

Annual Operating & Capital Improvement

BUDGET 2014



City of Northglenn, Colorado

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	25
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	46
Stormwater Fund.....	52
Sanitation Fund	54

Department Summaries

Department Funding Matrix.....	57
Legislative	58
City Manager	68
City Clerk.....	76
Management Services.....	82
Technology.....	94
Finance.....	104
Planning & Development.....	114
Parks, Recreation, & Culture	124
Police.....	136
Public Works	144

Capital Improvement Program

Program Overview.....	179
Conservation Trust Fund.....	181
CDBG Fund.....	186
Capital Projects Fund	188
Water & Wastewater Fund	212
Stormwater Fund.....	222

Appendix

Financial Policies.....	225
Personnel Summary.....	231
Glossary of Terms	234
Resolution No. 13-131.....	242
Resolution No. 13-132.....	243



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Northglenn
Colorado**

For the Fiscal Year Beginning

January 1, 2013

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, 2013.

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 2014 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	46.5°/19.2°
Average High/Low Temperature in July	89.6°/57.6°
Average Annual Precipitation	14.3"
Average Annual Snowfall	42.7"
Average Wind Speed	9.8 mph

Population & Demographics

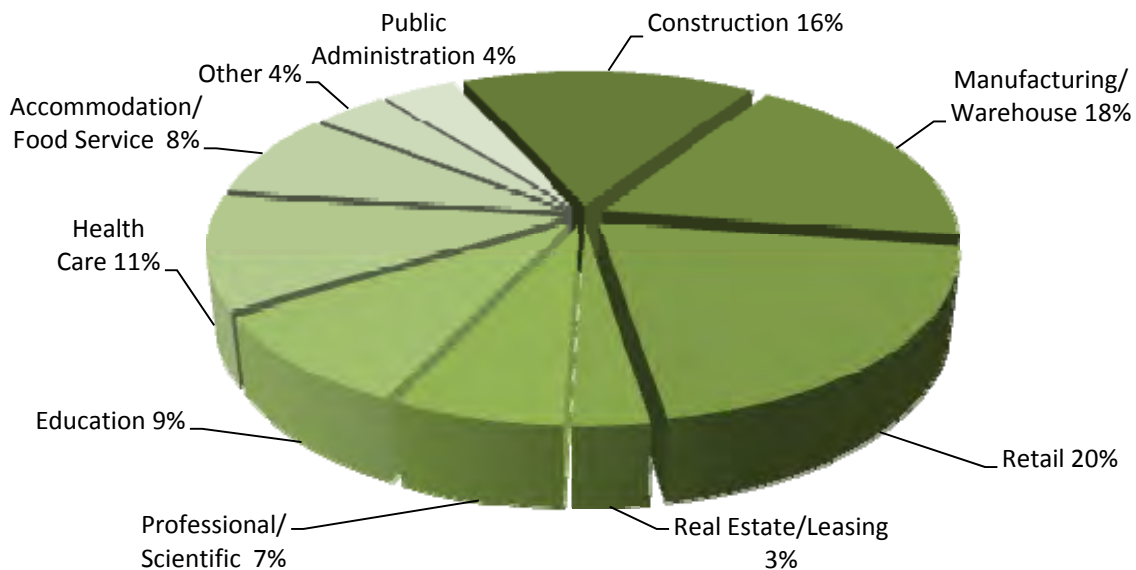
According to the US Census Bureau, the estimated population of the City of Northglenn is 36,891. In addition, there were an estimated 14,274 housing units within the City and an average household size of 2.73 individuals. Approximately 91.8% of the housing units in Northglenn are occupied, and of those, 41.5% 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 \$52,188.

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 104th 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. Vacant land along 120th Avenue near Interstate 25 offers a desirable business location for a wide variety of commercial uses. In addition, 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 112th Avenue, while the other is planned to go in just north of the city limits, at 124th Avenue and Claude Court.

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

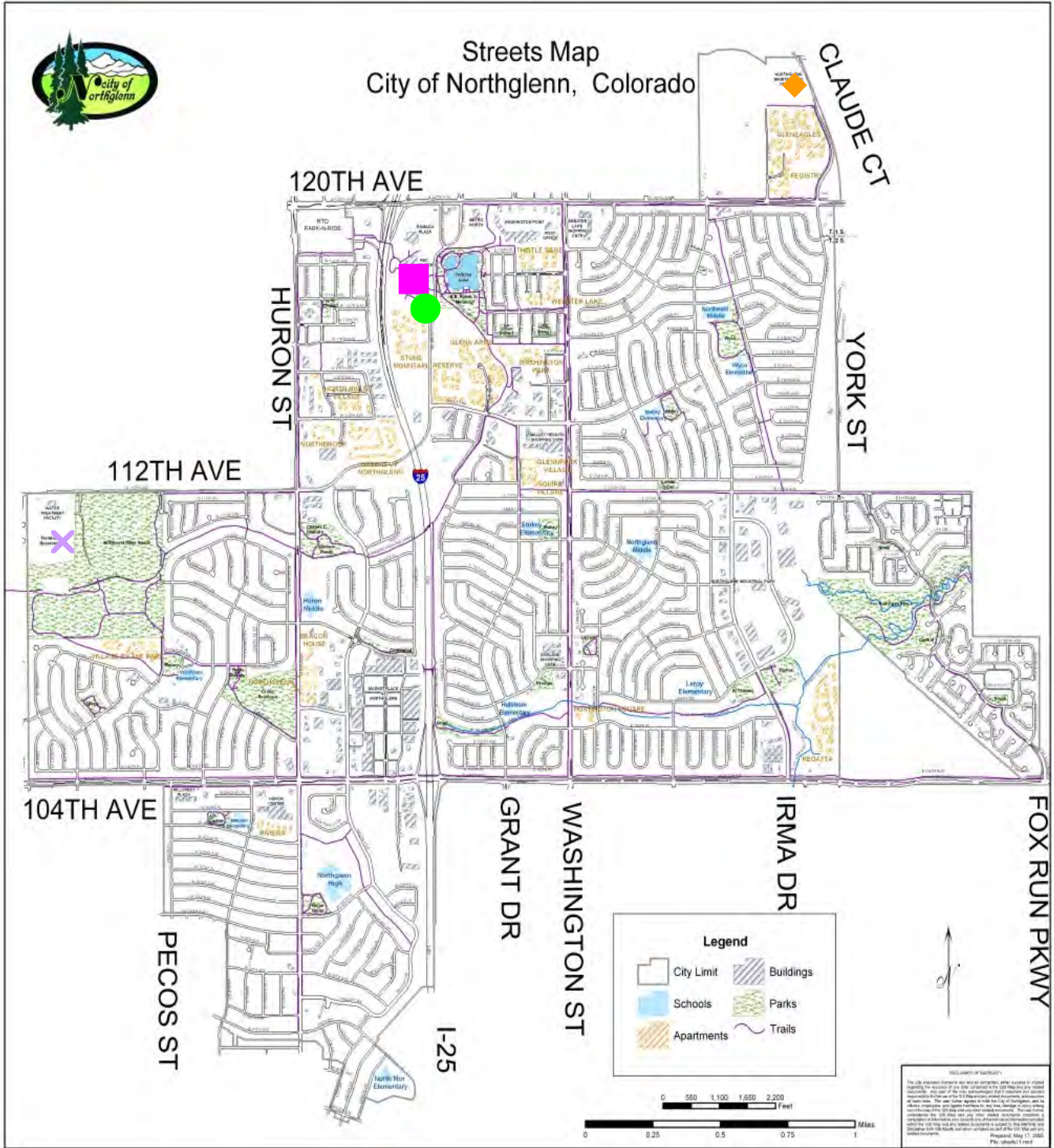
Water Treatment Facility
2350 West 112th Avenue
Northglenn, Colorado 80234
303.450.4061

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

2013 City Council

<i>Mayor</i>	Joyce Downing
<i>Mayor Pro Tem, Ward I</i>	Carol Dodge
<i>Ward I</i>	Wayne Dodge
<i>Ward II</i>	Joe Brown
<i>Ward II</i>	Leslie Carrico
<i>Ward III</i>	Kyle Mullica
<i>Ward III</i>	Marci Whitman
<i>Ward IV</i>	Kim Snetzinger
<i>Ward IV</i>	Gene Wieneke

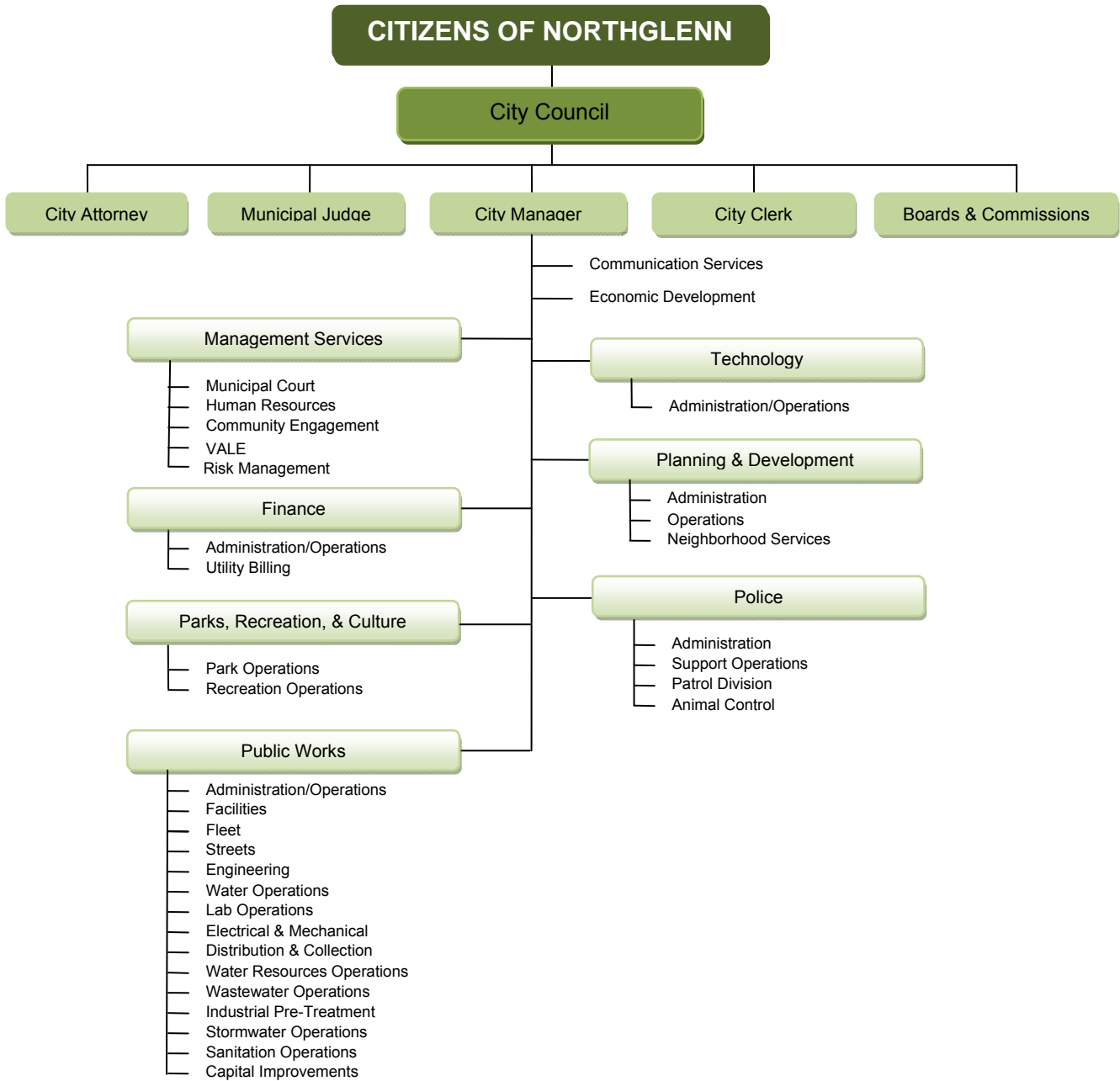
Administration

<i>City Manager</i>	John R. Pick
<i>City Attorney</i>	Corey Hoffmann
<i>City Clerk</i>	Johanna Small
<i>Director of Management Services</i>	Paula Jensen
<i>Director of Technology</i>	Bob Lehr
<i>Director of Finance</i>	Jason Loveland
<i>Chief of Police</i>	James May, Jr.
<i>Director of Planning & Development</i>	Brook Svoboda
<i>Director of Parks, Recreation, & Culture</i>	Amanda Peterson
<i>Director of Public Works</i>	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

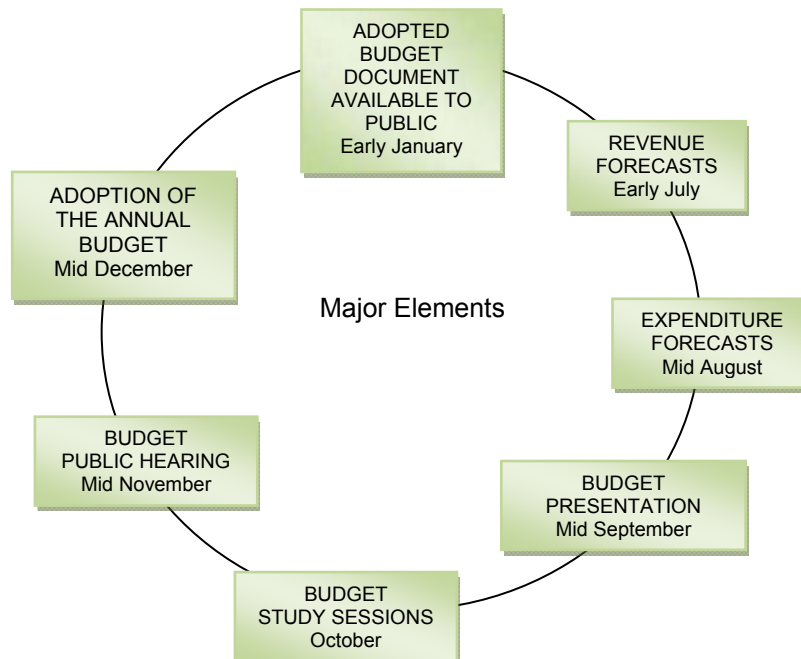
Pursuant to Article VIII of the City Charter, I am pleased to present the 2014 Annual Operating Budget & 2014-2018 Capital Improvement Plan for the City of Northglenn. The budget identifies the allocation of available resources and acts as an operations guide in an effort to meet the service needs of the community.

Budget Process

The City's fiscal year begins on January 1st and ends on December 31st 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 retreat, 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 Home Rule Charter, the proposed budget must be presented to City Council at a study session on or before September 20th, followed by a public hearing which must be held on or before November 30th. During the public hearing, City Council may adopt the budget with or without amendment. If City Council fails to adopt the budget by December 31st, 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. Copies of the budget document are also available for citizen review.

Budget Flowchart



Budget Calendar

Date	Activity
January 30,2013	File the Adopted Budget with the Colorado Division of Local Governments Due By: January 30 th (C.R.S. 29-1-113(1))
May 20	Present 2013 Budget Calendar to City Council
June 17	Development/Communication of 2013 Organizational Goals & Priorities
June 24	Preliminary Executive Team Budgetary Meeting
July 8 – 10	Develop Preliminary Projections, and Budget Worksheets
July 11	Distribute Projections, Preparation Manual, and Worksheets to Departments
July 11 – 26	Departments Complete Budget Worksheets and Package Requests
July 29	Departments Submit Budget Worksheets/Requests to Finance
August 1 – 4	Develop Preliminary Budget Reports
August 5	Distribute Preliminary Budget to City Manager
August 5 – 16	Executive Level Review of the Preliminary Budget
August 19 – 22	Develop & Compile Proposed Budget Document
August 25	Receive Preliminary Abstract of Assessments from County Assessor Due By: August 25 th (C.R.S. 39-5-121(2)(b))
August 26	Calculate Preliminary Mill Levy Rate
August 27 – 30	City Manager Review of the Proposed Budget
September 3 – 6	Proposed Budget Development & Analysis
September 11	Submit Proposed Budget to City Council (Work Session scheduled for 09/17)
September 16	Formal Presentation of Proposed Budget Document to City Council
October 7 & 21	Departmental Budget Presentations To Council
November 4	Departmental Budget Presentations To Council
November 5	Election Day
November 11	Public Hearing on the Proposed Budget and Capital Improvement Program
November 18	Legislative Level Review & Instruction
November 19 – 29	Develop & Compile Recommended Budget Document
December 4	Submit Recommended Budget to City Council (Meeting scheduled for 12/10)
December 9	Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy
December 10	Receive Certified Final Assessed Valuation from County Assessor Due By: December 10 th (C.R.S. 39-1-111(5))
December 15	Certification of the Annual Mill Levy Due By: December 15 th (C.R.S. 39-5-128(1))
December 16 – 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 the 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 from Adams County from the proceeds collected by the Department of Housing and Urban Development (HUD). 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

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. In recent years the establishment of priorities has been difficult given the economic climate and resulting loss in revenues. During that time the need to reduce expenditures while attempting to minimize service level reductions remained the primary focus of the organization. Despite enduring economic uncertainty, the City's financial outlook has improved considerably as a result of proactive cost cutting measures as well as the stabilization of 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 2014 budget continues to control operating expenditures, while taking the necessary steps to reinstate the commitment of investing in the community's assets and infrastructure. City-wide, the 2014 non-grant revenue forecasts represent a decrease of .36% under the 2013 year-end estimates. Projects such as the expansion of East 112th Avenue, rehabilitation of residential streets, and improvements to the water and wastewater systems in the City are just a few of the 29 capital improvement projects planned for in 2014.

Despite the lingering economic uncertainties, services for residents have been maintained at current levels and the City has been moving forward on many strategic fronts including economic development. The City recognizes that in order to continue providing the services the community has come to expect, it is imperative to broaden and diversify the organization's revenue base. As such, an Economic Development Division was created and placed under the direct supervision of the City Manager in 2010. The division and its staff proactively focus on the attraction, retention, and expansion of local business, while promoting a cooperative civic partnership environment.

To control operating expenditures to the greatest extent possible, the City has placed significant emphasis on improved efficiencies and value-based operations. In 2008, the City implemented a pay and hiring freeze thereby eliminating increases in salaries of any kind. In mid-2011, the City repealed the freezes, and adopted an updated salary schedule. Market adjustments and step increases were then reinstated in 2012. The 2014 budget includes a tiered market adjustment for all positions surveyed below current industry levels, as well as a maximum 3% step 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 dependency 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. By 2009, the 'Great Recession' (December '07 – June '09) had resulted in a collective 8.8% decrease in annual sales and use tax collections when compared to 2007. As the economy began its slow recovery in 2010, annual sales and use tax collections rebounded 1.6%. Fortunately, the trend has not only continued but also gained additional momentum to the point that this revenue source has now surpassed pre-recession levels.

Although sales and use tax collections reached their pre-recession levels in 2013, the City has continued to support ongoing operating costs without the use of fund balance. By implementing cost reduction and containment efforts, the City has been able to implement numerous efficiencies, thereby cutting expenditures without significant 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, 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. Vacant land along 120th Avenue near Interstate 25 offers a desirable business location for a wide variety of commercial uses and is currently being developed through the cooperative efforts of NURA and the City. A majority of the retail shops being built will be completed by mid 2014 while full build-out should happen by 2015. Another significant development taking place is the construction of a Wal-Mart Grocer on Washington St. on the site of the former Garland Center.

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 substantial replacement/renovation or improvement. In response, the City continues to focus on its planned, non-grant funded capital spending in 2014. In an effort to help meet these needs, the City received voter support of two significant tax extensions.

In 2009, voters approved the extension of a 4.000 mill property tax for the purposes of reconstruction and rehabilitation of City streets. In 2014, these funds will provide for approximately \$4,600,000 in the expansion and improvements of 112th Avenue from Washington Street to York Street.

In 2010, voters again approved the extension of an expiring tax. This ½% sales and use tax on non-food items is used to meet the capital improvement needs of the community. The sales and use tax is anticipated to generate an additional \$2.0 million in 2014, resulting in approximately \$7.7 million in restricted fund balance.

Again in 2013, voters approved the extension of an expiring tax. This ½% sales and use tax on non-food items is used to meet the water resource needs of the community.

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. In addition to capital-related grants, the 2013 fiscal year represents the third and final year of a COPS grant which funds the addition of three police officers.

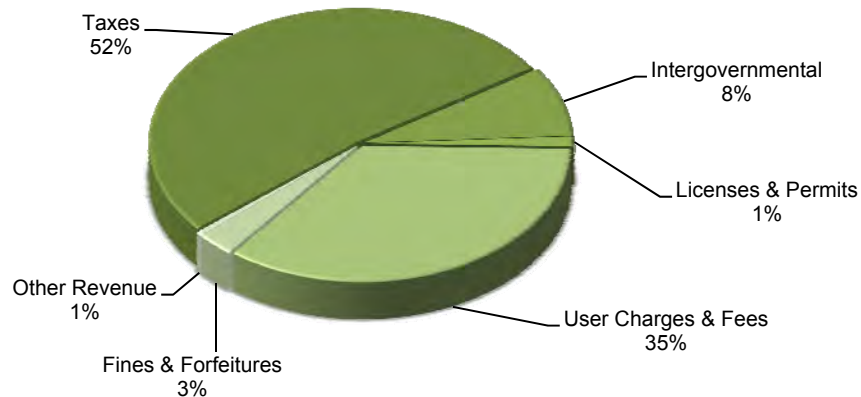
Revenue Assessment

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	2012 Audited Amounts	2013 Year-End Forecast	2014 Adopted Budget
Taxes	\$ 19,082,695	\$ 19,828,702	\$ 20,132,801
Intergovernmental	3,591,027	3,755,102	3,281,892
Licenses & Permits	484,191	462,033	458,679
User Charges & Fees	14,270,609	13,686,903	13,661,979
Fines & Forfeitures	952,314	1,065,727	1,123,535
Other Revenue	165,457	194,500	194,500
Total	\$ 38,546,293	\$ 38,992,967	\$ 38,853,386

Operating Revenue Budget By Category



As shown in the above table, city-wide 2014 budgeted revenue is estimated at \$38,853,386 compared to estimated collections of \$38,992,967 in 2013. Revenue associated with any grants the City may receive in 2014 is unknown and therefore not included in any forecasts, thus the Intergovernmental line item shows a fairly large decrease from 2013 year-end projections. The decrease in user charges and fees represents collections for water services, which decreased because of the conservation efforts this past summer. 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 2014 budgeted revenues, accounting for approximately 52% 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 \$242,042,167. In 2014, the City has estimated property tax collections of \$2,778,892, which makes up approximately 7% 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.

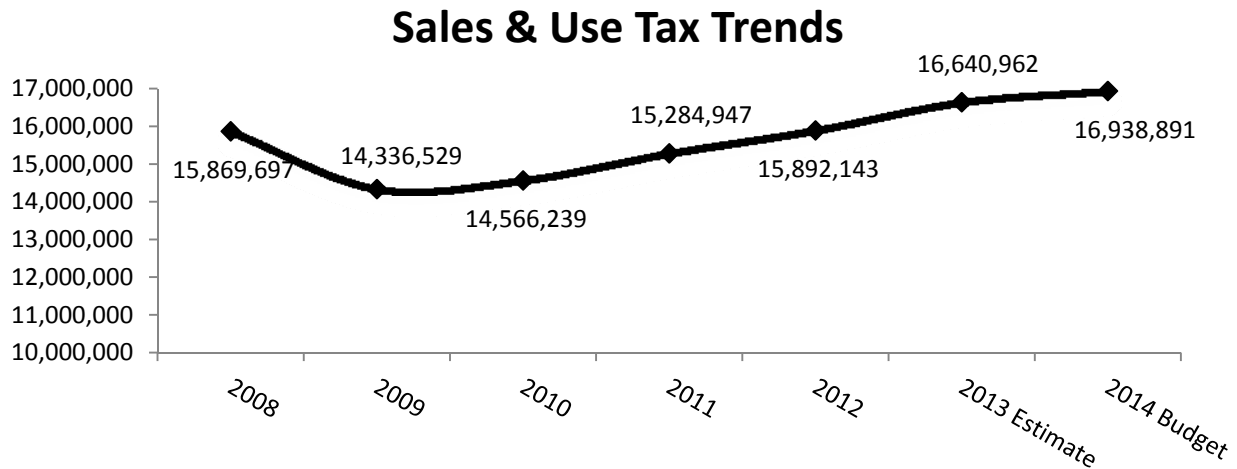
While property tax remains one of the most dependable revenue streams for the City, it also remains one of the most regulated under State law.

The residential assessment rate, which determines the amount of residential assessed value the mill levy is applied to, is expected to remain unchanged through 2014. 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.

Year	Assessed Valuation	% Change
2004	240,921,920	-0.6%
2005	251,009,200	4.2%
2006	248,812,920	-0.9%
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	242,279,510	1.4%
2013	242,042,167	-.001%

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% interim sales/use taxes which expire on December 31, 2025. 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.

For 2014, sales and use tax collections comprise approximately 44% 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.



Due to a slowdown in the national economy, the City of Northglenn began to experience decreases in sales and use tax collections throughout the fall of 2008. By 2009, sales and use tax collections showed signs of further weakening as rising unemployment rates coupled with the continuous economic and financial turmoil began to impact consumer confidence. During 2010, sales and use tax collections began to stabilize and in several cases reported modest increases. As the economy slowly improved, 2011 sales and use tax collections increased 4.9% above those of 2010. In 2013 sales and use tax collections are expected to increase another 4.7% over 2012. In the absence of any significant changes anticipated in the local commercial environment, sales and use tax collections are projected to increase a modest 1.8% in 2014 when compared to the prior year. While annual inflation would typically impact sales tax collections, such assumptions were omitted from the analysis as to remain conservative given the uncertainty of the economy.

Intergovernmental Revenue Category

The intergovernmental revenue category represents approximately 8% of the 2014 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 and the Church Ditch Water 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 2014 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 35% of the 2014 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.

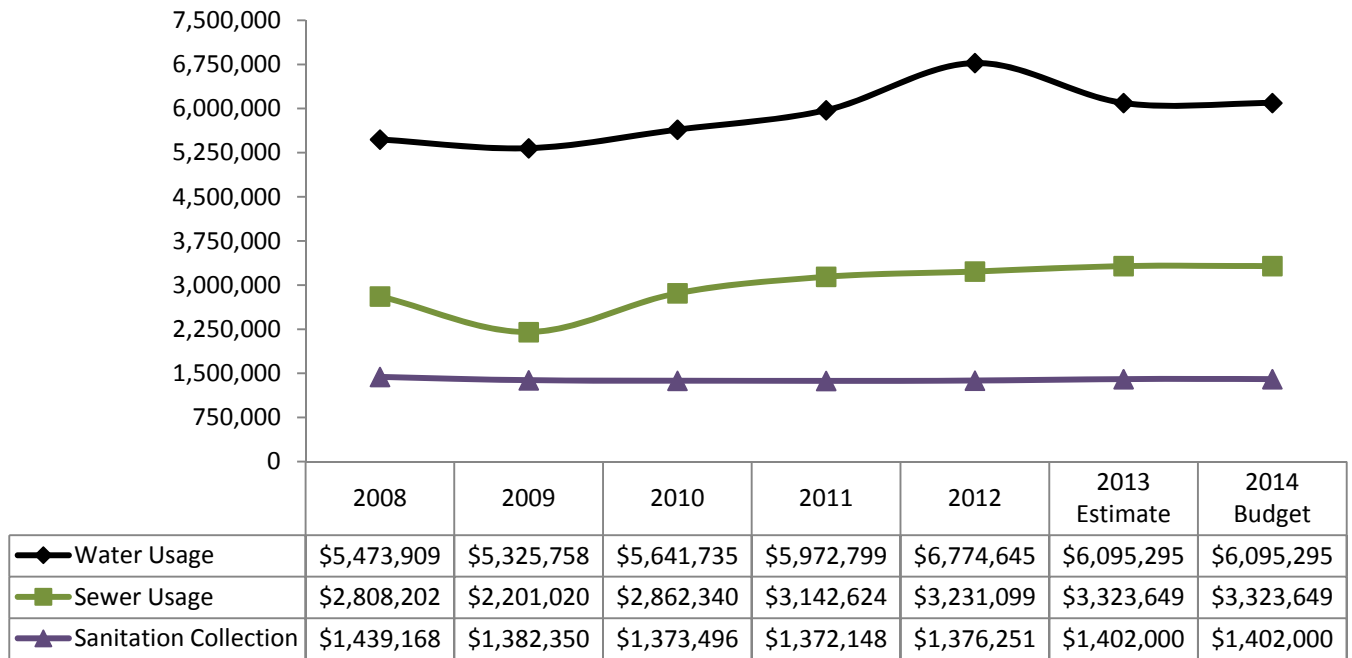
Water Usage Charges – Charges for water services are based on a tiered rate structure and offset the operating costs associated with providing clean and safe drinking water to the City's inhabitants. In 2014, the estimated collections associated with such services account for approximately 16% of the 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. Additional rate increases were approved and implemented in both 2010 and 2011 to meet the ongoing capital needs of the operation. No rate increases were implemented in 2013. 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 2014, the estimated collections associated with these services comprise approximately 9% of the City's total annual revenue. In 2010, 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 2011 to meet ongoing funding needs. No rate increases were made in 2013. Revenue forecasts closely match those of the water usage charges and are based on historical trends.

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 2014, 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.

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

Utility User Charges Trends



Fines & Forfeits Revenue Category

Fines and forfeits include court costs, violation fines, and police surcharges and comprise approximately 3% of the City’s total 2014 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 includes the investment earnings, miscellaneous reimbursements, and grants/contributions from local sources and account for less than 1% of the City’s total revenue.

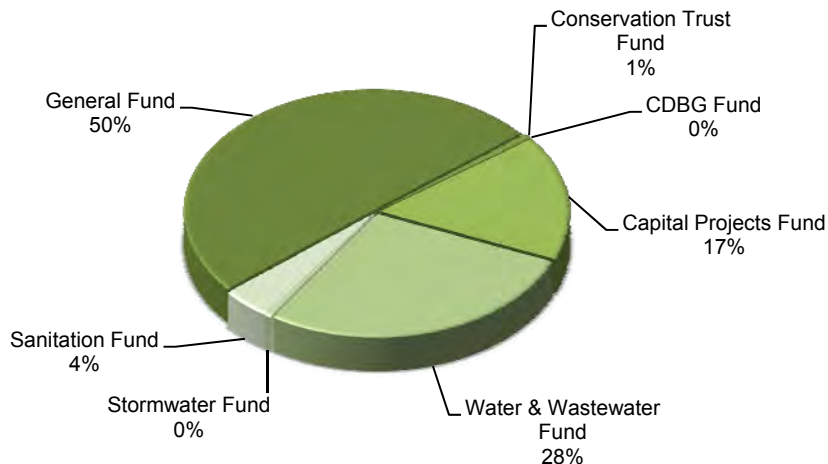
Expenditure Assessment

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).

<u>Expenditure Category</u>	<u>2012 Audited Amounts</u>	<u>2013 Year-End Forecast</u>	<u>2014 Adopted Budget</u>
Personnel	\$ 17,460,759	\$ 18,003,563	\$ 19,292,701
Purchased Services	3,668,220	4,409,069	4,519,006
Supplies/Non-Capital Equipment	4,457,370	3,884,522	4,004,933
Capital Outlay	7,470,040	7,223,186	11,385,947
Miscellaneous	325,523	244,575	343,643
Contingency	3,730	-	100,000
Total	\$ 33,385,642	\$ 33,764,915	\$ 39,646,230

City-Wide Expenditures By Fund



With the ongoing economic uncertainty and continued slow recovery at both the national and local levels, the City has continued to control costs, while at the same time 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 49% of the 2014 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 2014 include:

- The 2014 budget includes a tiered market adjustment for all positions which are considered below current industry levels, as well as a maximum 3% step increase for all non-sworn employees and step increases for all sworn police personnel. The market and step adjustments account for a city-wide increase of approximately \$643,000.
- Medical benefit costs were increased \$42,239 or 2.1% to accommodate an anticipated employer paid premium increase associated with health and dental insurance contributions during the mid-year renewal process.
- Workers' Compensation Insurance premiums increased approximately \$21,207 due to the recent occurrence of several infrequent, yet significant injuries.
- Changes in personnel include the addition of 2.58 full-time equivalents (FTE). The positions include a Planning Technician, a Parks Project Coordinator, and .58 FTE for Seasonal Park Rangers. The Planning Department has also taken on the responsibility of one City Engineer from the Public Works Department.

Purchased Services Category

The purchased services category represents approximately 11% of the 2014 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 2014 include:

- Communication services are expected to increase approximately \$89,529 due to a combination of factors. The most significant being the way in which the monthly Connection to residents is processed and delivered.

Supplies/Non-Capital Equipment Category

The supplies and non-capital equipment category accounts for about 10% of the 2014 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. Significant changes in 2014 include:

- The 2014 budget includes an increase of \$90,564 to operating supplies mainly due to the need to increase funds available for motor-vehicle maintenance and facility maintenance of City buildings.

Capital Outlay Category

The capital outlay category makes up close to 29% of the 2014 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 substantially from year to year based on the needs of the organization and community. Additional detail regarding the capital improvement projects can be found in the "Capital Improvements" section of the budget document. A listing of the planned capital asset purchases for 2014 is shown below:

Capital Equipment Item List

<u>Item Description</u>		2014 Adopted Budget
General Fund		
Technology Server Replacement	\$	10,000
Vehicle Replacement - Unit 400 1994 15 Passenger Van		30,000
Kiwanis Pool Pump and Motor Replacement		7,500
Fitness Recumbent Bike		5,500
Vehicle Replacement - Unit 740 1999 Cheverolet Pickup		44,000
Theatre Storage		6,600
Vehicle Replacement - Unit 233 2007 Crown Victoria		55,000
Vehicle Replacement - Unit 234 2007 Crown Victoria		55,000
Vehicle Replacement - Unit 235 2007 Crown Victoria		50,000
Vehicle Replacement - Unit 248 2006 Crown Victoria		50,000
Vehicle Replacement - Street Sweeper		192,000
Vehicle Replacement - Paint Striper		35,000
Subtotal	\$	540,600
Water & Wastewater Fund		
Technology Server Replacement	\$	10,000
Bratner Flume Gate		15,000
UV Lamp Replacement		24,000
Terminal Reservoir PRV's		18,000
Sludge Pump Replacement		30,000
Flow Injection Analyzer		72,000
Full Reservoir Pipe Repair		20,000
West Clairifier		125,000
Air Compressor		15,000
Subtotal	\$	329,000
Sanitation Fund Total		
Additional Vehicle - Automated Recycling Truck	\$	260,000
Automated Arm Replacement		30,000
Stake Bed Truck		45,000
Recycling Roll-Off Container Replacement		14,000
Subtotal	\$	349,000
City-Wide Total	\$	1,218,600

Miscellaneous Category

The other expenditures category accounts for approximately 1% of the 2014 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 2014 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 2014, the City has planned for a single interfund transfer from the General Fund to the Capital Projects Fund in the amount of \$400,000 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:

Calculation of Legal Debt Limit & Debt Margin		
2013 Actual Value	\$	2,384,713,270
Debt Limit – 3% of Net Assessed Value		71,541,398
Outstanding Debt Applicable to Debt Limit		-
Debt Margin	\$	71,541,398

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 2014 budget:

	As of December 31, 2013		2014 Activity			Maturity Date
	Outstanding Interest	Principal Balance	Interest Payment	Principal Payments	Ending Balance	
2013 Standley Reservoir Certificates of Participation	\$ 838,040	\$ 7,970,000	\$ 163,385	\$ 820,000	\$ 7,824,655	12/01/22
2010 Church Ditch Water Lease Purchase Agreement	178,818	3,193,880	118,493	1,567,856	1,686,349	12/01/15
Total Debt Obligations	\$ 1,016,858	\$ 11,163,880	\$ 281,878	\$ 2,387,856	\$ 9,511,004	

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 2014, the city-wide fund balance is anticipated to decrease approximately 11% or \$3,619,970. A listing of changes in fund balances for fiscal year 2014 is presented below:

	2014 Beginning Fund Balance	2014 Revenues & Other Sources	2014 Expenditures & Other Uses	2014 Surplus/ (Deficit)	2014 Projected Ending Fund Balance
General Fund	\$ 12,285,895	\$ 20,181,870	\$ 20,465,412	\$ (283,542)	\$ 12,002,353
Conservation Trust Fund	380,730	368,297	260,000	108,297	489,027
CDBG Fund	-	-	-	-	-
Capital Projects Fund	7,274,713	4,457,689	6,578,778	(2,121,089)	5,153,624
Water & Wastewater Fund	13,586,223	12,341,970	13,681,808	(1,339,838)	12,246,385
Stormwater Fund	339,211	424,143	225,865	198,278	537,489
Sanitation Fund	1,653,237	1,479,417	1,661,493	(182,076)	1,471,161
Total	\$ 35,520,009	\$ 39,253,386	\$ 42,873,356	\$ (3,619,970)	\$ 31,900,039

General Fund – Fund balance is anticipated to decrease by 2.3%. 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 increase by approximately 28.4%.

