         |      |      |      |      |            | -              |
|                         |      |      |      |      |            | -              |
|                         |      |      |      |      |            | -              |
|                         |      |      |      |      |            | -              |
| Total Revenue           | \$ - | \$ - | \$ - | \$ - | \$ 750,000 | \$ 750,000     |

| Expenditures:      | 2017 | 2018 | 2019 | 2020 | 2021       | 5 - Year Total |
|--------------------|------|------|------|------|------------|----------------|
| Plans/Studies      |      |      |      |      |            | \$ -           |
| Design             |      |      |      |      |            | -              |
| Construction       |      |      |      |      | 750,000    | 750,000        |
| Materials          |      |      |      |      |            | -              |
| Equipment          |      |      |      |      |            | -              |
| Other -            |      |      |      |      |            | -              |
| Other -            |      |      |      |      |            | -              |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | \$ 750,000 | \$ 750,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Webster Lake Promenade Sculpture

**Project Dates:** **Begin:** Jan-2017 **Finish:** Jun-2017

**Comprehensive Project Cost:** \$35,000.00

**Project Rationale:** Art & Culture

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

During the development of the Webster Lake Promenade, an agreement was made that Hawkins Development would provide property and infrastructure for the placement of four sculptures within the shopping center. Hawkins Development did indeed build 4 concrete pads with lighting, located at the four corners of the detention area. It is anticipated that four sculptures will be commissioned for the property to help create a sense of place and identity, at a total cost of approximately \$100,000 (about \$25,000 per sculpture). NURA and NAHF have each committed \$35,000 and \$30,000, respectively. To complete this project, the city portion is requested to be \$35,000.

| Source of Funding: | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| General Fund       | 35,000    |      |      |      |      | \$ 35,000      |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
| Total Revenue      | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 35,000    |      |      |      |      | 35,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Residential Street Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$2,250,000.00 (5 Year Total)

**Project Rationale:** PCI Rating - Maintenance Program

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The Residential Street Program is an annual program to maintain a minimum level of pavement condition for the residential street network.

On July 27, 2006, the City Council passed Resolution 06-92, making a City policy to maintain an average PCI rating of 70 or better. The Residential Street Program is an essential component in maintaining the 70 PCI rating. The Program includes resurfacing, restriping, patching, and concrete repair of selected streets.

| Source of Funding:         | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|----------------------------|------------|------------|------------|------------|------------|----------------|
| Transportation Tax (ADCOT) | 450,000    | 450,000    | 450,000    | 450,000    | 450,000    | \$ 2,250,000   |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
| Total Revenue              | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 2,250,000   |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 450,000    | 450,000    | 450,000    | 450,000    | 450,000    | 2,250,000      |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 2,250,000   |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Traffic Signal Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$500,000.00 (5 Year Total)

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Upgrade of traffic cabinets, signals and controllers on a citywide basis.

The traffic signal cabinets and associated wiring are an essential part of our traffic signal system. Many of the city's traffic signal cabinets have reached the end of their useful life and pose an electrical hazard. The replacement or upgrade of existing hardware is essential in keeping our traffic signals operating on an uninterrupted basis. Traffic Signal Improvements are due to corrosion of traffic signal poles and mast arms that can shorten the useful life of traffic signals. This program includes the cleaning and painting of a portion of the City's traffic signals. This program may also be used to fund pole replacement, LED and camera upgrades, and other costly components of the traffic signal infrastructure.

| Source of Funding:         | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|----------------------------|------------|------------|------------|------------|------------|----------------|
| Transportation Tax (ADCOT) | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | \$ 500,000     |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
|                            |            |            |            |            |            | -              |
| Total Revenue              | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000     |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 500,000        |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Neighborhood Concrete Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$250,000.00 (5 Year Total)

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☐ Yes  
☒ No

**Operational Impact Category:** N/A

**Description/Justification:**

Replacement of Concrete within a defined area.

The Concrete Program will replace deteriorated and hazardous concrete within the city (i.e. curb, gutter, sidewalk, cross pans, etc.)

| Source of Funding:         | 2017      | 2018      | 2019      | 2020      | 2021      | 5 - Year Total |
|----------------------------|-----------|-----------|-----------|-----------|-----------|----------------|
| Transportation Tax (ADCOT) | 50,000    | 50,000    | 50,000    | 50,000    | 50,000    | \$ 250,000     |
|                            |           |           |           |           |           | -              |
|                            |           |           |           |           |           | -              |
|                            |           |           |           |           |           | -              |
|                            |           |           |           |           |           | -              |
| Total Revenue              | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000     |

| Expenditures:      | 2017      | 2018      | 2019      | 2020      | 2021      | 5 - Year Total |
|--------------------|-----------|-----------|-----------|-----------|-----------|----------------|
| Plans/Studies      |           |           |           |           |           | \$ -           |
| Design             |           |           |           |           |           | -              |
| Construction       | 50,000    | 50,000    | 50,000    | 50,000    | 50,000    | 250,000        |
| Materials          |           |           |           |           |           | -              |
| Equipment          |           |           |           |           |           | -              |
| Other -            |           |           |           |           |           | -              |
| Other -            |           |           |           |           |           | -              |
| Total Expenditures | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Huron Street Rehabilitation

**Project Dates:** **Begin:** Jan-2019 **Finish:** Dec-2020

**Comprehensive Project Cost:** \$1,800,000.00

**Project Rationale:** Roadway Rehabilitation

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Rehabilitation of Huron Street South of 104th.

Design and construction of the Huron Street Rehabilitation South of 104th may include drainage and cross slope improvements. The total cost shown is for pavement rehabilitation only.

| Source of Funding: | 2017 | 2018 | 2019       | 2020         | 2021 | 5 - Year Total |
|--------------------|------|------|------------|--------------|------|----------------|
| Mill Levy          | -    |      | 600,000    | 1,200,000    |      | \$ 1,800,000   |
|                    |      |      |            |              |      | -              |
|                    |      |      |            |              |      | -              |
|                    |      |      |            |              |      | -              |
|                    |      |      |            |              |      | -              |
| Total Revenue      | \$ - | \$ - | \$ 600,000 | \$ 1,200,000 | \$ - | \$ 1,800,000   |

| Expenditures:      | 2017 | 2018 | 2019       | 2020         | 2021 | 5 - Year Total |
|--------------------|------|------|------------|--------------|------|----------------|
| Plans/Studies      |      |      |            |              |      | \$ -           |
| Design             |      |      | 600,000    |              |      | 600,000        |
| Construction       | -    |      |            | 1,200,000    |      | 1,200,000      |
| Materials          |      |      |            |              |      | -              |
| Equipment          |      |      |            |              |      | -              |
| Other -            |      |      |            |              |      | -              |
| Other -            |      |      |            |              |      | -              |
| Total Expenditures | \$ - | \$ - | \$ 600,000 | \$ 1,200,000 | \$ - | \$ 1,800,000   |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** East 120th Avenue Eastbound Widening Design

**Project Dates:** **Begin:** Jan-2019 **Finish:** Dec-2019

**Total Project Costs:** \$500,000.00

**Project Rationale:** Roadway Capacity Improvements

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Widening design of E. 120th Avenue (Eastbound Only) from a two lane road to a three lane road.

A conceptual design of the E. 120th Avenue roadway will provide the City with estimates and for how to address the full buildout of the roadway template for eastbound 120th Ave. The conceptual design will also identify engineering constraints, including but not limited to, drainage, soils, ROW, and utilities. The conceptual design also will consider the impacts of FasTracks and stormwater requirements of Urban Drainage & Flood Control District (UDFCD).

In 2015 full roadway and street scape improvements will be designed based on the concept design completed in 2014 and construction anticipated to begin 2016

| Source of Funding: | 2017 | 2018 | 2019       | 2020 | 2021 | Total      |
|--------------------|------|------|------------|------|------|------------|
| 1/2% Sales Tax     |      |      | 500,000    |      |      | \$ 500,000 |
|                    |      |      |            |      |      | -          |
|                    |      |      |            |      |      | -          |
|                    |      |      |            |      |      | -          |
|                    |      |      |            |      |      | -          |
| Total Revenue      | \$ - | \$ - | \$ 500,000 | \$ - | \$ - | \$ 500,000 |

| Expenditures:      | 2015 | 2016 | 2017       | 2018 | 2019 | Total      |
|--------------------|------|------|------------|------|------|------------|
| Plans/Studies      |      | -    |            |      |      | \$ -       |
| Design             |      |      | 500,000    |      |      | 500,000    |
| Construction       |      |      |            |      |      | -          |
| Materials          |      |      |            |      |      | -          |
| Equipment          |      |      |            |      |      | -          |
| Other -            |      |      |            |      |      | -          |
| Other -            |      |      |            |      |      | -          |
| Total Expenditures | \$ - | \$ - | \$ 500,000 | \$ - | \$ - | \$ 500,000 |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** 99th Ave. Reconstruction

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2017

**Total Project Costs:** \$350,000.00

**Project Rationale:** Roadway Rehabilitation

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Reconstruction of approximately 980 feet of roadway, due to existing conditions inaduaquete to support future traffic impact loading, and drainage concerns along the south section of the roadway. In addition, completing approximately 980 LF feet of water main replacement due to condition of main. Water main has had multiple breaks in past years which has casued the roadway to have inaduaquate strenght to support future traffic impact loads.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | Total      |
|--------------------|------------|------|------|------|------|------------|
| General            | 350,000    |      |      |      |      | \$ 350,000 |
|                    |            |      |      |      |      | -          |
|                    |            |      |      |      |      | -          |
|                    |            |      |      |      |      | -          |
|                    |            |      |      |      |      | -          |
| Total Revenue      | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ 350,000 |

| Expenditures:      | 2016       | 2017 | 2018 | 2019 | 2020 | Total      |
|--------------------|------------|------|------|------|------|------------|
| Plans/Studies      |            | -    |      |      |      | \$ -       |
| Design             |            |      |      |      |      | -          |
| Construction       | 350,000    |      |      |      |      | 350,000    |
| Materials          |            |      |      |      |      | -          |
| Equipment          |            |      |      |      |      | -          |
| Other -            |            |      |      |      |      | -          |
| Other -            |            |      |      |      |      | -          |
| Total Expenditures | \$ 350,000 | \$ - | \$ - | \$ - | \$ - | \$ 350,000 |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** School Zone Safety Assessment

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$500,042.00 (5-year Total)

**Project Rationale:** School Zone Safety Assessment

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The assessment is to analyze existing conditions both in the Right of Way and on school grounds. The assessment will include survey of existing conditions to include signs, ramps, striping, etc. The assessment will also include evaluation of existing pedestrian and traffic movements in and around the school to include both pedestrian and traffic volumes counts during peak school hours. Based on the assessment of existing conditions recommendations will be presented on the overall existing school zone safety and what changes could be implemented to improve overall pedestrian and traffic safety concerns both in the Right of Way and school site.

| Source of Funding: | 2017       | 2018      | 2019       | 2020      | 2021       | 5 - Year Total |
|--------------------|------------|-----------|------------|-----------|------------|----------------|
| General Fund       | 200,042    | 50,000    | 100,000    | 50,000    | 100,000    | \$ 500,042     |
|                    |            |           |            |           |            | -              |
|                    |            |           |            |           |            | -              |
|                    |            |           |            |           |            | -              |
|                    |            |           |            |           |            | -              |
| Total Revenue      | \$ 200,042 | \$ 50,000 | \$ 100,000 | \$ 50,000 | \$ 100,000 | \$ 500,042     |

| Expenditures:      | 2017       | 2018      | 2019       | 2020      | 2021       | 5 - Year Total |
|--------------------|------------|-----------|------------|-----------|------------|----------------|
| Plans/Studies      | 200,042    | 50,000    | 100,000    | 50,000    | 100,000    | \$ 500,042     |
| Design             |            |           |            |           |            | -              |
| Construction       |            |           |            |           |            | -              |
| Materials          |            |           |            |           |            | -              |
| Equipment          |            |           |            |           |            | -              |
| Other -            |            |           |            |           |            | -              |
| Other -            |            |           |            |           |            | -              |
| Total Expenditures | \$ 200,042 | \$ 50,000 | \$ 100,000 | \$ 50,000 | \$ 100,000 | \$ 500,042     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Utility Studies - Market Place and Karls Farm

