

PROPOSED

2020 Annual Operating & Capital Improvement Budget



August 19, 2019

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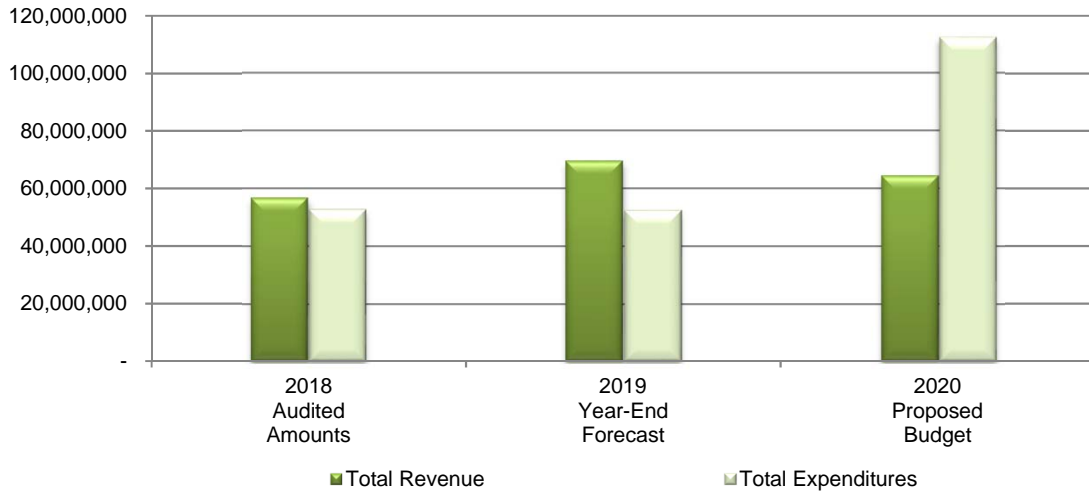


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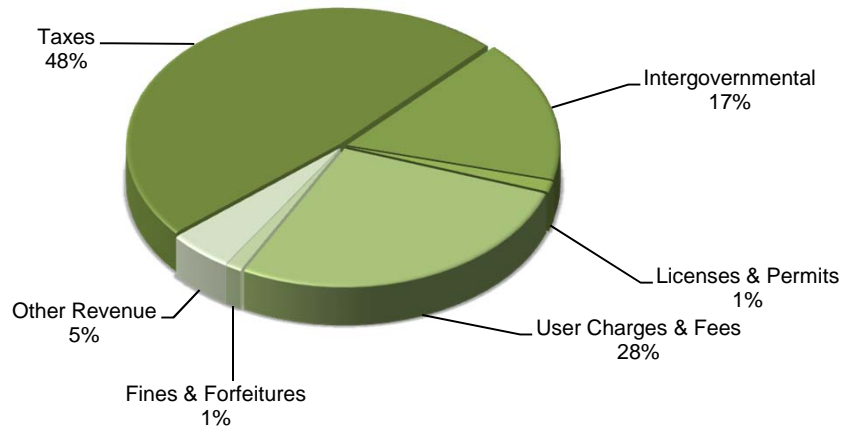
City-Wide Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Taxes	\$ 30,485,775	\$ 28,885,939	\$ 30,442,632	\$ 31,150,521
Intergovernmental	4,388,066	6,571,861	6,681,670	10,863,903
Licenses & Permits	998,100	762,240	817,849	839,889
User Charges & Fees	16,970,260	17,157,767	16,910,545	17,692,828
Fines & Forfeitures	772,835	994,555	760,550	802,045
Other Revenue	3,186,654	2,270,000	13,989,065	3,156,000
Total Revenue	56,801,690	56,642,362	69,602,311	64,505,186
Expenditures:				
Personnel	\$ 22,094,831	\$ 23,681,091	\$ 22,131,927	\$ 24,693,065
Purchased Services	6,727,339	7,534,509	7,401,501	7,460,493
Supplies/Non-Capital Equipment	4,445,814	4,334,792	4,340,432	4,489,693
Capital Outlay	19,342,816	32,459,698	18,273,421	75,233,911
Miscellaneous	245,733	410,082	391,049	373,965
Contingency	-	50,000	-	50,000
Total Expenditures	52,856,533	68,470,172	52,538,330	112,301,127
Excess/(Deficiency) of Revenues Over Expenditures	3,945,157	(11,827,810)	17,063,981	(47,795,941)
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(2,483,724)	(2,442,177)	39,557,823	21,754,274
Sale of Assets	9,806	-	54,000	-
Insurance Recovery/(Claims)	52,317	(125,000)	(200,000)	(125,000)
Economic Incentives	(458,005)	(65,000)	(65,000)	-
Total Other Financing Sources/(Uses)	(2,879,606)	(2,632,177)	39,346,823	21,629,274
Net Change In Fund Balance:	1,065,551	(14,459,987)	56,410,804	(26,166,667)
Cumulative Fund Balance				
Beginning Fund Balance	68,665,194	69,750,587	69,730,745	126,141,549
Ending Fund Balance	69,730,745	55,290,600	126,141,549	99,974,882
Less Restrictions, Commitments, & Assignments:				
Fund Balance Restrictions	25,944,476	15,345,099	28,106,900	34,209,389
Fund Balance Commitments	10,611,102	10,387,220	52,010,606	10,639,669
Unassigned Fund Balance	\$ 33,175,167	\$ 29,558,281	\$ 46,024,043	\$ 55,125,824