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 decrease by 29%. 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 10%. The decrease in fund balance is due to the initialization of several planned capital improvement projects in 2014.

Stormwater Fund – Fund balance is expected to increase by almost 59%.

Sanitation Fund – Fund balance is anticipated to decrease 11%. The decrease is the result of capital asset purchases in association with the curbside recycling and trash collection programs.

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.

	2014 Beginning Fund Balance	2014 Revenues & Other Sources	2014 Expenditures & Other Uses	2014 Restrictions, Commitments, & Assignments	2014 Unassigned Fund Balance
General Fund	\$ 12,285,895	\$ 20,181,870	\$ 20,465,412	\$ 5,116,353	\$ 6,886,000
Conservation Trust Fund	380,730	368,297	260,000	-	489,027
CDBG Fund	-	-	-	-	-
Capital Projects Fund	7,274,713	4,457,689	6,578,778	3,646,391	1,507,233
Water & Wastewater Fund	13,586,223	12,341,970	13,681,808	6,256,768	5,989,617
Stormwater Fund	339,211	424,143	225,865	-	537,489
Sanitation Fund	1,653,237	1,479,417	1,661,493	-	1,471,161
Total	\$ 35,520,009	\$ 39,253,386	\$ 42,873,356	\$ 15,019,512	\$ 16,880,527

I would like to recognize and thank all of the City staff for their hard work and commitment to provide a workable, realistic budget and also their continued commitment to control costs in these economic challenging times. I want to also express my appreciation to the City Council for their leadership and partnership in the budget process.

Respectfully Submitted,

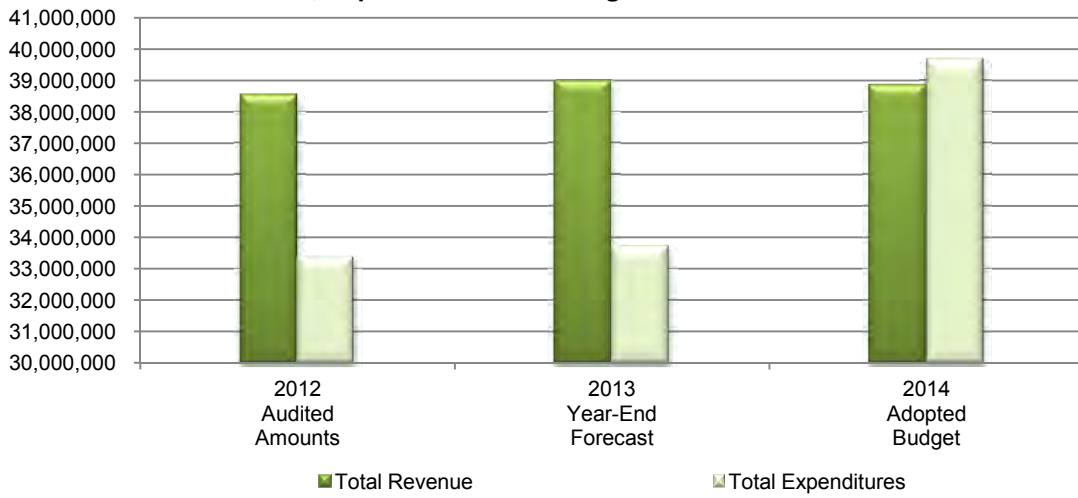


John R. Pick
City Manager

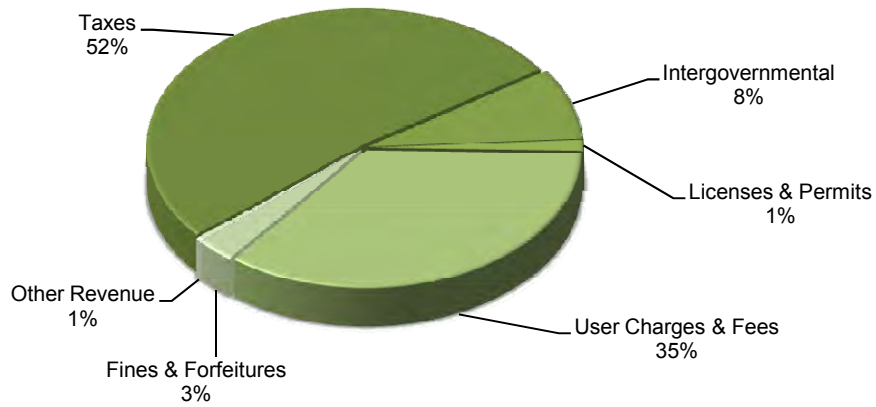
City-Wide Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ 19,082,695	\$ 19,110,650	\$ 19,828,702	\$ 20,132,801
Intergovernmental	3,591,027	3,339,250	3,755,102	3,281,892
Licenses & Permits	484,191	482,968	462,033	458,679
User Charges & Fees	14,270,609	14,270,534	13,686,903	13,661,979
Fines & Forfeitures	952,314	929,260	1,065,727	1,123,535
Other Revenue	165,457	210,000	194,500	194,500
Total Revenue	38,546,293	38,342,662	38,992,967	38,853,386
Expenditures:				
Personnel	\$ 17,460,759	\$ 18,595,060	\$ 18,003,563	\$ 19,292,701
Purchased Services	3,668,220	4,556,619	4,379,069	4,549,006
Supplies/Non-Capital Equipment	4,457,370	3,723,370	3,884,522	4,004,933
Capital Outlay	7,470,040	8,594,791	7,223,186	11,385,947
Miscellaneous	325,523	306,600	244,575	343,643
Contingency	3,730	100,000	-	100,000
Total Expenditures	33,385,642	35,876,440	33,734,915	39,676,230
Excess/(Deficiency) of Revenues Over Expenditures	5,160,651	2,466,222	5,258,052	(822,844)
Other Financing Sources/(Uses):				
Transfers In/(Out)	-	-	-	-
Debt Issuance/(Payments)	(2,820,611)	(2,826,926)	(2,760,611)	(2,669,626)
Sale of Assets	2,484	-	-	-
Insurance Recovery/(Claims)	(113,747)	(113,500)	(78,500)	(113,500)
Economic Incentives	(52,330)	(44,000)	(115,000)	(44,000)
Claims/Awards	-	-	-	-
Total Other Financing Sources/(Uses)	(2,984,204)	(2,984,426)	(2,954,111)	(2,827,126)
Net Change In Fund Balance:	2,176,447	(518,204)	2,303,941	(3,649,970)
Cumulative Fund Balance				
Beginning Fund Balance	31,069,621	34,530,661	33,246,068	35,550,009
Ending Fund Balance	33,246,068	34,012,457	35,550,009	31,900,039
Less Restrictions, Commitments, & Assignments:				
Fund Balance Restrictions	8,151,612	9,761,532	8,408,478	6,656,892
Fund Balance Commitments	7,760,132	8,084,132	7,924,452	8,370,120
Unassigned Fund Balance	\$ 17,334,324	\$ 16,166,793	\$ 19,217,079	\$ 16,873,027

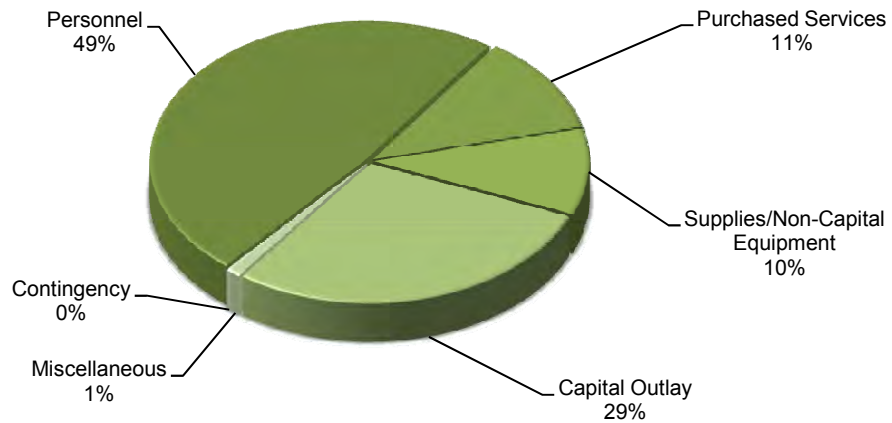
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



City-Wide Revenue Detail

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Taxes				
Property Tax	2,770,861	2,777,855	2,777,855	2,778,892
Penalties & Interest	4,009	5,556	5,556	5,556
Specific Ownership Tax	198,343	194,713	206,169	209,262
Sales Tax	13,097,619	13,004,057	13,491,977	13,694,357
Food Sales Tax	571,607	555,402	612,141	621,323
Penalties & Interest	37,409	38,000	37,400	37,400
Use Tax	1,972,209	2,030,463	2,231,943	2,265,422
Building Materials Use Tax	203,037	204,404	192,501	195,389
Audit Transactions	10,262	100,000	75,000	125,000
Accommodations Tax	150,972	138,040	136,000	138,040
Occupational Tax	66,367	62,160	62,160	62,160
Total Taxes	19,082,695	19,110,650	19,828,702	20,132,801
Intergovernmental				
NURA IGA	123,752	150,000	150,000	165,000
School Resource Officers	112,476	100,341	100,341	106,432
North Metro Task Force	9,488	14,000	14,000	14,000
Traffic Light IGA	1,684	2,246	2,246	2,246
Berthoud Pass IGA	-	3,500	3,500	3,500
Church Ditch IGA	119,800	120,000	120,000	120,000
Open Space Tax	245,957	228,150	269,795	269,795
DUI Proceeds	36,925	42,052	45,725	45,725
Uninsured Motorist Revenue	4,635	2,000	3,000	3,000
Seat Belt Violations	65	250	250	250
Drug Surcharge	630	621	512	512
Transportation Tax	722,557	732,502	796,945	796,945
Road & Bridge Tax	152,322	142,872	157,480	157,480
Motor Vehicle Registration	111,457	110,432	111,758	111,758
Tobacco Tax	63,013	67,979	77,509	77,509
Severance Tax	39,032	12,500	38,345	38,345
Mineral Lease Proceeds	33,809	12,500	17,000	17,000
Lottery Proceeds	358,645	369,012	366,797	366,797
Highway Users Tax	951,483	939,606	930,000	930,000
County Grants	-	161,122	100,000	-
State Grants	113,796	-	-	-
Federal Grants	389,501	127,565	449,899	55,598
Total Intergovernmental	3,591,027	3,339,250	3,755,102	3,281,892
Licenses & Permits				
Sales/Use Tax Licenses	36,733	36,000	36,000	36,000
Contractor Licenses	37,685	49,192	37,359	37,359
Liquor Licenses	32,217	15,000	26,654	23,500
Pawn Shop Licenses	15,400	15,000	15,000	15,000
Amusement Licenses	10,700	11,156	11,650	11,450
Peddlers Licenses	125	1,000	200	200
Building Permits	177,562	201,037	175,000	175,000
Electrical Permits	29,088	26,762	30,693	30,693
ROW Construction Permits	37,364	40,540	44,941	44,941
Sign Permits	-	1,000	1,000	1,000
Park Use Permits	107,317	86,281	83,536	83,536
Total Licenses & Permits	484,191	482,968	462,033	458,679

City-Wide Revenue Detail

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
User Charges & Fees				
Administrative Fees	23,079	19,220	20,685	20,685
Bond Administration Fees	3,241	2,945	9,923	9,923
Pawn Slip Processing Fees	8,956	8,696	8,800	7,920
Sex Offender Registration	5,170	3,971	5,245	5,245
Passport Processing Fees	33,189	42,941	38,675	40,150
FRICO Agreement	2,600	2,400	2,600	2,600
Past Due Penalties/Interest	107,284	114,197	100,394	100,394
Plan Review Fees	37,182	35,603	48,420	25,000
Zoning & Subdivision Fees	1,175	1,849	5,056	3,500
VIN Inspection Fees	722	577	585	585
Participant Fees	689,992	704,588	680,497	680,497
Occupational Fees	1,120,025	1,155,440	1,155,440	1,155,440
Vending Machine Concessions	1,979	1,714	1,877	1,877
Advertising Revenue	6,390	3,952	10,497	10,497
Rental/Lease Income	109,063	100,239	116,488	116,488
Contracted Off-Duty Services	32,638	36,417	30,000	30,000
Fingerprinting Fees	3,469	1,927	2,875	2,875
Contracted Lab Services	4,888	20,000	3,968	3,968
Water Use Charges	6,774,645	6,622,964	6,095,295	6,095,295
Construction Water Sales	2,400	2,393	2,711	2,711
Water Lease Revenue	38,555	20,000	30,000	30,000
Sewer Use Charges	3,231,099	3,320,405	3,323,649	3,323,649
Tap Connection Fees	47,304	-	-	-
Stormwater Charges	413,801	417,659	423,643	423,643
Trash Collection Charges	1,376,251	1,410,659	1,402,000	1,402,000
Roll-Off/Special Pickup Fees	34,347	35,850	32,620	32,620
Recycling Revenue	54,789	75,859	24,694	24,694
Sale of Inventory	88,893	89,730	94,467	92,845
Documents/Photocopies	3,011	500	1,000	1,000
Passport Photographs	7,722	11,080	8,217	9,296
Police Reports	6,750	6,759	6,582	6,582
Total User Charges & Fees	14,270,609	14,270,534	13,686,903	13,661,979
Fines & Forfeits				
Court Costs	87,825	81,063	88,105	88,105
General Fines	10,180	9,252	10,814	10,814
Criminal Fines	62,965	63,718	56,667	56,667
Traffic Fines	683,201	650,000	792,192	850,000
Parking Fines	6,982	8,386	5,526	5,526
OJW Revenue	11,625	11,470	11,500	11,500
Forfeitures	1,281	1,500	1,500	1,500
Victim Assistance Surcharge	57,491	48,494	60,940	60,940
Nuisance Abatement Fees	10,559	14,562	8,033	8,033
Landscaping Citations	3,034	9,600	5,800	5,800
Housing Citations	750	815	824	824
Litter Citations	4,861	5,900	4,626	4,626
Illegal Vehicle Citations	1,925	4,300	3,600	3,600
Other Citations	9,635	20,200	15,600	15,600
Total Fines & Forfeits	952,314	929,260	1,065,727	1,123,535

City-Wide Revenue Detail

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Other Revenue				
Investment Earnings	106,777	110,000	119,500	119,500
Miscellaneous	57,956	100,000	75,000	75,000
Total Other Revenue	165,457	210,000	194,500	194,500
Total Revenues	\$ 38,546,293	\$ 38,342,662	\$ 38,992,967	\$ 38,853,386

City-Wide Expenditure Detail

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	13,061,262	13,884,879	13,512,306	14,387,817
Seasonal/Temporary Wages	218,565	184,470	171,194	198,220
Overtime	397,167	327,055	342,140	337,855
Stipend	-	-	-	-
Allowances	127,019	122,460	126,373	125,524
Medicare	174,796	203,776	180,579	211,198
Unemployment Insurance	13,298	30,000	23,621	30,000
Workers Compensation	236,480	318,325	210,917	341,758
Retirement Contributions	1,152,941	1,245,611	1,191,619	1,308,395
Medical Benefits	1,878,835	2,061,590	2,032,530	2,123,609
Life/Disability Benefits	168,357	188,894	181,346	197,325
Post-Employment Benefits	32,039	28,000	30,938	31,000
Total Personnel	17,460,759	18,595,060	18,003,563	19,292,701
Purchased Services				
Professional Services	882,857	1,028,869	873,388	783,507
Technical Services	441,806	546,142	567,224	636,732
General Services	302,671	367,968	356,075	378,776
Property Services	753,023	1,175,010	1,127,185	1,170,316
Repair/Maintenance Services	10,117	30,000	31,500	30,000
Communication Services	867,326	918,777	935,184	1,024,713
Internet Services	7,385	7,750	8,732	8,250
Training/Registration	113,306	138,425	133,682	163,794
Mileage/Travel	3,562	10,750	8,866	10,150
Rentals/Leases	68,047	67,968	75,143	81,428
Insurance Premiums	218,120	264,960	262,090	261,340
Total Purchased Services	3,668,220	4,556,619	4,379,069	4,549,006
Supplies/Non-Capital Equipment				
Office Supplies	49,327	46,833	46,917	53,917
Technology Supplies	59,956	44,192	44,974	59,650
Operating Supplies	2,162,213	1,270,037	1,331,302	1,421,866
Chemicals/Compounds	48,381	320,000	320,000	320,000
Maintenance Supplies	16,648	-	-	-
Repair Supplies	763	-	-	-
Construction Materials	-	-	-	-
Inventory Supplies	68,397	84,500	83,511	66,500
Uniforms/Clothing	14,517	18,300	19,260	19,000
Non-Capital Equipment	210,294	179,800	193,606	169,950
Gas/Electricity	1,459,440	1,434,384	1,469,897	1,533,996
Motor Vehicle Fuels	367,434	325,324	375,055	360,054
Total Supplies/Non-Capital Equipment	4,457,370	3,723,370	3,884,522	4,004,933
Capital Outlay				
Property/Rights	-	-	-	-
Capital Equipment	1,144,318	1,118,562	1,127,364	1,212,000
Capital Improvement Projects	6,325,722	7,476,229	6,095,822	10,173,947
Total Capital Outlay	7,470,040	8,594,791	7,223,186	11,385,947

City-Wide Expenditure Detail

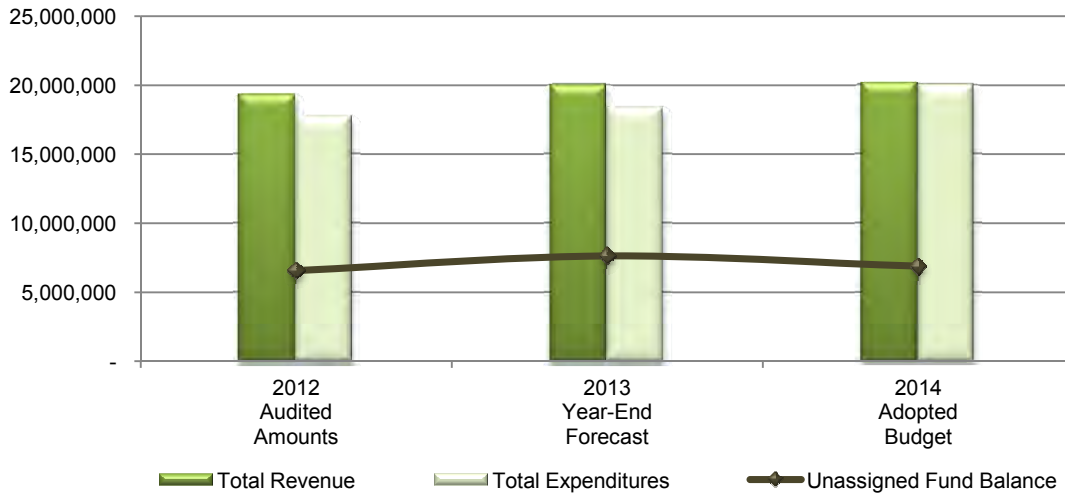
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Miscellaneous				
Dues/Fees	76,489	83,898	77,534	84,938
Grants/Donations	219,943	196,702	138,416	231,205
Community Incentive	28,737	25,000	25,000	25,000
Bad Debt Expense	354	1,000	3,625	2,500
Total Other Expenditures	325,523	306,600	244,575	343,643
Contingency				
Contingency	3,730	100,000	-	100,000
Total Contingency	3,730	100,000	-	100,000
Total Expenditures	\$ 33,385,642	\$ 35,876,440	\$ 33,734,915	\$ 39,676,230



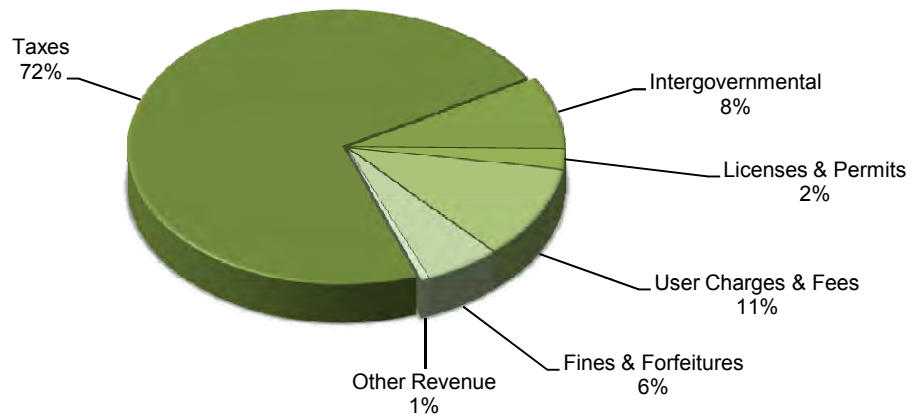
General Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ 13,734,501	\$ 13,762,387	\$ 14,343,129	\$ 14,569,184
Intergovernmental	1,862,910	1,724,964	1,775,731	1,724,855
Licenses & Permits	484,191	482,968	462,033	458,679
User Charges & Fees	2,141,212	2,186,696	2,210,919	2,187,617
Fines & Forfeitures	952,314	929,260	1,065,727	1,123,535
Other Revenue	84,960	134,000	118,000	118,000
Total Revenue	19,260,088	19,220,275	19,975,539	20,181,870
Expenditures:				
Personnel	\$ 12,912,068	\$ 13,864,132	\$ 13,367,591	\$ 14,416,321
Purchased Services	2,122,449	2,536,034	2,379,892	2,623,933
Supplies/Non-Capital Equipment	1,938,613	1,800,848	1,899,613	1,963,415
Capital Outlay	547,419	487,810	496,612	534,000
Miscellaneous	181,120	277,200	204,332	313,743
Contingency	3,730	100,000	-	100,000
Total Expenditures	17,705,399	19,066,024	18,348,040	19,951,412
Excess/(Deficiency) of Revenues Over Expenditures	1,554,689	154,251	1,627,499	230,458
Other Financing Sources/(Uses):				
Transfers In/(Out)	(200,000)	(200,000)	(200,000)	(400,000)
Debt Issuance/(Payments)	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(111,246)	(100,000)	(75,000)	(100,000)
Economic Incentives	(52,330)	(44,000)	(115,000)	(44,000)
Total Other Financing Sources/(Uses)	(363,576)	(344,000)	(390,000)	(544,000)
Net Change In Fund Balance:	1,191,113	(189,749)	1,237,499	(313,542)
Cumulative Fund Balance				
Beginning Fund Balance	9,887,283	10,984,308	11,078,396	12,315,895
Ending Fund Balance	11,078,396	10,794,559	12,315,895	12,002,353
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	571,061	582,301	562,141	614,862
Operating Reserve Commitment	3,946,183	4,270,205	4,122,369	4,508,991
Unassigned Fund Balance	\$ 6,561,152	\$ 5,942,053	\$ 7,631,385	\$ 6,878,500

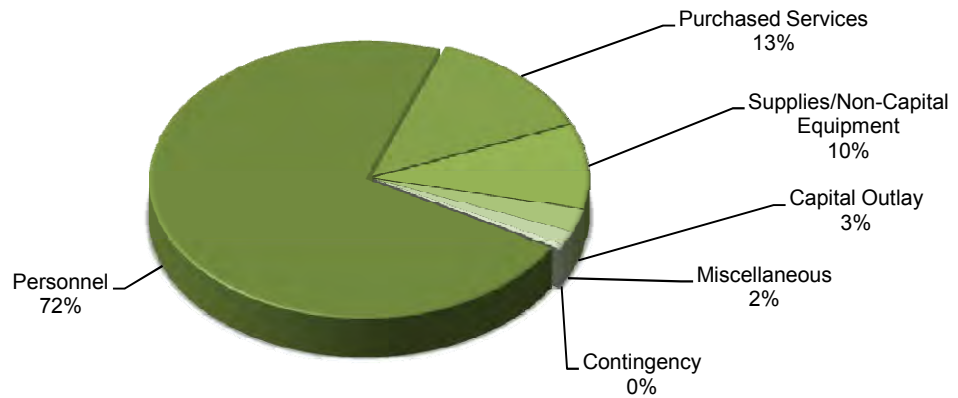
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



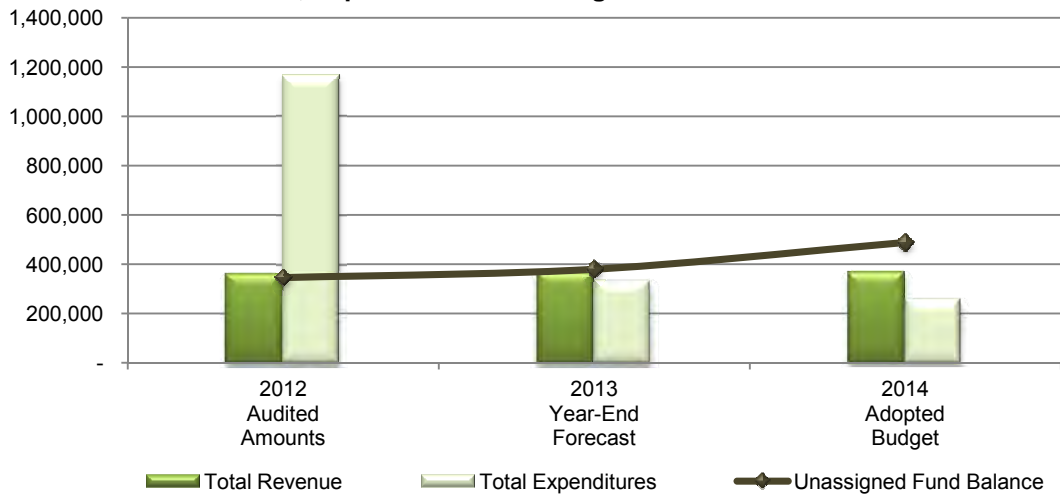
Operating Expenditure Budget By Category



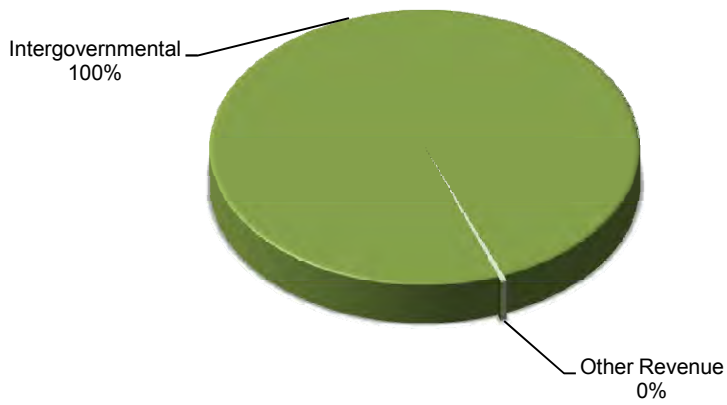
Conservation Trust Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	358,645	369,012	366,797	366,797
Licenses & Permits	-	-	-	-
User Charges & Fees	-	-	-	-
Fines & Forfeitures	-	-	-	-
Other Revenue	3,054	5,500	1,500	1,500
Total Revenue	361,699	374,512	368,297	368,297
Expenditures:				
Personnel	\$ -	\$ -	\$ -	\$ -
Purchased Services	-	-	-	-
Supplies/Non-Capital Equipment	-	-	-	-
Capital Outlay	1,165,314	423,810	333,966	260,000
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	1,165,314	423,810	333,966	260,000
Excess/(Deficiency) of Revenues Over Expenditures	(803,615)	(49,298)	34,331	108,297
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	(803,615)	(49,298)	34,331	108,297
Cumulative Fund Balance				
Beginning Fund Balance	1,150,014	332,099	346,399	380,730
Ending Fund Balance	346,399	282,801	380,730	489,027
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 346,399	\$ 282,801	\$ 380,730	\$ 489,027

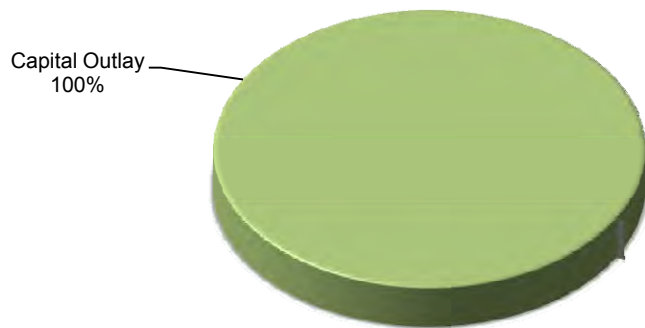
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



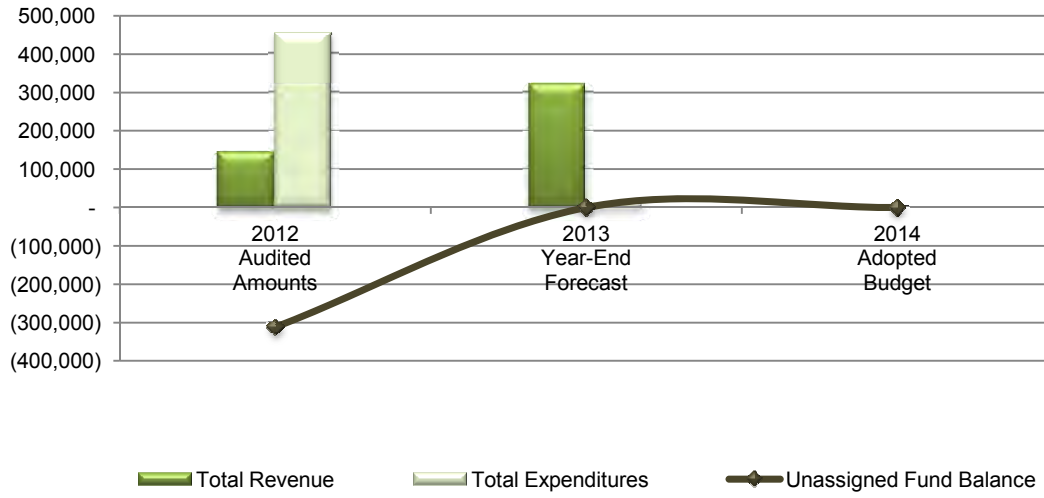
Operating Expenditure Budget By Category



CDBG Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Intergovernmental	\$ 144,392	\$ -	\$ 322,334	\$ -
Total Revenue	144,392	-	322,334	-
Expenditures:				
Capital Outlay	\$ 345,156	\$ -	\$ -	\$ -
Miscellaneous	111,067	-	10,503	-
Total Expenditures	456,223	-	10,503	-
Excess/(Deficiency) of Revenues Over Expenditures	(311,831)	-	311,831	-
Net Change In Fund Balance:	(311,831)	-	311,831	-
Cumulative Fund Balance				
Beginning Fund Balance	-	-	(311,831)	-
Ending Fund Balance	(311,831)	-	-	-
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ (311,831)	\$ -	\$ -	\$ -

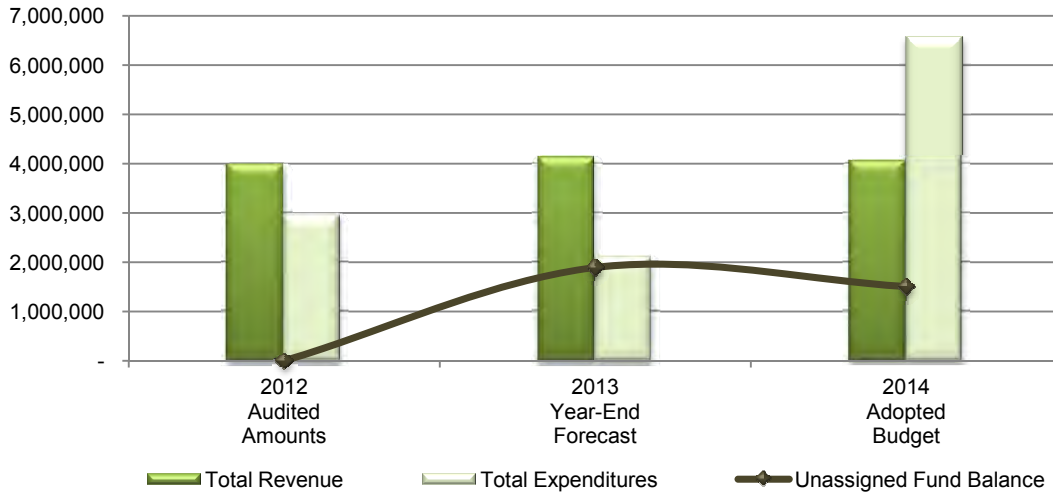
Revenue, Expenditures & Unassigned Fund Balance



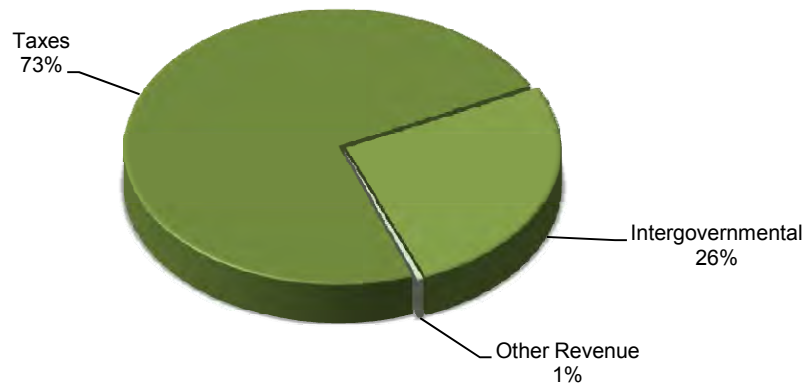
Capital Projects Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ 2,866,267	\$ 2,875,495	\$ 2,938,991	\$ 2,973,949
Intergovernmental	1,105,280	1,121,774	1,166,740	1,066,740
Licenses & Permits	-	-	-	-
User Charges & Fees	-	-	-	-
Fines & Forfeitures	-	-	-	-
Other Revenue	15,478	13,500	17,000	17,000
Total Revenue	3,987,025	4,010,769	4,122,731	4,057,689
Expenditures:				
Personnel	\$ -	\$ -	\$ -	\$ -
Purchased Services	-	-	-	-
Supplies/Non-Capital Equipment	-	-	-	-
Capital Outlay	2,953,939	2,174,947	2,117,878	6,578,778
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	2,953,939	2,174,947	2,117,878	6,578,778
Excess/(Deficiency) of Revenues Over Expenditures	1,033,086	1,835,822	2,004,853	(2,521,089)
Other Financing Sources/(Uses):				
Transfers In/(Out)	200,000	200,000	200,000	400,000
Total Other Financing Sources/(Uses)	200,000	200,000	200,000	400,000
Net Change In Fund Balance:	1,233,086	2,035,822	2,204,853	(2,121,089)
Cumulative Fund Balance				
Beginning Fund Balance	3,836,774	5,194,366	5,069,860	7,274,713
Ending Fund Balance	5,069,860	7,230,188	7,274,713	5,153,624
Less Restrictions, Commitments, & Assignments:				
4.000 Mill Restricted Fund Balance	855,421	1,046,888	1,010,298	(2,680,961)
1/2% Sales/Use Tax Restricted Balance	3,670,040	5,624,521	3,810,302	5,675,765
ADCOO Restricted Fund Balance	213,254	129,387	277,421	172,216
ADCOT Restricted Fund Balance	331,145	407,451	282,426	479,371
Unassigned Fund Balance	\$ -	\$ 21,941	\$ 1,894,266	\$ 1,507,233