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$70,000.00

**Project Rationale:** Utility Studies

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The utility studies are to analyze the existing utilities including water, sewer and storm drainage. Work will include the assessment of the existing conditions, capacity evaluations and review of major drainage way updates. Studies will provide recommendations for utilities and report preparation.

| Source of Funding: | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| General Fund       | 70,000    |      |      |      |      | \$ 70,000      |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
|                    |           |      |      |      |      | -              |
| Total Revenue      | \$ 70,000 | \$ - | \$ - | \$ - | \$ - | \$ 70,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      | 70,000    |      |      |      |      | \$ 70,000      |
| Design             |           |      |      |      |      | -              |
| Construction       |           |      |      |      |      | -              |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 70,000 | \$ - | \$ - | \$ - | \$ - | \$ 70,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Ralston House Development

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$280,000.00

**Project Rationale:** Development

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The Ralston House Development will include hiring of Architectural/Engineering firm to complete building and site improvement documents.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| General Fund       | 280,000    |      |      |      |      | \$ 280,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 280,000 | \$ - | \$ - | \$ - | \$ - | \$ 280,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 280,000    |      |      |      |      | 280,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 280,000 | \$ - | \$ - | \$ - | \$ - | \$ 280,000     |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Police and Municipal Court Complex

**Project Dates:** **Begin:** Jan-2016 **Finish:** Dec-2018

**Comprehensive Project Cost:** \$23,000,000.00

**Project Rationale:** Facility

**Future Operational Impact:** ☒ Yes ☐ No **Operational Impact Category:** Negative

**Description/Justification:**

A Master Plan was completed in 2015 to better understand the needs for the Police and Municipal Court Complex. In 2016 plans will include hiring of an Architectural/Engineering firm to complete building and site improvement documents. Construction of the approximately 47,000 sq. ft. facility is expected to be completed by the end of 2018. The new building will add to ongoing operational costs not currently being incurred.

| Source of Funding:                | 2017          | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-----------------------------------|---------------|------|------|------|------|----------------|
| 1/2% Sales Tax - Capital Projects | 1,200,000     |      |      |      |      | \$ 1,200,000   |
| Certificates of Participation     | 20,000,000    |      |      |      |      | 20,000,000     |
|                                   |               |      |      |      |      | -              |
|                                   |               |      |      |      |      | -              |
|                                   |               |      |      |      |      | -              |
| Total Revenue                     | \$ 21,200,000 | \$ - | \$ - | \$ - | \$ - | \$ 21,200,000  |

| Expenditures:      | 2017          | 2018          | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|---------------|---------------|------|------|------|----------------|
| Plans/Studies      |               |               |      |      |      | \$ -           |
| Design             | 1,200,000     |               |      |      |      | 1,200,000      |
| Construction       | 9,000,000     | 9,750,000     |      |      |      | 18,750,000     |
| Materials          |               |               |      |      |      | -              |
| Equipment          |               | 1,000,000     |      |      |      | 1,000,000      |
| Roadway            |               | 750,000       |      |      |      | 750,000        |
| Other -            |               |               |      |      |      | -              |
| Total Expenditures | \$ 10,200,000 | \$ 11,500,000 | \$ - | \$ - | \$ - | \$ 21,700,000  |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** North Metro Rail Ave Corridor Improvements

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2018

**Comprehensive Project Cost:** \$935,000.00

**Project Rationale:** RTD Local Match

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

In 2012, the City was awarded a Federal Grant through the Denver Regional Council of Governments (DRGOG) TIP (Transportation Improvement Program). The total funding amount is \$1,159,000.00 with \$827,000 in federal grant funds and \$232,000 local match. This TIP funding has been contemplated as part of the City's local match for the North Metro Rail Line.

- Via a separate IGA with RTD, the local jurisdictions are required to provide a local match – Northglenn's match is \$2,520,000.00. As of spring 2016, Northglenn has provided \$805,197.12 in local match – in kind staff time and roadway improvements to 112th Ave. Staff anticipates that the remaining balance not covered by this project and previously recognized local match, will be in use tax collected for the project.

- For FY 2017, the project will include engineering and design for civil bid package to construct, roadway improvements to 112th Ave, including extension of sidewalk from the train crossing to York on north side of 112th, intersection improvements at 112th Ave & York, installation of a traffic signal at Fox Run Parkway and 112th Ave. This is a change in the original project scope from 2012 and will require an amendment through DRCOG, which currently underway and should be ratified in the 1st quarter of 2017.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Grant              | 728,000    |      |      |      |      | \$ 728,000     |
| General Fund       | 207,000    |      |      |      |      | 207,000        |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 935,000 | \$ - | \$ - | \$ - | \$ - | \$ 935,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 935,000    |      |      |      |      | 935,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 935,000 | \$ - | \$ - | \$ - | \$ - | \$ 935,000     |

## CAPITAL IMPROVEMENT PROGRAM SUMMARY

### Water & Wastewater Fund

|  | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate      | 2019<br>Estimate      | 2020<br>Estimate       | 2021<br>Estimate       | 5-Year<br>Total      | Funding<br>Source |
|--|---------------------------|------------------------------|---------------------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|----------------------|-------------------|
| <b>Beginning Fund Balance</b>                        | <b>\$ 16,874,230</b>      | <b>\$ 16,558,054</b>         |                                 | <b>\$ 18,676,340</b>   | <b>\$ 9,308,865</b>   | <b>\$ 9,463,594</b>   | <b>\$ 7,961,207</b>    | <b>\$ (15,168,677)</b> |                      |                   |
| <b>Revenue Projections:</b>                          |                           |                              |                                 |                        |                       |                       |                        |                        |                      |                   |
| Sales Tax  | \$ 3,754,952              | \$ 3,304,736                 |                                 | \$ 3,387,355           | \$ 3,421,229          | \$ 3,455,441          | \$ 3,489,995           | \$ 3,524,895           | \$ 17,278,915        |                   |
| Use Tax  | 442,849                   | 389,172                      |                                 | 394,859                | 398,808               | 402,796               | 406,824                | 410,892                | 2,014,179            |                   |
| Berthoud Pass IGA                                    | 3,500                     | 2,500                        |                                 | 3,500                  | 3,500                 | 3,500                 | 3,500                  | 3,500                  | 17,500               |                   |
| Church Ditch IGA                                     | -                         | 400                          |                                 | -                      | -                     | -                     | -                      | -                      | -                    |                   |
| Administrative Fees                                  | 15,465                    | 15,639                       |                                 | 15,639                 | 15,639                | 15,639                | 15,639                 | 15,639                 | 78,195               |                   |
| FRICO Agreement                                      | 2,600                     | 2,600                        |                                 | 2,600                  | 2,600                 | 2,600                 | 2,600                  | 2,600                  | 13,000               |                   |
| Past Due Penalties/Interest                          | 86,614                    | 91,537                       |                                 | 91,537                 | 91,537                | 91,537                | 91,537                 | 91,537                 | 457,685              |                   |
| Contracted Lab Services                              | 9,184                     | 7,834                        |                                 | 7,834                  | 7,834                 | 7,834                 | 7,834                  | 7,834                  | 39,170               |                   |
| Water Use Charges                                    | 5,984,357                 | 6,691,493                    |                                 | 6,858,780              | 6,927,368             | 6,996,642             | 7,066,608              | 7,137,274              | 34,986,672           |                   |
| Construction Water Sales                             | 5,000                     | 5,000                        |                                 | 5,000                  | 5,000                 | 5,000                 | 5,000                  | 5,000                  | 25,000               |                   |
| Water Lease Revenue                                  | 55,000                    | 55,000                       |                                 | 55,000                 | 55,000                | 55,000                | 55,000                 | 55,000                 | 275,000              |                   |
| Sewer Use Charges                                    | 3,670,990                 | 3,794,414                    |                                 | 3,889,274              | 4,083,738             | 4,104,157             | 4,124,678              | 4,145,301              | 20,347,148           |                   |
| Tap Connection Fees                                  | -                         | 98,000                       |                                 | -                      | -                     | -                     | -                      | -                      | -                    |                   |
| Investment Earnings                                  | 73,000                    | 73,000                       |                                 | 73,000                 | 46,544                | 47,318                | 39,806                 | -                      | 206,668              |                   |
| Miscellaneous Revenue                                | -                         | 5,000                        | -                               | -                      | -                     | -                     | -                      | -                      | -                    |                   |
| <b>Total</b>   | <b>14,103,511</b>         | <b>14,536,325</b>            |                                 | <b>14,784,378</b>      | <b>15,058,797</b>     | <b>15,187,464</b>     | <b>15,309,021</b>      | <b>15,399,472</b>      | <b>75,739,132</b>    |                   |
| <b>Operating Expenditures</b>                        | <b>\$ 8,823,270</b>       | <b>\$ 8,817,788</b>          |                                 | <b>\$ 8,770,851</b>    | <b>\$ 8,946,268</b>   | <b>\$ 9,125,193</b>   | <b>\$ 9,307,697</b>    | <b>\$ 9,493,851</b>    | <b>\$ 45,643,860</b> |                   |
| <b>Water Right Purchases</b>                         | <b>-</b>                  | <b>-</b>                     |                                 | <b>2,250,000</b>       | <b>2,150,000</b>      | <b>2,150,000</b>      | <b>2,150,000</b>       | <b>2,150,000</b>       | <b>10,850,000</b>    |                   |
| <b>Debt Expenditures</b>                             | <b>979,458</b>            | <b>979,458</b>               |                                 | <b>977,033</b>         | <b>979,300</b>        | <b>976,158</b>        | <b>977,708</b>         | <b>976,712</b>         | <b>4,886,911</b>     |                   |
| <b>Other</b>   | <b>3,500</b>              | <b>1,500</b>                 |                                 | <b>3,500</b>           | <b>3,500</b>          | <b>3,500</b>          | <b>3,500</b>           | <b>3,500</b>           | <b>17,500</b>        |                   |
| <b>Total Capital Expenditures*</b>                   | <b>11,164,825</b>         | <b>2,619,293</b>             | <b>7,550,469</b>                | <b>4,600,000</b>       | <b>2,825,000</b>      | <b>4,435,000</b>      | <b>26,000,000</b>      | <b>500,000</b>         | <b>45,910,469</b>    |                   |
| <b>Ending Fund Balance</b>                           | <b>\$ 10,006,688</b>      | <b>\$ 18,676,340</b>         |                                 | <b>\$ 9,308,865</b>    | <b>\$ 9,463,594</b>   | <b>\$ 7,961,207</b>   | <b>\$ (15,168,677)</b> | <b>\$ (12,893,268)</b> |                      |                   |
| <b>Restrictions, Commitments, &amp; Assignments:</b> |                           |                              |                                 |                        |                       |                       |                        |                        |                      |                   |
| 3% TABOR Reserve Restriction                         | \$ 221,152                | \$ 213,936                   |                                 | \$ 319,228             | \$ 337,163            | \$ 339,877            | \$ 342,366             | \$ 343,911             |                      |                   |
| Debt Service Reserve Restriction                     | 692,780                   | 159,272                      |                                 | 247,538                | 218,238               | 242,080               | 264,372                | 287,660                |                      |                   |
| Water Right Purchase Restriction                     | 4,767,819                 | 3,974,603                    |                                 | 4,441,518              | 6,841,518             | 9,241,518             | 11,641,518             | 14,041,518             |                      |                   |
| Capital/Infrastructure Commitment                    | 2,000,000                 | 2,000,000                    |                                 | 2,000,000              | 2,000,000             | 2,000,000             | 2,000,000              | 2,000,000              |                      |                   |
| Operating Reserve Commitment                         | 2,031,317                 | 2,030,663                    |                                 | 2,135,713              | 2,236,567             | 2,281,298             | 2,326,924              | 2,373,463              |                      |                   |
| <b>Unassigned Fund Balance</b>                       | <b>\$ 293,620</b>         | <b>\$ 10,297,866</b>         |                                 | <b>\$ 164,868</b>      | <b>\$ (2,169,892)</b> | <b>\$ (6,143,566)</b> | <b>\$ (31,743,857)</b> | <b>\$ (31,939,820)</b> |                      |                   |