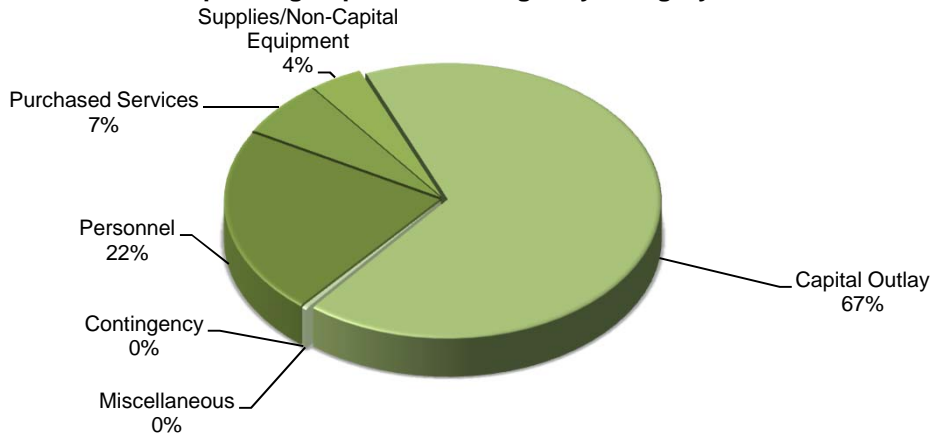
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



City-Wide Revenue Detail

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Taxes				
Property Tax	3,964,496	3,980,522	3,980,523	4,059,724
Penalties & Interest	4,151	3,000	3,000	3,000
Specific Ownership Tax	356,124	346,491	342,311	344,023
Sales Tax	19,487,975	18,331,087	19,481,075	20,065,707
Marijuana Sales Tax	610,057	625,016	1,138,497	1,138,000
Food Sales Tax	1,595,120	1,632,030	1,112,125	1,123,000
Penalties & Interest	94,469	59,295	64,000	64,320
Use Tax	3,082,515	2,989,966	3,228,144	3,261,000
Building Materials Use Tax	845,572	453,750	632,000	634,000
Audit Transactions	180,386	167,000	217,400	212,000
Accommodations Tax	228,678	235,622	233,810	236,000
Occupational Tax	36,232	62,160	9,747	9,747
Total Taxes	30,485,775	28,885,939	30,442,632	31,150,521
Intergovernmental				
NURA IGA	250,000	250,000	250,000	75,000
School Resource Officers	128,771	128,100	128,771	133,000
North Metro Task Force	3,791	-	3,563	3,563
Traffic Light IGA	3,379	4,669	3,539	3,539
Berthoud Pass IGA	-	3,500	-	-
Open Space Tax	369,729	354,000	375,900	376,000
DUI Proceeds	27,643	35,088	31,000	31,000
Uninsured Motorist Revenue	7,818	4,800	8,102	8,000
Seat Belt Violations	260	-	1,490	1,494
Drug Surcharge	762	1,000	1,000	1,000
Transportation Tax	1,006,551	984,300	1,025,000	1,046,000
Road & Bridge Tax	220,776	168,420	181,000	185,525
Motor Vehicle Registration	125,717	126,575	122,797	125,867
Tobacco Tax	65,295	70,567	58,868	60,340
Severance Tax	42,479	33,165	42,000	43,000
Mineral Lease Proceeds	34,531	27,135	34,000	35,000
Lottery Proceeds	393,881	393,600	393,000	393,000
Highway Users Tax	1,279,950	1,287,864	1,576,407	1,345,575
County Grants	94,355	2,255,000	2,139,355	-
State Grants	101,889	19,987	42,987	-
Federal Grants	230,489	424,091	262,891	6,997,000
Total Intergovernmental	4,388,066	6,571,861	6,681,670	10,863,903
Licenses & Permits				
Sales/Use Tax Licenses	36,478	40,000	39,000	39,000
Contractor Licenses	75,154	41,000	51,000	51,000
Liquor/Marijuana Licenses	62,843	56,000	64,000	64,000
Pawn Shop Licenses	11,000	58,000	13,000	13,000
Amusement Licenses	10,900	11,000	11,000	11,000
Peddlers Licenses	5,900	750	1,849	1,849
Building Permits	484,311	274,365	327,000	343,350
Electrical Permits	59,557	39,000	44,000	44,000
ROW Construction Permits	148,536	115,575	147,000	149,940
Sign Permits	10,000	10,000	10,000	10,000
Park Use Permits	93,421	116,550	110,000	112,750
Total Licenses & Permits	998,100	762,240	817,849	839,889