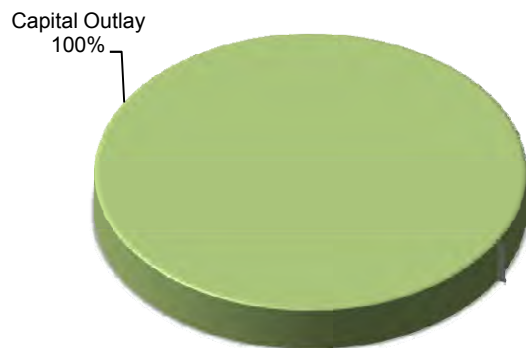
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



4.000 Mill Property Tax Restricted Revenue

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
4.000 Mill Property Tax	\$ 955,947	\$ 958,129	\$ 958,129	\$ 958,486
Other Revenue	-	-	-	-
Total Revenue	955,947	958,129	958,129	958,486
Expenditures:				
Road Reconstruction Improvements	\$ 792,249	\$ 639,554	\$ 639,554	\$ 4,649,745
Total Expenditures	792,249	639,554	639,554	4,649,745
Excess/(Deficiency) of Revenues Over Expenditures	163,698	318,575	318,575	(3,691,259)
Net Change In Fund Balance:	163,698	318,575	318,575	(3,691,259)
Cumulative Fund Balance				
Beginning Fund Balance	1,731,044	441,166	1,894,742	2,213,317
Ending Fund Balance	\$ 1,894,742	\$ 759,741	\$ 2,213,317	\$ (1,477,942)

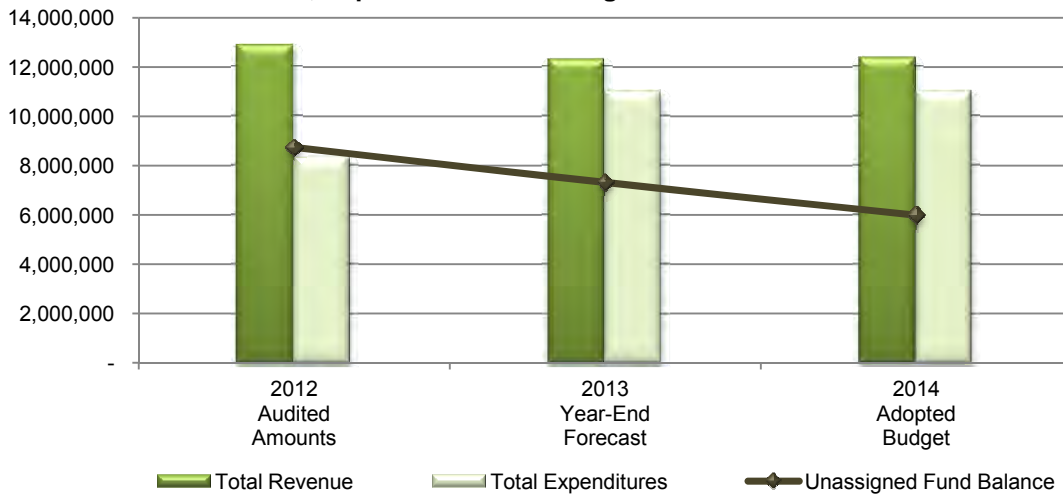
1/2% Sales/Use Tax Restricted Revenue

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
1/2% Sales/Use Tax	\$ 1,910,320	\$ 1,917,366	\$ 1,980,862	\$ 2,015,463
Other Revenue	-	-	-	-
Total Revenue	1,910,320	1,917,366	1,980,862	2,015,463
Expenditures:				
Capital Improvement Projects	-	-	-	-
Total Expenditures	-	-	-	-
Excess/(Deficiency) of Revenues Over Expenditures	1,910,320	1,917,366	1,980,862	2,015,463
Net Change In Fund Balance:	1,910,320	1,917,366	1,980,862	2,015,463
Cumulative Fund Balance				
Beginning Fund Balance	1,829,440	3,707,155	3,739,760	5,720,622
Ending Fund Balance	\$ 3,739,760	\$ 5,624,521	\$ 5,720,622	\$ 7,736,085

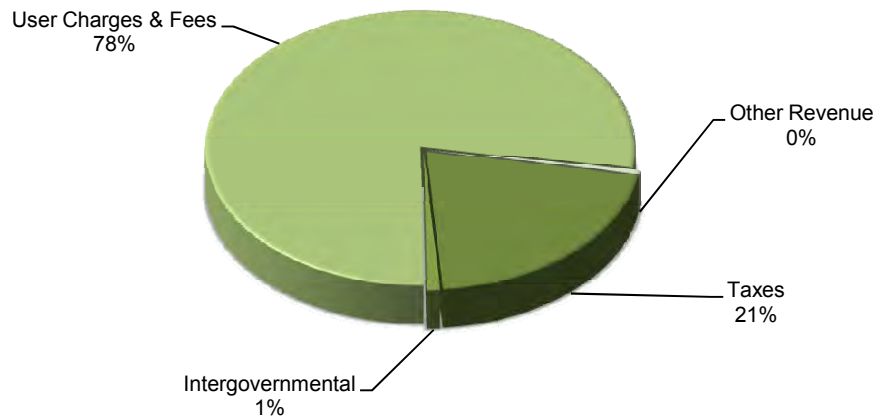
Water & Wastewater Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ 2,481,927	\$ 2,472,768	\$ 2,546,582	\$ 2,589,668
Intergovernmental	119,800	123,500	123,500	123,500
Licenses & Permits	-	-	-	-
User Charges & Fees	10,227,963	10,119,779	9,576,802	9,576,802
Fines & Forfeitures	-	-	-	-
Other Revenue	53,250	45,500	52,000	52,000
Total Revenue	12,882,940	12,761,547	12,298,884	12,341,970
Expenditures:				
Personnel	\$ 3,712,307	\$ 3,875,590	\$ 3,789,201	\$ 4,024,262
Purchased Services	1,187,551	1,640,806	1,621,530	1,546,794
Supplies/Non-Capital Equipment	2,323,391	1,711,060	1,769,009	1,844,807
Capital Outlay	1,088,099	5,038,224	3,804,730	3,564,169
Miscellaneous	32,547	28,250	28,590	28,650
Total Expenditures	8,343,895	12,293,930	11,013,060	11,008,682
Excess/(Deficiency) of Revenues Over Expenditures	4,539,045	467,617	1,285,824	1,333,288
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(2,820,611)	(2,826,926)	(2,760,611)	(2,669,626)
Sale of Assets	2,484	-	-	-
Insurance Recovery/(Claims)	(1,964)	(3,500)	(3,500)	(3,500)
Total Other Financing Sources/(Uses)	(2,820,091)	(2,830,426)	(2,764,111)	(2,673,126)
Net Change In Fund Balance:	1,718,954	(2,362,809)	(1,478,287)	(1,339,838)
Cumulative Fund Balance				
Beginning Fund Balance	13,345,556	15,712,616	15,064,510	13,586,223
Ending Fund Balance	15,064,510	13,349,807	13,586,223	12,246,385
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	312,030	305,175	295,359	305,175
Debt Service Reserve Restriction	709,683	97,538	273,461	(88,602)
Water Right Purchase Restriction	1,488,978	1,568,271	1,897,070	2,179,066
Capital/Infrastructure Commitment	2,000,000	2,000,000	2,000,000	2,000,000
Operating Reserve Commitment	1,813,949	1,813,927	1,802,083	1,861,129
Unassigned Fund Balance	\$ 8,739,870	\$ 7,564,896	\$ 7,318,250	\$ 5,989,617

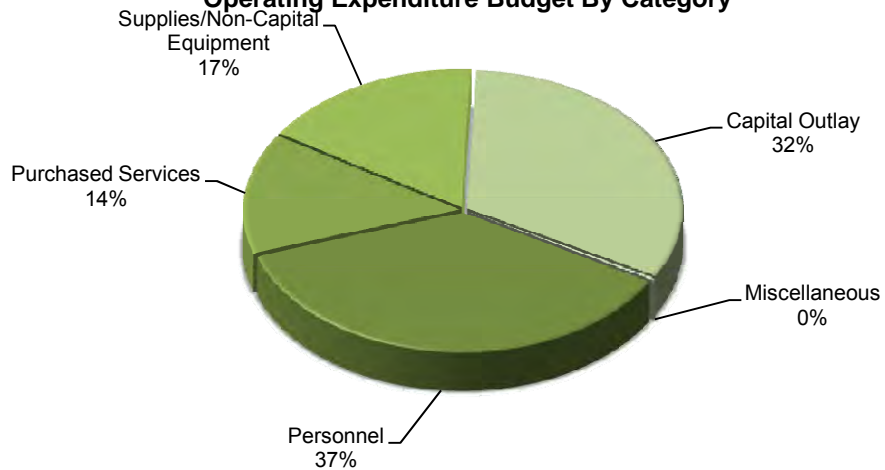
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



Water Enterprise Function

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ 2,481,927	\$ 2,472,768	\$ 2,546,582	\$ 2,589,668
Intergovernmental	119,800	123,500	123,500	123,500
User Charges & Fees	6,996,864	6,799,374	6,253,153	6,253,153
Other Revenue	32,177	33,500	35,000	35,000
Total Revenue	9,630,768	9,429,142	8,958,235	9,001,321
Expenditures:				
Personnel	\$ 2,625,871	\$ 2,712,511	\$ 2,719,170	\$ 2,888,335
Purchased Services	1,088,623	1,236,834	1,226,341	1,155,122
Supplies/Non-Capital Equipment	857,855	826,921	840,375	887,373
Capital Outlay	705,223	3,268,555	3,290,230	290,000
Miscellaneous	32,475	27,900	28,240	28,300
Total Expenditures	5,310,047	8,072,721	8,104,356	5,249,130
Excess/(Deficiency) of Revenues Over Expenditures	4,320,721	1,356,421	853,879	3,752,191
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(2,820,611)	(2,826,926)	(2,760,611)	(2,669,626)
Sale of Assets	2,484	-	-	-
Insurance Recovery/(Claims)	(1,964)	(3,500)	(3,500)	(3,500)
Total Other Financing Sources/(Uses)	(2,820,091)	(2,830,426)	(2,764,111)	(2,673,126)
Net Change In Fund Balance:	1,500,630	(1,474,005)	(1,910,232)	1,079,065
Cumulative Fund Balance				
Beginning Fund Balance	8,273,330	10,107,224	9,773,960	7,863,728
Ending Fund Balance	9,773,960	8,633,219	7,863,728	8,942,793
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	312,030	305,175	295,359	305,175
Debt Service Reserve Restriction	709,683	97,538	273,461	(88,602)
Water Right Purchase Restriction	1,488,978	1,568,271	1,897,070	2,179,066
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	1,151,206	1,201,042	1,203,532	1,239,783
Unassigned Fund Balance	\$ 5,112,063	\$ 4,461,193	\$ 3,194,306	\$ 4,307,371

Wastewater Enterprise Function

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
User Charges & Fees	\$ 3,231,099	\$ 3,320,405	\$ 3,323,649	\$ 3,323,649
Other Revenue	21,073	12,000	17,000	17,000
Total Revenue	3,252,172	3,332,405	3,340,649	3,340,649
Expenditures:				
Personnel	\$ 1,086,436	\$ 1,163,079	\$ 1,070,031	\$ 1,135,927
Purchased Services	98,928	403,972	395,189	391,672
Supplies/Non-Capital Equipment	1,465,536	884,139	928,634	957,434
Capital Outlay	382,876	1,769,669	514,500	3,274,169
Miscellaneous	72	350	350	350
Total Expenditures	3,033,848	4,221,209	2,908,704	5,759,552
Excess/(Deficiency) of Revenues Over Expenditures	218,324	(888,804)	431,945	(2,418,903)
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	218,324	(888,804)	431,945	(2,418,903)
Cumulative Fund Balance				
Beginning Fund Balance	5,072,226	5,605,392	5,290,550	5,722,495
Ending Fund Balance	5,290,550	4,716,588	5,722,495	3,303,592
Less Restrictions, Commitments, & Assignments:				
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	662,743	612,885	598,551	621,346
Unassigned Fund Balance	\$ 3,627,807	\$ 3,103,703	\$ 4,123,944	\$ 1,682,246

Debt Service Function

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Food Related Sales Tax	\$ 571,607	\$ 555,402	\$ 612,141	\$ 621,323
Total Revenue	571,607	555,402	612,141	621,323
Expenditures:				
Agent Fees	\$ -	\$ -	\$ 69,603	\$ -
Total Expenditures	-	-	69,603	-
Excess/(Deficiency) of Revenues Over Expenditures	571,607	555,402	542,538	621,323
Other Financing Sources/(Uses):				
Series 2002A - Certificates of Participation	(1,138,707)	(1,140,577)	-	-
2013 Lease Purchase Agreement	-	-	(978,760)	(983,386)
Total Other Financing Sources/(Uses)	(1,138,707)	(1,140,577)	(978,760)	(983,386)
Net Change In Fund Balance:	(567,100)	(585,175)	(436,222)	(362,063)
Cumulative Fund Balance				
Beginning Fund Balance	1,276,783	682,713	709,683	273,461
Ending Fund Balance	\$ 709,683	\$ 97,538	\$ 273,461	\$ (88,602)

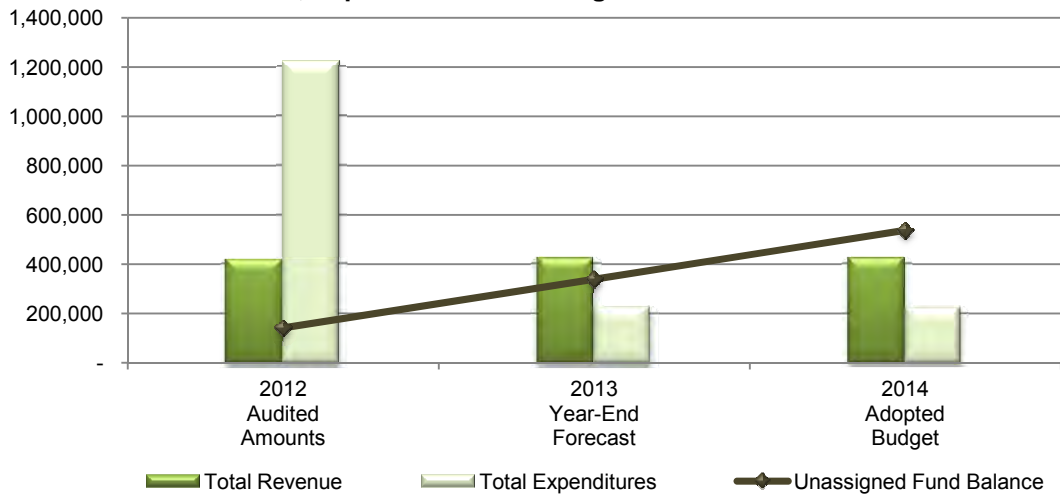
Water Resources Function

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Non-Food Sales/Use Tax	\$ 1,910,320	\$ 1,917,366	\$ 1,934,441	\$ 1,968,345
Total Revenue	1,910,320	1,917,366	1,934,441	1,968,345
Expenditures:				
Water Rights Purchases	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Excess/(Deficiency) of Revenues Over Expenditures	1,910,320	1,917,366	1,934,441	1,968,345
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(1,681,904)	(1,686,349)	(1,526,349)	(1,686,349)
Total Other Financing Sources/(Uses)	(1,681,904)	(1,686,349)	(1,526,349)	(1,686,349)
Net Change In Fund Balance:	228,416	231,017	408,092	281,996
Cumulative Fund Balance				
Beginning Fund Balance	1,260,562	1,337,254	1,488,978	1,897,070
Ending Fund Balance	\$ 1,488,978	\$ 1,568,271	\$ 1,897,070	\$ 2,179,066

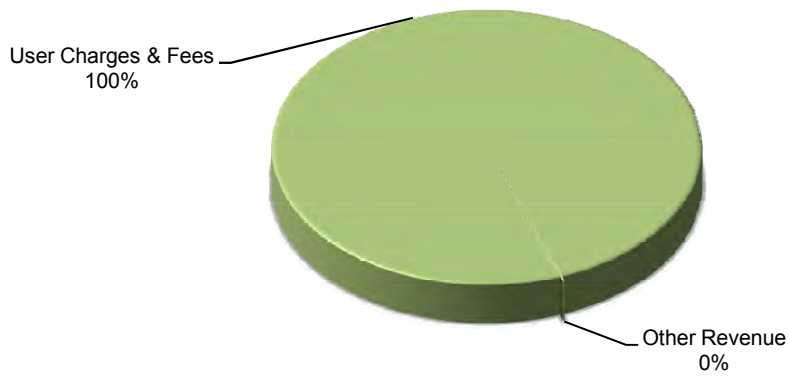
Stormwater Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	413,801	417,659	423,643	423,643
Fines & Forfeitures	-	-	-	-
Other Revenue	2,420	3,000	500	500
Total Revenue	416,221	420,659	424,143	424,143
Expenditures:				
Personnel	\$ 71,463	\$ 71,890	\$ 73,806	\$ 72,565
Purchased Services	6,465	32,550	32,550	32,550
Supplies/Non-Capital Equipment	14,035	20,000	20,000	20,000
Capital Outlay	1,127,811	100,000	100,000	100,000
Miscellaneous	600	750	750	750
Total Expenditures	1,220,374	225,190	227,106	225,865
Excess/(Deficiency) of Revenues Over Expenditures	(804,153)	195,469	197,037	198,278
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	(804,153)	195,469	197,037	198,278
Cumulative Fund Balance				
Beginning Fund Balance	946,327	142,491	142,174	339,211
Ending Fund Balance	142,174	337,960	339,211	537,489
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 142,174	\$ 337,960	\$ 339,211	\$ 537,489

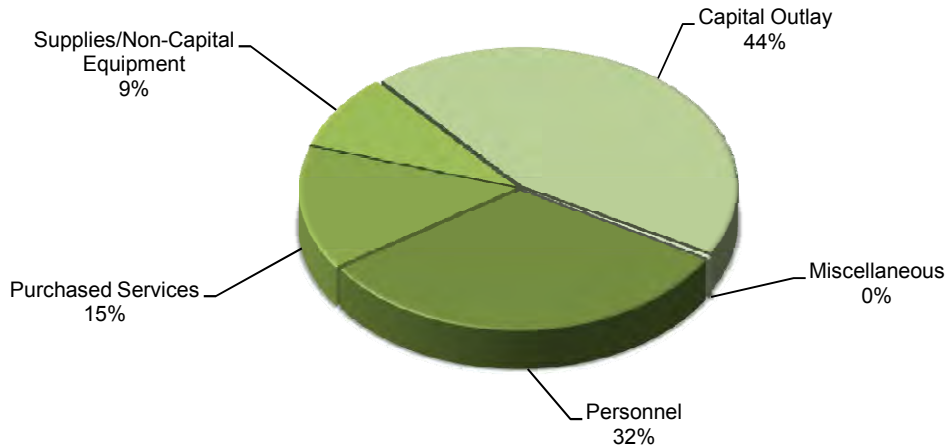
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



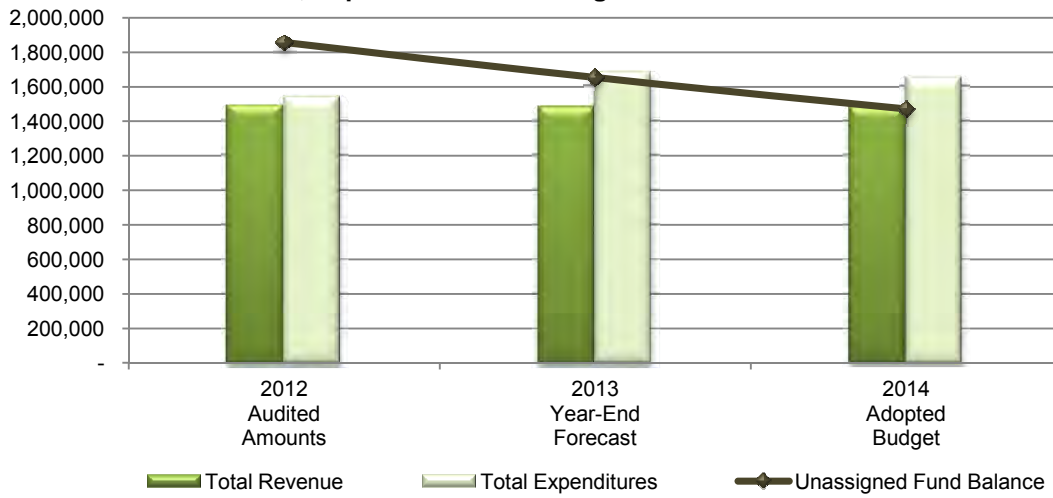
Operating Expenditure Budget By Category



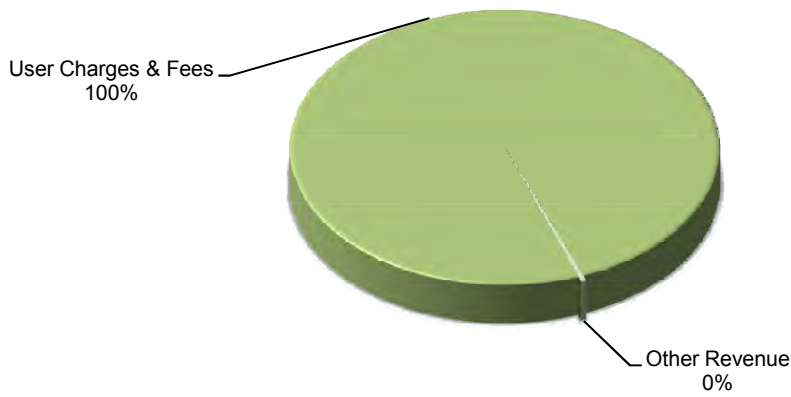
Sanitation Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	1,487,633	1,546,400	1,475,539	1,473,917
Fines & Forfeitures	-	-	-	-
Other Revenue	6,295	8,500	5,500	5,500
Total Revenue	1,493,928	1,554,900	1,481,039	1,479,417
Expenditures:				
Personnel	\$ 764,921	\$ 783,448	\$ 772,965	\$ 779,553
Purchased Services	351,755	347,229	345,097	345,729
Supplies/Non-Capital Equipment	181,331	191,462	195,900	176,711
Capital Outlay	242,302	370,000	370,000	349,000
Miscellaneous	189	400	400	500
Total Expenditures	1,540,498	1,692,539	1,684,362	1,651,493
Excess/(Deficiency) of Revenues Over Expenditures	(46,570)	(137,639)	(203,323)	(172,076)
Other Financing Sources/(Uses):				
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(537)	(10,000)	-	(10,000)
Total Other Financing Sources/(Uses)	(537)	(10,000)	-	(10,000)
Net Change In Fund Balance:	(47,107)	(147,639)	(203,323)	(182,076)
Cumulative Fund Balance				
Beginning Fund Balance	1,903,667	2,164,781	1,856,560	1,653,237
Ending Fund Balance	1,856,560	2,017,142	1,653,237	1,471,161
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 1,856,560	\$ 2,017,142	\$ 1,653,237	\$ 1,471,161

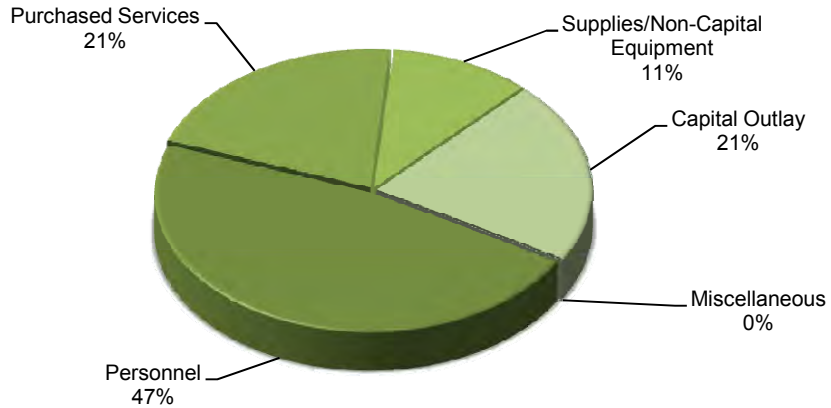
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category

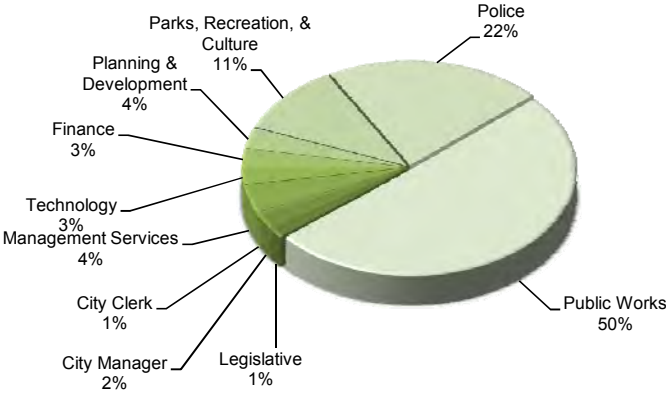




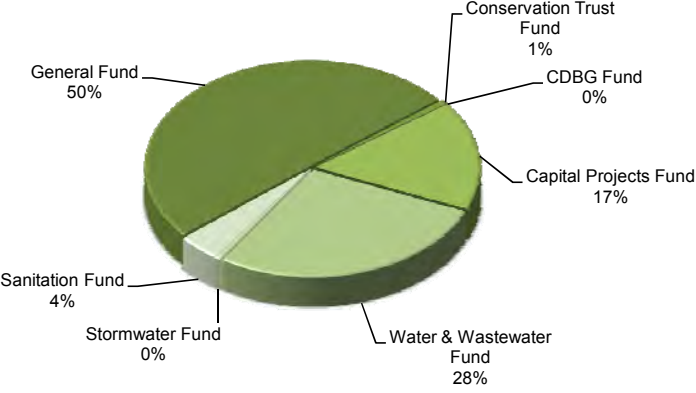
Department Funding Matrix

	General Fund	Conservation Trust Fund	CDBG Fund	Capital Projects Fund	Water & Wastewater Fund	Stormwater Fund	Sanitation Fund	Total
Departments:								
Legislative	\$ 508,793	\$ -	\$ -	\$ -	\$ 84,000	\$ -	\$ -	\$ 592,793
City Manager	779,067	-	-	-	-	-	-	779,067
City Clerk	320,917	-	-	-	-	-	-	320,917
Management Services	1,455,559	-	-	-	237,836	-	6,678	1,700,073
Technology	810,164	-	-	-	203,300	-	-	1,013,464
Finance	419,571	-	-	-	704,727	-	2,000	1,126,298
Planning & Development	1,271,353	-	-	-	-	-	-	1,271,353
Parks, Recreation, & Culture	3,584,239	260,000	-	435,700	-	-	-	4,279,939
Police	8,562,708	-	-	-	-	-	-	8,562,708
Public Works	2,239,041	-	-	6,143,078	9,778,819	225,865	1,642,815	20,029,618
Total Expenditures	\$ 19,951,412	\$ 260,000	\$ -	\$ 6,578,778	\$ 11,008,682	\$ 225,865	\$ 1,651,493	\$ 39,676,230

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.

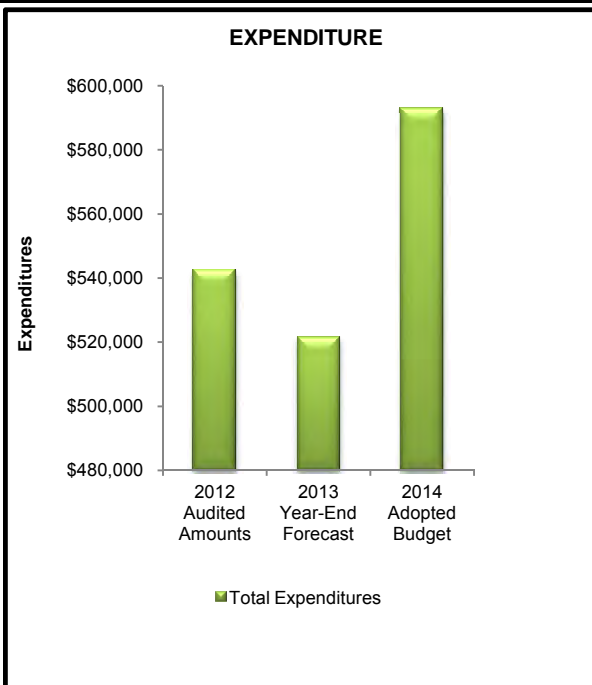
Goals & Objectives

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

Legislative

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 508,793	-
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	84,000	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	592,793	-

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
City Council	\$ 364,406	-
City Attorney	224,000	-
Boards & Authorities	4,387	-
Total	592,793	-



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	-	-	-	-
Expenditures:				
Personnel	\$ 128,047	\$ 129,503	\$ 128,845	\$ 129,007
Purchased Services	318,968	250,474	249,162	249,742
Supplies/Non-Capital Equipment	6,809	10,390	10,180	10,470
Capital Outlay	-	-	-	-
Miscellaneous	84,711	104,455	133,025	103,574
Contingency	3,730	100,000	-	100,000
Total Expenditures	\$ 542,265	\$ 594,822	\$ 521,212	\$ 592,793

2014 BUDGET PACKAGES	
	Amount
	-
	\$ -

Expenditure Detail

Legislative Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	80,390	80,185	79,434	79,687
Allowances	40,674	42,120	42,344	39,960
Medicare	1,744	1,773	1,754	1,733
Workers Compensation	108	215	97	206
Retirement Contributions	4,540	4,586	4,567	6,670
Life/Disability Benefits	591	624	649	751
Total Personnel	128,047	129,503	128,845	129,007
Purchased Services				
Professional Services	307,005	223,912	225,400	225,680
General Services	41	2,600	-	-
Communication Services	308	62	62	62
Training/Registration	11,614	23,835	23,635	23,935
Rentals/Leases	-	65	65	65
Total Purchased Services	318,968	250,474	249,162	249,742
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	6,809	10,190	9,980	10,270
Total Supplies/Non-Capital Equipment	6,809	10,390	10,180	10,470
Miscellaneous				
Dues/Fees	55,151	58,875	55,862	58,119
Grants/Donations	29,560	45,580	77,163	45,455
Total Other Expenditures	84,711	104,455	133,025	103,574
Contingency				
Contingency	3,730	100,000	-	100,000
Total Contingency	3,730	100,000	-	100,000
Total Expenditures	\$ 542,265	\$ 594,822	\$ 521,212	\$ 592,793

Expenditure Detail

Legislative Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	80,390	80,185	79,434	79,687
Allowances	40,674	42,120	42,344	39,960
Medicare	1,744	1,773	1,754	1,733
Workers Compensation	108	215	97	206
Retirement Contributions	4,540	4,586	4,567	6,670
Life/Disability Benefits	591	624	649	751
Total Personnel	128,047	129,503	128,845	129,007
Purchased Services				
Professional Services	211,785	140,500	141,400	141,680
General Services	41	2,600	-	-
Communication Services	308	62	62	62
Training/Registration	11,614	23,835	23,635	23,935
Mileage/Travel	-	-	-	-
Rentals/Leases	-	65	65	65
Total Purchased Services	223,748	167,062	165,162	165,742
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	6,809	10,190	9,980	10,270
Total Supplies/Non-Capital Equipment	6,809	10,390	10,180	10,470
Miscellaneous				
Dues/Fees	55,151	58,875	55,862	58,119
Grants/Donations	29,560	45,580	77,163	45,455
Total Other Expenditures	84,711	104,455	133,025	103,574
Contingency				
Contingency	3,730	100,000	-	100,000
Total Contingency	3,730	100,000	-	100,000
Total Expenditures	\$ 447,045	\$ 511,410	\$ 437,212	\$ 508,793

Expenditure Detail

City Council Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	80,390	80,185	79,434	79,687
Allowances	40,674	42,120	42,344	39,960
Medicare	1,744	1,773	1,754	1,733
Workers Compensation	108	215	97	206
Retirement Contributions	4,540	4,586	4,567	6,670
Life/Disability Benefits	591	624	649	751
Total Personnel	128,047	129,503	128,845	129,007
Purchased Services				
General Services	41	2,600	-	-
Communication Services	295	-	-	-
Training/Registration	10,320	21,960	21,960	21,960
Mileage/Travel	-	-	-	-
Rentals/Leases	-	65	65	65
Total Purchased Services	10,656	24,625	22,025	22,025
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	5,994	9,600	9,600	9,600
Total Supplies/Non-Capital Equipment	5,994	9,800	9,800	9,800
Miscellaneous				
Dues/Fees	55,151	58,875	55,862	58,119
Grants/Donations	29,560	45,580	77,163	45,455
Total Other Expenditures	84,711	104,455	133,025	103,574
Contingency				
Contingency	3,730	100,000	-	100,000
Total Contingency	3,730	100,000	-	100,000
Total Expenditures	\$ 233,138	\$ 368,383	\$ 293,695	\$ 364,406

Expenditure Detail

City Attorney Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	210,705	140,000	140,000	140,000
Total Purchased Services	210,705	140,000	140,000	140,000
Total Expenditures	\$ 210,705	\$ 140,000	\$ 140,000	\$ 140,000

Expenditure Detail

Boards & Authorities Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	1,080	500	1,400	1,680
Communication Services	13	62	62	62
Training/Registration	1,294	1,875	1,675	1,975
Total Purchased Services	2,387	2,437	3,137	3,717
Supplies/Non-Capital Equipment				
Operating Supplies	815	590	380	670
Total Supplies/Non-Capital Equipment	815	590	380	670
Total Expenditures	\$ 3,202	\$ 3,027	\$ 3,517	\$ 4,387

Expenditure Detail

Legislative Department - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	95,220	83,412	84,000	84,000
Total Purchased Services	95,220	83,412	84,000	84,000
Total Expenditures	\$ 95,220	\$ 83,412	\$ 84,000	\$ 84,000

Expenditure Detail

City Attorney Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	95,220	83,412	84,000	84,000
Total Purchased Services	95,220	83,412	84,000	84,000
Total Expenditures	\$ 95,220	\$ 83,412	\$ 84,000	\$ 84,000



City Manager

John R. Pick, 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).

2013 Achievements

- Created Connection Content Committee to improve timeliness and relevance of the Connection.
- Explored methods to improve Connection delivery.
- Purchased field video equipment for Channel 8
- Updated the front page of the Web site and added features such as the park chart, PDF reader, etc.
- Completed redevelopment projects at the Garland Center and 120th Ave. and Grant St.
- Expanded Business Retention and Expansion Programs. Established New Business and Prospect Databases.
- Held 2nd Annual Business Appreciation Event.