\*See following page for project listing

## CAPITAL IMPROVEMENT PROGRAM SUMMARY

### Water & Wastewater Fund (Project Listing)

|                                       | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate    | 2019<br>Estimate    | 2020<br>Estimate     | 2021<br>Estimate  | 5-Year<br>Total      | Funding<br>Source |
|---------------------------------------|---------------------------|------------------------------|---------------------------------|------------------------|---------------------|---------------------|----------------------|-------------------|----------------------|-------------------|
| <b>Capital Expenditures:</b>          |                           |                              |                                 |                        |                     |                     |                      |                   |                      |                   |
| Water Line Replacement                | 130,000                   | 120,000                      | 10,000                          | 250,000                | 100,000             | 100,000             | 100,000              | 100,000           | 660,000              | WF                |
| Standley Lake Pipeline                | 155,000                   | 150,000                      | 5,000                           | 150,000                | 150,000             | 150,000             | 150,000              | 150,000           | 755,000              | WF                |
| Install PLC for SCADA                 | 229,314                   | -                            | -                               | -                      | -                   | -                   | -                    | -                 | -                    | WF                |
| High Zone Storage Tank Painting       | 124,703                   | 118,111                      | -                               | -                      | -                   | -                   | -                    | -                 | -                    | WF                |
| Berthoud Pass Ditch Maintenance       | -                         | -                            | -                               | 20,000                 | 350,000             | -                   | -                    | -                 | 370,000              | 1/2% Tax          |
| Water Plant Filter Media Replacement  | -                         | -                            | -                               | 185,000                | 185,000             | 185,000             | -                    | -                 | 555,000              | WF                |
| North Low Zone Tank Painting          | -                         | -                            | -                               | 180,000                | -                   | -                   | -                    | -                 | 180,000              | WF                |
| Farmers Highline Flume Gate           | -                         | -                            | -                               | 80,000                 | -                   | -                   | -                    | -                 | 80,000               | WF                |
| Flume at Lupton Bottom                | -                         | -                            | -                               | 15,000                 | -                   | -                   | -                    | -                 | 15,000               | WF                |
| Terminal Reservoir Phase II           | -                         | -                            | -                               | 800,000                | -                   | -                   | -                    | -                 | 800,000              | WF                |
| Collection System Rehab               | 250,000                   | 227,632                      | 22,368                          | 500,000                | 250,000             | 250,000             | 250,000              | 250,000           | 1,522,368            | WWF               |
| Bunker Hill Lift Station              | -                         | -                            | -                               | -                      | 100,000             | -                   | -                    | -                 | 100,000              | WWF               |
| Lift Station A Assessment             | 390,241                   | -                            | -                               | -                      | -                   | -                   | -                    | -                 | -                    | WWF               |
| Lift Station B Assessment             | -                         | -                            | -                               | -                      | 250,000             | 250,000             | -                    | -                 | 500,000              | WWF               |
| WWTP Headworks & Clarifier            | 9,645,567                 | 2,000,000                    | 7,513,101                       | 2,420,000              | -                   | -                   | -                    | -                 | 9,933,101            | WWF               |
| Forcemain Assessment                  | -                         | 3,550                        | -                               | -                      | -                   | -                   | -                    | -                 | -                    | WWF               |
| Decommission Southern Lagoon          | 240,000                   | -                            | -                               | -                      | 1,440,000           | -                   | -                    | -                 | 1,440,000            | WWF               |
| Lift Station A & Foremain Replacement | -                         | -                            | -                               | -                      | -                   | 3,500,000           | 25,000,000           | -                 | 28,500,000           | WWF               |
| Lift Station Flow Meters              | -                         | -                            | -                               | -                      | -                   | -                   | 500,000              | -                 | 500,000              | WWF               |
| <b>Total</b>                          | <b>\$ 11,164,825</b>      | <b>\$ 2,619,293</b>          | <b>\$ 7,550,469</b>             | <b>\$ 4,600,000</b>    | <b>\$ 2,825,000</b> | <b>\$ 4,435,000</b> | <b>\$ 26,000,000</b> | <b>\$ 500,000</b> | <b>\$ 45,910,469</b> |                   |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Water Line Replacement Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$660,000.00 (5 Year Total)

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Rehabilitation of Water Lines throughout the City.

The Water Line Replacement program includes the repair and replacement of the aging water lines throughout the City. The City's water mains are predominately Asbestos Concrete (AC) pipe and because of the corrosive nature of the soil have a shortened life span. In order to ensure continuous water service to the community, the failing water lines must be replaced. In 2012, the City decided to be more proactive in finding leaks before they cause damage to streets and property. A sonic leak detection survey was performed on a small portion of the distribution system, on a trial basis. The survey found that the portion of the distribution system was generally well-maintained, but there were areas of concern that need to be monitored in the future. The City was satisfied with the results of the survey and recommends an ongoing sonic leak detection program. The cost of the sonic leak detection program will be approximately 10 percent of the annual appropriated funding.

| Source of Funding:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|-------------------------|------------|------------|------------|------------|------------|----------------|
| Water & Wastewater Fund | 260,000    | 100,000    | 100,000    | 100,000    | 100,000    | \$ 660,000     |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
| Total Revenue           | \$ 260,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 660,000     |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 260,000    | 100,000    | 100,000    | 100,000    | 100,000    | 660,000        |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 260,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 660,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Standley Lake Pipeline Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$755,000 (5 Year Total)

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Repair and/or replacement of sections of the Standley Lake Pipeline.

The Standley Lake Pipeline is a 48" pipeline that conveys the City's raw water from Standley Lake to the City of Northglenn Water Treatment Plant. In 2010, the City completed the Standley Lake Pipeline Inspection that employed electromagnetic technology to inspect the entire length of the pipeline for wire breaks and identified areas for future repairs and/or replacement. The Standley Lake Pipeline Inspection report identified approximately 120 feet of the 48" concrete pipe in critical condition and additional sections requiring repair or replacement within the next 5 to 10 years. Project Update: Standley Lake Pipeline Program, Ongoing - this program includes: an ongoing replacement of 120 feet of pipeline in critical condition, at a cost of approximately \$100,000 per 16-foot section, b) surveying and repairing the pipeline's cathodic protection system, and c) additional piping joint repairs to be completed when the pipeline is dewatered for section replacement. All costs associated with maintenance of the pipeline are shared 50/50 with the City of Thornton.

| Source of Funding:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|-------------------------|------------|------------|------------|------------|------------|----------------|
| Water & Wastewater Fund | 155,000    | 150,000    | 150,000    | 150,000    | 150,000    | \$ 755,000     |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
| Total Revenue           | \$ 155,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 755,000     |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             | 55,000     | 50,000     | 50,000     | 50,000     | 50,000     | 255,000        |
| Construction       | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 500,000        |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other              |            |            |            |            |            | -              |
| Other              |            |            |            |            |            | -              |
| Total Expenditures | \$ 155,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 755,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Berthoud Pass Ditch Maintenance - Pipe Design Only

**Project Dates:** **Begin:** Jan-2018 **Finish:** Dec-2018

**Comprehensive Project Cost:** \$370,000.00

**Project Rationale:** To improve deliveries of fully consumable Berthoud Pass water to the Northglenn system.

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The Berthoud Pass ditch is a water conveyance structure owned by the City that conveys water from the Fraser River basin to Clear Creek for use in Northglenn's municipal water supply. The water is fully consumable, and is a valuable part of the City's water portfolio. In 2017, minor repairs are required for the existing pipeline, siphon and access road. These repairs are required to continue to effectively deliver water. These repairs include repairing the waste gate and piping on the east siphon valve, which have pulled away from the valve, due to snow movement, re-grading the road to remove large boulders and fill holes, and replace a cracked and leaking section of pipe on the siphon belly drain. In 2018, design of piping the ditch from US 40 to the siphon entrance will begin. The length of ditch to be piped is approximately 3,000 feet.

| Source of Funding:      | 2017      | 2018       | 2019       | 2020 | 2021 | 5 - Year Total |
|-------------------------|-----------|------------|------------|------|------|----------------|
| Water & Wastewater Fund | 20,000    | 350,000    | 350,000    |      |      | \$ 720,000     |
|                         |           |            |            |      |      | -              |
|                         |           |            |            |      |      | -              |
|                         |           |            |            |      |      | -              |
|                         |           |            |            |      |      | -              |
| Total Revenue           | \$ 20,000 | \$ 350,000 | \$ 350,000 | \$ - | \$ - | \$ 720,000     |

| Expenditures:      | 2017      | 2018       | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------------|------|------|------|----------------|
| Plans/Studies      |           |            |      |      |      | \$ -           |
| Design             |           | 350,000    |      |      |      | 350,000        |
| Construction       | 20,000    |            |      |      |      | 20,000         |
| Materials          |           |            |      |      |      | -              |
| Equipment          |           |            |      |      |      | -              |
| Other -            |           |            |      |      |      | -              |
| Other -            |           |            |      |      |      | -              |
| Total Expenditures | \$ 20,000 | \$ 350,000 | \$ - | \$ - | \$ - | \$ 370,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Water Treatment Filter Media Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2019

**Comprehensive Project Cost:** \$555,000.00

**Project Rationale:** Facility Improvement

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

As part of the potable water treatment process water must pass through filter media chambers prior to entering the distribution system. The City operates 8 filters. In 2015, two of the eight filters were rehabilitated and media replaced. The filter media and other piping within the filter basins must be replaced from time to time due to filter loading of particulates and overall degradation of the material and structure.

The work will consist of rehabilitation of two filters each year. Rehabilitation will consist of removal of existing filter media and replacement with new media and any structural rehabilitation that is required after the media is removed.

| Source of Funding: | 2017       | 2018       | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------------|------------|------|------|----------------|
| Water & Wastewater | 185,000    | 185,000    | 185,000    |      |      | \$ 555,000     |
|                    |            |            |            |      |      | -              |
|                    |            |            |            |      |      | -              |
|                    |            |            |            |      |      | -              |
|                    |            |            |            |      |      | -              |
| Total Revenue      | \$ 185,000 | \$ 185,000 | \$ 185,000 | \$ - | \$ - | \$ 555,000     |

| Expenditures:      | 2017       | 2018       | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------------|------------|------|------|----------------|
| Plans/Studies      |            |            |            |      |      | \$ -           |
| Design             |            |            |            |      |      | -              |
| Construction       | 185,000    | 185,000    | 185,000    |      |      | 555,000        |
| Materials          |            |            |            |      |      | -              |
| Equipment          |            |            |            |      |      | -              |
| Other -            |            |            |            |      |      | -              |
| Other -            |            |            |            |      |      | -              |
| Total Expenditures | \$ 185,000 | \$ 185,000 | \$ 185,000 | \$ - | \$ - | \$ 555,000     |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** North Low Zone Tank Painting

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$180,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

With the April 2017 implementation of the new Storage Tank Rule (Section 11.28 of Regulation 11) the new rule requires us to complete a periodic quarterly inspection on each of our four water storage tanks looking for sanitary defects. Additionally the rule requires that at least once every five years each water storage tanks must have a comprehensive inspection completed. This requires us to drain the tank for inspection or contracting with divers to complete the inspection, we will do one tank inspection per year to meet this section of the rule.. During the first quarterly inspection staff found the tank coating peeling and bare steel on the North Low Zone Tank. Staff believes we should complete the comprehensive inspection in 2017 and while the tank is off line complete the required repairs.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Water & Wastewater | 180,000    |      |      |      |      | \$ 180,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 180,000 | \$ - | \$ - | \$ - | \$ - | \$ 180,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 180,000    |      |      |      |      | 180,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 180,000 | \$ - | \$ - | \$ - | \$ - | \$ 180,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Farmers Highline Gate and Flume Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$80,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The Farmers Highline Canal delivers water to Northglenn for use in Webster Lake. However, when necessary, the Farmers Highline has been used to deliver water to the water treatment facility, to supply water for drinking water. The gate and flume that deliver water to the water treatment plant, from the Farmers Highline is no longer functioning correctly. The gate has undercut and when water is running, leaks water from the Farmers Highline to the water plant. The flume that measures the water from the Farmers Highline, has settled and does not measure water as accurately as possible. This project will replace the rusted gate, and place new headwalls, with a check structure, in the canal and reset the flume so that it is flat and measures correctly.