City-Wide Revenue Detail

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
User Charges & Fees				
Administrative Fees	16,825	19,000	18,000	18,000
Bond Administration Fees	560	7,000	5,000	5,000
Pawn Slip Processing Fees	12,024	8,550	10,000	9,500
Sex Offender Registration	5,300	6,000	6,000	6,000
Passport Processing Fees	96,155	108,800	100,000	110,000
FRICO Agreement	2,400	2,600	2,000	2,600
Past Due Penalties/Interest	89,932	88,000	88,000	88,000
Plan Review Fees	149,097	101,000	125,000	125,000
Zoning & Subdivision Fees	25	2,000	1,000	1,000
VIN Inspection Fees	899	1,000	1,000	1,000
Participant Fees	921,668	899,867	909,700	916,628
Occupational Fees	1,223,563	1,274,110	1,271,020	1,303,000
Vending Machine Concessions	471	1,000	1,000	1,000
Advertising Revenue	35,730	42,000	34,000	34,000
Rental/Lease Income	119,877	118,000	120,000	120,000
Contracted Off-Duty Services	38,964	45,000	39,000	39,000
Fingerprinting Fees	2	3,000	2,000	2,000
Contracted Lab Services	2,387	6,000	6,000	6,000
Water Use Charges	7,413,577	7,585,550	7,262,125	7,589,000
Construction Water Sales	13,663	11,000	11,000	11,000
Water Lease Revenue	42,285	76,000	68,000	68,000
Sewer Use Charges	4,019,569	4,326,586	4,290,000	4,708,000
Tap Connection Fees	393,575	-	161,600	152,000
Stormwater Charges	437,900	432,567	444,000	444,000
Trash Collection Charges	1,806,266	1,828,137	1,808,000	1,808,000
Roll-Off/Special Pickup Fees	46,534	46,000	46,000	46,000
Recycling Revenue	10,876	18,000	12,000	12,000
Sale of Inventory	38,851	71,000	35,000	33,000
Documents/Photocopies	392	1,000	1,000	1,000
Passport Photographs	20,718	20,000	23,100	23,100
Police Reports	10,175	9,000	10,000	10,000
Total User Charges & Fees	16,970,260	17,157,767	16,910,545	17,692,828
Fines & Forfeits				
Court Costs	69,280	76,440	63,200	69,520
General Fines	3,625	3,150	2,500	2,625
Criminal Fines	11,936	19,950	11,600	12,180
Traffic Fines	600,214	769,406	594,400	624,120
Parking Fines	5,395	12,600	10,000	10,000
OJW Revenue	12,050	14,400	12,600	12,600
Forfeitures	205	-	-	-
Victim Assistance Surcharge	40,699	66,000	39,750	44,000
Nuisance Abatement Fees	7,713	16,609	7,500	8,000
Landscaping Citations	320	4,000	3,000	3,000
Housing Citations	-	1,000	1,000	1,000
Litter Citations	-	2,000	1,000	1,000
Illegal Vehicle Citations	-	2,000	1,000	1,000
Other Citations	7,567	7,000	6,000	6,000
Total Fines & Forfeits	772,835	994,555	760,550	802,045

City-Wide Revenue Detail

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Other Revenue				
Investment Earnings	1,149,604	542,000	1,231,750	1,223,000
Miscellaneous	2,035,320	1,728,000	12,756,315	1,933,000
Total Other Revenue	3,186,654	2,270,000	13,989,065	3,156,000
Total Revenues	\$ 56,801,690	\$ 56,642,362	\$ 69,602,311	\$ 64,505,186