Goals & Objectives

- Reorganize city website to make it user/resident centric
- Create a master marketing calendar for the city
- Make Channel 8 and the Northglenn YouTube channel and integral part of Northglenn's public communications
- Working with Economic Development create a Shop Northglenn or Shop Local marketing initiative
- Work with Parks and Recreation to bundle the printing and delivery of the Connection and Rec Guide to save money
- Identify and analyze commercial development and redevelopment opportunities
- Increase existing business retention visits
- Assist in marketing efforts to attract new businesses to the city
- Develop business support and marketing programs

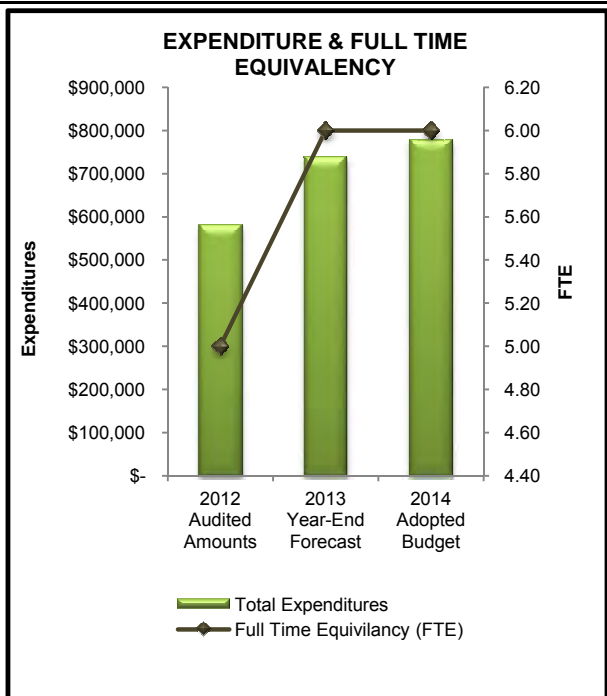
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
# of Business Interactions	100	-	-	-
# of Channel 8 Total Program Hours	5,475	5,475	5,824	5,824
# of Original Video Productions	-	-	6	24
# of News Releases Distributed	190	143	150	150
# of Social Media Followers	N/A	N/A	900	1,250
# of New Commercial s/f Absorption	249,872	157,283	150,000	160,000
# of Business Retention Visits	N/A	40	50	60

City Manager

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 779,067	6.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	779,067	6.00

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 248,713	2.00
Public Communications	261,406	2.00
Economic Development	268,948	2.00
Total	779,067	6.00



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	5.00	6.00	6.00	6.00
Expenditures:				
Personnel	\$ 467,715	\$ 618,244	\$ 508,497	\$ 544,540
Purchased Services	99,337	143,475	149,175	163,611
Supplies/Non-Capital Equipment	9,643	12,301	29,130	15,416
Capital Outlay	-	-	-	-
Miscellaneous	4,045	54,400	52,500	55,500
Contingency	-	-	-	-
Total Expenditures	\$ 580,740	\$ 828,420	\$ 739,302	\$ 779,067

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 16,429
2. Personnel Step Allowance	4,571
3. Dues and Fees	1,100
4. Technology Supplies	1,600
5. Training and Registration	2,500
6. Communication Services	14,816
	\$ 41,016

Expenditure Detail

City Manager Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	376,728	499,204	412,480	440,818
Overtime	716	-	600	-
Stipend	-	-	-	-
Allowances	831	1,200	-	3,600
Medicare	5,316	7,255	5,798	6,445
Workers Compensation	2,181	4,501	1,339	770
Retirement Contributions	35,053	46,631	37,245	36,898
Medical Benefits	43,651	55,659	47,761	52,052
Life/Disability Benefits	3,239	3,794	3,274	3,957
Total Personnel	467,715	618,244	508,497	544,540
Purchased Services				
Professional Services	32,428	39,000	27,000	35,000
Technical Services	-	10,000	10,000	10,000
General Services	7,750	1,500	500	-
Property Services	-	-	-	-
Communication Services	55,593	79,200	100,050	100,616
Training/Registration	1,988	6,500	7,000	11,320
Mileage/Travel	83	5,575	2,825	4,575
Rentals/Leases	1,495	1,700	1,800	2,100
Total Purchased Services	99,337	143,475	149,175	163,611
Supplies/Non-Capital Equipment				
Office Supplies	3,253	900	1,150	1,400
Technology Supplies	555	800	4,240	4,800
Operating Supplies	5,249	10,200	7,200	8,800
Motor Vehicle Fuels	586	401	434	416
Total Supplies/Non-Capital Equipment	9,643	12,301	29,130	15,416
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	4,045	4,400	2,500	5,500
Grants/Donations	-	50,000	50,000	50,000
Total Other Expenditures	4,045	54,400	52,500	55,500
Total Expenditures	\$ 580,740	\$ 828,420	\$ 739,302	\$ 779,067

Expenditure Detail

City Manager Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	376,728	499,204	412,480	440,818
Overtime	716	-	600	-
Stipend	-	-	-	-
Allowances	831	1,200	-	3,600
Medicare	5,316	7,255	5,798	6,445
Workers Compensation	2,181	4,501	1,339	770
Retirement Contributions	35,053	46,631	37,245	36,898
Medical Benefits	43,651	55,659	47,761	52,052
Life/Disability Benefits	3,239	3,794	3,274	3,957
Total Personnel	467,715	618,244	508,497	544,540
Purchased Services				
Professional Services	32,428	39,000	27,000	35,000
Technical Services	-	10,000	10,000	10,000
General Services	7,750	1,500	500	-
Property Services	-	-	-	-
Communication Services	55,593	79,200	100,050	100,616
Training/Registration	1,988	6,500	7,000	11,320
Mileage/Travel	83	5,575	2,825	4,575
Rentals/Leases	1,495	1,700	1,800	2,100
Total Purchased Services	99,337	143,475	149,175	163,611
Supplies/Non-Capital Equipment				
Office Supplies	3,253	900	1,150	1,400
Technology Supplies	555	800	4,240	4,800
Operating Supplies	5,249	10,200	7,200	8,800
Motor Vehicle Fuels	586	401	434	416
Total Supplies/Non-Capital Equipment	9,643	12,301	29,130	15,416
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	4,045	4,400	2,500	5,500
Grants/Donations	-	50,000	50,000	50,000
Total Other Expenditures	4,045	54,400	52,500	55,500
Total Expenditures	\$ 580,740	\$ 828,420	\$ 739,302	\$ 779,067

Expenditure Detail

Administration/Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	175,797	256,267	200,813	190,629
Overtime	716	-	600	-
Allowances	-	-	-	3,600
Medicare	2,560	3,716	2,935	2,817
Workers Compensation	234	317	175	336
Retirement Contributions	17,569	25,627	20,199	16,403
Medical Benefits	23,617	25,230	18,422	20,378
Life/Disability Benefits	1,582	1,608	1,269	1,709
Total Personnel	222,075	312,765	244,413	235,872
Purchased Services				
Technical Services	-	-	-	-
Property Services	-	-	-	-
Communication Services	117	800	350	800
Training/Registration	184	1,500	4,000	4,000
Mileage/Travel	-	325	325	325
Rentals/Leases	75	200	200	200
Total Purchased Services	1,794	2,825	4,875	5,325
Supplies/Non-Capital Equipment				
Office Supplies	1,895	200	500	500
Technology Supplies	-	-	1,520	1,600
Operating Supplies	3,527	3,500	3,500	3,500
Motor Vehicle Fuels	586	401	434	416
Total Supplies/Non-Capital Equipment	6,008	4,101	5,954	6,016
Miscellaneous				
Dues/Fees	475	400	1,500	1,500
Total Other Expenditures	475	400	1,500	1,500
Total Expenditures	\$ 230,352	\$ 320,091	\$ 256,742	\$ 248,713

Expenditure Detail

Public Communications Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	122,204	124,334	105,510	115,505
Stipend	-	-	-	-
Allowances	831	1,200	-	-
Medicare	1,662	1,821	1,388	1,675
Workers Compensation	140	222	128	200
Retirement Contributions	11,186	11,526	8,553	9,720
Medical Benefits	10,248	9,815	15,800	15,481
Life/Disability Benefits	946	1,119	1,014	1,039
Total Personnel	147,217	150,037	132,393	143,620
Purchased Services				
Professional Services	22,370	29,000	17,000	25,000
Communication Services	53,511	63,400	82,000	79,816
Training/Registration	-	1,000	-	3,320
Mileage/Travel	-	250	-	250
Rentals/Leases	617	500	500	500
Total Purchased Services	76,498	94,150	99,500	108,886
Supplies/Non-Capital Equipment				
Office Supplies	523	500	250	500
Technology Supplies	555	800	1,220	1,600
Operating Supplies	553	5,000	2,000	4,300
Non-Capital Equipment	-	-	16,106	-
Total Supplies/Non-Capital Equipment	1,631	6,300	19,576	6,400
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	2,375	2,500	-	2,500
Total Other Expenditures	2,375	2,500	-	2,500
Total Expenditures	\$ 227,721	\$ 252,987	\$ 251,469	\$ 261,406

Expenditure Detail

Economic Development Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	78,727	118,603	106,157	134,684
Stipend	-	-	-	-
Medicare	1,094	1,718	1,475	1,953
Workers Compensation	1,807	3,962	1,036	234
Retirement Contributions	6,298	9,478	8,493	10,775
Medical Benefits	9,786	20,614	13,539	16,193
Life/Disability Benefits	711	1,067	991	1,209
Total Personnel	98,423	155,442	131,691	165,048
Purchased Services				
Professional Services	10,058	10,000	10,000	10,000
Technical Services	-	10,000	10,000	10,000
General Services	6,332	1,500	500	-
Communication Services	1,965	15,000	17,700	20,000
Training/Registration	1,804	4,000	3,000	4,000
Mileage/Travel	83	5,000	2,500	4,000
Rentals/Leases	803	1,000	1,100	1,400
Insurance Premiums	-	-	-	-
Total Purchased Services	21,045	46,500	44,800	49,400
Supplies/Non-Capital Equipment				
Office Supplies	835	200	400	400
Technology Supplies	-	-	1,500	1,600
Operating Supplies	1,169	1,700	1,700	1,000
Total Supplies/Non-Capital Equipment	2,004	1,900	3,600	3,000
Miscellaneous				
Dues/Fees	1,195	1,500	1,000	1,500
Grants/Donations	-	50,000	50,000	50,000
Total Other Expenditures	1,195	51,500	51,000	51,500
Total Expenditures	\$ 122,667	\$ 255,342	\$ 231,091	\$ 268,948



City Clerk

Johanna Small, City Clerk

Department Description

The City Clerk serves as the official records 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 is responsible for the recording and filing of documents, maintaining the City seal, and attesting to official documents. 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 serves as a Passport Acceptance Facility, and processes applications for liquor licenses, medical marijuana businesses, retail marijuana establishments, amusement, peddlers/solicitors, 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, Planning Commission, Board of Adjustment, and Citizens' Affairs Board.

2013 Achievements

- Processed and provided electronic access to legislative actions and organizational records
- Implemented procedures to comply with new legislation regarding election, open records, and retail marijuana
- Responded to public records requests within the timeframe allowed by State law
- Administered the November 5, 2013 Regular Municipal Election in coordination with Adams and Weld County
- Accepted approximately 1,560 passport applications; recertified facility and all acceptance agents with the Department of State

Goals & Objectives

- Continue to maintain a customer friendly and transparent environment with efficient and exceptional service
- Increase public outreach efforts to promote open government and public participation
- Comply with legislative, municipal, and statutory requirements
- Enhance the records management program to ensure preservation of official City documents and improve access to records
- Provide licensing, permitting, and passport acceptance services

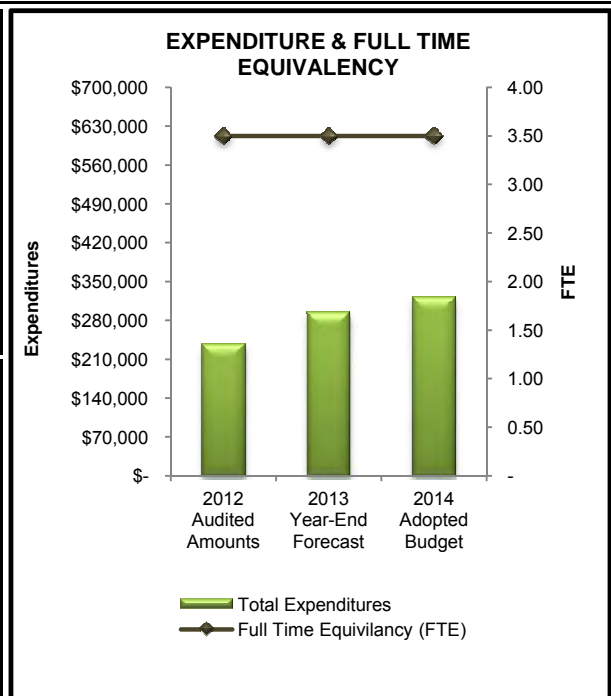
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
Legislation Processed (Ordinances and Resolutions)	192	169	180	170
Public Records Requests	77	41	52	55
Licenses/Permits Issued	99	125	101	110
Passport Applications Accepted	1,334	1,357	1,560	1,606
Vacancy Rate for All Boards & Commissions			34%	25%

City Clerk

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 320,917	3.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	320,917	3.50

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 320,917	3.50
Total	320,917	3.50



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	3.50	3.50	3.50	3.50
Expenditures:				
Personnel	\$ 197,703	\$ 225,275	\$ 204,166	\$ 238,412
Purchased Services	25,055	70,200	76,628	68,080
Supplies/Non-Capital Equipment	7,893	11,500	11,100	13,600
Capital Outlay	5,499	-	-	-
Miscellaneous	640	805	805	825
Contingency	-	-	-	-
Total Expenditures	\$ 236,790	\$ 307,780	\$ 292,699	\$ 320,917

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 6,226
2. Personnel Step Allowance	2,620
	\$ 8,846

Expenditure Detail

City Clerk Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	150,539	171,245	154,019	179,504
Overtime	707	500	500	500
Stipend	-	-	-	-
Medicare	2,003	2,483	2,053	2,603
Workers Compensation	201	303	182	310
Retirement Contributions	13,743	15,551	14,190	16,319
Medical Benefits	29,150	33,647	31,723	37,559
Life/Disability Benefits	1,360	1,546	1,499	1,617
Total Personnel	197,703	225,275	204,166	238,412
Purchased Services				
Professional Services	400	20,400	38,046	14,400
Technical Services	-	500	499	500
General Services	5,050	4,400	3,400	4,000
Property Services	584	22,000	12,000	25,000
Communication Services	5,026	5,500	5,500	5,500
Training/Registration	3,075	4,100	4,000	4,330
Mileage/Travel	449	800	800	800
Rentals/Leases	10,471	12,500	12,383	13,550
Total Purchased Services	25,055	70,200	76,628	68,080
Supplies/Non-Capital Equipment				
Office Supplies	1,542	2,000	2,000	2,000
Technology Supplies	1,738	2,400	2,000	2,000
Operating Supplies	2,671	4,600	4,600	4,600
Non-Capital Equipment	1,942	2,500	2,500	5,000
Total Supplies/Non-Capital Equipment	7,893	11,500	11,100	13,600
Capital Outlay				
Capital Equipment	5,499	-	-	-
Total Capital Outlay	5,499	-	-	-
Miscellaneous				
Dues/Fees	640	805	805	825
Total Other Expenditures	640	805	805	825
Total Expenditures	\$ 236,790	\$ 307,780	\$ 292,699	\$ 320,917

Expenditure Detail

City Clerk Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	150,539	171,245	154,019	179,504
Overtime	707	500	500	500
Stipend	-	-	-	-
Medicare	2,003	2,483	2,053	2,603
Workers Compensation	201	303	182	310
Retirement Contributions	13,743	15,551	14,190	16,319
Medical Benefits	29,150	33,647	31,723	37,559
Life/Disability Benefits	1,360	1,546	1,499	1,617
Total Personnel	197,703	225,275	204,166	238,412
Purchased Services				
Professional Services	400	20,400	38,046	14,400
Technical Services	-	500	499	500
General Services	5,050	4,400	3,400	4,000
Property Services	584	22,000	12,000	25,000
Communication Services	5,026	5,500	5,500	5,500
Training/Registration	3,075	4,100	4,000	4,330
Mileage/Travel	449	800	800	800
Rentals/Leases	10,471	12,500	12,383	13,550
Total Purchased Services	25,055	70,200	76,628	68,080
Supplies/Non-Capital Equipment				
Office Supplies	1,542	2,000	2,000	2,000
Technology Supplies	1,738	2,400	2,000	2,000
Operating Supplies	2,671	4,600	4,600	4,600
Non-Capital Equipment	1,942	2,500	2,500	5,000
Total Supplies/Non-Capital Equipment	7,893	11,500	11,100	13,600
Capital Outlay				
Capital Equipment	5,499	-	-	-
Total Capital Outlay	5,499	-	-	-
Miscellaneous				
Dues/Fees	640	805	805	825
Total Other Expenditures	640	805	805	825
Total Expenditures	\$ 236,790	\$ 307,780	\$ 292,699	\$ 320,917

Expenditure Detail

Administration/Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	150,539	171,245	154,019	179,504
Overtime	707	500	500	500
Stipend	-	-	-	-
Medicare	2,003	2,483	2,053	2,603
Workers Compensation	201	303	182	310
Retirement Contributions	13,743	15,551	14,190	16,319
Medical Benefits	29,150	33,647	31,723	37,559
Life/Disability Benefits	1,360	1,546	1,499	1,617
Total Personnel	197,703	225,275	204,166	238,412
Purchased Services				
Professional Services	400	20,400	38,046	14,400
Technical Services	-	500	499	500
General Services	5,050	4,400	3,400	4,000
Property Services	584	22,000	12,000	25,000
Communication Services	5,026	5,500	5,500	5,500
Training/Registration	3,075	4,100	4,000	4,330
Mileage/Travel	449	800	800	800
Rentals/Leases	10,471	12,500	12,383	13,550
Total Purchased Services	25,055	70,200	76,628	68,080
Supplies/Non-Capital Equipment				
Office Supplies	1,542	2,000	2,000	2,000
Technology Supplies	1,738	2,400	2,000	2,000
Operating Supplies	2,671	4,600	4,600	4,600
Non-Capital Equipment	1,942	2,500	2,500	5,000
Total Supplies/Non-Capital Equipment	7,893	11,500	11,100	13,600
Capital Outlay				
Capital Equipment	5,499	-	-	-
Total Capital Outlay	5,499	-	-	-
Miscellaneous				
Dues/Fees	640	805	805	825
Total Other Expenditures	640	805	805	825
Total Expenditures	\$ 236,790	\$ 307,780	\$ 292,699	\$ 320,917



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. Risk Management will move to Human Resources as part of the 2013 Budget Process.

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.

2013 Achievements

- Completed Employee Handbook updates approved by Council
- Updated and/or revised all job descriptions to ensure accuracy of position, responsibilities, and classifications
- Implemented upgraded Full Court software system
- Successfully coordinated the Annual Kid's Fishing Derby, July 4th Family Festival and Noel Northglenn.
- Closed over 7,000 municipal court cases.

Goals & Objectives

- Attract, retain, and reward a talented & diverse workforce with the skills necessary to meet the organization's needs.
- Provide a safe working environment for employees and volunteers through comprehensive safety training and thorough management of worker compensation incidents.
- Provide professional judicial services in a fair and impartial environment.
- Offer family friendly community events and engaging volunteer opportunities.
- Replace manual filing by scanning closed municipal court tickets

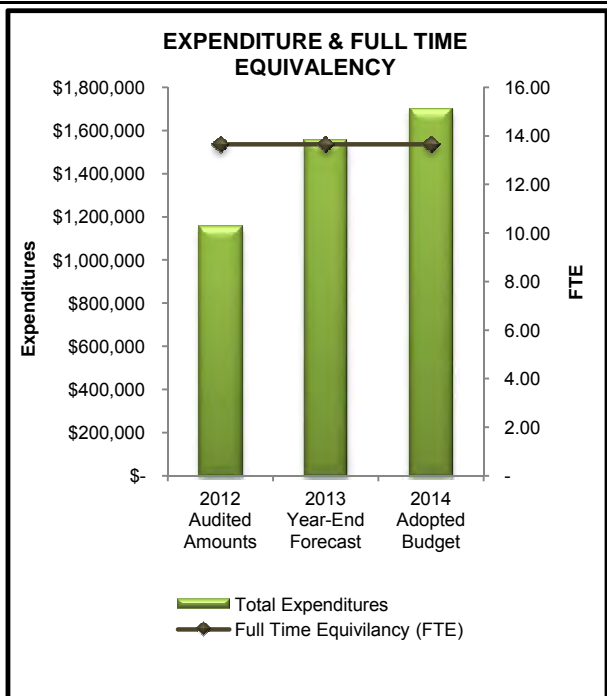
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
# of Applications Screened	2,343	3,051	2,510	2,780
# of New Employee Orientations	80	74	128	101
# of Municipal Court Cases Closed	13,018	7,275	9,634	11,000
# of Community Events Organized	5	5	5	5
# of Volunteer Events Coordinated (not including special projects)	12	12	12	12

Management Services

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,455,559	12.35
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	237,836	1.30
Stormwater Fund	-	-
Sanitation Fund	6,678	-
Total	1,700,073	13.65

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Municipal Court	\$ 420,902	4.85
Human Resources	914,708	6.80
Community Engagement	227,463	2.00
VALE	137,000	-
Total	1,700,073	13.65



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	13.65	13.65	13.65	13.65
Expenditures:				
Personnel	\$ 893,411	\$ 1,037,136	\$ 1,029,869	\$ 1,068,715
Purchased Services	139,779	435,378	440,234	444,188
Supplies/Non-Capital Equipment	39,466	47,946	48,709	46,685
Capital Outlay	-	35,773	29,367	-
Miscellaneous	80,894	105,857	5,455	140,485
Contingency	-	-	-	-
Total Expenditures	\$ 1,153,550	\$ 1,662,090	\$ 1,553,634	\$ 1,700,073

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 21,243
2. Personnel Step Allowance	6,309
	\$ 27,552

Expenditure Detail

Management Services Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	696,532	791,680	800,804	818,172
Overtime	114	-	3,000	3,300
Allowances	2,420	1,200	2,390	2,400
Medicare	8,071	11,498	9,506	11,899
Unemployment Insurance	13,298	30,000	23,621	30,000
Workers Compensation	2,294	3,410	2,080	3,693
Retirement Contributions	65,158	74,479	75,995	79,506
Medical Benefits	67,310	90,013	74,248	81,368
Life/Disability Benefits	6,175	6,856	7,287	7,377
Post-Employment Benefits	32,039	28,000	30,938	31,000
Total Personnel	893,411	1,037,136	1,029,869	1,068,715
Purchased Services				
Professional Services	85,178	97,217	96,707	95,607
Technical Services	25,448	28,892	38,392	38,392
General Services	2,651	10,900	7,200	10,900
Property Services	-	3,600	4,210	4,210
Communication Services	19,508	20,600	21,910	22,030
Training/Registration	1,096	2,134	1,300	3,234
Mileage/Travel	145	275	225	275
Rentals/Leases	5,753	7,100	8,500	8,500
Insurance Premiums	-	264,660	261,790	261,040
Total Purchased Services	139,779	435,378	440,234	444,188
Supplies/Non-Capital Equipment				
Office Supplies	2,713	2,127	3,027	3,027
Operating Supplies	36,393	45,480	45,080	43,080
Motor Vehicle Fuels	360	339	602	578
Total Supplies/Non-Capital Equipment	39,466	47,946	48,709	46,685
Capital Outlay				
Capital Equipment	-	35,773	29,367	-
Total Capital Outlay	-	35,773	29,367	-
Miscellaneous				
Dues/Fees	3,228	5,485	5,455	5,485
Grants/Donations	77,666	100,372	-	135,000
Total Other Expenditures	80,894	105,857	5,455	140,485
Total Expenditures	\$ 1,153,550	\$ 1,662,090	\$ 1,553,634	\$ 1,700,073

Expenditure Detail

Management Services Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	627,324	683,660	688,016	706,183
Overtime	114	-	3,000	3,300
Allowances	1,936	1,200	1,912	1,920
Medicare	7,076	9,932	7,876	10,268
Unemployment Insurance	13,298	25,000	22,621	25,000
Workers Compensation	2,191	3,220	1,945	3,498
Retirement Contributions	58,639	64,097	65,180	68,307
Medical Benefits	64,573	82,352	68,405	75,761
Life/Disability Benefits	5,548	5,878	6,250	6,366
Post-Employment Benefits	29,168	28,000	28,000	28,000
Total Personnel	809,867	903,339	893,205	928,603
Purchased Services				
Professional Services	85,178	97,217	96,707	95,607
Technical Services	25,448	28,892	38,392	38,392
General Services	2,651	10,900	7,200	10,900
Property Services	-	3,600	4,210	4,210
Communication Services	19,508	20,600	21,410	21,410
Training/Registration	1,096	2,134	1,300	3,234
Mileage/Travel	145	275	225	275
Rentals/Leases	5,753	7,100	8,500	8,500
Insurance Premiums	-	157,258	157,258	157,258
Total Purchased Services	139,779	327,976	335,202	339,786
Supplies/Non-Capital Equipment				
Office Supplies	2,713	2,127	3,027	3,027
Operating Supplies	36,393	45,480	45,080	43,080
Motor Vehicle Fuels	360	339	602	578
Total Supplies/Non-Capital Equipment	39,466	47,946	48,709	46,685
Capital Outlay				
Capital Equipment	-	35,773	29,367	-
Total Capital Outlay	-	35,773	29,367	-
Miscellaneous				
Dues/Fees	3,228	5,485	5,455	5,485
Grants/Donations	77,666	100,372	-	135,000
Total Other Expenditures	80,894	105,857	5,455	140,485
Total Expenditures	\$ 1,070,006	\$ 1,420,891	\$ 1,311,938	\$ 1,455,559

Expenditure Detail

Municipal Court Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	234,972	248,922	234,939	257,903
Overtime	-	-	3,000	3,300
Medicare	2,083	3,611	2,081	3,739
Workers Compensation	315	440	286	446
Retirement Contributions	21,495	22,585	21,670	25,003
Medical Benefits	30,417	32,671	32,468	32,292
Life/Disability Benefits	1,948	1,963	2,082	2,329
Total Personnel	291,230	310,192	296,526	325,012
Purchased Services				
Professional Services	56,000	58,217	58,217	58,217
Technical Services	8,448	8,892	8,892	8,892
General Services	2,486	10,000	6,300	10,000
Communication Services	7,635	8,520	8,520	8,520
Training/Registration	-	834	-	834
Mileage/Travel	-	100	50	100
Rentals/Leases	2,610	3,000	3,700	3,700
Total Purchased Services	77,179	89,563	85,679	90,263
Supplies/Non-Capital Equipment				
Office Supplies	1,295	1,277	1,277	1,277
Operating Supplies	3,479	8,200	8,200	4,200
Total Supplies/Non-Capital Equipment	4,774	9,477	9,477	5,477
Capital Outlay				
Capital Equipment	-	35,773	29,367	-
Total Capital Outlay	-	35,773	29,367	-
Miscellaneous				
Dues/Fees	80	150	120	150
Total Other Expenditures	80	150	120	150
Total Expenditures	\$ 373,263	\$ 445,155	\$ 421,169	\$ 420,902

Expenditure Detail

Human Resources Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	280,950	318,549	338,972	325,204
Overtime	114	-	-	-
Allowances	726	-	717	720
Medicare	3,376	4,619	4,139	4,727
Unemployment Insurance	13,298	25,000	22,621	25,000
Workers Compensation	1,727	2,573	1,520	2,837
Retirement Contributions	26,974	30,465	32,666	31,604
Medical Benefits	28,095	43,788	29,483	37,155
Life/Disability Benefits	2,590	2,871	3,075	2,929
Post-Employment Benefits	29,168	28,000	28,000	28,000
Total Personnel	387,018	455,865	461,193	458,176
Purchased Services				
Professional Services	23,745	33,000	31,490	30,390
General Services	7	-	-	-
Communication Services	258	-	810	810
Training/Registration	806	900	900	2,000
Mileage/Travel	-	75	75	75
Rentals/Leases	2,022	1,500	2,200	2,200
Insurance Premiums	-	157,258	157,258	157,258
Total Purchased Services	26,838	192,733	192,733	192,733
Supplies/Non-Capital Equipment				
Office Supplies	440	450	450	450
Operating Supplies	12,951	13,500	13,500	13,500
Total Supplies/Non-Capital Equipment	13,391	13,950	13,950	13,950
Miscellaneous				
Dues/Fees	3,148	5,335	5,335	5,335
Total Other Expenditures	3,148	5,335	5,335	5,335
Total Expenditures	\$ 430,395	\$ 667,883	\$ 673,211	\$ 670,194

Expenditure Detail

Community Engagement - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	111,402	116,189	114,105	123,076
Allowances	1,210	1,200	1,195	1,200
Medicare	1,617	1,702	1,656	1,802
Workers Compensation	149	207	139	215
Retirement Contributions	10,170	11,047	10,844	11,700
Medical Benefits	6,061	5,893	6,454	6,314
Life/Disability Benefits	1,010	1,044	1,093	1,108
Total Personnel	131,619	137,282	135,486	145,415
Purchased Services				
Professional Services	5,433	6,000	7,000	7,000
Technical Services	17,000	20,000	29,500	29,500
General Services	158	900	900	900
Property Services	-	3,600	4,210	4,210
Communication Services	11,615	12,080	12,080	12,080
Training/Registration	290	400	400	400
Mileage/Travel	145	100	100	100
Rentals/Leases	1,121	2,600	2,600	2,600
Total Purchased Services	35,762	45,680	56,790	56,790
Supplies/Non-Capital Equipment				
Office Supplies	978	400	1,300	1,300
Operating Supplies	19,963	21,780	23,380	23,380
Motor Vehicle Fuels	360	339	602	578
Total Supplies/Non-Capital Equipment	21,301	22,519	25,282	25,258
Total Expenditures	\$ 188,682	\$ 205,481	\$ 217,558	\$ 227,463

Expenditure Detail

VALE Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Supplies/Non-Capital Equipment				
Operating Supplies	-	2,000	-	2,000
Total Supplies/Non-Capital Equipment	-	2,000	-	2,000
Miscellaneous				
Grants/Donations	77,666	100,372	-	135,000
Total Other Expenditures	77,666	100,372	-	135,000
Total Expenditures	\$ 77,666	\$ 102,372	\$ -	\$ 137,000

Expenditure Detail

Management Services Department - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	69,208	108,020	112,788	111,989
Allowances	484	-	478	480
Medicare	995	1,566	1,630	1,631
Unemployment Insurance	-	5,000	1,000	5,000
Workers Compensation	103	190	135	195
Retirement Contributions	6,519	10,382	10,815	11,199
Medical Benefits	2,737	7,661	5,843	5,607
Life/Disability Benefits	627	978	1,037	1,011
Post-Employment Benefits	2,871	-	2,938	3,000
Total Personnel	83,544	133,797	136,664	140,112
Purchased Services				
Communication Services	-	-	500	620
Insurance Premiums	-	100,724	97,286	97,104
Total Purchased Services	-	100,724	97,786	97,724
Total Expenditures	\$ 83,544	\$ 234,521	\$ 234,450	\$ 237,836

Expenditure Detail

Human Resources Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	69,208	108,020	112,788	111,989
Allowances	484	-	478	480
Medicare	995	1,566	1,630	1,631
Unemployment Insurance	-	5,000	1,000	5,000
Workers Compensation	103	190	135	195
Retirement Contributions	6,519	10,382	10,815	11,199
Medical Benefits	2,737	7,661	5,843	5,607
Life/Disability Benefits	627	978	1,037	1,011
Post-Employment Benefits	2,871	-	2,938	3,000
Total Personnel	83,544	133,797	136,664	140,112
Purchased Services				
Communication Services	-	-	500	620
Insurance Premiums	-	100,724	97,286	97,104
Total Purchased Services	-	100,724	97,786	97,724
Total Expenditures	\$ 83,544	\$ 234,521	\$ 234,450	\$ 237,836

Expenditure Detail

Management Services Department - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Insurance Premiums	-	6,678	7,246	6,678
Total Purchased Services	-	6,678	7,246	6,678
Total Expenditures	\$ -	\$ 6,678	\$ 7,246	\$ 6,678

Expenditure Detail

Human Resources Division - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Insurance Premiums	-	6,678	7,246	6,678
Total Purchased Services	-	6,678	7,246	6,678
Total Expenditures	\$ -	\$ 6,678	\$ 7,246	\$ 6,678

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.

2013 Achievements

- Assisted in the upgrade of the Municipal Court Software and conversion to Microsoft SQL Server
- Implemented the Microsoft Windows 7 migration
- Upgraded the GroupWise email system to version 2012
- Completed the Recreation Center CLASS software upgrade for Windows 7 compatibility
- Provided public wireless internet access through city hall and the recreation center

Goals & Objectives

- Continue to 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 #2).
- Provide technical training and support so employees can fully utilize information technology (Council Goal #2).