| Source of Funding:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|-----------|------|------|------|------|----------------|
| Water & Wastewater Fund | 80,000    |      |      |      |      | \$ 80,000      |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
| Total Revenue           | \$ 80,000 | \$ - | \$ - | \$ - | \$ - | \$ 80,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      | 35,000    |      |      |      |      | \$ 35,000      |
| Design             |           |      |      |      |      | -              |
| Construction       | 45,000    |      |      |      |      | 45,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 80,000 | \$ - | \$ - | \$ - | \$ - | \$ 80,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Lupton Bottom Flume Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$15,000.00

**Project Rationale:** Facility Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Northglenn owns water rights in the Lupton Bottom Ditch Company. These water rights are used to provide augmentation and return flow water for the City's municipal water supply. The flume and measurement structures that the City uses to regulate these return flows from the Lupton Bottom Ditch, back to the South Platte River are in need of replacement. The flume is rusted, and the associated concrete structure is beginning to deteriorate. This project will replace the existing flume with a new flume and replace the concrete structure with improved facilities that will better accommodate the flow monitor and recording device that is required by the State of Colorado.

| Source of Funding:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|-----------|------|------|------|------|----------------|
| Water & Wastewater Fund | 15,000    |      |      |      |      | \$ 15,000      |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
|                         |           |      |      |      |      | -              |
| Total Revenue           | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000      |

| Expenditures:      | 2017      | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|-----------|------|------|------|------|----------------|
| Plans/Studies      |           |      |      |      |      | \$ -           |
| Design             |           |      |      |      |      | -              |
| Construction       | 15,000    |      |      |      |      | 15,000         |
| Materials          |           |      |      |      |      | -              |
| Equipment          |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Other -            |           |      |      |      |      | -              |
| Total Expenditures | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000      |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Water Treatment Plant Terminal Reservoir Phase II

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$800,000.00

**Project Rationale:** Facility Improvements

**Future Operational Impact:** ☐ Yes **Operational Impact Category:** N/A  
☒ No

**Description/Justification:**

The existing pipe material from the meter vault at 112th to the new bypass vault within the WTP was RCP which had failed in 2015 and was replaced with new ductile iron pipe. The remaining pipe material from the bypass vault to the terminal reservoir and the bypass line from the vault to the chemical feed building is RCP that needs to be replaced with new pipe material to eliminate the potential for additional breaks that occurred on the main fill line and potential interruptions to water supply to the treatment process. If both lines have breaks at the same time and water is not flowing from Farmers Highline Canal the City cannot produce water and must rely on Westminster and Thornton to supply the City with water. As such these are critical lines are in need of replacement. In addition to pipe replacement, piezometers will be installed around the dam and plant to monitor ground water levels and potential dam leakage.

| Source of Funding: | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Water & Wastewater | 800,000    |      |      |      |      | \$ 800,000     |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
|                    |            |      |      |      |      | -              |
| Total Revenue      | \$ 800,000 | \$ - | \$ - | \$ - | \$ - | \$ 800,000     |

| Expenditures:      | 2017       | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------------|------|------|------|------|----------------|
| Plans/Studies      |            |      |      |      |      | \$ -           |
| Design             |            |      |      |      |      | -              |
| Construction       | 800,000    |      |      |      |      | 800,000        |
| Materials          |            |      |      |      |      | -              |
| Equipment          |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Other -            |            |      |      |      |      | -              |
| Total Expenditures | \$ 800,000 | \$ - | \$ - | \$ - | \$ - | \$ 800,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Collection System Rehabilitation Program

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$1,522,368.00 (5 Year Total)

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☒ **Yes** ☐ **No** **Operational Impact Category:** Positive

**Description/Justification:**

Rehabilitation of Wastewater Lines throughout the City.

The Wastewater Line Rehabilitation program includes the repair and/or replacement of the aging wastewater pipelines throughout the City. The existing wastewater lines in the collection system are predominately concrete pipe. Wastewater contains high levels of hydrogen sulfide and when exposed to the atmosphere the hydrogen sulfide converts to sulfuric acid. The typical life expectancy of concrete pipe is approximately 100 years, however due to the highly corrosive nature of wastewater, the life expectancy of concrete pipe in a collection system is reduced to 20 to 50 years. Initially sulfuric acid will remove the outer layer of concrete, exposing the aggregate. If the corrosion is allowed to continue the sulfuric acid will continue to remove concrete until it reaches the steel. Once the reinforcement or steel in the pipe is exposed, structural failure is eminent. In order to preserve the existing wastewater pipelines and ensure continuous wastewater collection, pipes must be repaired or replaced that are beginning to show signs of corrosion. In addition to the normal program in 2017 replacement of the sewer main on Livingston as well as Huron and 104th will occur.

| Source of Funding:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|-------------------------|------------|------------|------------|------------|------------|----------------|
| Water & Wastewater Fund | 522,368    | 250,000    | 250,000    | 250,000    | 250,000    | \$ 1,522,368   |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
|                         |            |            |            |            |            | -              |
| Total Revenue           | \$ 522,368 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,522,368   |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 522,368    | 250,000    | 250,000    | 250,000    | 250,000    | 1,522,368      |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 522,368 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 250,000 | \$ 1,522,368   |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** BunkerHill Lift Station Replacement

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2018

**Comprehensive Project Cost:** \$100,000.00

**Project Rationale:** Facility Replacement

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

It was determined during the Karls Farm Master Utility Study that the lift station that services the development north of 120th from Irma to Claude will not be sufficient in size to support the future development of the Karls Farm development. The design and construction will be conjunction with the development of the vacant land.

| Source of Funding: | 2017 | 2018       | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------------|------|------|------|----------------|
| Water & Wastewater |      | 100,000    |      |      |      | \$ 100,000     |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
| Total Revenue      | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000     |

| Expenditures:      | 2017 | 2018       | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------------|------|------|------|----------------|
| Plans/Studies      |      |            |      |      |      | \$ -           |
| Design             |      | 100,000    |      |      |      | 100,000        |
| Construction       |      |            |      |      |      | -              |
| Materials          |      |            |      |      |      | -              |
| Equipment          |      |            |      |      |      | -              |
| Other -            |      |            |      |      |      | -              |
| Other -            |      |            |      |      |      | -              |
| Total Expenditures | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Lift Station B Facility Rehabilitation

**Project Dates:** **Begin:** Jan-2018 **Finish:** Dec-2019

**Comprehensive Project Cost:** \$500,000.00

**Project Rationale:** Maintenance Program

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Completing facility assessment and rehabilitation of Lift Station B.

Lift Station B is a major component in the sanitary sewer system since it is the second largest lift station in the City's collection system. Completing a facility assessment would provide recommendation and prioritize necessary improvements to extend the life of the facility. Repairs will be made based on the recommendations of the assessment.

| Source of Funding:      | 2017 | 2018       | 2019       | 2020 | 2021 | 5 - Year Total |
|-------------------------|------|------------|------------|------|------|----------------|
| Water & Wastewater Fund |      | 250,000    | 250,000    |      |      | \$ 500,000     |
|                         |      |            |            |      |      | -              |
|                         |      |            |            |      |      | -              |
|                         |      |            |            |      |      | -              |
|                         |      |            |            |      |      | -              |
| Total Revenue           | \$ - | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 500,000     |

| Expenditures:      | 2017 | 2018       | 2019       | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------------|------------|------|------|----------------|
| Plans/Studies      |      |            |            |      |      | \$ -           |
| Design             |      |            |            |      |      | -              |
| Construction       |      | 250,000    | 250,000    |      |      | 500,000        |
| Materials          |      |            |            |      |      | -              |
| Equipment          |      |            |            |      |      | -              |
| Other -            |      |            |            |      |      | -              |
| Other -            |      |            |            |      |      | -              |
| Total Expenditures | \$ - | \$ 250,000 | \$ 250,000 | \$ - | \$ - | \$ 500,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** WWTP Headworks and 3rd Secondary Clarifier

**Project Dates:** **Begin:** Jan-2014 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$13,000,000.00

**Project Rationale:** Wastewater Utility Plan Update

**Future Operational Impact:** ☒ Yes ☐ No **Operational Impact Category:** Negative

**Description/Justification:**

Design and Construction of a new Wastewater Treatment Plant headworks and 3rd secondary clarifier.

Headworks facilities are designed for removal of solids in the wastewater stream and are the first stage of wastewater treatment systems. Typically, headworks are composed of screens to remove trash such as rags or plastics and grit chambers to remove sand, gravel or other granules. Removal of the trash and grit prevents unnecessary and considerable wear and tear to the treatment system equipment. Staff currently spend a significant amount of time removing trash from the system and repairing equipment damaged by rags and grit. The headworks and 3rd secondary clarifier design is proposed for 2014, with construction in 2015. Once the headworks is in operation, the decommissioning of the existing lagoons can commence. Although there is anticipated to be a moderate increase in the tasks associated with operating a headworks, this increase should be offset by the removal of the maintenance requirements for the lagoons. The existing clarifiers are the limiting factor in the overall capacity at the WWTP. Design for expansion is required by the "Colorado Water Quality Control Act" once a facility has reached 80% of it's existing capacity. A 3rd secondary clarifier will provide redundancy in the system and increase the overall capacity of the facility to meet the planned future flows.

| Source of Funding:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|--------------|------|------|------|------|----------------|
| Water & Wastewater Fund | 9,933,101    |      |      |      |      | \$ 9,933,101   |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
| Total Revenue           | \$ 9,933,101 | \$ - | \$ - | \$ - | \$ - | \$ 9,933,101   |

| Expenditures:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Plans/Studies      |              |      |      |      |      | \$ -           |
| Design             |              |      |      |      |      | -              |
| Construction       | 9,933,101    |      |      |      |      | 9,933,101      |
| Materials          |              |      |      |      |      | -              |
| Equipment          |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Total Expenditures | \$ 9,933,101 | \$ - | \$ - | \$ - | \$ - | \$ 9,933,101   |



## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Decommission Southern Lagoon

**Project Dates:** **Begin:** Jan-2015 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$1,440,000.00

**Project Rationale:** Facility Improvements

**Future Operational Impact:** ☒ Yes ☐ No **Operational Impact Category:** Positive

**Description/Justification:**

Decommission Existing Southern Lagoon at Wastewater Treatment Facility.