City-Wide Expenditure Detail

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	16,461,125	17,674,274	16,518,696	18,166,145
Seasonal/Temporary Wages	243,047	247,711	231,721	280,562
Overtime	560,896	436,400	505,296	518,900
Allowances	132,540	134,256	133,699	140,140
Medicare	231,533	259,264	232,361	266,968
Unemployment Insurance	-	25,000	-	25,000
Workers Compensation	273,930	397,865	242,619	397,138
Retirement Contributions	1,459,293	1,595,650	1,455,242	1,624,552
Medical Benefits	2,499,538	2,636,063	2,574,599	2,963,077
Life/Disability Benefits	197,641	246,608	208,620	282,583
Post-Employment Benefits	34,122	28,000	27,891	28,000
Total Personnel	22,094,831	23,681,091	22,131,927	24,693,065
Purchased Services				
Professional Services	1,086,808	2,141,536	2,000,911	1,838,749
Technical Services	932,490	740,571	760,259	781,721
General Services	694,789	713,905	739,212	785,435
Property Services	2,264,257	1,898,500	1,853,300	1,992,665
Repair/Maintenance Services	(127)	-	-	-
Communication Services	1,121,286	1,244,577	1,236,372	1,225,532
Internet Services	12,047	9,500	10,900	9,000
Training/Registration	191,080	273,899	276,438	300,659
Mileage/Travel	11,607	18,635	20,823	18,000
Rentals/Leases	85,756	102,450	110,280	88,170
Insurance Premiums	327,346	390,936	393,006	420,562
Total Purchased Services	6,727,339	7,534,509	7,401,501	7,460,493
Supplies/Non-Capital Equipment				
Office Supplies	50,532	63,713	63,691	63,263
Technology Supplies	104,690	63,600	71,936	70,100
Operating Supplies	1,871,843	1,598,338	1,460,600	1,163,801
Chemicals/Compounds	285,014	350,000	490,000	552,745
Maintenance Supplies	-	-	-	240,000
Inventory Supplies	58,631	87,500	87,500	71,000
Uniforms/Clothing	19,286	19,600	21,334	22,950
Non-Capital Equipment	295,747	302,900	318,940	441,845
Gas/Electricity	1,499,359	1,639,830	1,568,230	1,610,500
Motor Vehicle Fuels	260,712	209,311	258,201	253,489
Total Supplies/Non-Capital Equipment	4,445,814	4,334,792	4,340,432	4,489,693
Capital Outlay				
Property/Rights	-	1,000,000	600,000	1,000,000
Capital Equipment	1,256,751	1,835,396	1,996,258	1,656,300
Capital Improvement Projects	18,086,065	29,624,302	15,677,163	72,577,611
Total Capital Outlay	19,342,816	32,459,698	18,273,421	75,233,911

City-Wide Expenditure Detail

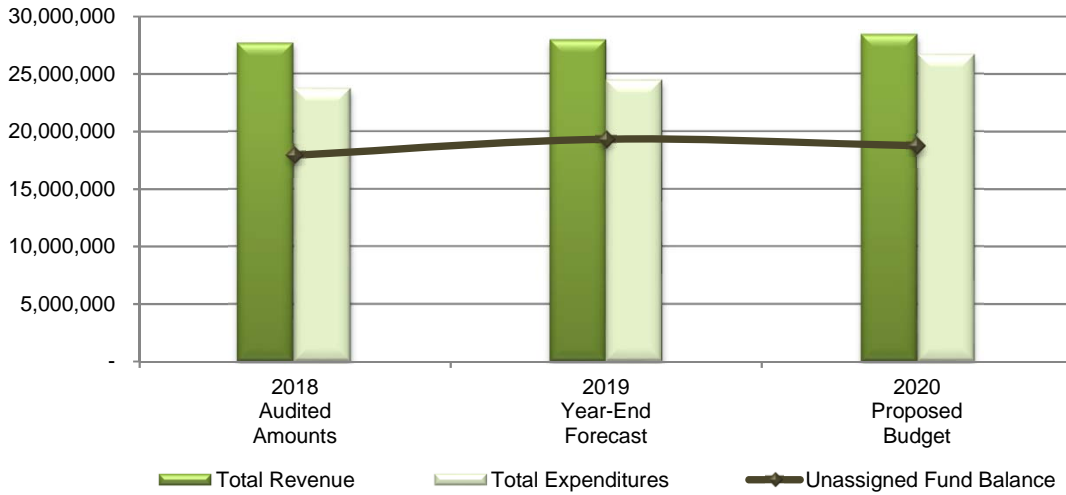
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Miscellaneous				
Dues/Fees	120,075	139,430	140,397	139,560
Grants/Donations	103,275	240,152	220,152	203,905
Community Incentive	22,383	30,000	30,000	30,000
Bad Debt Expense	-	500	500	500
Total Other Expenditures	245,733	410,082	391,049	373,965
Contingency				
Contingency	-	50,000	-	50,000
Total Contingency	-	50,000	-	50,000
Total Expenditures	\$ 52,856,533	\$ 68,470,172	\$ 52,538,330	\$ 112,301,127