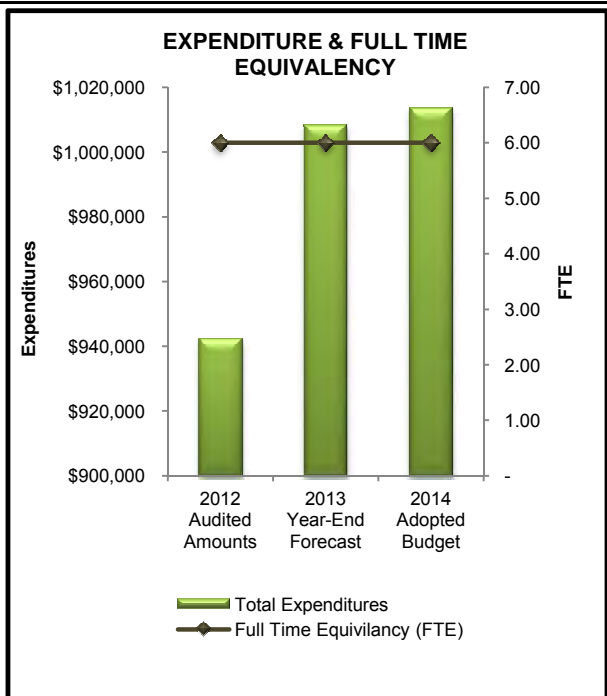
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
Server/network uptime	99.9%	99.5%	99.9%	99.9%
New/replaced Physical Servers	2	4	5	2
New/replaced PC's	71	26	64	52
New/replaced Printers	9	13	4	6
Support Requests Completed	1,325	1,145	1,200	1,200

Technology

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 810,164	5.20
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	203,300	0.80
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,013,464	6.00

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 1,013,464	6.00
Capital Improvement Projects	-	-
Total	1,013,464	6.00



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	6.00	6.00	6.00	6.00
Expenditures:				
Personnel	\$ 563,530	\$ 579,795	\$ 572,705	\$ 591,944
Purchased Services	191,137	272,320	273,102	256,920
Supplies/Non-Capital Equipment	100,411	130,600	129,844	144,000
Capital Outlay	86,523	32,000	32,000	20,000
Miscellaneous	600	650	600	600
Contingency	-	-	-	-
Total Expenditures	\$ 942,201	\$ 1,015,365	\$ 1,008,251	\$ 1,013,464

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 8,799
2. Personnel Step Allowance	5,557
6. Equipment Replacement - Server	20,000
	\$ 34,356

Expenditure Detail

Technology Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	445,061	454,646	451,850	469,383
Stipend	-	-	-	-
Medicare	6,174	6,593	6,251	6,806
Workers Compensation	604	803	550	812
Retirement Contributions	41,784	42,675	42,638	44,984
Medical Benefits	65,897	70,991	67,097	65,737
Life/Disability Benefits	4,010	4,087	4,319	4,222
Total Personnel	563,530	579,795	572,705	591,944
Purchased Services				
Professional Services	-	-	-	-
Technical Services	66,662	140,200	140,200	125,200
Property Services	-	-	-	-
Communication Services	113,430	121,500	121,500	121,500
Internet Services	6,648	7,000	7,982	7,500
Training/Registration	3,950	3,000	2,700	2,000
Mileage/Travel	19	200	300	300
Rentals/Leases	428	420	420	420
Total Purchased Services	191,137	272,320	273,102	256,920
Supplies/Non-Capital Equipment				
Office Supplies	591	600	800	1,000
Technology Supplies	22,216	26,000	25,000	36,000
Operating Supplies	104	-	44	-
Non-Capital Equipment	77,500	104,000	104,000	107,000
Total Supplies/Non-Capital Equipment	100,411	130,600	129,844	144,000
Capital Outlay				
Capital Equipment	23,157	32,000	32,000	20,000
Capital Improvement Projects	63,366	-	-	-
Total Capital Outlay	86,523	32,000	32,000	20,000
Miscellaneous				
Dues/Fees	600	650	600	600
Total Other Expenditures	600	650	600	600
Total Expenditures	\$ 942,201	\$ 1,015,365	\$ 1,008,251	\$ 1,013,464

Expenditure Detail

Technology Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	375,931	384,378	381,954	395,391
Stipend	-	-	-	-
Medicare	5,189	5,574	5,253	5,733
Workers Compensation	502	679	465	684
Retirement Contributions	34,871	35,648	35,648	37,585
Medical Benefits	59,829	64,708	60,625	59,398
Life/Disability Benefits	3,391	3,453	3,652	3,553
Total Personnel	479,713	494,440	487,597	502,344
Purchased Services				
Professional Services	-	-	-	-
Technical Services	50,370	110,000	110,000	95,000
Property Services	-	-	-	-
Communication Services	112,101	90,000	90,000	90,000
Internet Services	6,648	7,000	7,982	7,500
Training/Registration	3,950	3,000	2,700	2,000
Mileage/Travel	19	200	300	300
Rentals/Leases	428	420	420	420
Total Purchased Services	173,516	210,620	211,402	195,220
Supplies/Non-Capital Equipment				
Office Supplies	591	600	800	1,000
Technology Supplies	13,851	18,000	17,000	28,000
Operating Supplies	104	-	44	-
Non-Capital Equipment	51,106	70,000	70,000	73,000
Total Supplies/Non-Capital Equipment	65,652	88,600	87,844	102,000
Capital Outlay				
Capital Equipment	5,457	24,000	24,000	10,000
Total Capital Outlay	5,457	24,000	24,000	10,000
Miscellaneous				
Dues/Fees	600	650	600	600
Total Other Expenditures	600	650	600	600
Total Expenditures	\$ 724,938	\$ 818,310	\$ 811,443	\$ 810,164

Expenditure Detail

Administration/Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	375,931	384,378	381,954	395,391
Stipend	-	-	-	-
Medicare	5,189	5,574	5,253	5,733
Workers Compensation	502	679	465	684
Retirement Contributions	34,871	35,648	35,648	37,585
Medical Benefits	59,829	64,708	60,625	59,398
Life/Disability Benefits	3,391	3,453	3,652	3,553
Total Personnel	479,713	494,440	487,597	502,344
Purchased Services				
Professional Services	-	-	-	-
Technical Services	50,370	110,000	110,000	95,000
Property Services	-	-	-	-
Communication Services	112,101	90,000	90,000	90,000
Internet Services	6,648	7,000	7,982	7,500
Training/Registration	3,950	3,000	2,700	2,000
Mileage/Travel	19	200	300	300
Rentals/Leases	428	420	420	420
Total Purchased Services	173,516	210,620	211,402	195,220
Supplies/Non-Capital Equipment				
Office Supplies	591	600	800	1,000
Technology Supplies	13,851	18,000	17,000	28,000
Operating Supplies	104	-	44	-
Non-Capital Equipment	51,106	70,000	70,000	73,000
Total Supplies/Non-Capital Equipment	65,652	88,600	87,844	102,000
Capital Outlay				
Capital Equipment	5,457	24,000	24,000	10,000
Total Capital Outlay	5,457	24,000	24,000	10,000
Miscellaneous				
Dues/Fees	600	650	600	600
Total Other Expenditures	600	650	600	600
Total Expenditures	\$ 724,938	\$ 818,310	\$ 811,443	\$ 810,164

Expenditure Detail

Technology Department - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	63,366	-	-	-
Total Capital Outlay	63,366	-	-	-
Total Expenditures	\$ 63,366	\$ -	\$ -	\$ -

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	63,366	-	-	-
Total Capital Outlay	63,366	-	-	-
Total Expenditures	\$ 63,366	\$ -	\$ -	\$ -

Expenditure Detail

Technology Department - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	69,130	70,268	69,896	73,992
Stipend	-	-	-	-
Medicare	985	1,019	998	1,073
Workers Compensation	102	124	85	128
Retirement Contributions	6,913	7,027	6,990	7,399
Medical Benefits	6,068	6,283	6,472	6,339
Life/Disability Benefits	619	634	667	669
Total Personnel	83,817	85,355	85,108	89,600
Purchased Services				
Technical Services	16,292	30,200	30,200	30,200
Communication Services	1,329	31,500	31,500	31,500
Total Purchased Services	17,621	61,700	61,700	61,700
Supplies/Non-Capital Equipment				
Technology Supplies	8,365	8,000	8,000	8,000
Non-Capital Equipment	26,394	34,000	34,000	34,000
Total Supplies/Non-Capital Equipment	34,759	42,000	42,000	42,000
Capital Outlay				
Capital Equipment	17,700	8,000	8,000	10,000
Total Capital Outlay	17,700	8,000	8,000	10,000
Total Expenditures	\$ 153,897	\$ 197,055	\$ 196,808	\$ 203,300

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	69,130	70,268	69,896	73,992
Stipend	-	-	-	-
Medicare	985	1,019	998	1,073
Workers Compensation	102	124	85	128
Retirement Contributions	6,913	7,027	6,990	7,399
Medical Benefits	6,068	6,283	6,472	6,339
Life/Disability Benefits	619	634	667	669
Total Personnel	83,817	85,355	85,108	89,600
Purchased Services				
Technical Services	16,292	30,200	30,200	30,200
Communication Services	1,329	31,500	31,500	31,500
Total Purchased Services	17,621	61,700	61,700	61,700
Supplies/Non-Capital Equipment				
Technology Supplies	8,365	8,000	8,000	8,000
Non-Capital Equipment	26,394	34,000	34,000	34,000
Total Supplies/Non-Capital Equipment	34,759	42,000	42,000	42,000
Capital Outlay				
Capital Equipment	17,700	8,000	8,000	10,000
Total Capital Outlay	17,700	8,000	8,000	10,000
Total Expenditures	\$ 153,897	\$ 197,055	\$ 196,808	\$ 203,300



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.

2013 Achievements

- Received the Distinguished Budget Presentation Award from the GFOA (4th Consecutive Year).
- Received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA (22nd Consecutive Year).
- Completed refunding of 2002A Certificates of Participation resulting in annual savings of approximately \$160,000 over the next 10 years.

Goals & Objectives

- Enhance financial training regiment for line department staff as to improve accuracy and consistency. (Council Goal #2)
- Implement additional internal control standards and practices throughout the financial functions. (Council Goal #2)
- Improve reporting efficiencies via the financial management software. (Council Goal #2)
- Continue to maintain accurate, timely, and relevant financial records to ensure the ongoing financial health and position of the City. (Council Goal #2)

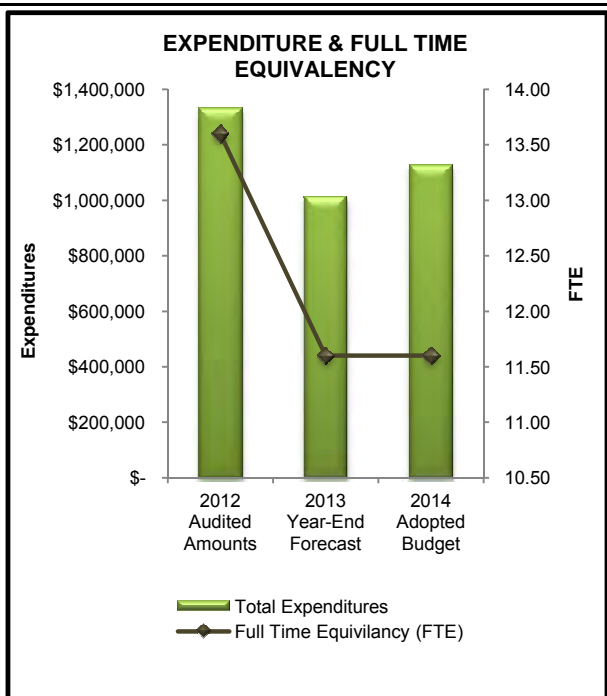
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
# of Utility Billing Accounts	10,176	10,176	10,179	10,179
# of Utility Delinquency Notices Issued	6,751	6,751	6,500	6,500
# of Cash Receipts Received	108,935	108,935	109,000	109,000
# of Payroll Transactions	7,495	7,495	7,650	7,650
# of Accounts Payable Checks Issued	2,727	2,727	2,850	2,850
# of Sales Tax Returns Processed	14,552	14,552	15,000	15,000

Finance

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 419,571	4.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	704,727	7.60
Stormwater Fund	-	-
Sanitation Fund	2,000	-
Total	1,126,298	11.60

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 754,339	7.00
Utility Billing	371,959	4.60
Total	1,126,298	11.60



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	13.60	11.60	11.60	11.60
Expenditures:				
Personnel	\$ 814,836	\$ 802,564	\$ 713,754	\$ 821,403
Purchased Services	500,523	290,300	283,898	287,300
Supplies/Non-Capital Equipment	13,945	15,610	11,790	15,645
Capital Outlay	-	-	-	-
Miscellaneous	1,776	1,950	1,750	1,950
Contingency	-	-	-	-
Total Expenditures	\$ 1,331,080	\$ 1,110,424	\$ 1,011,192	\$ 1,126,298

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 20,588
2. Personnel Step Allowance	9,783
	\$ 30,371

Expenditure Detail

Finance Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	651,764	639,274	564,158	650,910
Overtime	448	1,500	450	1,500
Stipend	-	-	-	-
Allowances	3,639	3,600	3,869	3,600
Medicare	9,182	9,321	8,391	9,490
Workers Compensation	8,889	1,135	679	1,133
Retirement Contributions	54,442	55,149	49,478	56,836
Medical Benefits	81,039	86,805	81,404	92,049
Life/Disability Benefits	5,433	5,780	5,325	5,885
Total Personnel	814,836	802,564	713,754	821,403
Purchased Services				
Professional Services	74,535	76,250	66,300	64,250
Technical Services	-	-	-	-
General Services	73,135	69,000	78,000	78,000
Property Services	195	350	98	350
Communication Services	129,058	133,400	132,400	133,400
Training/Registration	3,727	6,850	2,500	6,850
Mileage/Travel	242	2,100	2,500	2,100
Rentals/Leases	1,792	2,350	2,100	2,350
Insurance Premiums	217,839	-	-	-
Total Purchased Services	500,523	290,300	283,898	287,300
Supplies/Non-Capital Equipment				
Office Supplies	2,209	1,100	1,600	1,100
Operating Supplies	7,938	9,000	7,300	10,000
Non-Capital Equipment	-	2,250	500	2,250
Motor Vehicle Fuels	3,798	3,260	2,390	2,295
Total Supplies/Non-Capital Equipment	13,945	15,610	11,790	15,645
Miscellaneous				
Dues/Fees	1,776	1,950	1,750	1,950
Total Other Expenditures	1,776	1,950	1,750	1,950
Total Expenditures	\$ 1,331,080	\$ 1,110,424	\$ 1,011,192	\$ 1,126,298

Expenditure Detail

Finance Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	246,946	238,339	209,852	240,521
Overtime	-	500	-	500
Stipend	-	-	-	-
Allowances	1,217	1,200	1,636	1,500
Medicare	3,485	3,473	3,379	3,509
Unemployment Insurance	-	-	-	-
Workers Compensation	8,006	423	279	419
Retirement Contributions	20,780	19,869	19,822	20,188
Medical Benefits	27,637	34,762	30,732	29,886
Life/Disability Benefits	2,197	2,154	2,298	2,175
Total Personnel	310,268	300,720	267,998	298,698
Purchased Services				
Professional Services	31,974	22,100	23,500	22,100
General Services	28,846	36,000	36,000	36,000
Property Services	195	-	98	-
Communication Services	46,353	47,400	47,400	47,400
Training/Registration	1,341	3,500	1,000	3,500
Mileage/Travel	145	1,000	1,200	1,000
Rentals/Leases	1,513	2,000	1,800	2,000
Insurance Premiums	129,491	-	-	-
Total Purchased Services	239,858	112,000	110,998	112,000
Supplies/Non-Capital Equipment				
Office Supplies	1,477	1,100	1,100	1,100
Operating Supplies	4,809	5,000	3,500	5,000
Non-Capital Equipment	-	1,500	500	1,500
Motor Vehicle Fuels	-	-	76	73
Total Supplies/Non-Capital Equipment	6,286	7,600	5,176	7,673
Miscellaneous				
Dues/Fees	918	1,200	1,000	1,200
Total Other Expenditures	918	1,200	1,000	1,200
Total Expenditures	\$ 557,330	\$ 421,520	\$ 385,172	\$ 419,571

Expenditure Detail

Administration/Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	246,946	238,339	209,852	240,521
Overtime	-	500	-	500
Stipend	-	-	-	-
Allowances	1,217	1,200	1,636	1,500
Medicare	3,485	3,473	3,379	3,509
Workers Compensation	8,006	423	279	419
Retirement Contributions	20,780	19,869	19,822	20,188
Medical Benefits	27,637	34,762	30,732	29,886
Life/Disability Benefits	2,197	2,154	2,298	2,175
Total Personnel	310,268	300,720	267,998	298,698
Purchased Services				
Professional Services	31,974	22,100	23,500	22,100
General Services	28,846	36,000	36,000	36,000
Property Services	195	-	98	-
Communication Services	46,353	47,400	47,400	47,400
Training/Registration	1,341	3,500	1,000	3,500
Mileage/Travel	145	1,000	1,200	1,000
Rentals/Leases	1,513	2,000	1,800	2,000
Insurance Premiums	129,491	-	-	-
Total Purchased Services	239,858	112,000	110,998	112,000
Supplies/Non-Capital Equipment				
Office Supplies	1,477	1,100	1,100	1,100
Operating Supplies	4,809	5,000	3,500	5,000
Non-Capital Equipment	-	1,500	500	1,500
Motor Vehicle Fuels	-	-	76	73
Total Supplies/Non-Capital Equipment	6,286	7,600	5,176	7,673
Miscellaneous				
Dues/Fees	918	1,200	1,000	1,200
Total Other Expenditures	918	1,200	1,000	1,200
Total Expenditures	\$ 557,330	\$ 421,520	\$ 385,172	\$ 419,571

Expenditure Detail

Finance Department - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	404,818	400,935	354,306	410,389
Overtime	448	1,000	450	1,000
Stipend	-	-	-	-
Allowances	2,422	2,400	2,233	2,100
Medicare	5,697	5,848	5,012	5,981
Workers Compensation	883	712	400	714
Retirement Contributions	33,662	35,280	29,656	36,648
Medical Benefits	53,402	52,043	50,672	62,163
Life/Disability Benefits	3,236	3,626	3,027	3,710
Total Personnel	504,568	501,844	445,756	522,705
Purchased Services				
Professional Services	41,761	50,150	42,000	40,150
Technical Services	-	-	-	-
General Services	44,289	33,000	42,000	42,000
Property Services	-	350	-	350
Communication Services	82,705	86,000	85,000	86,000
Training/Registration	2,386	3,350	1,500	3,350
Mileage/Travel	97	1,100	1,300	1,100
Rentals/Leases	279	350	300	350
Insurance Premiums	83,128	-	-	-
Total Purchased Services	254,645	174,300	172,100	173,300
Supplies/Non-Capital Equipment				
Office Supplies	732	-	500	-
Operating Supplies	3,129	4,000	3,800	5,000
Non-Capital Equipment	-	750	-	750
Motor Vehicle Fuels	3,798	3,260	2,314	2,222
Total Supplies/Non-Capital Equipment	7,659	8,010	6,614	7,972
Miscellaneous				
Dues/Fees	858	750	750	750
Total Other Expenditures	858	750	750	750
Total Expenditures	\$ 767,730	\$ 684,904	\$ 625,220	\$ 704,727

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	219,236	196,147	168,244	196,481
Overtime	-	500	-	500
Stipend	-	-	-	-
Allowances	1,212	1,200	1,038	900
Medicare	3,090	2,861	2,385	2,862
Workers Compensation	608	348	194	342
Retirement Contributions	18,374	16,495	14,088	16,484
Medical Benefits	18,637	17,315	19,858	22,267
Life/Disability Benefits	1,907	1,777	1,553	1,782
Total Personnel	263,064	236,643	207,360	241,618
Purchased Services				
Professional Services	41,761	50,150	42,000	40,150
General Services	44,289	33,000	42,000	42,000
Communication Services	3,236	2,000	3,000	2,000
Training/Registration	2,112	2,500	1,000	2,500
Mileage/Travel	30	1,000	1,200	1,000
Insurance Premiums	83,128	-	-	-
Total Purchased Services	174,556	88,650	89,200	87,650
Supplies/Non-Capital Equipment				
Office Supplies	732	-	500	-
Operating Supplies	1,978	2,000	1,900	2,000
Non-Capital Equipment	-	750	-	750
Total Supplies/Non-Capital Equipment	2,710	2,750	2,400	2,750
Miscellaneous				
Dues/Fees	788	750	750	750
Total Other Expenditures	788	750	750	750
Total Expenditures	\$ 441,118	\$ 328,793	\$ 299,710	\$ 332,768

Expenditure Detail

Utility Billing Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	185,582	204,788	186,062	213,908
Overtime	448	500	450	500
Stipend	-	-	-	-
Allowances	1,210	1,200	1,195	1,200
Medicare	2,607	2,987	2,627	3,119
Workers Compensation	275	364	206	372
Retirement Contributions	15,288	18,785	15,568	20,164
Medical Benefits	34,765	34,728	30,814	39,896
Life/Disability Benefits	1,329	1,849	1,474	1,928
Total Personnel	241,504	265,201	238,396	281,087
Purchased Services				
Professional Services	-	-	-	-
Technical Services	-	-	-	-
Property Services	-	350	-	350
Communication Services	79,469	84,000	82,000	84,000
Training/Registration	274	850	500	850
Mileage/Travel	67	100	100	100
Rentals/Leases	279	350	300	350
Total Purchased Services	80,089	85,650	82,900	85,650
Supplies/Non-Capital Equipment				
Operating Supplies	1,151	2,000	1,900	3,000
Motor Vehicle Fuels	3,798	3,260	2,314	2,222
Total Supplies/Non-Capital Equipment	4,949	5,260	4,214	5,222
Total Expenditures	\$ 326,612	\$ 356,111	\$ 325,510	\$ 371,959

Expenditure Detail

Finance Department - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	800	4,000	800	2,000
Insurance Premiums	5,220	-	-	-
Total Purchased Services	6,020	4,000	800	2,000
Total Expenditures	\$ 6,020	\$ 4,000	\$ 800	\$ 2,000

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Professional Services	800	4,000	800	2,000
Insurance Premiums	5,220	-	-	-
Total Purchased Services	6,020	4,000	800	2,000
Total Expenditures	\$ 6,020	\$ 4,000	\$ 800	\$ 2,000

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.

2013 Achievements

- Redevelopment of 120th & Grant property - Webster Lake Promenade Retail Center
- Entitlement Approvals for Garland Center Redevelopment Project - Wal-Mart Grocery
- New Sign Code Adopted
- RTD North Metro Light Rail Project: RFP/IGA
- Updated Nuisance and Code Enforcement Regulations

Goals & Objectives

- Update to Zoning and Subdivision Regulations (Council Goal #5)
- North Metro Light Rail, 112th St. Station Area Master Plan (Council Goals #1,#2 & #4)

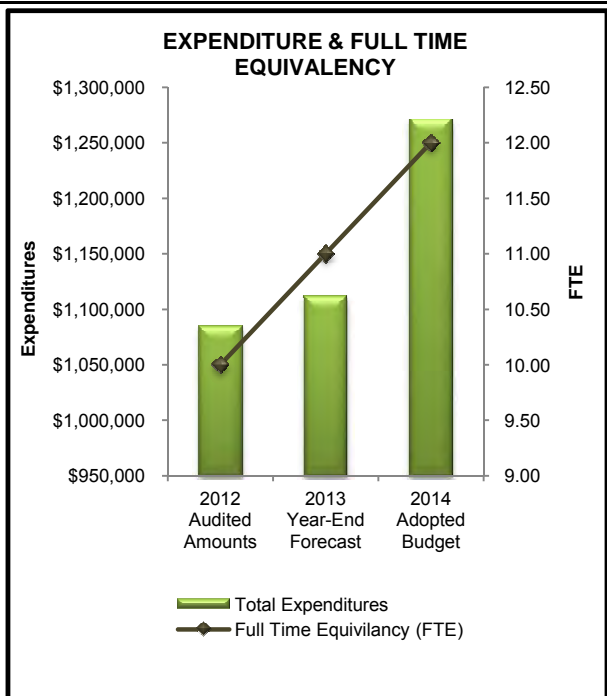
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
# of Permits Issued	1,800	1,483	1,335	1,400
Permit Fee Collection	\$ 210,713	\$ 236,922	\$ 213,230	\$ 215,022
Valuations	\$ 11,759,449	\$ 13,222,168	\$ 11,899,951	\$ 12,000,000

Planning & Development

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,271,353	12.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,271,353	12.00

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 130,967	1.00
Operations	624,296	4.00
Neighborhood Services	516,090	7.00
Total	1,271,353	12.00



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	10.00	10.00	11.00	12.00
Expenditures:				
Personnel	\$ 702,153	\$ 750,273	\$ 785,671	\$ 898,482
Purchased Services	238,564	376,411	239,809	350,210
Supplies/Non-Capital Equipment	30,538	16,588	22,947	21,161
Capital Outlay	-	60,980	50,895	-
Miscellaneous	113,333	924	11,765	1,500
Contingency	-	-	-	-
Total Expenditures	\$ 1,084,588	\$ 1,205,176	\$ 1,111,087	\$ 1,271,353

2014 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 14,287
2. Personnel Step Allowance	5,729
3. Planning Technician - 1 FTE	56,800
4. Professional Services - Zoning Code	100,000
5. Professional Services - 112th Master Plan - STAMP	30,000
	\$ 206,816

Expenditure Detail

Planning & Development Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	546,359	583,889	615,869	703,337
Overtime	5,169	-	2,500	2,500
Stipend	-	-	-	-
Allowances	1,164	1,200	1,195	1,584
Medicare	6,625	8,483	7,684	10,220
Workers Compensation	5,825	6,734	3,901	5,601
Retirement Contributions	49,078	52,124	54,137	61,143
Medical Benefits	82,938	92,592	94,534	107,767
Life/Disability Benefits	4,995	5,251	5,851	6,330
Total Personnel	702,153	750,273	785,671	898,482
Purchased Services				
Professional Services	-	150,000	-	130,000
Technical Services	217,412	184,500	197,597	165,000
General Services	1,346	30,000	29,599	38,000
Property Services	2,170	-	-	-
Communication Services	6,263	4,828	4,828	4,960
Training/Registration	6,447	5,961	5,000	9,750
Mileage/Travel	1,042	-	400	400
Rentals/Leases	3,884	1,122	2,385	2,100
Total Purchased Services	238,564	376,411	239,809	350,210
Supplies/Non-Capital Equipment				
Office Supplies	1,066	1,122	1,500	4,200
Technology Supplies	-	-	-	-
Operating Supplies	13,200	8,847	8,946	8,800
Non-Capital Equipment	8,590	-	4,000	-
Motor Vehicle Fuels	7,682	6,619	8,501	8,161
Total Supplies/Non-Capital Equipment	30,538	16,588	22,947	21,161
Capital Outlay				
Capital Equipment	-	60,980	50,895	-
Total Capital Outlay	-	60,980	50,895	-
Miscellaneous				
Dues/Fees	1,216	924	1,262	1,500
Grants/Donations	112,117	-	10,503	-
Total Other Expenditures	113,333	924	11,765	1,500
Total Expenditures	\$ 1,084,588	\$ 1,205,176	\$ 1,111,087	\$ 1,271,353

Expenditure Detail

Planning & Development Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	546,359	583,889	615,869	703,337
Overtime	5,169	-	2,500	2,500
Stipend	-	-	-	-
Allowances	1,164	1,200	1,195	1,584
Medicare	6,625	8,483	7,684	10,220
Workers Compensation	5,825	6,734	3,901	5,601
Retirement Contributions	49,078	52,124	54,137	61,143
Medical Benefits	82,938	92,592	94,534	107,767
Life/Disability Benefits	4,995	5,251	5,851	6,330
Total Personnel	702,153	750,273	785,671	898,482
Purchased Services				
Professional Services	-	150,000	-	130,000
Technical Services	217,412	184,500	197,597	165,000
General Services	1,346	30,000	29,599	38,000
Property Services	2,170	-	-	-
Communication Services	6,263	4,828	4,828	4,960
Training/Registration	6,447	5,961	5,000	9,750
Mileage/Travel	1,042	-	400	400
Rentals/Leases	3,884	1,122	2,385	2,100
Total Purchased Services	238,564	376,411	239,809	350,210
Supplies/Non-Capital Equipment				
Office Supplies	1,066	1,122	1,500	4,200
Technology Supplies	-	-	-	-
Operating Supplies	13,200	8,847	8,946	8,800
Non-Capital Equipment	8,590	-	4,000	-
Motor Vehicle Fuels	7,682	6,619	8,501	8,161
Total Supplies/Non-Capital Equipment	30,538	16,588	22,947	21,161
Capital Outlay				
Capital Equipment	-	60,980	50,895	-
Total Capital Outlay	-	60,980	50,895	-
Miscellaneous				
Dues/Fees	1,216	924	1,262	1,500
Total Other Expenditures	2,266	924	1,262	1,500
Total Expenditures	\$ 973,521	\$ 1,205,176	\$ 1,100,584	\$ 1,271,353

Expenditure Detail

Administrative Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	98,714	102,569	101,922	111,121
Stipend	-	-	-	-
Medicare	1,424	1,487	1,471	1,611
Workers Compensation	132	181	124	192
Retirement Contributions	7,897	8,206	8,154	8,890
Medical Benefits	5,596	5,893	5,970	5,848
Life/Disability Benefits	892	918	973	995
Total Personnel	114,655	119,254	118,614	128,657
Purchased Services				
Professional Services	-	-	-	-
Communication Services	-	720	720	360
Training/Registration	1,248	1,000	-	750
Mileage/Travel	946	-	400	400
Rentals/Leases	533	-	285	-
Total Purchased Services	10,485	1,720	15,101	1,510
Supplies/Non-Capital Equipment				
Office Supplies	146	150	-	-
Operating Supplies	1,154	300	300	300
Non-Capital Equipment	-	-	2,000	-
Total Supplies/Non-Capital Equipment	1,300	450	2,300	300
Miscellaneous				
Dues/Fees	763	162	500	500
Total Other Expenditures	763	162	500	500
Total Expenditures	\$ 127,203	\$ 121,586	\$ 136,515	\$ 130,967

Expenditure Detail

Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	104,492	127,079	164,814	238,802
Stipend	-	-	-	-
Allowances	-	-	-	384
Medicare	1,386	1,843	2,240	3,468
Workers Compensation	140	225	401	1,515
Retirement Contributions	9,076	10,895	13,905	19,879
Medical Benefits	18,032	20,885	26,454	40,477
Life/Disability Benefits	964	1,143	1,529	2,151
Total Personnel	134,090	162,070	209,343	306,676
Purchased Services				
Professional Services	-	150,000	-	130,000
Technical Services	209,654	184,500	184,000	165,000
General Services	7	18,000	18,000	18,000
Communication Services	1,147	720	720	720
Training/Registration	289	1,461	1,500	2,000
Mileage/Travel	-	-	-	-
Rentals/Leases	1,038	311	600	600
Total Purchased Services	212,135	354,992	204,820	316,320
Supplies/Non-Capital Equipment				
Office Supplies	26	300	300	300
Technology Supplies	-	-	-	-
Operating Supplies	294	-	99	-
Non-Capital Equipment	8,590	-	2,000	-
Total Supplies/Non-Capital Equipment	8,910	300	2,399	300
Miscellaneous				
Dues/Fees	453	762	762	1,000
Total Other Expenditures	1,503	762	762	1,000
Total Expenditures	\$ 356,638	\$ 518,124	\$ 417,324	\$ 624,296

Expenditure Detail

Neighborhood Services Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	343,153	354,241	349,133	353,414
Overtime	5,169	-	2,500	2,500
Stipend	-	-	-	-
Allowances	1,164	1,200	1,195	1,200
Medicare	3,815	5,153	3,973	5,141
Workers Compensation	5,553	6,328	3,376	3,894
Retirement Contributions	32,105	33,023	32,078	32,374
Medical Benefits	59,310	65,814	62,110	61,442
Life/Disability Benefits	3,139	3,190	3,349	3,184
Total Personnel	453,408	468,949	457,714	463,149
Purchased Services				
General Services	1,339	12,000	11,500	20,000
Property Services	2,170	-	-	-
Communication Services	5,116	3,388	3,388	3,880
Training/Registration	4,910	3,500	3,500	7,000
Rentals/Leases	2,313	811	1,500	1,500
Total Purchased Services	15,944	19,699	19,888	32,380
Supplies/Non-Capital Equipment				
Office Supplies	894	672	1,200	3,900
Operating Supplies	11,752	8,547	8,547	8,500
Motor Vehicle Fuels	7,682	6,619	8,501	8,161
Total Supplies/Non-Capital Equipment	20,328	15,838	18,248	20,561
Capital Outlay				
Capital Equipment	-	60,980	50,895	-
Total Capital Outlay	-	60,980	50,895	-
Total Expenditures	\$ 489,680	\$ 565,466	\$ 546,745	\$ 516,090

Expenditure Detail

Planning & Development Department - CDBG Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Total Capital Outlay	-	-	-	-
Miscellaneous				
Grants/Donations	111,067	-	10,503	-
Total Other Expenditures	111,067	-	10,503	-
Total Expenditures	\$ 111,067	\$ -	\$ 10,503	\$ -

Expenditure Detail

Operations Division - CDBG Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Miscellaneous				
Grants/Donations	111,067	-	10,503	-
Total Other Expenditures	111,067	-	10,503	-
Total Expenditures	\$ 111,067	\$ -	\$ 10,503	\$ -



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.

2013 Achievements

- Secured grant funding in the amount of \$200,000 for locker room renovations
- Maintained recreation program participation at over 200,000 visits for the year
- Completed renovations to the Danahy Park playground, tennis courts, trail, and pavilion
- Fully utilized the brochure sync module of the CLASS system to streamline the development of the seasonal recreation brochure

Goals & Objectives

- Secure necessary funding and complete the locker room and restroom improvements with minimal user disruption
- Complete the renovations at the Sensory Playground at E.B. Rains Jr. Memorial Park and North, Central and South Parks in Fox Run

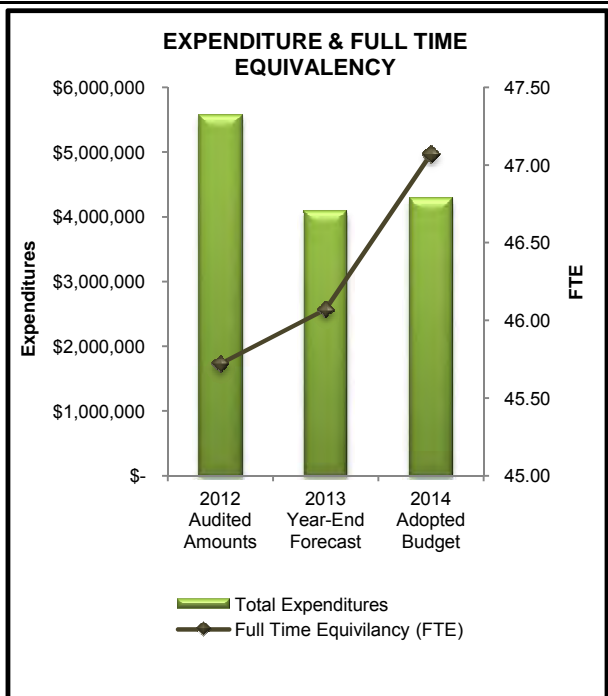
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
# of park acres maintained	337	337	337	337
# of miles of trails maintained	28	28	28	28
Recreation Center attendance	200,000	220,000	220,000	220,000
Number of registered program participants	21,500	11,210	11,500	11,500
Recreation & Cultural Services cost recovery	48%	48%	48%	48%

Parks, Recreation, & Culture

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 3,584,239	47.07
Conservation Trust Fund	260,000	-
CDBG Fund	-	-
Capital Projects Fund	435,700	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	4,279,939	47.07

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Park Operations	\$ 1,429,571	16.50
Recreation Operations	2,154,668	30.57
Capital Improvement Projects	695,700	-
Total	4,279,939	47.07



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	45.72	46.07	46.07	47.07
Expenditures:				
Personnel	\$ 2,501,107	\$ 2,580,609	\$ 2,541,527	\$ 2,754,111
Purchased Services	266,491	289,440	270,480	292,156
Supplies/Non-Capital Equipment	389,878	388,939	420,637	445,213
Capital Outlay	2,412,212	979,732	845,100	782,700
Miscellaneous	2,287	4,009	6,775	5,759
Contingency	-	-	-	-
Total Expenditures	\$ 5,571,975	\$ 4,242,729	\$ 4,084,519	\$ 4,279,939

2014 BUDGET PACKAGES

	Amount
1. Personnel Market Adjustment	\$ 70,929
2. Personnel Step Allowance	26,509
3. Parks Project Coordinator/Park Rangers - 1.58 FTE	85,000
4. Vehicle Replacement - Unit 400 15 Passenger Van	30,000
5. Vehicle Replacement - Unit 740 Parks Division Truck	44,000
6. Operating Supplies - Fertilizer	10,000
7. Equipment - Mowing Utility Trailer	4,800
8. Theatre Sound System Overhaul (Phase III)	7,000
9. Theatre Storage	6,000
10. Kiwanis Acid Wash	5,000
11. Kiwanis Pump and Motor Replacement	7,500
12. Fitness Recumbent Bike	5,500
13. Recreation - Archery (Revenue Offset \$2,772)	2,727
14. Recreation - Youth Flag Football League (Revenue Offset \$4,000)	2,600
15. Recreation - Home Schoo P.E. (Revenue Offset \$3,600)	2,400
16. Recreation - CARA Lacrosse (Revenue Offset \$4,200)	4,070
17. Recreation - CARA Track (Revenue Offset \$1,875)	1,525
18. Recreation - Adult Sports Therapeutic Recreation Class (Revenue Offset \$1,680)	892
19. Recreation - Youth Basketball League (Revenue Offset \$7,000)	5,700
	\$ 322,152

Expenditure Detail

Parks, Recreation, & Culture Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	1,786,093	1,839,795	1,814,817	1,918,310
Seasonal/Temporary Wages	153,027	141,467	162,291	198,220
Overtime	21,919	24,000	25,310	25,900
Stipend	-	-	-	-
Allowances	5,812	6,180	5,370	6,124
Medicare	26,385	28,475	26,412	30,777
Workers Compensation	39,514	56,407	35,900	67,380
Retirement Contributions	132,888	150,916	134,898	175,568
Medical Benefits	322,332	319,693	322,446	314,345
Life/Disability Benefits	13,137	13,676	14,083	17,487
Post-Employment Benefits	-	-	-	-
Total Personnel	2,501,107	2,580,609	2,541,527	2,754,111
Purchased Services				
Professional Services	472	4,435	2,650	4,035
Technical Services	9,653	9,650	9,786	9,800
General Services	102,114	107,568	104,176	107,576
Property Services	87,563	92,800	77,313	87,642
Communication Services	50,179	53,992	55,614	59,128
Training/Registration	5,196	9,295	8,903	9,275
Mileage/Travel	195	200	148	200
Rentals/Leases	11,119	11,500	11,890	14,500
Total Purchased Services	266,491	289,440	270,480	292,156
Supplies/Non-Capital Equipment				
Office Supplies	1,223	2,860	1,640	1,990
Technology Supplies	1,162	6,500	6,134	6,500
Operating Supplies	212,283	200,626	213,600	245,184
Inventory Supplies	11,836	12,500	11,511	12,500
Non-Capital Equipment	9,817	16,400	16,400	13,000
Gas/Electricity	107,685	117,859	122,733	119,365
Motor Vehicle Fuels	45,872	32,194	48,619	46,674
Total Supplies/Non-Capital Equipment	389,878	388,939	420,637	445,213
Capital Outlay				
Capital Equipment	272,594	83,557	83,557	87,000
Capital Improvement Projects	2,139,618	896,175	761,543	695,700
Total Capital Outlay	2,412,212	979,732	845,100	782,700
Miscellaneous				
Dues/Fees	1,933	3,009	3,150	3,259
Bad Debt Expense	354	1,000	3,625	2,500
Total Other Expenditures	2,287	4,009	6,775	5,759
Total Expenditures	\$ 5,571,975	\$ 4,242,729	\$ 4,084,519	\$ 4,279,939