As part of the design and construction of the full mechanical wastewater treatment facility in 2014 through 2017 the southern lagoon will no longer be required. As part of the design for the Headworks and 3rd Clarified the souther lagoons will be design to be decommissioned in accordance with CDPHE and State Engineers Office requirements and construction on this phase will take place in 2017.

| Source of Funding:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|-------------------------|--------------|------|------|------|------|----------------|
| Water & Wastewater Fund | 1,440,000    |      |      |      |      | \$ 1,440,000   |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
|                         |              |      |      |      |      | -              |
| Total Revenue           | \$ 1,440,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,440,000   |

| Expenditures:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Plans/Studies      |              |      |      |      |      | \$ -           |
| Design             | 240,000      |      |      |      |      | 240,000        |
| Construction       | 1,200,000    |      |      |      |      | 1,200,000      |
| Materials          |              |      |      |      |      | -              |
| Equipment          |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Total Expenditures | \$ 1,440,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,440,000   |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Lift Station A and Forcemain Replacement

**Project Dates:** **Begin:** Jan-2019 **Finish:** Dec-2020

**Comprehensive Project Cost:** \$28,500,000.00

**Project Rationale:** Facility Replacement

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The main lift station within the City that pumps 99% of all sewer flow north approximately 9 miles needs to be replaced. In addition to the replacement of the lift station the main forcemain is pre-stressed concrete cylindar pipe (PCCP) that is no longer suitable for repair and requires full replacement. A study has been conducted to determine best locations for both the the lift station and forcemain.

| Source of Funding: | 2017 | 2018 | 2019         | 2020          | 2021 | 5 - Year Total |
|--------------------|------|------|--------------|---------------|------|----------------|
| Water & Wastewater |      |      | 3,500,000    | 25,000,000    |      | \$ 28,500,000  |
|                    |      |      |              |               |      | -              |
|                    |      |      |              |               |      | -              |
|                    |      |      |              |               |      | -              |
|                    |      |      |              |               |      | -              |
| Total Revenue      | \$ - | \$ - | \$ 3,500,000 | \$ 25,000,000 | \$ - | \$ 28,500,000  |

| Expenditures:      | 2017 | 2018 | 2019         | 2020          | 2021 | 5 - Year Total |
|--------------------|------|------|--------------|---------------|------|----------------|
| Plans/Studies      |      |      |              |               |      | \$ -           |
| Design             |      |      | 3,500,000    |               |      | 3,500,000      |
| Construction       |      |      |              | 25,000,000    |      | 25,000,000     |
| Materials          |      |      |              |               |      | -              |
| Equipment          |      |      |              |               |      | -              |
| Other -            |      |      |              |               |      | -              |
| Other -            |      |      |              |               |      | -              |
| Total Expenditures | \$ - | \$ - | \$ 3,500,000 | \$ 25,000,000 | \$ - | \$ 28,500,000  |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Lift Station Flow Meters

**Project Dates:** **Begin:** Jan-2020 **Finish:** Dec-2020

**Comprehensive Project Cost:** \$500,000.00

**Project Rationale:** Facility Improvements

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

The City operates 8 lift station throughout the City. Each lift station should have an individual flow meter installed. Currently 5 of the 8 stations do not have flow meters. The work will include a new vault and meter be installed on the downstream side of each station to accurately measure the flows.

| Source of Funding: | 2017 | 2018 | 2019 | 2020       | 2021 | 5 - Year Total |
|--------------------|------|------|------|------------|------|----------------|
| Water & Wastewater |      |      |      | 500,000    |      | \$ 500,000     |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
|                    |      |      |      |            |      | -              |
| Total Revenue      | \$ - | \$ - | \$ - | \$ 500,000 | \$ - | \$ 500,000     |

| Expenditures:      | 2017 | 2018 | 2019 | 2020       | 2021 | 5 - Year Total |
|--------------------|------|------|------|------------|------|----------------|
| Plans/Studies      |      |      |      |            |      | \$ -           |
| Design             |      |      |      | 50,000     |      | 50,000         |
| Construction       |      |      |      | 450,000    |      | 450,000        |
| Materials          |      |      |      |            |      | -              |
| Equipment          |      |      |      |            |      | -              |
| Other -            |      |      |      |            |      | -              |
| Other -            |      |      |      |            |      | -              |
| Total Expenditures | \$ - | \$ - | \$ - | \$ 500,000 | \$ - | \$ 500,000     |



# CAPITAL IMPROVEMENT PROGRAM SUMMARY

## Stormwater Fund

|                                    | 2016<br>Adopted<br>Budget | 2016<br>Year-End<br>Forecast | 2016<br>Estimated<br>Carry Over | 2017 Adopted<br>Budget | 2018<br>Estimate  | 2019<br>Estimate  | 2020<br>Estimate  | 2021<br>Estimate  | 5-Year<br>Total  | Funding Source |
|------------------------------------|---------------------------|------------------------------|---------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------|------------------|----------------|
| <b>Beginning Fund Balance</b>      | \$ 926,662                | \$ 969,362                   |                                 | \$ 1,253,622           | \$ 39,222         | \$ 120,926        | \$ 302,403        | \$ 484,108        |                  |                |
| <b>Revenue Projections:</b>        |                           |                              |                                 |                        |                   |                   |                   |                   |                  |                |
| Stormwater Charges                 | \$ 437,322                | \$ 416,025                   |                                 | \$ 415,609             | \$ 417,687        | \$ 419,775        | \$ 421,874        | \$ 423,983        | \$ 2,098,928     |                |
| Investment Earnings                | 2,000                     | 3,500                        |                                 | 3,500                  | 196               | 605               | 1,512             | 2,421             | 8,234            |                |
| <b>Total</b>                       | <b>439,322</b>            | <b>419,525</b>               |                                 | <b>419,109</b>         | <b>417,883</b>    | <b>420,380</b>    | <b>423,386</b>    | <b>426,404</b>    | <b>2,107,162</b> |                |
| <b>Operating Expenditures</b>      | \$ 133,194                | \$ 135,265                   |                                 | \$ 133,509             | \$ 136,179        | \$ 138,903        | \$ 141,681        | \$ 144,515        | \$ 694,787       |                |
| <b>Debt Expenditures</b>           | -                         | -                            |                                 | -                      | -                 | -                 | -                 | -                 | -                |                |
| <b>Capital Expenditures:</b>       |                           |                              |                                 |                        |                   |                   |                   |                   |                  |                |
| Grange Hall Creek                  | \$ -                      | \$ -                         | \$ -                            | \$ -                   | \$ -              | \$ -              | \$ -              | \$ -              | \$ -             | SWF            |
| Grange Hall Creek MDP & FHAD       | 100,000                   | -                            | 100,000                         | -                      | -                 | -                 | -                 | -                 | 100,000          | SWF            |
| Storm Drainage Improvements        | 100,000                   | -                            | 100,000                         | -                      | 100,000           | 100,000           | 100,000           | 100,000           | 500,000          | SWF            |
| Brantner Gulch MDP & FHAD          | -                         | -                            | -                               | -                      | 100,000           | -                 | -                 | -                 | 100,000          | SWF            |
| Grange Hall Creek Phase I - Larson | -                         | -                            | -                               | 1,300,000              | -                 | -                 | -                 | -                 | 1,300,000        | SWF            |
| <b>Total Capital Expenditures</b>  | <b>200,000</b>            | <b>-</b>                     | <b>200,000</b>                  | <b>1,300,000</b>       | <b>200,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>100,000</b>    | <b>600,000</b>   |                |
| <b>Ending Fund Balance</b>         | <b>\$ 1,032,790</b>       | <b>\$ 1,253,622</b>          |                                 | <b>\$ 39,222</b>       | <b>\$ 120,926</b> | <b>\$ 302,403</b> | <b>\$ 484,108</b> | <b>\$ 665,997</b> |                  |                |
| <b>Unassigned Fund Balance</b>     | <b>\$ 1,032,790</b>       | <b>\$ 1,253,622</b>          |                                 | <b>\$ 39,222</b>       | <b>\$ 120,926</b> | <b>\$ 302,403</b> | <b>\$ 484,108</b> | <b>\$ 665,997</b> |                  |                |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** City-Wide Storm Drainage System Improvements

**Project Dates:** **Begin:** Ongoing **Finish:** Ongoing

**Comprehensive Project Cost:** \$500,000.00 (5 Year Total)

**Project Rationale:** Necessary Improvements & Preventative Maintenance

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** Positive

**Description/Justification:**

Construct or repair manhole, inlet, repair piping or concrete channel locations throughout the city. Usually in conjunction with street repair projects. Routine maintenance and upgrades must occur to maintain the expected level of service from the storm sewer infrastructure.

| Source of Funding: | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Stormwater Fund    | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | \$ 500,000     |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
|                    |            |            |            |            |            | -              |
| Total Revenue      | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000     |

| Expenditures:      | 2017       | 2018       | 2019       | 2020       | 2021       | 5 - Year Total |
|--------------------|------------|------------|------------|------------|------------|----------------|
| Plans/Studies      |            |            |            |            |            | \$ -           |
| Design             |            |            |            |            |            | -              |
| Construction       | 100,000    | 100,000    | 100,000    | 100,000    | 100,000    | 500,000        |
| Materials          |            |            |            |            |            | -              |
| Equipment          |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Other -            |            |            |            |            |            | -              |
| Total Expenditures | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Brantner Gulch and Tributaries Master Drainage Plan Update & Flood Hazard Area Delineation

**Project Dates:** **Begin:** Jan-2018 **Finish:** Dec-2018

**Comprehensive Project Cost:** \$100,000.00

**Project Rationale:** FEMA Mapping Updates

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

In conjunction with the Urban Drainage & Flood Control District, Thornton and Adams County we would update the entire Brantner Gulch & Tributaries 1983 Master Drainage Plan and Flood Hazard Area Delineation to develop documentation for application to FEMA on Letter of Map Revisions (LOMR) for areas within the City that should no longer be considered to be in the Floodplain. This would lead to obtaining approval from FEMA for the LOMRs.

Upstream development or storm sewer infrastructure upgrades completed since 1983 (and never formally documented and accepted by FEMA) have positively impacted areas within the City that previously were mapped by FEMA as being within the 100-year floodplain. Removal of these areas from the official FEMA mapping would allow the property owners affected to potentially reduce or cease paying for flood insurance and reduce the City's liabilities under the National Flood Insurance Program. This action was suggested in the City-Wide Drainage Master Plan Update.

| Source of Funding: | 2017 | 2018       | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------------|------|------|------|----------------|
| Stormwater Fund    |      | 100,000    |      |      |      | \$ 100,000     |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
|                    |      |            |      |      |      | -              |
| Total Revenue      | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000     |

| Expenditures:      | 2017 | 2018       | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|------|------------|------|------|------|----------------|
| Plans/Studies      |      | 100,000    |      |      |      | \$ 100,000     |
| Design             |      |            |      |      |      | -              |
| Construction       |      |            |      |      |      | -              |
| Materials          |      |            |      |      |      | -              |
| Equipment          |      |            |      |      |      | -              |
| Other -            |      |            |      |      |      | -              |
| Other -            |      |            |      |      |      | -              |
| Total Expenditures | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ 100,000     |

## 5-YEAR CAPITAL IMPROVEMENT PROGRAM

**Project Name:** Grange Hall Creek: Grant Dr. to Irma Dr. - Phase 1 A, Larson Drive Improvements

**Project Dates:** **Begin:** Jan-2017 **Finish:** Dec-2017

**Comprehensive Project Cost:** \$1,300,000.00

**Project Rationale:** Drainage System Improvements & Upgrades

**Future Operational Impact:** ☐ Yes ☒ No **Operational Impact Category:** N/A

**Description/Justification:**

Construct Grange Hall Creek Phase 1A improvements. The Urban Drainage & Flood Control District (UDFCD) and the city previously completed design and construction documents for this part of the Washington Street Detention project. Unfortunately sufficient funding was not available to construct the culvert improvements and channel stabilization improvements on either side of Larson Drive with the improvements at Washington Street. The culvert and channel improvements at Larson are critical to the hydraulic functioning of the drainageway. We will continue to see inundation of the pedestrian box culvert during almost every storm event, until such time that the culvert at Larson Dr is improved.

| Source of Funding: | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Stormwater Fund    | 1,300,000    |      |      |      |      | \$ 1,300,000   |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
|                    |              |      |      |      |      | -              |
| Total Revenue      | \$ 1,300,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,300,000   |

| Expenditures:      | 2017         | 2018 | 2019 | 2020 | 2021 | 5 - Year Total |
|--------------------|--------------|------|------|------|------|----------------|
| Plans/Studies      |              |      |      |      |      | \$ -           |
| Design             |              |      |      |      |      | -              |
| Construction       | 1,300,000    |      |      |      |      | 1,300,000      |
| Materials          |              |      |      |      |      | -              |
| Equipment          |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Other -            |              |      |      |      |      | -              |
| Total Expenditures | \$ 1,300,000 | \$ - | \$ - | \$ - | \$ - | \$ 1,300,000   |





## **Financial Policies**

The following policies were developed to provide guidance to the City of Northglenn regarding financial matters. The City's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable level of service to the citizens of Northglenn. The following statements are not intended to restrict the City Council's authority when determining service requirements or the activities of the City. The 2017 budget for the City of Northglenn was prepared based on these policies where applicable.

### **Financial Goals**

Financial goals are broad, fairly timeless statements of the financial position the City seeks to attain. The financial goals for the City of Northglenn are:

- To be a fiscally responsible City Government.
- To have adequate financial reserves for uncertain economic times.
- To invest to preserve or enhance our City facilities, buildings and infrastructure.
- To provide services in the most cost-effective manner.