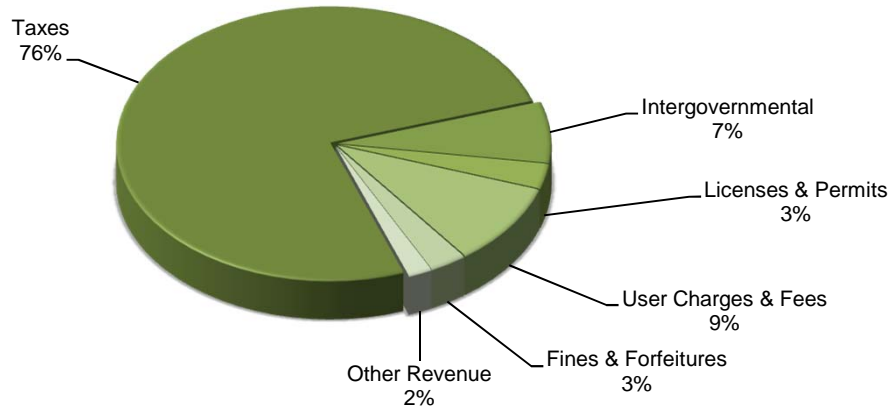
General Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Taxes	\$ 20,546,104	\$ 20,237,986	\$ 20,979,660	\$ 21,499,521
Intergovernmental	2,248,945	2,047,476	2,214,430	2,051,903
Licenses & Permits	998,100	718,240	817,849	839,889
User Charges & Fees	2,651,742	2,703,327	2,675,820	2,724,228
Fines & Forfeitures	772,835	994,555	760,550	802,045
Other Revenue	481,167	340,000	521,000	520,000
Total Revenue	27,698,893	27,041,584	27,969,309	28,437,586
Expenditures:				
Personnel	\$ 16,648,061	\$ 17,795,994	\$ 16,706,554	\$ 18,614,216
Purchased Services	3,950,265	4,778,578	4,658,088	4,649,667
Supplies/Non-Capital Equipment	2,293,192	2,220,889	2,244,625	2,250,993
Capital Outlay	619,836	439,396	494,607	769,300
Miscellaneous	214,750	370,672	352,345	333,880
Contingency	-	50,000	-	50,000
Total Expenditures	23,726,104	25,655,529	24,456,219	26,668,056
Excess/(Deficiency) of Revenues Over Expenditures	3,972,789	1,386,055	3,513,090	1,769,530
Other Financing Sources/(Uses):				
Transfers In/(Out)	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)
Sale of Assets	9,806	-	-	-
Insurance Recovery/(Claims)	53,708	(125,000)	(200,000)	(125,000)
Economic Incentives	(458,005)	(65,000)	(65,000)	-
Total Other Financing Sources/(Uses)	(2,094,491)	(1,890,000)	(1,965,000)	(1,825,000)
Net Change In Fund Balance:	1,878,298	(503,945)	1,548,090	(55,470)
Cumulative Fund Balance				
Beginning Fund Balance	22,519,796	24,398,094	24,398,094	25,946,184
Ending Fund Balance	24,398,094	23,894,149	25,946,184	25,890,714
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	829,233	826,366	792,637	854,792
Operating Reserve Commitment	5,625,916	6,060,016	5,812,668	6,268,472
Unassigned Fund Balance	\$ 17,942,945	\$ 17,007,767	\$ 19,340,879	\$ 18,767,450