Expenditure Detail

Parks, Recreation, & Culture Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	1,786,093	1,839,795	1,814,817	1,918,310
Seasonal/Temporary Wages	153,027	141,467	162,291	198,220
Overtime	21,919	24,000	25,310	25,900
Stipend	-	-	-	-
Allowances	5,812	6,180	5,370	6,124
Medicare	26,385	28,475	26,412	30,777
Workers Compensation	39,514	56,407	35,900	67,380
Retirement Contributions	132,888	150,916	134,898	175,568
Medical Benefits	322,332	319,693	322,446	314,345
Life/Disability Benefits	13,137	13,676	14,083	17,487
Total Personnel	2,501,107	2,580,609	2,541,527	2,754,111
Purchased Services				
Professional Services	472	4,435	2,650	4,035
Technical Services	9,653	9,650	9,786	9,800
General Services	102,114	107,568	104,176	107,576
Property Services	87,563	92,800	77,313	87,642
Communication Services	50,179	53,992	55,614	59,128
Training/Registration	5,196	9,295	8,903	9,275
Mileage/Travel	195	200	148	200
Rentals/Leases	11,119	11,500	11,890	14,500
Total Purchased Services	266,491	289,440	270,480	292,156
Supplies/Non-Capital Equipment				
Office Supplies	1,223	2,860	1,640	1,990
Technology Supplies	1,162	6,500	6,134	6,500
Operating Supplies	212,283	200,626	213,600	245,184
Inventory Supplies	11,836	12,500	11,511	12,500
Non-Capital Equipment	9,817	16,400	16,400	13,000
Gas/Electricity	107,685	117,859	122,733	119,365
Motor Vehicle Fuels	45,872	32,194	48,619	46,674
Total Supplies/Non-Capital Equipment	389,878	388,939	420,637	445,213
Capital Outlay				
Capital Equipment	272,594	83,557	83,557	87,000
Total Capital Outlay	272,594	83,557	83,557	87,000
Miscellaneous				
Dues/Fees	1,933	3,009	3,150	3,259
Bad Debt Expense	354	1,000	3,625	2,500
Total Other Expenditures	2,287	4,009	6,775	5,759
Total Expenditures	\$ 3,432,357	\$ 3,346,554	\$ 3,322,976	\$ 3,584,239

Expenditure Detail

Park Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	703,290	751,500	708,317	753,102
Seasonal/Temporary Wages	79,000	45,884	75,000	87,732
Overtime	17,832	20,800	20,659	21,300
Stipend	-	-	-	-
Allowances	5,489	5,580	5,370	5,136
Medicare	10,283	11,298	10,395	12,266
Workers Compensation	13,359	19,337	12,807	23,002
Retirement Contributions	62,267	65,277	61,893	67,732
Medical Benefits	143,436	155,517	143,684	148,237
Life/Disability Benefits	6,242	6,565	6,616	6,796
Total Personnel	1,041,198	1,081,758	1,044,741	1,125,303
Purchased Services				
Professional Services	172	-	-	-
Property Services	60,453	60,000	55,500	59,000
Communication Services	9,721	11,680	10,045	10,335
Training/Registration	1,500	1,500	1,500	1,500
Rentals/Leases	2,277	2,700	2,435	2,500
Total Purchased Services	74,123	75,880	69,508	73,335
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	107,377	103,384	98,884	122,597
Non-Capital Equipment	-	-	-	-
Gas/Electricity	19,413	17,359	17,967	18,865
Motor Vehicle Fuels	44,804	31,389	47,366	45,471
Total Supplies/Non-Capital Equipment	171,594	152,132	164,217	186,933
Capital Outlay				
Capital Equipment	258,545	74,946	74,946	44,000
Total Capital Outlay	258,545	74,946	74,946	44,000
Total Expenditures	\$ 1,545,460	\$ 1,384,716	\$ 1,353,412	\$ 1,429,571

Expenditure Detail

Recreation Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	1,082,803	1,088,295	1,106,500	1,165,208
Seasonal/Temporary Wages	74,027	95,583	87,291	110,488
Overtime	4,087	3,200	4,651	4,600
Stipend	-	-	-	-
Allowances	323	600	-	988
Medicare	16,102	17,177	16,017	18,511
Workers Compensation	26,155	37,070	23,093	44,378
Retirement Contributions	70,621	85,639	73,005	107,836
Medical Benefits	178,896	164,176	178,762	166,108
Life/Disability Benefits	6,895	7,111	7,467	10,691
Total Personnel	1,459,909	1,498,851	1,496,786	1,628,808
Purchased Services				
Professional Services	300	4,435	2,650	4,035
Technical Services	9,653	9,650	9,786	9,800
General Services	102,114	107,568	104,176	107,576
Property Services	27,110	32,800	21,813	28,642
Communication Services	40,458	42,312	45,569	48,793
Training/Registration	3,696	7,795	7,403	7,775
Mileage/Travel	195	200	120	200
Rentals/Leases	8,842	8,800	9,455	12,000
Total Purchased Services	192,368	213,560	200,972	218,821
Supplies/Non-Capital Equipment				
Office Supplies	1,223	2,860	1,640	1,990
Technology Supplies	1,162	6,500	6,134	6,500
Operating Supplies	104,906	97,242	114,716	122,587
Inventory Supplies	11,836	12,500	11,511	12,500
Non-Capital Equipment	9,817	16,400	16,400	13,000
Gas/Electricity	88,272	100,500	104,766	100,500
Motor Vehicle Fuels	1,068	805	1,253	1,203
Total Supplies/Non-Capital Equipment	218,284	236,807	256,420	258,280
Capital Outlay				
Capital Equipment	14,049	8,611	8,611	43,000
Total Capital Outlay	14,049	8,611	8,611	43,000
Miscellaneous				
Dues/Fees	1,933	3,009	3,150	3,259
Bad Debt Expense	354	1,000	3,625	2,500
Total Other Expenditures	2,287	4,009	6,775	5,759
Total Expenditures	\$ 1,886,897	\$ 1,961,838	\$ 1,969,564	\$ 2,154,668

Expenditure Detail

Parks, Recreation, & Culture Department - Conservation Trust Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,165,314	423,810	333,966	260,000
Total Capital Outlay	1,165,314	423,810	333,966	260,000
Total Expenditures	\$ 1,165,314	\$ 423,810	\$ 333,966	\$ 260,000

Expenditure Detail

Capital Improvement Projects Division - Conservation Trust Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Maintenance Supplies	-	-	-	-
Repair Supplies	-	-	-	-
Construction Materials	-	-	-	-
Inventory Supplies	-	-	-	-
Uniforms/Clothing	-	-	-	-
Non-Capital Equipment	-	-	-	-
Gas/Electricity	-	-	-	-
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	-	-	-	-
Capital Outlay				
Capital Improvement Projects	1,165,314	423,810	333,966	260,000
Total Capital Outlay	1,165,314	423,810	333,966	260,000
Total Expenditures	\$ 1,165,314	\$ 423,810	\$ 333,966	\$ 260,000

Expenditure Detail

Parks, Recreation, & Culture Department - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	974,304	472,365	427,577	435,700
Total Capital Outlay	974,304	472,365	427,577	435,700
Total Expenditures	\$ 974,304	\$ 472,365	\$ 427,577	\$ 435,700

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	974,304	472,365	427,577	435,700
Total Capital Outlay	974,304	472,365	427,577	435,700
Total Expenditures	\$ 974,304	\$ 472,365	\$ 427,577	\$ 435,700



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.

2013 Achievements

- Northglenn PD exposure in social and multi-media to include Facebook, Twitter and video messages.
- Lexipol Policy and Procedure Manual for Northglenn Police Department & Daily Briefing Trainings In Use
- Advanced Supervisory Training - 90% completed
- Business Manager Watch increased participation
- Apartment Managers Association increased participation

Goals & Objectives

- State Accreditation Process
- Needs Assessment for Police Department facility upgrade

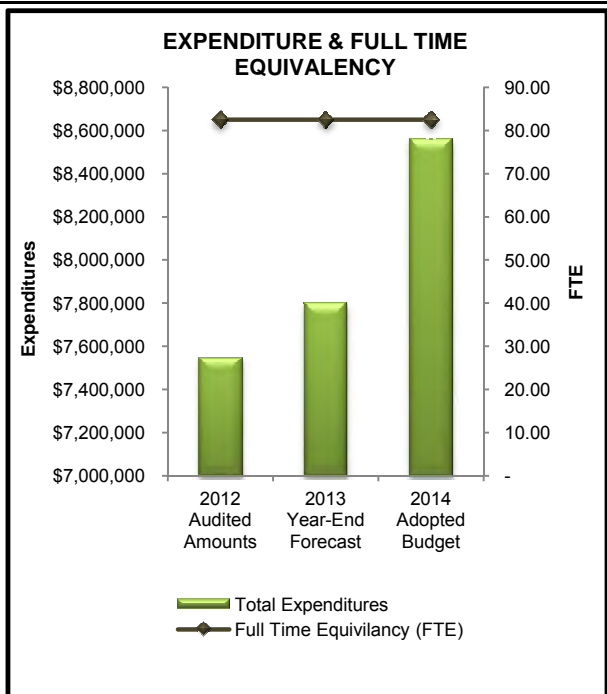
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
Calls for Service	45,846	45,861	46,000	45,500
Incident Reports Processed	5,906	5,402	5,400	5,500
# of Arrests	2,877	2,494	2,400	2,450
# of Traffic Accidents Reported	1,195	1,111	1,100	1,100
Municipal Summons Issued	15,347	7,466	9,300	8,400

Police

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 8,562,708	82.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	8,562,708	82.50

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 1,369,529	16.50
Support Operations	1,777,503	12.00
Patrol Division	5,235,804	52.00
Animal Control	179,872	2.00
Total	8,562,708	82.50



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	82.50	82.50	82.50	82.50
Expenditures:				
Personnel	\$ 6,290,407	\$ 6,832,307	\$ 6,550,619	\$ 7,154,724
Purchased Services	762,836	820,971	808,923	928,449
Supplies/Non-Capital Equipment	298,074	269,805	265,006	265,735
Capital Outlay	191,034	150,000	175,293	210,000
Miscellaneous	4,040	3,400	2,410	3,800
Contingency	-	-	-	-
Total Expenditures	\$ 7,546,391	\$ 8,076,483	\$ 7,802,251	\$ 8,562,708

2014 BUDGET PACKAGES	
	Amount
1. Personnel Step/Market Allowance	\$ 168,947
2. Personnel Step Allowance	85,937
3. COPS Grant Funding Requirement - 3 FTE	156,671
4. Professional Services - Adams County Communications Center Assessment	83,467
5. Professional Services - Victims Services Assessment	8,053
6. Vehicle Replacement - Unit 233 Crown Victoria Patrol Car	55,000
7. Vehicle Replacement - Unit 234 Crown Victoria Patrol Car	55,000
8. Vehicle Replacement - Unit 235 Crown Victoria Patrol Car	50,000
9. Vehicle Replacement - Unit 248 Crown Victoria Patrol Car	50,000
	\$ 713,075

Expenditure Detail

Police Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	4,650,366	5,056,114	4,899,423	5,336,194
Seasonal/Temporary Wages	21,676	-	-	-
Overtime	271,977	235,305	224,205	230,955
Stipend	-	-	-	-
Allowances	42,269	36,552	42,447	40,632
Medicare	66,412	73,490	69,402	77,160
Workers Compensation	90,137	138,849	89,530	149,366
Retirement Contributions	424,355	458,163	441,435	483,512
Medical Benefits	625,964	719,792	679,243	720,854
Life/Disability Benefits	97,251	114,042	104,934	116,051
Total Personnel	6,290,407	6,832,307	6,550,619	7,154,724
Purchased Services				
Professional Services	141,544	150,755	144,885	157,135
Technical Services	52,550	65,400	70,000	69,040
General Services	39,806	43,300	41,500	42,800
Property Services	27,167	31,010	29,214	35,864
Communication Services	429,261	453,845	445,670	529,167
Training/Registration	64,454	62,500	64,854	79,600
Mileage/Travel	652	1,000	500	800
Rentals/Leases	7,402	13,161	12,300	14,043
Total Purchased Services	762,836	820,971	808,923	928,449
Supplies/Non-Capital Equipment				
Office Supplies	20,530	21,924	21,000	25,000
Technology Supplies	33,535	5,292	4,400	7,150
Operating Supplies	66,347	78,094	65,152	71,232
Non-Capital Equipment	56,883	54,650	50,100	42,700
Gas/Electricity	1,667	4,310	1,800	2,000
Motor Vehicle Fuels	119,112	105,535	122,554	117,653
Total Supplies/Non-Capital Equipment	298,074	269,805	265,006	265,735
Capital Outlay				
Capital Equipment	191,034	150,000	175,293	210,000
Total Capital Outlay	191,034	150,000	175,293	210,000
Miscellaneous				
Dues/Fees	4,040	3,400	2,410	3,800
Total Other Expenditures	4,040	3,400	2,410	3,800
Total Expenditures	\$ 7,546,391	\$ 8,076,483	\$ 7,802,251	\$ 8,562,708

Expenditure Detail

Police Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	4,650,366	5,056,114	4,899,423	5,336,194
Seasonal/Temporary Wages	21,676	-	-	-
Overtime	271,977	235,305	224,205	230,955
Stipend	-	-	-	-
Allowances	42,269	36,552	42,447	40,632
Medicare	66,412	73,490	69,402	77,160
Workers Compensation	90,137	138,849	89,530	149,366
Retirement Contributions	424,355	458,163	441,435	483,512
Medical Benefits	625,964	719,792	679,243	720,854
Life/Disability Benefits	97,251	114,042	104,934	116,051
Total Personnel	6,290,407	6,832,307	6,550,619	7,154,724
Purchased Services				
Professional Services	141,544	150,755	144,885	157,135
Technical Services	52,550	65,400	70,000	69,040
General Services	39,806	43,300	41,500	42,800
Property Services	27,167	31,010	29,214	35,864
Communication Services	429,261	453,845	445,670	529,167
Training/Registration	64,454	62,500	64,854	79,600
Mileage/Travel	652	1,000	500	800
Rentals/Leases	7,402	13,161	12,300	14,043
Total Purchased Services	762,836	820,971	808,923	928,449
Supplies/Non-Capital Equipment				
Office Supplies	20,530	21,924	21,000	25,000
Technology Supplies	33,535	5,292	4,400	7,150
Operating Supplies	66,347	78,094	65,152	71,232
Non-Capital Equipment	56,883	54,650	50,100	42,700
Gas/Electricity	1,667	4,310	1,800	2,000
Motor Vehicle Fuels	119,112	105,535	122,554	117,653
Total Supplies/Non-Capital Equipment	298,074	269,805	265,006	265,735
Capital Outlay				
Capital Equipment	191,034	150,000	175,293	210,000
Total Capital Outlay	191,034	150,000	175,293	210,000
Miscellaneous				
Dues/Fees	4,040	3,400	2,410	3,800
Total Other Expenditures	4,040	3,400	2,410	3,800
Total Expenditures	\$ 7,546,391	\$ 8,076,483	\$ 7,802,251	\$ 8,562,708

Expenditure Detail

Administration Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	195,373	196,737	239,465	201,699
Overtime	5,135	7,900	4,000	7,900
Stipend	-	-	-	-
Allowances	1,601	1,584	1,602	1,584
Medicare	1,535	2,876	2,140	2,948
Workers Compensation	1,971	2,890	10,637	4,360
Retirement Contributions	19,045	18,993	23,389	19,723
Medical Benefits	15,029	16,200	25,071	16,448
Life/Disability Benefits	1,293	1,769	2,594	2,728
Total Personnel	240,982	248,949	308,898	257,390
Purchased Services				
Professional Services	138,569	143,755	143,700	152,135
Technical Services	51,889	65,400	70,000	69,040
General Services	1,340	2,000	1,500	1,500
Property Services	25,244	31,010	29,000	35,864
Communication Services	406,620	438,270	438,000	521,967
Training/Registration	41,399	61,000	62,000	67,600
Mileage/Travel	652	1,000	500	800
Rentals/Leases	860	4,583	4,500	4,583
Total Purchased Services	666,573	747,018	749,200	853,489
Supplies/Non-Capital Equipment				
Office Supplies	19,150	20,724	21,000	25,000
Technology Supplies	2,213	2,000	1,500	3,850
Operating Supplies	4,035	2,978	5,500	4,000
Non-Capital Equipment	2,798	6,500	18,000	12,000
Total Supplies/Non-Capital Equipment	28,196	32,202	46,000	44,850
Capital Outlay				
Capital Equipment	191,034	-	25,293	210,000
Total Capital Outlay	191,034	-	25,293	210,000
Miscellaneous				
Dues/Fees	3,890	3,200	1,000	3,800
Total Other Expenditures	3,890	3,200	1,000	3,800
Total Expenditures	\$ 1,130,675	\$ 1,031,369	\$ 1,130,391	\$ 1,369,529

Expenditure Detail

Support Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	1,112,607	1,208,867	1,114,208	1,267,937
Seasonal/Temporary Wages	21,676	-	-	-
Overtime	64,074	66,000	45,000	66,000
Stipend	-	-	-	-
Allowances	10,018	8,040	8,524	6,636
Medicare	14,365	17,294	14,028	18,134
Workers Compensation	15,764	25,442	7,149	23,907
Retirement Contributions	100,501	109,069	99,313	115,218
Medical Benefits	154,229	167,479	169,545	197,032
Life/Disability Benefits	15,945	18,934	15,915	19,901
Total Personnel	1,509,179	1,621,125	1,473,682	1,714,765
Purchased Services				
Professional Services	2,370	-	-	-
Technical Services	661	-	-	-
General Services	-	-	-	-
Property Services	1,789	-	-	-
Communication Services	19,368	12,476	6,400	6,500
Training/Registration	21,769	-	-	-
Mileage/Travel	-	-	-	-
Rentals/Leases	4,208	4,100	5,100	5,100
Total Purchased Services	50,165	16,576	11,500	11,600
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	326	-	-	-
Operating Supplies	45,018	48,064	33,000	25,552
Non-Capital Equipment	3,664	14,400	4,500	9,000
Gas/Electricity	1,667	4,310	1,800	2,000
Motor Vehicle Fuels	17,982	14,831	15,194	14,586
Total Supplies/Non-Capital Equipment	68,657	81,605	54,494	51,138
Capital Outlay				
Property/Rights	-	-	-	-
Capital Equipment	-	-	-	-
Capital Improvement Projects	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	150	-	-	-
Total Other Expenditures	150	-	-	-
Total Expenditures	\$ 1,628,151	\$ 1,719,306	\$ 1,539,676	\$ 1,777,503

Expenditure Detail

Patrol Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	3,254,167	3,560,841	3,455,026	3,775,707
Overtime	201,550	159,405	174,405	155,255
Stipend	-	-	-	-
Allowances	29,868	26,928	31,507	31,644
Medicare	49,314	52,020	52,002	54,750
Workers Compensation	71,309	108,894	70,741	119,424
Retirement Contributions	297,289	322,456	310,988	340,821
Medical Benefits	437,347	515,991	463,974	487,141
Life/Disability Benefits	79,211	92,532	85,568	92,601
Total Personnel	4,420,055	4,839,067	4,644,211	5,057,343
Purchased Services				
Professional Services	-	-	185	-
General Services	-	-	-	-
Property Services	134	-	214	-
Communication Services	2,475	2,399	620	-
Training/Registration	1,206	1,000	2,654	11,000
Rentals/Leases	2,217	4,078	2,500	4,000
Total Purchased Services	6,032	7,477	6,173	15,000
Supplies/Non-Capital Equipment				
Office Supplies	1,156	1,000	-	-
Technology Supplies	30,996	3,292	2,900	3,300
Operating Supplies	17,223	26,052	26,052	40,480
Non-Capital Equipment	49,862	33,150	26,500	21,000
Motor Vehicle Fuels	96,539	86,452	102,792	98,681
Total Supplies/Non-Capital Equipment	195,776	149,946	158,244	163,461
Capital Outlay				
Capital Equipment	-	150,000	150,000	-
Total Capital Outlay	-	150,000	150,000	-
Total Expenditures	\$ 4,621,863	\$ 5,146,490	\$ 4,960,028	\$ 5,235,804

Expenditure Detail

Animal Control Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	88,219	89,669	90,724	90,851
Overtime	1,218	2,000	800	1,800
Stipend	-	-	-	-
Allowances	782	-	814	768
Medicare	1,198	1,300	1,232	1,328
Workers Compensation	1,093	1,623	1,003	1,675
Retirement Contributions	7,520	7,645	7,745	7,750
Medical Benefits	19,359	20,122	20,653	20,233
Life/Disability Benefits	802	807	857	821
Total Personnel	120,191	123,166	123,828	125,226
Purchased Services				
Professional Services	605	7,000	1,000	5,000
Technical Services	-	-	-	-
General Services	38,466	41,300	40,000	41,300
Communication Services	798	700	650	700
Training/Registration	80	500	200	1,000
Rentals/Leases	117	400	200	360
Total Purchased Services	40,066	49,900	42,050	48,360
Supplies/Non-Capital Equipment				
Office Supplies	224	200	-	-
Operating Supplies	71	1,000	600	1,200
Non-Capital Equipment	559	600	1,100	700
Motor Vehicle Fuels	4,591	4,252	4,568	4,386
Total Supplies/Non-Capital Equipment	5,445	6,052	6,268	6,286
Miscellaneous				
Dues/Fees	-	200	10	-
Total Other Expenditures	-	200	10	-
Total Expenditures	\$ 165,702	\$ 179,318	\$ 172,156	\$ 179,872

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. The Department also manages and operates a water treatment plant and a wastewater treatment plant, and the City's trash collection and recycling activities. The Department operates within four funds and is organized into fourteen divisions which provide the means to allocate costs to appropriate service areas.

2013 Achievements

- Sanitation - Improve diversion (recycling) rate
- Engineering and Operations - Integrate City in-house right-of-way maintenance programs with Capital Improvement Program
- Engineering and Operations - Complete City-wide pavement condition survey
- Stormwater - Completed the Grange Hall Creek drainage improvements and pedestrian underpass project

Goals & Objectives

- Sanitation - Continue to focus on improving the diversion rate.
- Engineering - Complete City-wide PCI survey and update database to determine ranking for 2014 Residential Streets Program
- Utilities - Complete major water treatment plant capital improvements: Terminal Reservoir and Rapid/Flocc Basins
- Utilities - Begin planning process for headworks improvement project

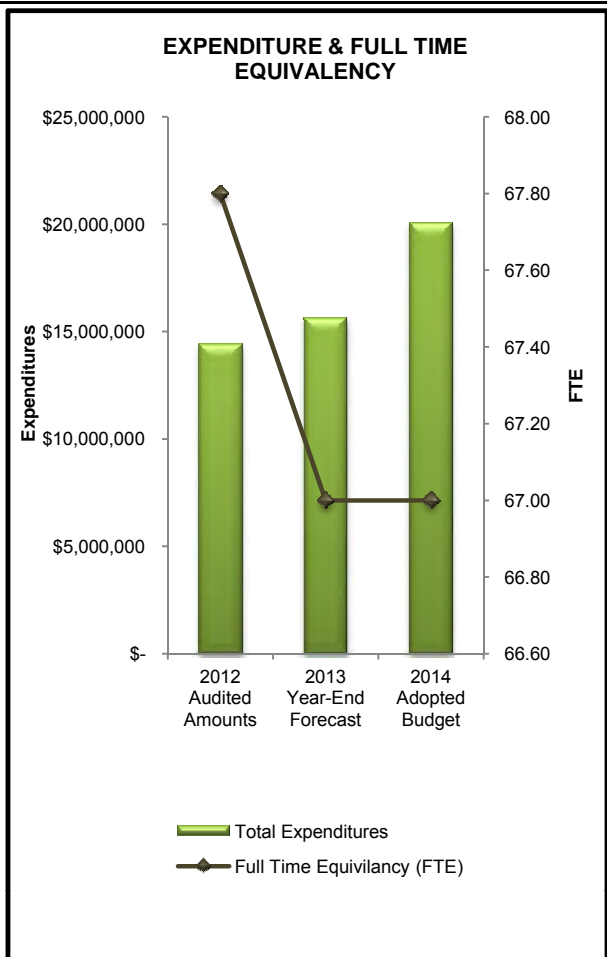
Activity Measures

Category/Measure	2011	2012	2013 Forecast	2014 Forecast
Water Distribution System (# of Miles)	127	127	127	127
Sewer Collection System (# of Miles)	101	101	101	101
Storm Drainage System (# of Miles)	23	23	23	23
Roadway Network (# of Miles)	105	105	105	105
Waste Hauled to Landfill (Tons)	18,000	14,500	12,500	12,000
Waste Hauled to Recycling (Tons)	500	1,400	1,600	2,000

Public Works

2014 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 2,239,041	13.90
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	6,143,078	-
Water & Wastewater Fund	9,778,819	41.90
Stormwater Fund	225,865	1.00
Sanitation Fund	1,642,815	10.20
Total	20,029,618	67.00

2014 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 384,407	2.00
Facilities	337,219	3.00
Fleet	447,989	4.00
Streets	932,836	8.00
Engineering	958,642	4.00
Water Operations	1,162,803	6.50
Lab Operations	510,837	4.00
Electrical & Mechanical	606,080	5.00
Distribution & Collection	1,088,374	9.00
Water Resources Operations	861,551	5.00
Wastewater Operations	1,554,000	4.50
Industrial Pre-Treatment	77,888	1.00
Stormwater Operations	110,865	1.00
Sanitation Operations	1,517,880	10.00
Capital Improvement Projects	9,478,247	-
Total	20,029,618	67.00



EXPENDITURE SUMMARY				
	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Staff - Full Time Equivalency (FTE)*	67.80	68.00	67.00	67.00
Expenditures:				
Personnel	\$ 4,901,850	\$ 5,039,354	\$ 4,967,910	\$ 5,091,363
Purchased Services	1,125,530	1,607,650	1,587,658	1,508,350
Supplies/Non-Capital Equipment	3,560,713	2,819,691	2,935,179	3,027,008
Capital Outlay	4,774,772	7,336,306	6,090,531	10,373,247
Miscellaneous	33,197	30,150	29,490	29,650
Contingency	-	-	-	-
Total Expenditures	\$ 14,396,062	\$ 16,833,151	\$ 15,610,768	\$ 20,029,618

2014 BUDGET PACKAGES

	Amount
1. Personnel Market Adjustment	\$ 81,928
2. Personnel Step Allowance	44,651
3. Operating Supplies - Fleet	26,000
4. Operating Supplies - Facilities	15,000
5. Operating Supplies - Water Operations	14,000
6. Operating Supplies - Electrical and Mechanical	14,000
7. Vehicle Replacement - Street Sweeper	192,000
8. Equipment Replacement - Paint Striper	35,000
9. Equipment Replacement - Roll Off Container	14,000
10. Vehicle Replacement - Stake Bed Truck	45,000
11. Equipment Replacement - Automated Trash Truck Arm	30,000
12. Vehicle Replacement - Automated Trash Truck	260,000
13. Equipment Replacement - Bratner Flume Gate	15,000
14. Equipment Replacement - UV Lamp Replacement	24,000
15. Equipment Replacement - Terminal Reservoir PRV's	18,000
16. Equipment Replacement - Sludge Pump Replacement	30,000
17. Equipment Replacement - Flow Injection Analyzer	72,000
18. Equipment Replacement - Bull Reservoir Pipe Repair	20,000
19. Equipment Replacement - West Clarifier	125,000
20. Equipment Replacement - Air Compressor	15,000
	\$ 1,090,579

Expenditure Detail

Public Works Department - All Funds

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	3,677,430	3,768,847	3,719,452	3,791,502
Seasonal/Temporary Wages	43,862	43,003	8,903	-
Overtime	96,117	65,750	85,575	73,200
Stipend	-	-	-	-
Allowances	30,210	30,408	28,758	27,624
Medicare	42,884	54,405	43,328	54,065
Workers Compensation	86,727	105,968	76,659	112,487
Retirement Contributions	331,900	345,337	337,036	346,959
Medical Benefits	560,554	592,398	634,074	651,878
Life/Disability Benefits	32,166	33,238	34,125	33,648
Total Personnel	4,901,850	5,039,354	4,967,910	5,091,363
Purchased Services				
Professional Services	241,345	266,900	272,400	177,400
Technical Services	70,031	107,000	100,750	98,800
General Services	71,594	99,700	92,700	98,500
Property Services	638,554	1,054,250	1,033,350	1,046,250
Repair/Maintenance Services	6,091	-	1,500	-
Communication Services	59,437	46,600	48,400	49,100
Training/Registration	12,314	14,750	14,290	14,000
Mileage/Travel	180	100	668	200
Rentals/Leases	25,984	18,350	23,600	24,100
Total Purchased Services	1,125,530	1,607,650	1,587,658	1,508,350
Supplies/Non-Capital Equipment				
Office Supplies	16,200	14,000	14,000	14,000
Technology Supplies	750	3,200	3,200	3,200
Operating Supplies	1,825,254	923,000	989,400	1,039,900
Chemicals/Compounds	34,346	300,000	300,000	300,000
Maintenance Supplies	16,648	-	-	-
Repair Supplies	763	-	-	-
Construction Materials	-	-	-	-
Inventory Supplies	56,561	72,000	72,000	54,000
Uniforms/Clothing	14,517	18,300	19,260	19,000
Non-Capital Equipment	55,562	-	-	-
Gas/Electricity	1,350,088	1,312,215	1,345,364	1,412,631
Motor Vehicle Fuels	190,024	176,976	191,955	184,277
Total Supplies/Non-Capital Equipment	3,560,713	2,819,691	2,935,179	3,027,008
Capital Outlay				
Property/Rights	-	-	-	-
Capital Equipment	652,034	756,252	756,252	895,000
Capital Improvement Projects	4,122,738	6,580,054	5,334,279	9,478,247
Total Capital Outlay	4,774,772	7,336,306	6,090,531	10,373,247
Miscellaneous				
Dues/Fees	4,460	5,150	4,490	4,650
Community Incentive	28,737	25,000	25,000	25,000
Total Other Expenditures	33,197	30,150	29,490	29,650
Total Expenditures	\$ 14,396,062	\$ 16,833,151	\$ 15,610,768	\$ 20,029,618

Expenditure Detail

Public Works Department - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	728,775	758,001	716,805	695,914
Seasonal/Temporary Wages	43,862	-	8,903	-
Overtime	21,663	12,750	23,000	16,000
Stipend	-	-	-	-
Allowances	7,357	7,500	6,533	6,300
Medicare	8,210	10,717	7,867	9,801
Workers Compensation	19,309	21,521	17,925	22,722
Retirement Contributions	64,057	67,735	62,456	61,853
Medical Benefits	125,642	144,592	149,490	148,760
Life/Disability Benefits	6,213	6,606	6,487	6,050
Total Personnel	1,025,088	1,029,422	999,466	967,400
Purchased Services				
Professional Services	12,309	3,400	5,900	5,900
Technical Services	4,653	12,750	7,500	12,800
General Services	-	-	-	-
Property Services	132,537	145,750	141,250	133,750
Repair/Maintenance Services	(210,141)	(160,371)	(158,871)	(160,371)
Communication Services	12,517	12,850	12,850	13,350
Training/Registration	113	2,250	1,750	1,750
Rentals/Leases	1,277	1,250	1,500	1,500
Total Purchased Services	(46,735)	17,879	12,113	8,679
Supplies/Non-Capital Equipment				
Office Supplies	5,604	5,000	5,000	5,000
Technology Supplies	615	1,200	1,200	1,200
Operating Supplies	360,515	262,000	309,000	315,000
Maintenance Supplies	-	-	-	-
Repair Supplies	-	-	-	-
Construction Materials	-	-	-	-
Uniforms/Clothing	4,205	5,500	5,000	5,000
Non-Capital Equipment	1,504	-	-	-
Gas/Electricity	677,741	637,999	641,386	673,456
Motor Vehicle Fuels	34,190	35,480	37,298	35,806
Total Supplies/Non-Capital Equipment	1,084,374	947,179	998,884	1,035,462
Capital Outlay				
Capital Equipment	72,835	133,500	133,500	227,000
Total Capital Outlay	72,835	133,500	133,500	227,000
Miscellaneous				
Dues/Fees	719	1,500	500	500
Total Other Expenditures	719	1,500	500	500
Total Expenditures	\$ 2,136,281	\$ 2,129,480	\$ 2,144,463	\$ 2,239,041

Expenditure Detail

Administration/Operations Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	49,524	51,901	54,881	54,987
Stipend	-	-	-	-
Medicare	688	753	543	797
Workers Compensation	66	92	67	95
Retirement Contributions	4,235	4,490	4,715	4,737
Medical Benefits	5,301	6,037	5,972	5,994
Life/Disability Benefits	493	473	518	500
Total Personnel	60,307	63,746	66,696	67,110
Purchased Services				
Professional Services	-	-	-	-
Property Services	195	250	250	250
Communication Services	265	-	-	-
Total Purchased Services	460	250	484	250
Supplies/Non-Capital Equipment				
Office Supplies	5,562	5,000	5,000	5,000
Operating Supplies	231	-	-	-
Gas/Electricity	124,921	110,660	112,088	117,693
Total Supplies/Non-Capital Equipment	130,714	115,660	117,088	122,693
Miscellaneous				
Dues/Fees	149	1,000	-	-
Total Other Expenditures	149	1,000	-	-
Total Expenditures	\$ 191,630	\$ 180,656	\$ 184,268	\$ 190,053

Expenditure Detail

Facilities Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	96,176	95,738	95,340	95,648
Overtime	3,301	2,000	4,000	3,000
Stipend	-	-	-	-
Allowances	623	612	649	612
Medicare	858	1,281	873	1,280
Workers Compensation	2,013	2,954	1,849	3,314
Retirement Contributions	8,402	8,550	8,336	8,534
Medical Benefits	14,445	15,216	15,416	15,107
Life/Disability Benefits	775	795	818	794
Total Personnel	126,593	127,146	127,281	128,289
Purchased Services				
Professional Services	-	200	200	200
Property Services	22,931	10,500	20,000	10,500
Repair/Maintenance Services	-	-	1,500	-
Communication Services	1,235	1,850	1,850	1,850
Training/Registration	30	250	-	-
Rentals/Leases	725	500	750	750
Total Purchased Services	24,921	13,300	24,300	13,300
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	42,460	15,000	32,000	45,000
Uniforms/Clothing	398	1,000	1,000	1,000
Non-Capital Equipment	1,425	-	-	-
Motor Vehicle Fuels	5,684	4,954	4,313	4,141
Total Supplies/Non-Capital Equipment	49,967	20,954	37,313	50,141
Capital Outlay				
Capital Equipment	12,981	9,500	9,500	-
Total Capital Outlay	12,981	9,500	9,500	-
Total Expenditures	\$ 214,462	\$ 170,900	\$ 198,394	\$ 191,730