### **Financial Policies**

Financial policies support the financial goals. They allow the City Council to view their present approach to financial management from an overall, long-range vantage point. They are general statements that guide decision-making in specific situations to ensure that a decision will contribute to the attainment of the financial goals. Federal and state laws, rules and regulations, the City Charter, and generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association of the United States and Canada (GFOA) govern and guide the City of Northglenn's financial policies and processes.

### **Budget Policies**

Sound financial practices and the desire to continue to be a fiscally responsible city government dictates that budgets be balanced, constantly monitored, and responsive to changes in service demands. With these concepts in mind, the City of Northglenn has adopted the following budget policy statements:

- The City will adopt an annual budget that contains operating budgets for all funds.
- Annual operating budgets will be adopted on a balanced basis, where current operating revenues (estimated revenues) are used to fund ongoing operating expenditures/expenses (appropriations). Nothing in this policy shall prohibit the use of operating revenues for capital expenditures/expenses.
- Unreserved and undesignated fund balance may be appropriated as part of the adopted budget to fund capital, one-time emergency expenditures/expenses, or one-time operating costs. Unreserved and undesignated fund balance should not be used to fund ongoing operating expenditures/expenses in the adopted budget.
- One-time revenues that are not required by law or agreement to be expended for a particular purpose will only be used to fund capital, emergency expenditures/expenses, or one-time operating costs in the adopted budget. Examples of one-time revenues include,

but are not limit to, proceeds from the sale of property or other major assets, governmental grants that are not regularly received and are unlikely to recur on a regular basis, major gifts or donations, and major insurance recoveries.

- Reservation and designation of fund balance will be estimated in the adopted budget for amounts of fund equity legally restricted or otherwise not available for appropriation, such as the 3% reserve requirement for TABOR.
- The City's fiscal year is the calendar year and its budget calendar shall be as provided for in Article VIII of the Charter of the City of Northglenn, Section 8.1 through 8.13.

### Operating Position Policies

Operating position refers to the City's ability to balance its budget on a current basis, maintain reserves for emergencies, and maintain sufficient cash to pay its bills on a timely basis. The City of Northglenn operating position policy requires that:

- The City will pay all current operating expenditures with current operating revenues. Ongoing operating costs will not be financed from fund balance.
- City staff shall prepare financial reports of the financial position and results of operating for the major funds of the City or any other fund requested by the City Council. The reports will contain the revenue and expenditures of the funds with an analysis of the results for the end of each month except for the month of January.

### Revenue Policies

Revenues determine the capacity of a local government to provide services. Under ideal conditions, revenues would grow at a rate equal to or greater than expenditures. To ensure that our revenues are balanced and capable of supporting our desired levels of services, the City of Northglenn has adopted the following revenue policy statements:

- A process to review diversified and stable revenues will be maintained to shelter the City from short-run fluctuations in any one revenue source.
- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that the City is maximizing its revenue potential.
- The City will strive to be informed and aware of all grants and other aid shall be carefully examined for matching requirements (dollar and level-of-effort) and restrictive covenants, to ensure that participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.
- One-time revenues will be used for capital improvements, one-time expenditures or as legally restricted to a specific purpose.
- The City will carefully and routinely monitor any amounts due. An assertive collection of all receivables will be followed.

- Proprietary funds will generate revenue sufficient to support the costs of their services and to remain in compliance with debt covenants or lease agreements.
- Revenue forecasts shall be conservative, using generally accepted forecasting techniques and appropriate data.
- Each year and whenever appropriate, the City will review its schedule of fees.

#### Expenditure/Expense Policies

Expenditure/expenses are a rough measure of a local government's service output. While many expenditures/expenses can be easily controlled, emergencies, unfounded mandates, and unanticipated service demands may strain the City's ability to maintain a balanced budget. To ensure the proper control of expenditures/expenses and provide for a quick and effective response to adverse financial situations, the City of Northglenn has adopted the following expenditure/expense policy statements:

- Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized, and sufficiently documented.
- Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion.
- Encumbrances will be used in the City to properly show the commitment of funds against appropriations.
- The balances in appropriation accounts and programs will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments in any account do not exceed the authorized budget for that program.
- Requests for competitive bids, proposals, formal, and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law or otherwise established by the City Council or City Manager.
- The City of Northglenn will maintain an effective risk management program that provides adequate coverage, minimizes losses and reduces costs.
- Appropriations for all operating funds shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.
- Due to the multi-year nature of many capital improvement projects budget appropriations for the Capital Improvement Funds will continue through project completion and shall not lapse at year end. City of Northglenn Municipal Code Section 5-8-11(a).
- A contingency amount proposed by the City Manager and approved by the City Council may be proposed when the budget is adopted. This contingency will be used to provide for expenditures that were unknown or could not have been reasonably estimated at the time of preparation of the budget.

#### Capital Expenditure/Expense Policy

Capital outlay is defined as the purchase of any tangible product which has a cost equal to, or greater than \$5,000 and having a useful life in excess of one year.

- The cost of commissions, deliver, setup, and or accessories should be included in the final cost of the capital asset.
- All capital assets shall be recorded and tracked via a perpetual inventory system. The City will perform a physical inventory of its tangible capital assets, either simultaneously or on a rotating basis, so that all of the assets are physically accounted for at least once every three years.
- The City will develop capital asset replacement and maintenance schedules in accordance with accepted professional standards and best practices. The schedules will be utilized to commit adequate funding of re-investment in the City's machinery, facilities, and infrastructure so as to prevent the deferment of required ongoing maintenance and replacement.

#### Capital Improvement Projects (CIP) Policies

A capital improvement is defined as a non-recurring expenditure in association with the acquisition, construction, or physical improvement of land, buildings, facilities, or infrastructure, whereby such expenditure results in the creation of a new asset or the extension of an existing asset's useful life, value, and/or operational capacity. The cost of the capital improvement is added to the basis of the asset and depreciated over time, in contrast to repairs and maintenance expenditures which are recorded as operating costs in the period in which they occur. The City of Northglenn will prepare a five-year CIP for all funds starting with the current year.

- The program shall include all projects that meet the definition of a CIP project.
- The program shall include the total estimated cost of the project and the potential impacts to ongoing operating costs.
- The program will be compiled during annual budget preparation.
- A prioritization matrix shall be used to rank CIP projects.

#### Reserve Policies

- Reserves are used to buffer the City from downturns in the economy and to provide an additional source of accumulated funding for major capital improvement projects or redevelopment.
- When economic times are prosperous the City would ideally like to accumulate an unappropriated fund balance of 100% of the current operating budget.
- The unappropriated fund balance in the General Fund will not be allowed to fall below 25% of the current year General Fund operating budget.
- The difference between the 100% ceiling and the 25% floor may be used to:
  - Provide reserves for economic uncertainty
  - Provide a source of funds for major capital improvement undertakings and/or redevelopment programs.
- Assignments, commitments, or restrictions will be established for anticipated future needs when appropriate to act as a savings account whereby specific future provisions have been identified and aid in the management of cash flows and financial planning.

## Cash Management and Investment Policies

- The City of Northglenn shall use pooled city cash to invest in United States government, corporate, and money market instruments, assuming investments meet city standards for investment quality. Criteria for selecting investments, using the prudent investor rule, are safety, liquidity, and yield, in that order of priority.
- Cash and investment proceeds will be structured to utilize all available funds for investment purposes.
- The City shall invest public funds in a manner that provides preservation of capital, meets daily liquidity needs, diversifies the City's investments, conforms to all local and state statutes governing the investment of public funds, and generates market rates of return.

## Debt Management Policies

The City shall maintain a debt policy, which establishes criteria that will protect the City's financial integrity while providing a funding mechanism to meet the City's capital needs. The underlying approach of the City is to borrow only for capital improvements that cannot be funded on a pay-as-you-go basis. In some cases, debt can be an effective way to finance major capital improvements. Properly managed debt preserves the City's credit rating, provides flexibility in current and future operating budgets, and provides long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the City of Northglenn has adopted the following debt management policy statements:

- Long-term debt will not be issued to finance current operations.
- The maturity of the debt should not exceed 75% of the expected useful life of the resulting asset.
- Certificates of Participation (COPs) should not exceed 12% of the issuing funds total expenditures. Any COP project that generates revenue should have the revenues credited against the total lease payments before calculating the limit.
- General Obligation Bonds (GO) should be limited to projects with an asset life of greater than ten years. The total GO bonds issued should not exceed 5% of the actual taxable value of the property in the City. Limitations on debt shall meet all limits of Article X Section 20 of the Colorado Revised Statutes as interpreted by the City Attorney.
- Sales tax bonds or notes should be no greater than 15% of the revenues of the fund supporting the debt or lease unless it is a new tax that has been approved and dedicated by the voters.
- Enterprise revenue bonds, notes, or leases should be no greater than 15% of the revenues of the fund supporting the debt or lease unless it is an approved revenue source that is dedicated by the City Council or the voters to repayment of the debt.
- Each annual operating budget will include the full appropriation for repayment of the principal and interest due that year on each debt or lease issue.
- Debt limits established by law and policy will be calculated at least once each year, and whenever otherwise requested or appropriate.
- Good communications will be maintained with bond rating agencies, bond counsel, banks, financial advisors and other involved in debt issuance and management.

- The City's comprehensive annual financial reports and official statements will reflect our commitment to full and open disclosure concerning our debt.

#### Periodic Review

The Comprehensive Financial Policy Document and each of the policies contained within shall be reviewed by the City Council during even numbered years. The policy has been written to be flexible and easily amended to deal with the style of the times.

## Personnel Summary

### Full-Time Equivalency (FTE)

The following table provides a summarized history of FTE's for each department within the City. Elected officials and/or appointed commissions are not included.

| <b>Department/Position</b>          | <b>2015<br/>Audited<br/>Amounts</b> | <b>2016<br/>Adopted<br/>Budget</b> | <b>2016 Year<br/>End<br/>Estimate</b> | <b>2017<br/>Adopted<br/>Budget</b> |
|-------------------------------------|-------------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| <u>City Manager</u>                 |                                     |                                    |                                       |                                    |
| City Manager                        | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Communications Manager              | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Economic Development Manager        | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Economic Development<br>Coordinator | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Executive Asst. To City Manager     | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Public Communications Spec.         | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| <b>Total</b>                        | <b>6.00</b>                         | <b>6.00</b>                        | <b>6.00</b>                           | <b>6.00</b>                        |
| <u>City Clerk</u>                   |                                     |                                    |                                       |                                    |
| City Clerk                          | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Deputy City Clerk/Licensing Spec    | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Central Records Specialist          | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Admin (I,II,III)                    | 0.50                                | 0.50                               | 0.50                                  | 0.50                               |
| <b>Total</b>                        | <b>3.50</b>                         | <b>3.50</b>                        | <b>3.50</b>                           | <b>3.50</b>                        |
| <u>Management Services</u>          |                                     |                                    |                                       |                                    |
| Director Of Management Services     | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Municipal Court Supv                | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Probation Officer                   | 0.40                                | 0.40                               | 0.40                                  | 0.40                               |
| Community Services Coordinator      | 0.15                                | 0.15                               | 0.15                                  | 0.15                               |
| Court Clerk                         | 4.00                                | 4.00                               | 4.00                                  | 4.00                               |
| Clerical Asst                       | 0.30                                | 0.30                               | 0.30                                  | 0.30                               |
| Sr. Human Resources Analyst         | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Human Resources Analyst             | 1.00                                | 1.00                               | 1.00                                  | 1.00                               |
| Risk Analyst                        |                                     |                                    | 1.00                                  | 1.00                               |
| Risk Manager                        | 1.00                                | 1.00                               | -                                     | -                                  |
| Neighborhood Programs Specialist    | 1.00                                | -                                  | -                                     | -                                  |



|                            |      |      |      |      |
|----------------------------|------|------|------|------|
| Special Events Coordinator | -    | 1.00 | 1.00 | 1.00 |
| Special Events Supervisor  | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Outreach Coord   | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Custodian                  | 1.80 | 1.80 | 1.80 | 1.80 |

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| <b>Total</b> | <b>15.65</b> | <b>15.65</b> | <b>15.65</b> | <b>15.65</b> |
|--------------|--------------|--------------|--------------|--------------|

Technology

|                                 |      |      |      |      |
|---------------------------------|------|------|------|------|
| Director Of Technology          | 1.00 | 1.00 | 1.00 | 1.00 |
| Software Engineer               | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr. Network Administrator       | 1.00 | 1.00 | 1.00 | 1.00 |
| Criminal Information Sys Coord  | 1.00 | 1.00 | 1.00 | 1.00 |
| IT Resource Coordinator         | 1.00 | 1.00 | 1.00 | 1.00 |
| Technical Support Specialist II | 1.00 | 1.00 | 1.00 | 1.00 |

|              |             |             |             |             |
|--------------|-------------|-------------|-------------|-------------|
| <b>Total</b> | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> |
|--------------|-------------|-------------|-------------|-------------|

Finance

|                                      |      |      |      |      |
|--------------------------------------|------|------|------|------|
| Director Of Finance                  | 1.00 | 1.00 | 1.00 | 1.00 |
| Controller/Acct Manager              | 1.00 | 1.00 | 1.00 | 1.00 |
| Revenue Supervisor                   | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant II                        | 1.00 | 1.00 | 1.00 | 1.00 |
| Sales Tax Auditor II                 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist                | 3.00 | 3.00 | 3.00 | 3.00 |
| Sales Tax Specialist                 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fiss Customer Service Representative | 1.60 | 1.60 | 1.60 | 1.60 |
| Sales Tax Manager                    | 1.00 | 1.00 | 1.00 | 1.00 |

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| <b>Total</b> | <b>11.60</b> | <b>11.60</b> | <b>11.60</b> | <b>11.60</b> |
|--------------|--------------|--------------|--------------|--------------|

Planning & Development

|                                    |      |      |      |      |
|------------------------------------|------|------|------|------|
| Director Of Planning & Development | 1.00 | 1.00 | 1.00 | 1.00 |
| City/Urban Planner                 | -    | -    | -    | -    |
| Planning Manager                   | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner                     |      |      | 2.00 | 2.00 |
| Planner (Tech, I, II)              | 2.00 | 2.00 | -    | 1.00 |

|                                  |      |      |      |      |
|----------------------------------|------|------|------|------|
| Planning Technician              | 1.00 | 1.00 | 1.00 | -    |
| Neighborhood Services Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Neighborhood Services Officer    | 5.00 | 5.00 | 5.00 | 5.00 |
| Admin (I,II,III)                 | 1.00 | 1.00 | 1.00 | 1.00 |

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| <b>Total</b> | <b>12.00</b> | <b>12.00</b> | <b>12.00</b> | <b>12.00</b> |
|--------------|--------------|--------------|--------------|--------------|

Parks, Recreation, & Culture

|  |       |       |       |       |
|--|-------|-------|-------|-------|
| Director Of Parks And Recreation       | 1.00  | 1.00  | 1.00  | 1.00  |
| Specialized Fitness Instructor         | 0.10  | 0.10  | -     | -     |
| Foreman - Parks                        | 1.00  | 1.00  | 1.00  | 1.00  |
| Parks Project Coordinator              | 1.00  | 1.00  | 1.00  | 1.00  |
| Recreation Programs Supv.              | 3.00  | 3.00  | 3.00  | 3.00  |
| Parks Maint Worker (I,II,III)          | 14.00 | 14.00 | 14.00 | 15.00 |
| Customer Solutions Specialist          | 0.80  | 0.80  | 0.80  | 0.80  |
| Recreation Coordinator                 | 6.05  | 6.05  | 6.05  | 6.05  |
| Recreation Specialist                  | -     | -     | -     | -     |
| Theatre Tech                           | 1.00  | 1.00  | 1.00  | 1.00  |
| Admin (I,II,III)                       | 1.00  | 1.00  | 1.00  | 1.00  |
| Aquasize Instructor                    | 0.51  | 0.51  | 0.51  | 0.51  |
| Fitness (certified/special) Instructor | 0.92  | 0.92  | 1.02  | 1.02  |
| Weight Training Instructor             | 0.30  | 0.30  | 0.30  | 0.30  |
| Custodian                              | 2.80  | 2.80  | 2.80  | 2.80  |
| Guest Relations Specialist             | 4.03  | 4.03  | 4.03  | 4.03  |
| Day Camp Asst Director                 | 0.20  | 0.20  | 0.20  | 0.20  |
| Drop-In Sports Supervisor              | 1.60  | 1.60  | 1.60  | 1.60  |
| Lifeguard (LGI, WSI)                   | 6.39  | 6.39  | 6.39  | 6.39  |
| Preschool Instructor                   |       |       | 1.50  | 1.50  |
| Preschool Aide                         |       |       | 0.39  | 0.39  |
| Tiny/Teeny Tot Instructor              | 1.00  | 1.00  | -     | -     |
| Tiny/Teeny Tot Aide                    | 0.39  | 0.39  | -     | -     |
| Recreation Assistant                   | 0.68  | 1.00  | 1.00  | 1.00  |
| Day Camp Aide                          | 0.10  | 0.10  | 0.10  | 0.10  |

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| <b>Total</b> | <b>47.87</b> | <b>48.19</b> | <b>48.69</b> | <b>49.69</b> |
|--------------|--------------|--------------|--------------|--------------|

Police

|                                   |       |       |       |       |
|-----------------------------------|-------|-------|-------|-------|
| Chief Of Police                   | 1.00  | 1.00  | 1.00  | 1.00  |
| Division Commander                | 4.00  | 4.00  | 4.00  | 4.00  |
| Sergeant                          | 9.00  | 9.00  | 9.00  | 9.00  |
| Police Officer/Sr. Police Officer | 52.00 | 52.00 | 52.00 | 54.00 |
| Crime Analyst/PIO                 | 1.00  | 1.00  | 1.00  | 1.00  |
| Criminalist                       | 1.00  | 1.00  | 1.00  | 1.00  |
| Records Unit Supervisor           | 1.00  | 1.00  | 1.00  | 1.00  |
| Animal Control Officer            | 2.00  | 2.00  | 2.00  | 2.00  |
| Property/Evidence Custodian       | 1.00  | 1.00  | 1.00  | 1.00  |
| Police Records Specialist         | 8.00  | 8.00  | 8.00  | 9.00  |
| Admin (I,II,III)                  | 2.00  | 2.00  | 2.00  | 2.00  |
| Administrative Clerk              | 1.50  | 1.50  | 1.50  | 1.50  |
| Customer Service Rep              | 1.00  | 1.00  | 1.00  | 1.00  |

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| <b>Total</b> | <b>84.50</b> | <b>84.50</b> | <b>84.50</b> | <b>87.50</b> |
|--------------|--------------|--------------|--------------|--------------|

Public Works

|                                    |      |      |      |      |
|------------------------------------|------|------|------|------|
| Director Of Public Works/Utilities | 1.00 | 1.00 | 1.00 | 1.00 |
| Operations Manager                 | 2.00 | 2.00 | 2.00 | 2.00 |
| Public Works Superintendent        | -    | -    | -    | -    |
| Mun Svs Foreman - Streets          | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineer (EIT, PE)           | 4.00 | 5.00 | 5.00 | 5.00 |
| Electrical/Mechanical Foreman      | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Manager                | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Foreman     | 1.00 | 1.00 | 1.00 | 1.00 |
| Chief Plant Operator               | 2.00 | 2.00 | 2.00 | 2.00 |
| Fleet Services Foreman             | 1.00 | 1.00 | 1.00 | 1.00 |
| Lab Supervisor                     | 1.00 | 1.00 | 1.00 | 1.00 |
| Mun Svs Foreman / Sanitation       | 1.00 | 1.00 | 1.00 | 1.00 |
| Mun Svs Foreman/Utilities          | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Quality Coordinator          | 1.00 | 1.00 | 1.00 | 1.00 |

|                                       |               |               |               |               |
|---------------------------------------|---------------|---------------|---------------|---------------|
| GIS Specialist                        | 1.00          | 1.00          | 1.00          | 1.00          |
| Manager Of Ditch Maintenance          | 1.00          | -             | -             | -             |
| Electrical/Mechanical Tech I          | 3.00          | 3.00          | 3.00          | 3.00          |
| Indust. Pretreat/Backflow Prev. Spec. | 1.00          | 1.00          | 1.00          | 1.00          |
| Lab Analyst                           | 2.00          | 2.00          | 2.00          | 2.00          |
| Stormwater Coordinator                | 1.00          | 1.00          | 1.00          | 1.00          |
| Utility Plant Operator (A, B, C, D)   | 9.00          | 9.00          | 10.00         | 10.00         |
| Admin (I,II,III)                      | 4.00          | 4.00          | 4.00          | 4.00          |
| Water Resources Technician            | 1.00          | 1.00          | 1.00          | 1.00          |
| Water Resources Administrator         | 1.00          | 1.00          | 1.00          | 1.00          |
| Fleet Services Technician             | 2.00          | 2.00          | 2.00          | 2.00          |
| Facilities Maintenance Technician I   | 3.00          | 3.00          | 3.00          | 3.00          |
| MSW/Sanitation (I, II, III)           | 7.00          | 7.00          | 7.00          | 7.00          |
| MSW/Streets (I, II, III)              | 7.00          | 7.00          | 7.00          | 7.00          |
| MSW/Collec & Distrib (I, II, III)     | 6.00          | 6.00          | 6.00          | 6.00          |
| Construction Inspector                |               | 1.00          | 1.00          | 1.00          |
| Utility Locate & Maint Worker         | 1.00          | -             | -             | -             |
| Lab Technician                        | 1.00          | 1.00          | 1.00          | 1.00          |
| Ditch Rider                           | 1.00          | 1.00          | -             | -             |
| Meter Reader II                       | 1.00          | 1.00          | 1.00          | 1.00          |
| <b>Total</b>                          | <b>71.00</b>  | <b>71.00</b>  | <b>71.00</b>  | <b>71.00</b>  |
| <b>City-Wide Total</b>                | <b>258.12</b> | <b>258.44</b> | <b>258.94</b> | <b>262.94</b> |

## Glossary of Terms

### Acronyms

|       |  |
|-------|--|
| CAFR  | Comprehensive Annual Financial Report          |
| CIP   | Capital Improvement Program                    |
| CDBG  | Community Development Block Grant              |
| FTE   | Full-Time Equivalent/Equivalency               |
| GAAP  | Generally Accepted Accounting Principles       |
| GFOA  | Government Finance Officers Association        |
| GASB  | Governmental Accounting Standards Board (GASB) |
| TABOR | Taxpayer's Bill of Rights                      |

### Definitions

#### *Abatement and Refunds*

A complete or partial cancellation of a levy.

#### *Accommodation Tax*

The City levies a 5.0% tax on all lodging and accommodations provided for a period of less than 30 consecutive days.

#### *Accounting Period*

A period at the end of which and for which financial statements are prepared.

#### *Accounting System*

The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, balanced account groups, or organizational components.

#### *Accounts Payable*

Amounts owed to persons or organizations for goods and services received by the City but not yet paid for.

#### *Accounts Receivable*

Amounts owed from persons or organizations for goods and services furnished by the City but not yet paid for.

#### *Accrual Basis of Accounting*

The method of accounting under which revenues are recorded when they are earned and become measurable (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time or not).

#### *Accumulated Depreciation*

Accumulated costs associated with the expiration of the estimated service life of capital assets.

#### *Ad Valorem*

A tax imposed at a rate or percentage of the value of a particular good.

#### *Amortization*

The reduction of debt by payments of principal and interest sufficient to retire the debt by maturity.

### *Appropriation*

A legal authorization made by the City Council, which permits the City to incur obligations and to make expenditures of resources.

### *Assessed Valuation*

A valuation set upon real estate or other property by a government as a basis for levying taxes.

### *Assets*

Resources owned or held by governments which have monetary value.

### *Audit*

A comprehensive examination of the manner in which the government's resources were utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures complied with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

### *Balanced Budget*

A balanced budget is defined as a budget in which proposed expenditures and provisions of contingencies in the budget do not exceed the total estimated revenues including surpluses from prior years.