Expenditure Detail

Fleet Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	221,672	223,065	226,503	226,151
Overtime	4,586	4,000	4,000	4,000
Stipend	-	-	-	-
Allowances	2,456	2,424	2,492	2,424
Medicare	2,490	3,095	2,533	3,140
Workers Compensation	7,765	3,892	7,129	4,029
Retirement Contributions	20,004	20,189	20,082	20,495
Medical Benefits	42,703	44,976	45,570	45,373
Life/Disability Benefits	1,900	1,900	2,009	1,927
Total Personnel	305,367	303,541	310,318	307,539
Purchased Services				
Professional Services	180	200	200	200
Technical Services	1,500	7,500	7,500	7,500
Property Services	40,917	50,000	36,000	36,000
Repair/Maintenance Services	(210,141)	(160,371)	(160,371)	(160,371)
Communication Services	1,373	1,500	1,500	1,500
Training/Registration	-	1,000	1,000	1,000
Rentals/Leases	293	250	250	250
Total Purchased Services	(165,878)	(99,921)	(113,921)	(113,921)
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	615	-	-	-
Operating Supplies	132,461	70,000	100,000	93,000
Repair Supplies	-	-	-	-
Uniforms/Clothing	499	1,500	1,000	1,000
Motor Vehicle Fuels	(2,976)	-	-	-
Total Supplies/Non-Capital Equipment	130,599	71,500	101,000	94,000
Capital Outlay				
Capital Equipment	40	90,000	90,000	-
Total Capital Outlay	40	90,000	90,000	-
Total Expenditures	\$ 270,128	\$ 365,120	\$ 387,397	\$ 287,618

Expenditure Detail

Streets Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	299,286	314,372	312,214	319,128
Overtime	13,776	6,750	15,000	9,000
Stipend	-	-	-	-
Allowances	4,278	4,464	3,392	3,264
Medicare	3,281	4,531	3,529	4,584
Workers Compensation	9,035	13,722	8,846	15,284
Retirement Contributions	25,991	27,943	27,094	28,087
Medical Benefits	59,403	63,371	77,616	82,286
Life/Disability Benefits	2,610	2,783	2,828	2,829
Total Personnel	417,660	437,936	450,519	464,462
Purchased Services				
Professional Services	627	500	500	500
General Services	-	-	-	-
Property Services	9,748	15,000	15,000	15,000
Communication Services	3,659	3,000	3,000	3,000
Training/Registration	83	250	250	250
Rentals/Leases	13	500	500	500
Total Purchased Services	14,130	19,250	19,250	19,250
Supplies/Non-Capital Equipment				
Operating Supplies	182,872	175,000	175,000	175,000
Maintenance Supplies	-	-	-	-
Construction Materials	-	-	-	-
Uniforms/Clothing	3,308	3,000	3,000	3,000
Gas/Electricity	-	-	-	-
Motor Vehicle Fuels	28,261	28,891	30,338	29,124
Total Supplies/Non-Capital Equipment	214,562	206,891	208,338	207,124
Capital Outlay				
Capital Equipment	59,814	34,000	34,000	227,000
Total Capital Outlay	59,814	34,000	34,000	227,000
Total Expenditures	\$ 706,166	\$ 698,077	\$ 712,107	\$ 917,836

Expenditure Detail

Engineering Division - General Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	62,117	72,925	27,867	-
Seasonal/Temporary Wages	42,071	-	8,903	-
Overtime	-	-	-	-
Stipend	-	-	-	-
Allowances	-	-	-	-
Medicare	893	1,057	389	-
Workers Compensation	430	861	34	-
Retirement Contributions	5,425	6,563	2,229	-
Medical Benefits	3,790	14,992	4,916	-
Life/Disability Benefits	435	655	314	-
Total Personnel	115,161	97,053	44,652	-
Purchased Services				
Professional Services	11,502	2,500	5,000	5,000
Technical Services	3,153	5,250	-	5,300
Property Services	58,746	70,000	70,000	72,000
Communication Services	5,985	6,500	6,500	7,000
Training/Registration	-	750	500	500
Total Purchased Services	79,632	85,000	82,000	89,800
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	-	1,200	1,200	1,200
Operating Supplies	2,491	2,000	2,000	2,000
Gas/Electricity	552,820	527,339	529,298	555,763
Motor Vehicle Fuels	3,221	1,635	2,647	2,541
Total Supplies/Non-Capital Equipment	558,532	532,174	535,145	561,504
Miscellaneous				
Dues/Fees	570	500	500	500
Total Other Expenditures	570	500	500	500
Total Expenditures	\$ 753,895	\$ 714,727	\$ 662,297	\$ 651,804

Expenditure Detail

Public Works Department - CDBG Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	345,156	-	-	-
Total Capital Outlay	345,156	-	-	-
Total Expenditures	\$ 345,156	\$ -	\$ -	\$ -

Expenditure Detail

Capital Improvement Projects Division - CDBG Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	345,156	-	-	-
Total Capital Outlay	345,156	-	-	-
Total Expenditures	\$ 345,156	\$ -	\$ -	\$ -

Expenditure Detail

Public Works Department - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,916,269	1,702,582	1,690,301	6,143,078
Total Capital Outlay	1,916,269	1,702,582	1,690,301	6,143,078
Total Expenditures	\$ 1,916,269	\$ 1,702,582	\$ 1,690,301	\$ 6,143,078

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,916,269	1,702,582	1,690,301	6,143,078
Total Capital Outlay	1,916,269	1,702,582	1,690,301	6,143,078
Total Expenditures	\$ 1,916,269	\$ 1,702,582	\$ 1,690,301	\$ 6,143,078

Expenditure Detail

Public Works Department - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	2,321,838	2,386,377	2,374,479	2,476,663
Seasonal/Temporary Wages	-	34,120	-	-
Overtime	50,552	35,000	43,500	39,200
Stipend	-	-	-	-
Allowances	19,113	19,644	18,671	18,060
Medicare	27,769	34,457	28,138	35,243
Workers Compensation	49,837	57,694	40,423	61,932
Retirement Contributions	208,317	216,005	212,972	226,352
Medical Benefits	342,526	350,293	381,696	392,377
Life/Disability Benefits	20,426	21,004	21,794	22,018
Total Personnel	3,040,378	3,154,594	3,121,673	3,271,845
Purchased Services				
Professional Services	228,386	263,500	266,000	171,000
Technical Services	65,378	94,250	93,250	86,000
General Services	70,778	98,700	91,700	97,500
Property Services	312,022	648,500	632,100	652,500
Repair/Maintenance Services	77,613	70,570	70,570	70,570
Communication Services	33,346	24,000	25,800	26,000
Training/Registration	11,646	11,750	11,790	11,500
Mileage/Travel	180	100	434	200
Rentals/Leases	20,716	9,300	14,300	14,800
Total Purchased Services	820,065	1,220,670	1,205,944	1,130,070
Supplies/Non-Capital Equipment				
Office Supplies	10,596	8,000	8,000	8,000
Technology Supplies	135	2,000	2,000	2,000
Operating Supplies	1,445,300	638,500	657,900	699,900
Chemicals/Compounds	34,346	300,000	300,000	300,000
Maintenance Supplies	16,648	-	-	-
Repair Supplies	763	-	-	-
Uniforms/Clothing	8,725	9,800	11,260	11,000
Non-Capital Equipment	54,058	-	-	-
Gas/Electricity	665,952	662,983	692,781	727,419
Motor Vehicle Fuels	44,450	39,767	48,454	46,516
Total Supplies/Non-Capital Equipment	2,280,973	1,661,050	1,720,395	1,794,835
Capital Outlay				
Property/Rights	-	-	-	-
Capital Equipment	336,897	252,752	252,752	319,000
Capital Improvement Projects	733,502	4,777,472	3,543,978	3,235,169
Total Capital Outlay	1,070,399	5,030,224	3,796,730	3,554,169
Miscellaneous				
Dues/Fees	2,952	2,500	2,840	2,900
Community Incentive	28,737	25,000	25,000	25,000
Total Other Expenditures	31,689	27,500	27,840	27,900
Total Expenditures	\$ 7,243,504	\$ 11,094,038	\$ 9,872,582	\$ 9,778,819

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	99,049	103,802	109,762	109,974
Stipend	-	-	-	-
Medicare	1,376	1,506	1,086	1,594
Workers Compensation	144	184	134	190
Retirement Contributions	8,470	8,980	9,431	9,474
Medical Benefits	10,602	12,074	11,943	11,988
Life/Disability Benefits	986	946	1,036	1,000
Total Personnel	120,627	127,492	133,392	134,220
Purchased Services				
Professional Services	448	-	-	-
Property Services	390	-	-	-
Communication Services	732	-	-	-
Rentals/Leases	1,975	-	1,800	2,000
Total Purchased Services	3,545	-	2,034	2,000
Supplies/Non-Capital Equipment				
Office Supplies	10,596	8,000	8,000	8,000
Operating Supplies	803	-	-	-
Total Supplies/Non-Capital Equipment	11,399	8,000	8,000	8,000
Total Expenditures	\$ 135,571	\$ 135,492	\$ 143,426	\$ 159,220

Expenditure Detail

Facilities Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	96,175	95,738	95,340	95,648
Overtime	3,300	2,000	4,000	2,000
Stipend	-	-	-	-
Allowances	623	612	649	612
Medicare	858	1,281	873	1,280
Workers Compensation	2,232	2,954	1,849	3,314
Retirement Contributions	8,402	8,550	8,336	8,534
Medical Benefits	14,445	15,216	15,416	15,107
Life/Disability Benefits	775	795	818	794
Total Personnel	126,810	127,146	127,281	127,289
Purchased Services				
Property Services	10,912	6,000	8,600	9,000
Communication Services	2,359	1,700	1,800	1,800
Rentals/Leases	-	500	-	500
Total Purchased Services	13,271	8,200	10,400	11,300
Supplies/Non-Capital Equipment				
Operating Supplies	7,919	7,500	6,900	6,900
Non-Capital Equipment	1,425	-	-	-
Total Supplies/Non-Capital Equipment	9,344	7,500	6,900	6,900
Capital Outlay				
Capital Equipment	12,981	9,500	9,500	-
Total Capital Outlay	12,981	9,500	9,500	-
Total Expenditures	\$ 162,406	\$ 152,346	\$ 154,081	\$ 145,489

Expenditure Detail

Fleet Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Repair/Maintenance Services	77,613	70,570	70,570	70,570
Total Purchased Services	77,613	70,570	70,570	70,570
Total Expenditures	\$ 77,613	\$ 70,570	\$ 70,570	\$ 70,570

Expenditure Detail

Engineering Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	236,387	237,386	204,086	221,202
Seasonal/Temporary Wages	-	34,120	-	-
Overtime	154	-	-	-
Stipend	-	-	-	-
Allowances	813	-	814	804
Medicare	3,316	3,934	2,877	3,218
Workers Compensation	2,296	3,204	1,733	3,229
Retirement Contributions	19,361	19,390	16,553	17,967
Medical Benefits	29,878	32,674	30,879	35,616
Life/Disability Benefits	2,162	2,148	1,961	2,002
Total Personnel	294,367	332,856	258,903	284,038
Purchased Services				
Professional Services	-	2,500	5,000	10,000
Technical Services	3,438	5,250	5,250	5,300
Communication Services	401	1,500	1,500	1,500
Training/Registration	575	750	500	500
Rentals/Leases	2,526	-	3,000	3,000
Total Purchased Services	6,940	10,000	15,250	20,300
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	561	2,000	2,000	2,000
Total Supplies/Non-Capital Equipment	561	2,000	2,000	2,000
Miscellaneous				
Dues/Fees	-	600	600	500
Total Other Expenditures	-	600	600	500
Total Expenditures	\$ 301,868	\$ 345,456	\$ 276,753	\$ 306,838

Expenditure Detail

Water Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	363,653	365,876	433,292	450,351
Overtime	7,062	7,500	7,500	7,500
Stipend	-	-	-	-
Allowances	4,911	4,848	4,985	4,848
Medicare	4,658	5,332	5,641	6,557
Workers Compensation	8,972	10,756	8,097	12,284
Retirement Contributions	34,022	35,354	40,015	42,313
Medical Benefits	51,683	55,752	55,646	56,557
Life/Disability Benefits	3,147	3,269	3,932	4,025
Total Personnel	478,108	488,687	559,108	584,435
Purchased Services				
Professional Services	129	500	500	500
Technical Services	12,194	30,000	30,000	22,000
General Services	4,954	12,000	5,000	6,000
Property Services	8,149	11,500	11,500	11,500
Communication Services	8,041	3,000	5,100	5,100
Training/Registration	1,695	2,500	2,500	2,500
Rentals/Leases	702	500	700	500
Total Purchased Services	35,864	60,000	55,300	48,100
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	135	1,000	1,000	1,000
Operating Supplies	166,736	150,000	150,000	178,000
Maintenance Supplies	16,648	-	-	-
Uniforms/Clothing	1,680	3,000	3,000	3,000
Non-Capital Equipment	12,240	-	-	-
Gas/Electricity	195,158	196,822	193,337	203,003
Motor Vehicle Fuels	1,966	1,561	1,734	1,665
Total Supplies/Non-Capital Equipment	394,563	352,383	349,071	386,668
Capital Outlay				
Capital Equipment	121,408	66,000	66,000	143,000
Total Capital Outlay	121,408	66,000	66,000	143,000
Miscellaneous				
Dues/Fees	433	500	500	600
Total Other Expenditures	433	500	500	600
Total Expenditures	\$ 1,030,376	\$ 967,570	\$ 1,029,979	\$ 1,162,803

Expenditure Detail

Lab Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	208,800	224,566	223,638	235,345
Stipend	-	-	-	-
Allowances	1,734	2,424	2,423	2,424
Medicare	2,973	3,292	3,177	3,448
Workers Compensation	3,816	4,837	3,242	5,186
Retirement Contributions	18,970	20,559	20,431	21,560
Medical Benefits	21,194	11,786	26,866	26,068
Life/Disability Benefits	1,962	2,021	2,036	2,118
Total Personnel	259,449	269,485	281,813	296,149
Purchased Services				
Technical Services	15,327	18,000	17,000	17,500
General Services	47,665	67,000	67,000	70,000
Property Services	-	2,000	2,000	2,000
Communication Services	2,146	2,200	2,200	2,200
Training/Registration	2,401	2,500	2,500	2,500
Mileage/Travel	180	-	100	100
Rentals/Leases	1,421	1,000	1,000	1,000
Total Purchased Services	69,140	92,700	91,800	95,300
Supplies/Non-Capital Equipment				
Operating Supplies	40,966	48,000	48,000	44,000
Uniforms/Clothing	1,004	1,000	1,000	1,000
Non-Capital Equipment	10,929	-	-	-
Motor Vehicle Fuels	1,652	1,419	1,654	1,588
Total Supplies/Non-Capital Equipment	54,551	50,419	50,654	46,588
Capital Outlay				
Capital Equipment	30,197	-	-	72,000
Total Capital Outlay	30,197	-	-	72,000
Miscellaneous				
Dues/Fees	-	800	800	800
Total Other Expenditures	-	800	800	800
Total Expenditures	\$ 413,337	\$ 413,404	\$ 425,067	\$ 510,837

Expenditure Detail

Electrical & Mechanical Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	337,805	336,236	340,583	342,926
Overtime	9,826	7,500	7,500	7,500
Stipend	-	-	-	-
Allowances	2,060	2,040	2,180	2,040
Medicare	2,684	4,618	2,672	4,712
Workers Compensation	9,244	9,308	6,790	9,740
Retirement Contributions	31,240	30,982	31,496	31,640
Medical Benefits	56,082	60,686	59,886	60,246
Life/Disability Benefits	2,828	2,870	3,018	2,928
Total Personnel	451,769	454,240	454,125	461,732
Purchased Services				
Technical Services	631	1,000	1,000	1,000
Property Services	3,181	12,500	8,500	3,500
Communication Services	3,240	3,600	2,800	3,000
Training/Registration	395	1,000	1,000	1,000
Rentals/Leases	392	1,500	1,500	1,500
Total Purchased Services	7,884	19,600	14,800	10,000
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	104,244	90,000	110,000	123,000
Chemicals/Compounds	154	-	-	-
Uniforms/Clothing	1,961	1,000	1,500	1,500
Non-Capital Equipment	17,394	-	-	-
Motor Vehicle Fuels	8,759	7,647	10,259	9,848
Total Supplies/Non-Capital Equipment	132,512	98,647	121,759	134,348
Capital Outlay				
Capital Equipment	39,744	67,500	67,500	-
Total Capital Outlay	39,744	67,500	67,500	-
Total Expenditures	\$ 631,909	\$ 639,987	\$ 658,184	\$ 606,080

Expenditure Detail

Distribution & Collection Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	399,378	440,106	404,899	419,514
Overtime	23,637	14,000	20,000	17,700
Stipend	-	-	-	-
Allowances	4,081	4,872	4,287	4,068
Medicare	5,055	6,192	5,268	5,880
Workers Compensation	10,728	11,518	8,611	12,253
Retirement Contributions	34,788	38,680	35,529	39,481
Medical Benefits	85,401	92,372	89,809	92,092
Life/Disability Benefits	3,501	3,844	3,714	3,874
Total Personnel	566,569	611,584	572,117	594,862
Purchased Services				
Professional Services	615	500	500	500
Technical Services	11,137	15,000	15,000	15,200
Property Services	57,025	95,000	80,000	80,000
Communication Services	5,204	6,000	6,000	6,000
Training/Registration	1,475	2,000	2,000	2,000
Rentals/Leases	136	2,700	2,700	2,700
Total Purchased Services	75,592	121,200	106,200	106,400
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	-	1,000	1,000	1,000
Operating Supplies	1,065,592	275,000	275,000	280,000
Uniforms/Clothing	2,081	2,500	3,000	3,000
Gas/Electricity	75,948	73,276	69,006	72,456
Motor Vehicle Fuels	28,848	26,175	31,673	30,406
Total Supplies/Non-Capital Equipment	1,172,469	377,951	379,679	386,862
Capital Outlay				
Capital Equipment	16,000	-	-	-
Total Capital Outlay	16,000	-	-	-
Miscellaneous				
Dues/Fees	-	250	250	250
Total Other Expenditures	-	250	250	250
Total Expenditures	\$ 1,830,630	\$ 1,110,985	\$ 1,058,246	\$ 1,088,374

Expenditure Detail

Water Resources Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	258,830	261,017	261,076	274,795
Overtime	3,751	1,000	1,500	1,500
Stipend	-	-	-	-
Allowances	1,661	1,224	1,505	1,224
Medicare	3,598	3,803	3,592	4,002
Workers Compensation	5,308	6,123	4,403	6,680
Retirement Contributions	24,661	24,859	24,875	26,659
Medical Benefits	41,719	42,486	43,310	42,428
Life/Disability Benefits	2,364	2,349	2,536	2,472
Total Personnel	341,892	342,861	342,797	359,760
Purchased Services				
Professional Services	222,404	250,000	250,000	150,000
Technical Services	2,063	-	-	-
Property Services	213,990	250,000	250,000	275,000
Communication Services	5,844	3,000	3,400	3,400
Training/Registration	465	500	790	500
Mileage/Travel	-	-	-	-
Rentals/Leases	1,695	500	1,000	1,000
Total Purchased Services	446,461	504,000	505,190	429,900
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	9,669	30,000	30,000	30,000
Chemicals/Compounds	33,960	-	-	-
Uniforms/Clothing	783	300	760	500
Non-Capital Equipment	-	-	-	-
Gas/Electricity	1,374	1,987	944	991
Total Supplies/Non-Capital Equipment	45,786	32,287	31,704	31,491
Capital Outlay				
Property/Rights	-	-	-	-
Capital Equipment	-	85,752	85,752	15,000
Total Capital Outlay	-	85,752	85,752	15,000
Miscellaneous				
Dues/Fees	2,447	-	340	400
Community Incentive	28,737	25,000	25,000	25,000
Total Other Expenditures	31,184	25,000	25,340	25,400
Total Expenditures	\$ 865,323	\$ 989,900	\$ 990,783	\$ 861,551

Expenditure Detail

Wastewater Operations Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	271,509	271,930	246,969	275,018
Overtime	2,036	2,000	2,000	2,000
Stipend	-	-	-	-
Allowances	2,261	2,424	1,604	1,632
Medicare	2,498	3,761	2,143	3,794
Workers Compensation	5,938	7,321	4,515	7,489
Retirement Contributions	24,730	24,673	22,375	24,573
Medical Benefits	30,482	27,247	41,971	46,427
Life/Disability Benefits	2,264	2,315	2,270	2,339
Total Personnel	341,718	341,671	323,847	363,272
Purchased Services				
Professional Services	1,950	5,000	5,000	5,000
Technical Services	11,012	20,000	20,000	20,000
General Services	18,159	19,700	19,700	21,500
Property Services	18,375	271,500	271,500	271,500
Communication Services	5,379	3,000	3,000	3,000
Training/Registration	4,280	2,000	2,000	2,000
Mileage/Travel	-	-	-	-
Rentals/Leases	11,793	2,500	2,500	2,500
Total Purchased Services	70,948	323,700	323,700	325,500
Supplies/Non-Capital Equipment				
Technology Supplies	-	-	-	-
Operating Supplies	48,230	35,000	35,000	35,000
Chemicals/Compounds	232	300,000	300,000	300,000
Uniforms/Clothing	1,216	2,000	2,000	2,000
Non-Capital Equipment	12,028	-	-	-
Gas/Electricity	393,472	390,898	429,494	450,969
Motor Vehicle Fuels	3,225	2,965	3,134	3,009
Total Supplies/Non-Capital Equipment	459,166	730,863	769,628	790,978
Capital Outlay				
Capital Equipment	116,567	24,000	24,000	74,000
Total Capital Outlay	116,567	24,000	24,000	74,000
Miscellaneous				
Dues/Fees	72	250	250	250
Total Other Expenditures	72	250	250	250
Total Expenditures	\$ 988,471	\$ 1,420,484	\$ 1,441,425	\$ 1,554,000

Expenditure Detail

Industrial Pre-Treatment Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	50,252	49,720	54,834	51,890
Overtime	786	1,000	1,000	1,000
Stipend	-	-	-	-
Allowances	969	1,200	224	408
Medicare	753	738	809	758
Workers Compensation	1,159	1,489	1,049	1,567
Retirement Contributions	3,673	3,978	3,931	4,151
Medical Benefits	1,040	-	5,970	5,848
Life/Disability Benefits	437	447	473	466
Total Personnel	59,069	58,572	68,290	66,088
Purchased Services				
Professional Services	2,795	5,000	5,000	5,000
Technical Services	9,576	5,000	5,000	5,000
General Services	-	-	-	-
Training/Registration	360	500	500	500
Mileage/Travel	-	100	100	100
Rentals/Leases	76	100	100	100
Total Purchased Services	12,807	10,700	10,700	10,700
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Technology Supplies	-	-	-	-
Operating Supplies	580	1,000	1,000	1,000
Non-Capital Equipment	42	-	-	-
Total Supplies/Non-Capital Equipment	622	1,000	1,000	1,000
Miscellaneous				
Dues/Fees	-	100	100	100
Total Other Expenditures	-	100	100	100
Total Expenditures	\$ 72,498	\$ 70,372	\$ 80,090	\$ 77,888

Expenditure Detail

Capital Improvement Projects Division - Water & Wastewater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	733,502	4,777,472	3,543,978	3,235,169
Total Capital Outlay	733,502	4,777,472	3,543,978	3,235,169
Total Expenditures	\$ 733,502	\$ 4,777,472	\$ 3,543,978	\$ 3,235,169

Expenditure Detail

Public Works Department - Stormwater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	58,539	58,651	58,967	59,293
Overtime	-	-	75	-
Stipend	-	-	-	-
Allowances	462	-	-	-
Medicare	769	850	798	860
Workers Compensation	(3)	104	72	103
Retirement Contributions	5,178	5,865	5,897	5,929
Medical Benefits	5,999	5,893	7,431	5,848
Life/Disability Benefits	519	527	566	532
Total Personnel	71,463	71,890	73,806	72,565
Purchased Services				
Professional Services	50	-	-	-
General Services	816	1,000	1,000	1,000
Property Services	4,026	30,000	30,000	30,000
Communication Services	737	750	750	750
Training/Registration	555	500	500	500
Rentals/Leases	281	300	300	300
Total Purchased Services	6,465	32,550	32,550	32,550
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	14,035	20,000	20,000	20,000
Total Supplies/Non-Capital Equipment	14,035	20,000	20,000	20,000
Capital Outlay				
Capital Equipment	-	-	-	-
Capital Improvement Projects	1,127,811	100,000	100,000	100,000
Total Capital Outlay	1,127,811	100,000	100,000	100,000
Miscellaneous				
Dues/Fees	600	750	750	750
Total Other Expenditures	600	750	750	750
Total Expenditures	\$ 1,220,374	\$ 225,190	\$ 227,106	\$ 225,865

Expenditure Detail

Streets Division - Stormwater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	(1)	-	-	-
Overtime	-	-	75	-
Stipend	-	-	-	-
Allowances	-	-	-	-
Medicare	-	-	-	-
Workers Compensation	-	-	-	-
Retirement Contributions	-	-	-	-
Medical Benefits	-	-	-	-
Life/Disability Benefits	-	-	-	-
Total Personnel	(1)	-	75	-
Purchased Services				
Professional Services	50	-	-	-
Communication Services	124	-	-	-
Total Purchased Services	174	-	-	-
Supplies/Non-Capital Equipment				
Operating Supplies	7,972	15,000	15,000	15,000
Total Supplies/Non-Capital Equipment	7,972	15,000	15,000	15,000
Total Expenditures	\$ 8,145	\$ 15,000	\$ 15,075	\$ 15,000

Expenditure Detail

Stormwater Operations Division - Stormwater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	58,540	58,651	58,967	59,293
Stipend	-	-	-	-
Allowances	462	-	-	-
Medicare	769	850	798	860
Workers Compensation	(3)	104	72	103
Retirement Contributions	5,178	5,865	5,897	5,929
Medical Benefits	5,999	5,893	7,431	5,848
Life/Disability Benefits	519	527	566	532
Total Personnel	71,464	71,890	73,731	72,565
Purchased Services				
General Services	816	1,000	1,000	1,000
Property Services	4,026	30,000	30,000	30,000
Communication Services	613	750	750	750
Training/Registration	555	500	500	500
Rentals/Leases	281	300	300	300
Total Purchased Services	6,291	32,550	32,550	32,550
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	6,063	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	6,063	5,000	5,000	5,000
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	600	750	750	750
Total Other Expenditures	600	750	750	750
Total Expenditures	\$ 84,418	\$ 110,190	\$ 112,031	\$ 110,865

Expenditure Detail

Capital Improvement Projects Division - Stormwater Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,127,811	100,000	100,000	100,000
Total Capital Outlay	1,127,811	100,000	100,000	100,000
Total Expenditures	\$ 1,127,811	\$ 100,000	\$ 100,000	\$ 100,000

Expenditure Detail

Public Works Department - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	568,278	565,818	569,201	559,632
Seasonal/Temporary Wages	-	8,883	-	-
Overtime	23,902	18,000	19,000	18,000
Stipend	-	-	-	-
Allowances	3,278	3,264	3,554	3,264
Medicare	6,136	8,381	6,525	8,161
Workers Compensation	17,584	26,649	18,239	27,730
Retirement Contributions	54,348	55,732	55,711	52,825
Medical Benefits	86,387	91,620	95,457	104,893
Life/Disability Benefits	5,008	5,101	5,278	5,048
Total Personnel	764,921	783,448	772,965	779,553
Purchased Services				
Professional Services	600	-	500	500
Property Services	189,969	230,000	230,000	230,000
Repair/Maintenance Services	138,619	89,801	89,801	89,801
Communication Services	12,837	9,000	9,000	9,000
Training/Registration	-	250	250	250
Rentals/Leases	3,710	7,500	7,500	7,500
Total Purchased Services	345,735	336,551	337,051	337,051
Supplies/Non-Capital Equipment				
Office Supplies	-	1,000	1,000	1,000
Operating Supplies	5,404	2,500	2,500	5,000
Inventory Supplies	56,561	72,000	72,000	54,000
Uniforms/Clothing	1,587	3,000	3,000	3,000
Gas/Electricity	6,395	11,233	11,197	11,756
Motor Vehicle Fuels	111,384	101,729	106,203	101,955
Total Supplies/Non-Capital Equipment	181,331	191,462	195,900	176,711
Capital Outlay				
Capital Equipment	242,302	370,000	370,000	349,000
Total Capital Outlay	242,302	370,000	370,000	349,000
Miscellaneous				
Dues/Fees	189	400	400	500
Total Other Expenditures	189	400	400	500
Total Expenditures	\$ 1,534,478	\$ 1,681,861	\$ 1,676,316	\$ 1,642,815

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	16,508	17,301	18,294	18,329
Stipend	-	-	-	-
Medicare	229	251	181	266
Workers Compensation	20	31	22	32
Retirement Contributions	1,412	1,496	1,572	1,579
Medical Benefits	1,767	2,013	1,991	1,998
Life/Disability Benefits	164	163	173	174
Total Personnel	20,100	21,255	22,233	22,378
Purchased Services				
Professional Services	600	-	-	-
Total Purchased Services	600	-	-	-
Supplies/Non-Capital Equipment				
Office Supplies	-	1,000	1,000	1,000
Gas/Electricity	6,395	11,233	11,197	11,756
Total Supplies/Non-Capital Equipment	6,395	12,233	12,197	12,756
Total Expenditures	\$ 27,095	\$ 33,488	\$ 34,430	\$ 35,134

Expenditure Detail

Fleet Division - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Purchased Services				
Repair/Maintenance Services	138,619	89,801	89,801	89,801
Total Purchased Services	138,619	89,801	89,801	89,801
Total Expenditures	\$ 138,619	\$ 89,801	\$ 89,801	\$ 89,801

Expenditure Detail

Sanitation Operations Division - Sanitation Fund

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
Personnel				
Regular Wages	551,770	548,517	550,907	541,303
Seasonal/Temporary Wages	-	8,883	-	-
Overtime	23,902	18,000	19,000	18,000
Stipend	-	-	-	-
Allowances	3,278	3,264	3,554	3,264
Medicare	5,907	8,130	6,344	7,895
Workers Compensation	17,564	26,618	18,217	27,698
Retirement Contributions	52,936	54,236	54,139	51,246
Medical Benefits	84,620	89,607	93,466	102,895
Life/Disability Benefits	4,844	4,938	5,105	4,874
Total Personnel	744,821	762,193	750,732	757,175
Purchased Services				
Professional Services	-	-	500	500
Property Services	189,969	230,000	230,000	230,000
Communication Services	12,837	9,000	9,000	9,000
Training/Registration	-	250	250	250
Rentals/Leases	3,710	7,500	7,500	7,500
Total Purchased Services	206,516	246,750	247,250	247,250
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	5,404	2,500	2,500	5,000
Inventory Supplies	56,561	72,000	72,000	54,000
Uniforms/Clothing	1,587	3,000	3,000	3,000
Motor Vehicle Fuels	111,384	101,729	106,203	101,955
Total Supplies/Non-Capital Equipment	174,936	179,229	183,703	163,955
Capital Outlay				
Capital Equipment	242,302	370,000	370,000	349,000
Total Capital Outlay	242,302	370,000	370,000	349,000
Miscellaneous				
Dues/Fees	189	400	400	500
Total Other Expenditures	189	400	400	500
Total Expenditures	\$ 1,368,764	\$ 1,558,572	\$ 1,552,085	\$ 1,517,880

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 2014 budget includes \$10,167,347 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.



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Conservation Trust Fund

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 332,099	\$ 346,399		\$ 380,730	\$ 489,027	\$ 564,382	\$ 94,196	\$ 423,050		
Revenue Projections:										
Lottery Proceeds	\$ 369,012	\$ 366,797		\$ 366,797	\$ 370,465	\$ 374,170	\$ 377,912	\$ 381,691	\$ 1,871,035	
Investment Earnings	5,500	1,500		1,500	4,890	5,644	942	4,231	17,207	
Total	374,512	368,297		368,297	375,355	379,814	378,854	385,922	1,888,242	
Capital Expenditures:										
Greenway Trail Replacement	50,000	50,000	-	50,000	50,000	50,000	50,000	50,000	250,000	CTF
Sensory Playground Repair	40,000	-	40,000	-	-	-	-	-	40,000	CTF
Jaycee Park Improvements	48,940	49,096	-	-	-	-	-	-	-	CTF
Danahy Park Improvements	34,870	34,870	-	-	-	-	-	-	-	CTF
Locker Room Renovations	200,000	200,000	-	120,000	-	-	-	-	120,000	CTF
Parks Barn Replacement	50,000	-	50,000	-	-	800,000	-	-	850,000	CTF
Recreation Center Pool Rehabilitation	-	-	-	-	250,000	-	-	-	250,000	CTF
Total Capital Expenditures	423,810	333,966	90,000	170,000	300,000	850,000	50,000	50,000	1,510,000	
Ending Fund Balance	\$ 282,801	\$ 380,730		\$ 489,027	\$ 564,382	\$ 94,196	\$ 423,050	\$ 758,972		
Unassigned Fund Balance	\$ 282,801	\$ 380,730		\$ 489,027	\$ 564,382	\$ 94,196	\$ 423,050	\$ 758,972		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Greenway Trail Concrete Replacement Program

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

Comprehensive Project Cost: \$250,000.00

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:	2014	2015	2016	2017	2018	5 - Year Total
Conservation Trust Fund	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:	2014	2015	2016	2017	2018	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: Locker Room Renovations

Project Dates: **Begin:** Jan-2013 **Finish:** Dec-2014

Comprehensive Project Cost: \$640,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:

Renovation of the existing locker rooms at the Recreation Center.