### *Bond*

A written promise to pay a sum of money on a specific date at a specific interest rate. The interest payments and the repayment of principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and bridges.

### *Budget*

A financial plan for a specified period of time (fiscal year) that matches estimated revenues and expenditures with various municipal services.

### *Budget Document*

The official published statement prepared by the Finance Department that includes all budget information as approved by City Council. It is distributed to the press and the public following approval.

### *Budgetary Basis of Accounting*

The basis of accounting used to prepare the budget.

### *Budgetary Control*

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

### *Capital Assets*

Assets with an initial value greater than \$5,000 and a useful life which exceeds one year (a.k.a. Fixed Assets).

### *Capital Expenditures/Outlay*

Money spent to add or expand property, facilities, and capital assets with the expectation that they will benefit the organization for a length of time exceeding one year (also see Capital Assets & Capital Projects).

*Capital Improvement Program (CIP)*

A plan of proposed capital outlays and the means of financing them for the current fiscal period.

*Capital Projects*

Projects, which purchase or construct capital assets which meet or exceed \$25,000. Typically, a capital project encompasses a purchase of land and/or the construction of a building, facility, or infrastructure.

*Capital Projects Fund*

Established to account for the purchase or construction of major capital facilities that are not financed by proprietary funds or trust funds.

*Cash Basis of Accounting*

A basis of accounting in which revenues are recorded when received in cash and expenditures are recorded when cash is disbursed.

*Component Unit*

A legally separate organization for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

*Comprehensive Annual Financial Report (CAFR)*

A government unit's official annual financial report prepared and published as a matter of public record.

*Community Development Block Grant (CDBG)*

A financial grant program offered by the U.S. Department of Housing and Urban Development typically restricted for use in low and moderate income areas.

*Contingency*

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

*Debt Reserves*

The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

*Debt Service Fund*

Established to account for the transfers of resources from other governmental type funds for the payment of principal and interest of general long-term debt.

*Deficit*

The excess of liabilities over assets for any fund or organization.

*Department*

A major administrative division of the City, which has overall management responsibility for an operation or a group of related operation within a functional area.

*Depreciation*

The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a capital asset that cannot or will not be restored by repair and will be replaced. The cost of the capital asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

### *Discrete Presentation*

Method of reporting financial data of component units in a column or columns separate from the financial data of the primary government.

### *Emergency Reserves*

As defined in Colorado State Statutes in Article X, Section 20, "to use for declared emergencies only, each district shall reserve 3% or more of its fiscal year spending excluding bonded debt service."

### *Encumbrance*

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

### *Enterprise Fund*

Established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominantly self-supported by user fees. All activities necessary to provide such services are accounted for in these funds. TABOR defines an Enterprise Fund as, "A government-owned business authorized to issue its own revenue bonds and receives less than 10% of its annual revenue from other government grants and/or subsidies".

### *Escrow*

A deed, bond, money, or a piece of property delivered to a third party (escrow agent) to be delivered by him/her to the grantee only upon the fulfillment of a condition.

### *Excise Tax*

Selective sales taxes that are levied on specific transactions. They are levied separately from general sales taxes.

### *Expenditure*

Decrease in net financial resources other than through interfund transfers.

### *Fiduciary Funds*

Used to account for financial resources held or managed by the governmental entity in a trustee or agent capacity for individuals, private organizations, other governmental entities, and/or other funds. There are two types of fiduciary funds, trust and agency funds.

### *Fiscal Year*

A 12-month period of time to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

### *Fixed Assets*

Assets with a value greater than \$5,000 and useful life of several years (a.k.a. Capital Assets).

### *Franchise Fee*

The City imposes franchise fees on utility companies that provide services within the City limits. This fee grants the company access to public streets and provides easements that enable them to supply and maintain services to City residents.

### *Full-Time Equivalent (FTE)*

A standard measure of staffing. One FTE is equal to a 2,080 working hours which is the number of hours worked in a year by a full-time employee (40 hours per week x 52 weeks = 2,080 hours).



### *Fund*

An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Eight commonly used funds in public accounting are the general fund, special revenue funds, debt service funds, capital projects funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

### *Fund Balance*

Fund balance is the excess of assets over liabilities. A negative fund balance is referred to as a deficit.

### *Fund Type*

Any one of seven types into which all funds are classified in governmental accounting. The seven fund types are general, special revenue, debt service, capital projects, enterprise, internal service, and trust/agency.

### *General Fund*

The General Fund is established to account for the revenues and expenditures necessary to carry out basic governmental activities of the City such as public safety, planning, administrative services, etc., which are not required to be accounted for in another fund.

### *General Obligation Bonds*

Long-term debt backed by the full faith and credit of the issuing government.

### *Generally Accepted Accounting Principles (GAAP)*

Uniform minimum standards and guidelines for financial accounting and reporting that govern the form and content of financial statements. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. Generally accepted accounting principles are continually evolving as changes occur in the reporting environment.

### *Government Finance Officers Association (GFOA)*

An organization which administers the Certificate of Achievement program, as well as others to encourage excellence in financial reporting and budgeting by state and local governments.

### *Governmental Accounting Standards Board (GASB)*

The independent agency established as the official body designated to set accounting and financial reporting standards for state and local governments.

### *Governmental Funds*

Used to account for general government activities which benefit the public as a whole such as administration, police protection, and maintenance of streets and roads. There are five types of governmental funds: general, special revenue, capital projects, debt service, and permanent funds.

### *Grants*

Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.

### *Impact Fees*

Fees imposed to fund expenditures on capital facilities needed to serve new development pursuant to CRS 29-20-104.

### *Highway Users Tax*

This revenue is State collected, locally shared revenue that is distributed monthly. These funds are collected through gas taxes and motor vehicle registration fees and are earmarked specifically for the construction, maintenance or improvement of streets, roads and highways. These monies are distributed to municipalities based on a formula that includes the number of vehicles registered and

the miles of streets in each municipality. Distribution percentages are recalculated every year in July based upon the previous year vehicle registrations and the previous year miles of open and maintained streets. A Local Highway Finance Report must be completed and returned to the Colorado Department of Transportation each year in order to receive a portion of this revenue.

*Infrastructure*

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

*Interfund Transfers*

Amounts transferred from one fund to another within a single government entity.

*Interfund Loans*

Loans made from one fund to another.

*Intergovernmental Revenue*

Revenue received from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

*Internal Service Fund*

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

*Levy*

To impose taxes, special assessments, or service charges for the support of governmental activities.

*Long Term Debt*

Debt with a maturity of more than one year after the date of issuance.

*Marijuana Sales Tax*

The City levies 2.0% tax on retail marijuana sales. The sales tax is restricted for the purpose of maintenance and construction of City facilities and acquisition of water rights. The proceeds are tracked in the Capital Projects Fund.

*Mill*

The rate of tax which results in one dollar of taxes on each \$1,000 of assessed valuation.

*Modified Accrual Accounting*

A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure". Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

*Operating Budget*

The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for expenditures such as personnel, materials, supplies, capital assets, and debt service.

*Ordinance*

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality.

### *Property Tax*

Taxes levied against both residential and commercial real property located within the City limits. Taxes are levied in the current year and due in the following year, i.e. 20014 receipts are for taxes levied in 2013. Property taxes are restricted by the "TABOR" Amendment and State Statutes. Currently all property taxes are reported in the General Fund.

### *Proprietary Funds*

Account for a government's business-type or commercial activities such as goods or services that are sold to the public, to other governments, or to other departments within the government. There are two types of proprietary funds, enterprise and internal services.

### *Refunding Bonds*

Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

### *Resolution*

A special or temporary order of legislative body requiring less legal formality than an ordinance or statute; used by governing boards for taking formal action.

### *Revenue*

Funds that are received as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, and interest earnings.

### *Revenue Bonds*

Bonds whose principal and interest are payable exclusively from earnings of a public enterprise.

### *Road and Bridge Tax*

This revenue is a portion of the highway user taxes which are distributed to the counties. The County shares a portion of the taxes it receives to support City roads and bridges within the county.

### *Sales Tax*

The City levies a 4.0% tax for all local retail sales. Sales taxes on the sale of all non-food items are allocated between funds as follows: General Fund receives 75%, and 25% of the collections (which is equal to a 1% tax rate) have been restricted exclusively for the purposes of increasing the City's water supply (0.5%) and funding of capital improvement projects (0.5%). The food-related sales tax is restricted for the exclusive purpose of reducing water and sewer capital charges and is made up of a 3% tax. The proceeds are used to pay water/wastewater-related debt service.

### *Special Assessment*

A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

### *Special Revenue Fund*

Established to account for the proceeds of specific revenue sources (other than special assessments, pension trusts, proprietary fund operations and revenues received for major capital projects) that are legally restricted for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

### *Specific Ownership Tax*

The County Department of Motor Vehicles collects specific ownership tax when a vehicle is licensed. This tax is collected based on the value of the vehicle when it was new. This taxable value does not change throughout the life of the vehicle; however the tax rate charged on the taxable value continues to decrease until the vehicle is 10 or more years old at which time the

taxes paid are \$3.00 per year. The Adams County Treasurer's Office distributes 29% of this tax to various local districts (including the City) based on their mill levy.

*Supplemental Appropriation*

An appropriation by the City Council when there is a need to transfer budgeted and appropriated monies from one fund to another fund or, if during the fiscal year, the governing body or any spending agency of such local government received unanticipated revenue or revenues not assured at the time of the adoption of the budget.

*Tax*

A compulsory charge levied by a government to finance services performed for the common benefit.

*Taxpayer's Bill of Rights (TABOR)*

An amendment to the Colorado State Constitution passed by Colorado voters in November 1992 which limits the growth of local government revenues equal to that of the rate of inflation plus local growth (assessed valuation).

*Tobacco Tax*

A \$0.01 tax is levied by the State of Colorado on each cigarette sold. Approximately 27% of this tax is distributed to municipalities based on the percentage of state sales taxes collected in the jurisdiction compared with the statewide collection. The City receives these taxes on or near the 15th of the month; two months after the vendor collects the taxes.

*Useful Life*

An estimation of the period of time over which machinery, equipment, property, facility, or other capital asset will be of value or use to its owner.

*User Fees*

Charged to the benefiting party for the direct receipt of a public service.

*Working Capital*

The amount of current assets that exceeds current liabilities.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-138  
Series of 2016

16-136  
Series of 2016

A RESOLUTION ESTABLISHING THE MILL LEVY OF THE CITY OF NORTHGLENN, COLORADO FOR THE FISCAL YEAR 2016, COLLECTIBLE IN 2017, FOR MUNICIPAL PURPOSES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. For the fiscal year 2016, the mill levy for the City of Northglenn, State of Colorado, for municipal purposes, is hereby established at **11.597** mills, 4 mills of which shall be dedicated to rehabilitation and reconstruction of City streets.

Section 2. The City Clerk is hereby authorized and directed to immediately certify to the County Commissioners of the County of Adams and the County of Weld the mill levy for the City of Northglenn, Colorado as hereinabove determined and set.

DATED at Northglenn, Colorado, this 12<sup>th</sup> day of December, 2016.

  
JOYCE DOWNING  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFFMANN  
City Attorney

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-139  
Series of 2016

16-137  
Series of 2016

A RESOLUTION ADOPTING THE 2017 BUDGET OF THE CITY OF NORTHGLENN, COLORADO, AND APPROPRIATING THE SUMS SET FORTH THEREIN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The 2017 Budget of the City of Northglenn, Colorado, as set forth in the attached document, shall be and is hereby adopted as the official budget for the fiscal year of 2017.

Section 2. The adoption of the 2017 Budget by this Resolution shall and does hereby constitute appropriation of several sums specified therein as expenditures from the various funds and of the total of such expenditures, pursuant to the provisions of the City of Northglenn Home Rule Charter.

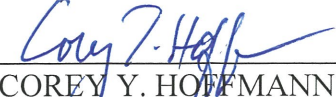
DATED at Northglenn, Colorado, this 12<sup>th</sup> day of December, 2016.

  
JOYCE DOWNING  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFFMANN  
City Attorney