This project is one of several improvements at the existing recreation center proposed to occur in the five year CIP. This project includes removing all interior fixtures in both the men's and women's locker rooms, and renovating those spaces within the existing footprint. This includes new floor and wall tile, additional individual shower stalls, toilet and sink fixtures, partition walls, lighting and counter tops. The existing lockers are in good shape and will be reused.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Conservation Trust Fund	120,000					\$ 120,000
Adams County Open Space Grant	120,000					120,000
						-
						-
						-
Total Revenue	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	240,000					240,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ 240,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Parks Barn Replacement

Project Dates: **Begin:** Jan-2012 **Finish:** _____

Comprehensive Project Cost: \$850,000.00

Project Rationale: Facility Improvement

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

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:	2014	2015	2016	2017	2018	5 - Year Total
Conservation Trust Fund			800,000			\$ 800,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 800,000

Expenditures:	2014	2015	2016	2017	2018	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: Recreation Center Pool Rehabilitation

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

Comprehensive Project Cost: \$500,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Replace the pool liner at the Recreation Center

The pool liner was installed in 1999 over the existing aluminum pool shell, rather than simply re-painting the pool as had been done in the past. At the time, a liner was marginally more expensive than painting, but provided nearly double the life expectancy of paint. The liner has been relatively maintenance free since its installation, but is nearing its life expectancy of approximately 10-12 years. It is not leaking at this time but the edges are curling up, the color has faded out of it and it has lost its elasticity. In addition to replacing the liner, it is recommended to conduct a structural assessment of the aluminum shell and thoroughly clean and descale the Skimmer Chase and the Deck Drain. The pool deck surface is also in need of a cleaning and resurfacing. This project is budgeted at \$500,000 due to the unknown condition of the aluminum shell. This figure would allow for some structural repair of the existing shell. If the shell is in better or worse condition than anticipated, this figure will increase or decrease accordingly. It is difficult to determine the condition of the aluminum shell until the liner has been removed.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Conservation Trust Fund		250,000				\$ 250,000
Adams County Open Space Grant	250,000					250,000
						-
						-
						-
Total Revenue	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM SUMMARY

CDBG Fund

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ -	\$ (311,831)		\$ -	\$ -	\$ -	\$ -	\$ -		
Revenue Projections:										
CDBG Proceeds	\$ -	\$ 322,334		\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	400,000	
Investment Earnings	-	-		-	-	-	-	-	-	
Total	-	322,334		-	200,000	200,000	-	-	400,000	
Help for Homes Program	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	300,000	
Capital Expenditures:										
Pedestrian Mobility	-	-	-	-	50,000	50,000	-	-	100,000	CDBG
Grange Hall Creek	-	-	-	-	-	-	-	-	-	CDBG
Total Capital Expenditures	-	-	-	-	50,000	50,000	-	-	100,000	
Ending Fund Balance	\$ -	\$ 10,503		\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned Fund Balance	\$ -	\$ 10,503		\$ -	\$ -	\$ -	\$ -	\$ -		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Pedestrian Mobility Program

Project Dates: **Begin:** _____ **Finish:** _____

Comprehensive Project Cost: \$100,000.00

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:	2014	2015	2016	2017	2018	5 - Year Total
CDBG Funding		50,000	50,000			\$ 100,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 100,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		50,000	50,000			100,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 100,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 5,194,366	\$ 5,069,860		\$ 7,274,713	\$ 5,153,624	\$ 8,379,270	\$ 11,887,125	\$ 15,004,970		
Revenue:										
Property Tax (4.000 Mills)	\$ 958,129	\$ 958,129		\$ 958,486	\$ 968,071	\$ 977,752	\$ 987,530	\$ 997,405	\$ 4,889,244	
Sales/Use Tax (1/2%)	1,917,366	1,980,862		2,015,463	2,035,618	2,055,974	2,076,534	2,097,299	10,280,888	
Open Space Tax (ADCOO)	228,150	269,795		269,795	272,493	275,218	277,970	280,750	1,376,226	
Transportation Tax (ADCOT)	732,502	796,945		796,945	804,914	812,963	821,093	829,304	4,065,219	
County Grant	161,122	100,000		-	-	-	-	-	-	
Investment Earnings	13,500	17,000		17,000	12,884	20,948	29,718	37,512	118,062	
Transfers From General Fund	200,000	200,000		400,000	200,000	-	-	-	600,000	
Total	4,210,769	4,322,731		4,457,689	4,293,980	4,142,855	4,192,845	4,242,270	21,329,639	
4.000 Mill Funded Projects	639,554	639,554	-	4,649,745	-	-	-	250,000	4,899,745	
1/2% Sales/Use Tax Funded Projects	-	-	-	150,000	-	-	-	-	150,000	
ADCOO Funded Projects	387,589	357,801	-	375,000	235,000	35,000	355,000	25,000	1,025,000	
ADCOT Funded Projects	752,914	757,414	-	800,000	600,000	600,000	600,000	600,000	3,200,000	
General Fund Projects	245,114	213,333	-	604,033	183,334	-	-	-	787,367	
Grant Funded Projects	149,776	149,776	-	-	-	-	-	-	-	
Total Capital Expenditures*	2,174,947	2,117,878	-	6,578,778	1,068,334	635,000	1,075,000	875,000	9,722,112	
Ending Fund Balance	\$ 7,230,188	\$ 7,274,713		\$ 5,153,624	\$ 8,379,270	\$ 11,887,125	\$ 15,004,970	\$ 18,372,240		
Restrictions, Commitments, & Assignments:										
4.000 Mill Restricted Fund Balance	\$ 1,046,888	\$ 1,010,298		\$ (2,680,961)	\$ (1,712,890)	\$ (735,138)	\$ 252,392	\$ 999,797		
1/2% Sales/Use Tax Restricted Balance	5,624,521	3,810,302		5,675,765	7,711,383	9,767,357	11,843,891	13,941,190		
ADCOO Restricted Fund Balance	129,387	277,421		172,216	209,709	449,927	372,897	628,647		
ADCOT Restricted Fund Balance	407,451	282,426		279,371	484,285	697,248	918,341	1,147,645		
Assigned Fund Balance	-	-		-	-	-	-	-		
Unassigned Fund Balance	\$ 21,941	\$ 1,894,266		\$ 1,707,233	\$ 1,686,783	\$ 1,707,731	\$ 1,617,449	\$ 1,654,961		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund (Project Listing)

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Theatre Lighting Improvements	-	-	-	25,000	-	-	-	-	25,000	ADCOO
Recreation Center HVAC	54,379	54,379	-	-	-	-	-	-	-	ADCOO
Recreation Center HVAC	846	846	-	-	-	-	-	-	-	GRANT
Emergency Park Repairs	25,000	15,000	-	25,000	25,000	25,000	25,000	25,000	125,000	ADCOO
Al Thomas Playground	2,000	2,000	-	-	-	-	-	-	-	ADCOO
Jaycee Park Improvements	48,930	48,930	-	-	-	-	-	-	-	GRANT
Irrigation Central Control	20,000	11	-	10,000	10,000	10,000	10,000	-	40,000	ADCOO
Danahy Park Improvement Grant	116,210	116,210	-	-	-	-	-	-	-	GRANT
Rec Center Interior Paint	-	201	-	-	-	-	-	-	-	ADCOO
Webster Lake Trail Stabili	35,000	20,000	-	60,700	-	-	-	-	60,700	GENERAL
Fox Run Playground Replacement	170,000	170,000	-	-	-	-	-	-	-	ADCOO
Larson Park Playground Replace	-	-	-	80,000	-	-	-	-	80,000	ADCOO
Recreation Center Theatre Seats	-	-	-	45,000	-	-	-	-	45,000	ADCOO
NWOS Facilities Improvements	-	-	-	-	200,000	-	-	-	200,000	ADCOO
Senior Playground	-	-	-	-	50,000	-	-	-	50,000	ADCOO
Theatre and Rec Center Marquee Replacement	-	-	-	-	-	-	120,000	-	120,000	ADCOO
Rec Restroom Renovation	-	-	-	165,000	-	-	-	-	165,000	ADCOO
Rec Classroom Cabinets Replacement	-	-	-	25,000	-	-	-	-	25,000	ADCOO
Citywide Fence Maintenance	-	-	-	-	-	-	120,000	-	120,000	GENERAL
Kiwanis Bath House Renovation	-	-	-	-	-	-	200,000	-	200,000	ADCOO
Residential Street Program	361,833	361,833	-	650,000	450,000	450,000	450,000	450,000	2,450,000	ADCOT
Traffic Signal Program	14,000	18,500	-	100,000	100,000	100,000	100,000	100,000	500,000	ADCOT
Grange Hall Creek Project	100,000	100,000	-	-	-	-	-	-	-	GRANT
Traffic Signal Improvement	50,000	50,000	-	-	-	-	-	-	-	ADCOT
Concrete Program	37,874	37,874	-	50,000	50,000	50,000	50,000	50,000	250,000	ADCOT
East 112th Ave Expansion	490,732	490,732	-	4,649,745	-	-	-	-	4,649,745	4.000 MILLS
120th Ave Rehabilitation	148,822	148,822	-	-	-	-	-	-	-	4.000 MILLS
Huron Street Rehabilitation	-	-	-	-	-	-	-	250,000	250,000	4.000 MILLS
Washington & Muriel Signal	289,207	289,207	-	-	-	-	-	-	-	ADCOT
Economic Development Improvements	26,781	10,000	-	-	-	-	-	-	-	GENERAL
TIGER HOV Lane	183,333	183,333	-	183,333	183,334	-	-	-	366,667	GENERAL
Garland Reconstruction	-	-	-	340,000	-	-	-	-	-	GENERAL
North Mor School	-	-	-	20,000	-	-	-	-	-	GENERAL
120th Widening Design	-	-	-	150,000	-	-	-	-	-	1/2% SALES TAX
Total	2,174,947	2,117,878	-	6,578,778	1,068,334	635,000	1,075,000	875,000	9,722,112	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Theatre Lighting Improvements

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

Comprehensive Project Cost: \$25,000.00

Project Rationale: Facility Maintenance

Future Operational Impact: Yes Operational Impact Category: N/A
 No

Description/Justification:

Replacement of the existing lights and equipment in the theatre at the recreation center.

The lighting system was originally installed in the D. L .Parsons Theatre at the Recreation Center when it was constructed in 1975. There have been periodic additions to the lighting inventory and some routine maintenance done on the entire lighting system throughout the years. This project would be to overhaul the current lighting system and add LED functionality to the theatre as well as upgrade the current dimmers and computerized lighting console. This project is being proposed due to the age of the current system, lack of available replacement parts, environmental issues, and continued functionality of the theatre.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)	25,000					\$ 25,000
						-
						-
						-
Total Revenue	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	25,000					25,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Emergency Park Equipment Repairs

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

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:	2014	2015	2016	2017	2018	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:	2014	2015	2016	2017	2018	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: Irrigation System Central Control

Project Dates: **Begin:** Jan-2012 **Finish:** Dec-2015

Comprehensive Project Cost: \$40,000.00

Project Rationale: Water Conservation

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

Description/Justification:

Analyze the economic impacts and practicality of installing an irrigation central control system. If determined feasible, develop implementation plans for the city parks.

In the event of an irrigation line break or during a large storm event, staff must shut numerous valves within a park in order to turn off the irrigation system. An irrigation central control system would automate the system, allowing staff to respond to situations more quickly, in addition to conserving water. An irrigation central control system consists of a master control providing a single location to open or close irrigation valves. Central Control systems also include rain sensors that detect the quantity of rainfall and reduce the duration of watering accordingly. If the design shows potential for water savings and is cost effective, the design will be implemented throughout the park system over the next 5-10 years. Funding has been identified in the long term CIP Plan (ADCOO) to allow for installation of this system if it is determined to be appropriate.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)	10,000	10,000	10,000	10,000		\$ 40,000
						-
						-
						-
						-
Total Revenue	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 40,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	10,000	10,000	10,000		10,000	40,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 40,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Webster Lake Trail Stabilization

Project Dates: **Begin:** Jan-2012 **Finish:** Dec-2013

Comprehensive Project Cost: \$95,700.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Restoration and stabilization of trail.

The trail on the Northeast Corner of Webster Lake has begun to undermine due to park users using the embankment as a cut through to reach the waters edge. A temporary fence has been placed by Parks staff to mitigate the drop off condition. However, as this location is considered part of the Colorado Division of Water Resources Jurisdictional Dam, a permanent solution, approved by the state, is required. In 2013 design work was completed, with construction estimates of \$75,700, including contingency of 20%.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
General Fund	60,700					\$ 60,700
						-
						-
						-
						-
Total Revenue	\$ 60,700	\$ -	\$ -	\$ -	\$ -	\$ 60,700

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	60,700					60,700
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 60,700	\$ -	\$ -	\$ -	\$ -	\$ 60,700

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Larson Park Playground Replacement

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

Comprehensive Project Cost: \$80,000.00

Project Rationale: Parks and Recreation Master Plan

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

Description/Justification:

Replacement of the playground equipment at Larson Park. (Typical Age Range of children: 2-12 years old).

The playground equipment at the City's parks is replaced on a regular basis due to normal wear and tear, vandalism, and unavailable replacement parts. This project includes replacement of the play structure and other park amenities. The type of playground equipment and other park amenities that are installed will be selected through a public input process as is discussed in the Parks and Recreation Master Plan. The playground equipment at Larson Park was last replaced in 2004 and the typical life span of a park is 10 to 12 years.

This project, as with any playground replacement, will be evaluated in the years prior to the scheduled replacement. If the playground is in better or worse condition than anticipated, it may move forward of back on the five year CIP plan accordingly.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)	80,000					\$ 80,000
						-
						-
						-
Total Revenue	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Expenditures:	2014	2015	2016	2017	2018	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: Recreation Center Theatre Seats

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

Comprehensive Project Cost: \$45,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Replacement of the theatre seats at the recreation center.

The theatre seating was originally installed in the D.L Parsons Theatre at the Recreation Center when it was constructed in 1975. In 1996/97 the seats were removed and reupholstered. Because of age and amount of use, the seats have become uncomfortable and the spring mechanism has become noisy and disruptive to performances. This project would include the complete replacement of all 300 seats.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)	45,000					\$ 45,000
						-
						-
						-
						-
Total Revenue	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	45,000					45,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Recreation Center Restroom Renovation

Project Dates: **Begin:** Jan-2014 **Finish:** Dec-2015

Comprehensive Project Cost: \$165,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:
The restrooms in the recreation center are original to the building and in need of renovation.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
ADCOO	165,000					\$ 165,000
						-
						-
						-
						-
Total Revenue	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design	15,000					15,000
Construction	150,000					150,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Recreation Center Classroom Cabinet Replacement

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

Comprehensive Project Cost: \$25,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:

The cabinets in the recreation center classrooms are original to the building and are in need of replacement.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
ADCOO	25,000					\$ 25,000
						-
						-
						-
						-
Total Revenue	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	25,000					25,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: NWOS Facility Improvements

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

Comprehensive Project Cost: \$200,000.00

Project Rationale: Facility Improvements

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

Description/Justification:
Upgrade the facilities at Northwest Open Space.

This project includes the addition of 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, currently all of the structures are temporary and are in need of improvement. It is assumed that the total cost for this project will be approximately \$400,000, it is intended that a grant request be submitted for the remaining \$200,000 to complete the project. This grant is not yet secured, the application would be submitted in the fall of 2014.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)		200,000				\$ 200,000
Adams County Open Space Grant		200,000				200,000
						-
						-
						-
Total Revenue	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		400,000				400,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Senior Playground

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

Comprehensive Project Cost: \$25,000.00

Project Rationale: Parks and Recreation Master Plan

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

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:	2014	2015	2016	2017	2018	5 - Year Total
Open Space Tax (ADCOO)		50,000				\$ 50,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		50,000				50,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Theater and Recreation Center Marquee Replacement

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

Comprehensive Project Cost: \$120,000.00

Project Rationale: Facility Maintenance

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

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

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
ADCOO				120,000		\$ 120,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000

Expenditures:	2014	2015	2016	2017	2018	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: \$120,000.00

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:	2014	2015	2016	2017	2018	5 - Year Total
General Fund				120,000		\$ 120,000
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000

Expenditures:	2014	2015	2016	2017	2018	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: Kiwanis Bath House Renovation

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

Comprehensive Project Cost: \$200,000.00

Project Rationale: Facility Maintenance

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

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:	2014	2015	2016	2017	2018	5 - Year Total
ADCOO				200,000		\$ 200,000
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction				200,000		200,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000

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:	2014	2015	2016	2017	2018	5 - Year Total
Transportation Tax (ADCOT)	450,000	450,000	450,000	450,000	450,000	\$ 2,250,000
General Fund	200,000					200,000
						-
						-
						-
Total Revenue	\$ 650,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,450,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	650,000	450,000	450,000	450,000	450,000	2,450,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 650,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,450,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Traffic Signal Cabinet Replacement Program

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

Comprehensive Project Cost: \$500,000.00

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. In 2014 the Traffic Signal Improvements Program will be combined with the Traffic Signal Cabinet Replacement Program to simply and combine projects. 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:	2014	2015	2016	2017	2018	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:	2014	2015	2016	2017	2018	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:** _____

Comprehensive Project Cost: \$250,000.00

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:	2014	2015	2016	2017	2018	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:	2014	2015	2016	2017	2018	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: East 112th Avenue Expansion

Project Dates: **Begin:** Jan-2013 **Finish:** Dec-2014

Comprehensive Project Cost: \$4,929,745.00

Project Rationale: Capacity and Safety Improvements

Future Operational Impact: **Yes** **No** **Operational Impact Category:** moderate

Description/Justification:

E. 112th Avenue is a two lane arterial roadway with traffic signals at Washington Street, Irma Drive and York Street. A conceptual analysis has shown improved traffic operation, particularly at the intersections, if a three lane section is constructed along with other traffic signal improvements.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
4.0 Mill Levy	4,649,745					\$ 4,649,745
						-
						-
						-
Total Revenue	\$ 4,649,745	\$ -	\$ -	\$ -	\$ -	\$ 4,649,745

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	4,649,745					4,649,745
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 4,649,745	\$ -	\$ -	\$ -	\$ -	\$ 4,649,745

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Huron Street Rehabilitation

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

Comprehensive Project Cost: \$250,000.00

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:	2014	2015	2016	2017	2018	5 - Year Total
Mill Levy	-				250,000	\$ 250,000
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000

Expenditures:	2014	2015	2016	2017	2018	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: TIGER HOV Lane Grant City Match
Project Dates: **Begin:** Jan-2013 **Finish:** Dec-2015
Comprehensive Project Cost: \$550,000.00
Project Rationale: Capacity and Safety Improvements
Future Operational Impact: Yes No **Operational Impact Category:** moderate

Description/Justification:

The I-25 Managed Lanes Project is a \$44 Million CDOT project, where a \$15 Million federal TIGER IV Grant was awarded. As part the grant, local jurisdictions collectively committed a \$5.0 Million match, Northglenn's portion of that match is \$550,000.

The project will provide the following enhancements to the corridor.

- Provide one new HOV lane in each direction on I-25 between US 36 and 120th Avenue utilizing existing pavement and narrowing the inside shoulder.
- Provide ingress and egress to the managed lanes at each major interchange.
- Repave the entire six-mile stretch of I-25 within the project limits currently in "poor" condition
- Build connection between proposed and current HOV lanes south of project area – US 36 to Denver Union Station
- Construct a totally new one-mile-long noise wall (masonry) and repair three miles of existing deteriorated fences (noise walls)
- Install tolling and Intelligent Transportation Systems (ITS) equipment and integrate it with regional traffic operations centers and a recently established NATA TMO.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
General	183,333	183,334				\$ 366,667
						-
						-
						-
						-
Total Revenue	\$ 183,333	\$ 183,334	\$ -	\$ -	\$ -	\$ 366,667

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	183,333	183,334				366,667
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 183,333	\$ 183,334	\$ -	\$ -	\$ -	\$ 366,667

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Garland Street Reconstruction

Project Dates: **Begin:** Jan-2014 **Finish:** Dec-2015

Comprehensive Project Cost: \$340,000.00

Project Rationale: Roadway Rehabilitation

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

Description/Justification:

Reconstruction of approximately 480 feet of roadway, due to existing conditions inaduaquete to support future traffic impact loading of commercial vehicle traffic for the proposed development in the area. In addition, completing approximately 1250 feet of milling and overlay along the same road. Current PCI rating for Garland Street is 64.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
General	340,000					\$ 340,000
						-
						-
						-
						-
Total Revenue	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ 340,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	340,000					340,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 340,000	\$ -	\$ -	\$ -	\$ -	\$ 340,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: North Mor Elementary School Signage and Striping Improvements

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

Comprehensive Project Cost: \$20,000.00

Project Rationale: School Zone Safety Improvements

Future Operational Impact: Yes No **Operational Impact Category:** _____

Description/Justification:

North Mor Elementary School traffic and pedestrian safety has been analyzed. A signage and striping plan for adjacent right-of-way has been developed that is intended to improve traffic flow and pedestrian safety within the school zone.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Conservation Trust Fund	20,000					\$ 20,000
						-
						-
						-
Total Revenue	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	20,000					20,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: East 120th Avenue Eastbound Widening Conceptual Design

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

Total Project Costs: \$150,000.00

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).

Source of Funding:	2014	2015	2016	2017	2018	Total
Mill Levy	150,000	-				\$ 150,000
						-
						-
						-
						-
Total Revenue	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Expenditures:	2014	2015	2016	2017	2018	Total
Plans/Studies	150,000	-				\$ 150,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water & Wastewater Fund

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 15,712,616	\$ 15,064,510		\$ 13,586,223	\$ 12,246,276	\$ 7,197,359	\$ 8,892,371	\$ 9,829,062		
Revenue Projections:										
Sales Tax	\$ 2,180,909	\$ 2,298,549		\$ 2,333,027	\$ 2,356,357	\$ 2,379,921	\$ 791,182	\$ 799,094	\$ 8,659,581	
Use Tax	291,859	248,033		256,641	259,207	261,799	-	-	777,647	
Berthoud Pass IGA	3,500	3,500		3,500	3,500	3,500	3,500	3,500	17,500	
Church Ditch IGA	120,000	120,000		120,000	120,000	120,000	120,000	120,000	600,000	
Administrative Fees	17,420	18,185		18,185	18,185	18,185	18,185	18,185	90,925	
FRICO Agreement	2,400	-		2,600	2,600	2,600	2,600	2,600	13,000	
Past Due Penalties/Interest	114,197	100,394		100,394	100,394	100,394	100,394	100,394	501,970	
Contracted Lab Services	20,000	3,968		3,968	3,968	3,968	3,968	3,968	19,840	
Water Use Charges	6,622,964	6,095,295		6,095,295	6,125,771	6,156,400	6,187,182	6,218,118	30,782,766	
Construction Water Sales	2,393	2,711		2,711	2,711	2,711	2,711	2,711	13,555	
Water Lease Revenue	20,000	30,000		30,000	30,000	30,000	30,000	30,000	150,000	
Sewer Use Charges	3,320,405	3,323,649		3,323,649	3,340,267	3,356,968	3,373,753	3,390,622	16,785,259	
Investment Earnings	45,500	52,000		52,000	61,231	35,987	44,462	49,145	242,825	
Transfer From General Fund	-	-		-	-	-	-	-	-	
Total	12,761,547	12,296,284		12,341,970	12,424,191	12,472,433	10,677,937	10,738,337	58,654,868	
Operating Expenditures	\$ 7,516,458	\$ 7,469,082		\$ 7,773,513	\$ 7,928,983	\$ 8,087,563	\$ 8,249,314	\$ 8,414,300	\$ 40,453,673	
Water Right Purchases	1,686,349	1,526,349		1,686,349	1,686,349	-	-	-	3,372,698	
Debt Expenditures	1,140,577	978,760		983,386	981,576	979,458	977,032	979,300	4,900,752	
Other	3,500	3,500		3,500	3,500	3,500	3,500	3,500	17,500	
Total Capital Expenditures*	4,777,472	3,543,978	1,305,169	1,930,000	6,872,700	1,706,900	511,400	1,115,900	13,442,069	
Ending Fund Balance	\$ 13,349,807	\$ 13,839,125		\$ 12,246,276	\$ 7,197,359	\$ 8,892,371	\$ 9,829,062	\$ 10,054,399		
Restrictions, Commitments, & Assignments:										
3% TABOR Reserve Restriction	\$ 305,175	\$ 295,359		\$ 305,175	\$ 294,259	\$ 294,921	\$ 296,603	\$ 298,177		
Debt Service Reserve Restriction	97,538	273,461		(88,602)	-	-	-	-		
Water Right Purchase Restriction	1,568,271	1,897,070		2,179,066	-	-	-	-		
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	1,813,927	1,802,083		1,861,129	1,982,246	2,021,891	2,062,329	2,103,575		
Unassigned Fund Balance	\$ 7,564,896	\$ 7,571,152		\$ 5,989,508	\$ 2,920,854	\$ 4,575,559	\$ 5,470,130	\$ 5,652,647		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water & Wastewater Fund (Project Listing)

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Water Line Replacement	100,000	50,000	50,000	-	50,000	50,000	50,000	50,000	250,000	WF
Standley Lake Pipeline	281,490	281,490	-	-	202,700	206,900	211,400	215,900	836,900	WF
Chemical Building Impr	1,739,099	1,739,099	-	-	-	-	-	-	-	WF
Install PLC for SCADA	235,389	235,389	-	-	-	-	-	-	-	WF
Standley Lake Bypass	35,000	35,000	-	-	-	-	-	-	-	WF
High Zone Storage Tank Painting	280,000	280,000	-	-	-	-	-	-	-	WF
Berthoud Pass Ditch Maintenance	-	-	-	-	-	-	-	350,000	350,000	1/2% Tax
Collection System Rehab	250,000	250,000	-	250,000	250,000	250,000	250,000	250,000	1,250,000	WWF
Bunker Hill Lift Station	300,000	-	300,000	-	-	-	-	-	300,000	WWF
Lift Station A Assessment	404,179	50,000	354,179	-	-	-	-	-	354,179	WWF
Lift Station B Assessment	-	-	-	250,000	-	-	-	250,000	500,000	WWF
WWTP BNR Improvements	723,990	123,000	600,990	-	-	-	-	-	600,990	WWF
Terminal Reservoir Outlet Structure	428,325	500,000	-	-	-	-	-	-	-	WWF
WWTP Headworks & Clarifier	-	-	-	1,180,000	6,130,000	-	-	-	7,310,000	WWF
Forcemain Assessment	-	-	-	250,000	-	-	-	-	250,000	WWF
Decommission Southern Lagoon	-	-	-	-	240,000	1,200,000	-	-	1,440,000	WWF
Total	4,777,472	3,543,978	1,305,169	1,930,000	6,872,700	1,706,900	511,400	1,115,900	13,442,069	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Water Line Replacement Program

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

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:
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:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	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:	2014	2015	2016	2017	2018	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: Standley Lake Pipeline Program

Project Dates: **Begin:** Ongoing (2013 - 2017) **Finish:** _____

Comprehensive Project Cost: \$997,300.00

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:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	-	202,700	206,900	211,400	215,900	\$ 836,900
						-
						-
						-
Total Revenue	\$ -	\$ 202,700	\$ 206,900	\$ 211,400	\$ 215,900	\$ 836,900

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies		25,000	25,000			\$ 50,000
Construction - Replacement Sections		103,000	106,000	109,000	112,000	430,000
Construction - Additional Joint Repairs		23,200	23,600	24,300	25,000	96,100
Construction - Cath. Prot. Repairs						-
Equipment						-
Other - Electromagnetic Survey/Engineering		25,000	25,000	50,000	78,900	178,900
Other - Engineering		26,500	27,300	28,100		81,900
Total Expenditures	\$ -	\$ 202,700	\$ 206,900	\$ 211,400	\$ 215,900	\$ 836,900

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: \$350,000.00

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:

For the design of piping the ditch from US 40 to the siphon entrance. The length of ditch to be piped is approximately 3,000 feet.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund					350,000	\$ 350,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design					350,000	350,000
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Rehabilitation Program

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

Comprehensive Project Cost: \$1,250,000.00

Project Rationale: Maintenance Program

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

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.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
						-
						-
						-
Total Revenue	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	250,000	250,000	250,000	250,000	250,000	1,250,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Lift Station B Facility Rehabilitation

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

Comprehensive Project Cost: \$250,000.00

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:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	250,000					\$ 250,000
						-
						-
						-
						-
Total Revenue	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Expenditures:	2014	2015	2016	2017	2018	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: WWTP Headworks and 3rd Secondary Clarifier

Project Dates: **Begin:** Jan-2014 **Finish:** Dec-2015

Comprehensive Project Cost: \$7,310,000.00

Project Rationale: Wastewater Utility Plan Update

Future Operational Impact: **Yes** **Operational Impact Category:** Moderate
 No

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:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	1,180,000	6,130,000				\$ 7,310,000
						-
						-
						-
						-
Total Revenue	\$ 1,180,000	\$ 6,130,000	\$ -	\$ -	\$ -	\$ 7,310,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design	1,180,000					1,180,000
Construction		6,130,000				6,130,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 1,180,000	\$ 6,130,000	\$ -	\$ -	\$ -	\$ 7,310,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Forcemain Assessment

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

Comprehensive Project Cost: \$250,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Assessment of the existing sanitary sewer forcemain.

The existing sanitary sewer forcemain delivers wastewater flow from the City to the wastewater treatment facility. Due to hydrogen sulfide from wastewater flows and the soil materials around the pipe causes the pipe to corrode and degrade. This assessment will determine the overall condition and structural integrity of the pipe and provide recommendations for future repair and life expectancy of the pipe.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund	250,000					\$ 250,000
						-
						-
						-
						-
Total Revenue	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design	250,000					250,000
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Decommission Southern Lagoon

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

Comprehensive Project Cost: \$1,440,000.00

Project Rationale: Facility Improvements

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

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 and 2015 the southern lagoon will no longer be required. In 2015 the design and process of how the south lagoon will be decommissioned will take place and construction is anticipated to start In 2016.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Water & Wastewater Fund		240,000	1,200,000			\$ 1,440,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 240,000	\$ 1,200,000	\$ -	\$ -	\$ 1,440,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design		240,000				240,000
Construction			1,200,000			1,200,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 240,000	\$ 1,200,000	\$ -	\$ -	\$ 1,440,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Stormwater Fund

	2013 Adopted Budget	2013 Year-End Forecast	2013 Estimated Carry Over	2014 Adopted Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 142,491	\$ 142,174		\$ 339,211	\$ 537,489	\$ 775,437	\$ 1,012,007	\$ 1,307,141		
Revenue Projections:										
Stormwater Charges	\$ 417,659	\$ 423,643		\$ 423,643	\$ 423,643	\$ 423,643	\$ 423,643	\$ 423,643	\$ 2,118,215	
Investment Earnings	3,000	500		500	2,687	3,877	5,060	6,536	18,660	
Total	420,659	424,143		424,143	426,330	427,520	428,703	430,179	2,136,875	
Operating Expenditures	\$ 125,190	\$ 127,106		\$ 125,865	\$ 128,382	\$ 130,950	\$ 133,569	\$ 136,240	\$ 655,006	
Debt Expenditures	-	-		-	-	-	-	-	-	
Capital Expenditures:										
Grange Hall Creek	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	SWF
Grange Hall Creek MDP & FHAD	-	-	-	100,000	-	-	-	-	100,000	SWF
Lincoln/107th Street Regrading	-	-	-	-	60,000	60,000	-	-	120,000	SWF
Total Capital Expenditures	100,000	100,000	-	100,000	60,000	60,000	-	-	220,000	
Ending Fund Balance	\$ 337,960	\$ 339,211		\$ 537,489	\$ 775,437	\$ 1,012,007	\$ 1,307,141	\$ 1,601,080		
Unassigned Fund Balance	\$ 337,960	\$ 339,211		\$ 537,489	\$ 775,437	\$ 1,012,007	\$ 1,307,141	\$ 1,601,080		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Grange Hall Creek and Tributaries Master Drainage Plan Update & Flood Hazard Area Delineation

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

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 possibly Adams County we would update the entire Grange Hall Creek & Tributaries 1978 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 1978 (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.

This update would help determine required drainage improvements and upgrades for the FasTracks project.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Stormwater Fund	100,000					\$ 100,000
						-
						-
						-
						-
Total Revenue	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Expenditures:	2014	2015	2016	2017	2018	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: Lincoln/107th Street Regrading

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

Comprehensive Project Cost: \$60,000.00

Project Rationale: Drainage Improvements

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

Description/Justification:

Design and construct a re-graded intersection to redirect stormwater flows away from residences and into the street. Upsize pipe at trail adjacent to I-25 to better direct storm flows into existing 42" RCP that flows to the south.

This area experiences large concentrated storm flows that are currently directed toward residences due to the grades of the street intersection. This location was identified as a Problem Area in the updated City-Wide Drainage Master Plan Update. This action should be coordinated with the streets improvement program.

Source of Funding:	2014	2015	2016	2017	2018	5 - Year Total
Stormwater Fund		60,000				\$ 60,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

Expenditures:	2014	2015	2016	2017	2018	5 - Year Total
Plans/Studies						\$ -
Design		6,000				6,000
Construction		54,000				54,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

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 2014 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.

<u>Department/Position</u>	<u>2012 Audited Amounts</u>	<u>2013 Adopted Budget</u>	<u>2013 Year-End Estimate</u>	<u>2014 Proposed Budget</u>
<i><u>City Manager</u></i>				
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 Coordinator	-	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
Total	5.00	6.00	6.00	6.00
<i><u>City Clerk</u></i>				
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
Total	3.50	3.50	3.50	3.50
<i><u>Management Services</u></i>				
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	3.00	3.00	3.00
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 Manager	-	1.00	1.00	1.00
Neighborhood Programs Specialist	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
Total	13.65	13.65	13.65	13.65
<i><u>Technology</u></i>				
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
Total	6.00	6.00	6.00	6.00

Department/Position	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Estimate	2014 Proposed Budget
<i>Finance</i>				
Director Of Finance	1.00	1.00	1.00	1.00
Controller/ Acct Manager	1.00	1.00	1.00	1.00
Treasury Manager	1.00	1.00	-	-
Risk Manager	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
Admin (I,II,III)	1.00	-	1.00	-
Accounting Specialist	2.00	3.00	2.00	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
Total	12.60	11.60	11.60	11.60
<i>Planning & Development</i>				
Director Of Planning & Development	1.00	1.00	1.00	1.00
City/Urban Planner	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	-	-	-	1.00
Planner	1.00	1.00	1.00	1.00
Planning Technician	-	-	-	1.00
Abatement Coordinator	1.00	-	-	-
Neighborhood Services Supervisor	1.00	1.00	1.00	1.00
Neighborhood Services Officer	4.00	5.00	5.00	5.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Total	10.00	10.00	10.00	12.00
<i>Parks, Recreation, & Culture</i>				
Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	0.10	0.10	0.10
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator	-	-	-	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	14.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Specialist	5.85	5.85	5.85	5.85
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 Instructor	0.92	0.92	0.92	0.92
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.50	2.50	2.50	2.50
Guest Relations Specialist	3.45	3.73	3.73	3.73
Head Lifeguard	0.50	-	-	-
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
Tiny/Teeny Tot Instructor	0.50	1.00	1.00	1.00
Tiny/Teeny Tot Aide	0.89	0.39	0.39	0.39
Recreation Assistant	0.50	0.68	0.68	0.68
Day Camp Aide	0.10	0.10	0.10	0.10
Total	46.11	46.07	46.07	47.07

Department/Position	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Estimate	2014 Proposed Budget
<i>Police</i>				
Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	3.00	3.00	3.00	3.00
Sergeant	10.00	10.00	10.00	10.00
K-9 Police Officer	1.00	-	-	-
Police Officer	51.00	52.00	52.00	52.00
Crime Analyst	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 Services Representative	7.00	7.00	7.00	7.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Administrative Clerk	1.50	1.50	1.50	1.50
Customer Service Rep	1.00	1.00	1.00	1.00
Total	82.50	82.50	82.50	82.50
<i>Public Works</i>				
Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Public Works Superintendent	2.00	2.00	2.00	2.00
Mun Svs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	3.00	4.00	3.00	3.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lead Lab Analyst	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	1.00	1.00	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	1.00	1.00	1.00	1.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	9.00	9.00	9.00	9.00
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	2.00	2.00	2.00	2.00
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
Utility Locate & Maint Worker	1.00	1.00	1.00	1.00
Utility Technician	1.00	1.00	1.00	1.00
Lab Technician	0.80	1.00	1.00	1.00
Engineering Technician I	1.00	-	-	-
Ditch Rider	1.00	1.00	1.00	1.00
Meter Reader II	1.00	1.00	1.00	1.00
Total	67.80	68.00	67.00	67.00
City-Wide Total	247.16	247.32	246.32	249.32

Glossary of Terms

Acronyms

<i>CAFR</i>	Comprehensive Annual Financial Report
<i>CIP</i>	Capital Improvement Program
<i>CDBG</i>	Community Development Block Grant
<i>FTE</i>	Full-Time Equivalent/Equivalency
<i>GAAP</i>	Generally Accepted Accounting Principles
<i>GFOA</i>	Government Finance Officers Association
<i>GASB</i>	Governmental Accounting Standards Board (GASB)
<i>TABOR</i>	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.

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. 2009 receipts are for taxes

levied in 2008. 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-135
Series of 2013

13-131
Series of 2013

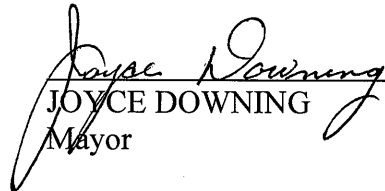
A RESOLUTION ESTABLISHING THE MILL LEVY OF THE CITY OF NORTHGLENN, COLORADO FOR THE FISCAL YEAR 2013, COLLECTIBLE IN 2014, FOR MUNICIPAL PURPOSES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. For the fiscal year 2013, 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.

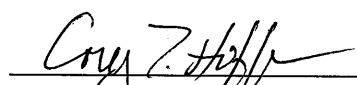
DATED at Northglenn, Colorado, this 9th day of December, 2013.


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-136
Series of 2013

13-132
Series of 2013

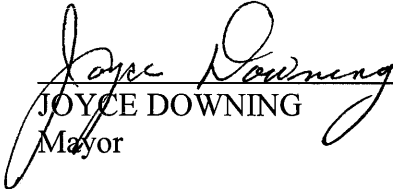
A RESOLUTION ADOPTING THE 2014 BUDGET OF THE CITY OF NORTHGLENN, COLORADO, AND APPROPRIATING THE SUMS SET FORTH THEREIN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The 2014 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 2014.

Section 2. The adoption of the 2014 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 9th day of December, 2013.



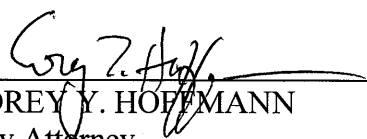
JOYCE DOWNING
Mayor

ATTEST:



JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:



COREY Y. HOFFMANN
City Attorney