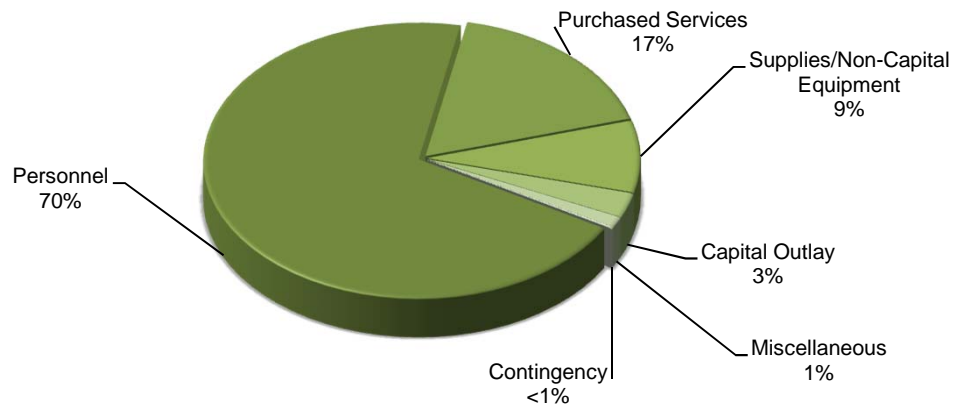
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category

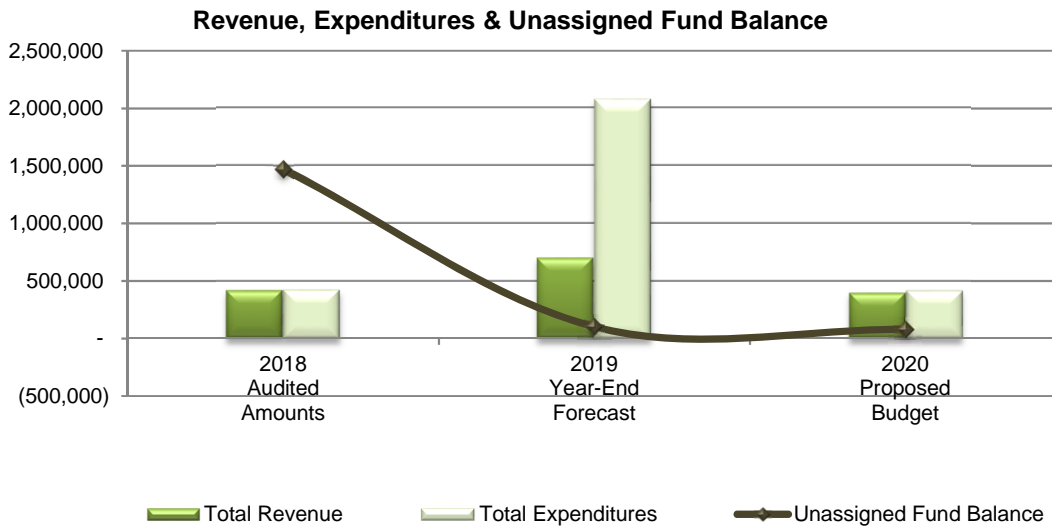


Operating Expenditure Budget By Category

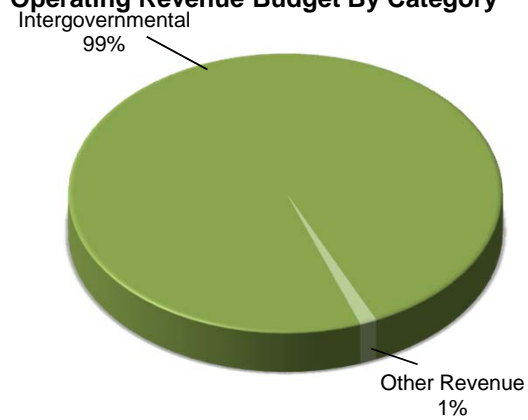


Conservation Trust Fund Summary

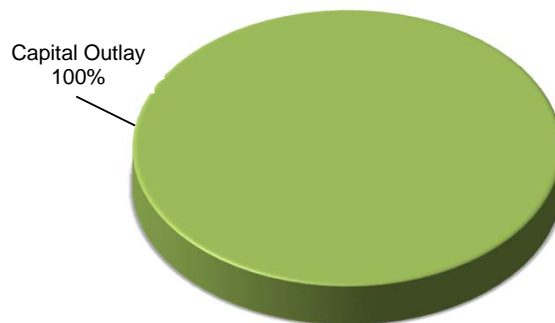
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Intergovernmental	\$ 393,881	\$ 688,507	\$ 687,907	\$ 393,000
Other Revenue	25,785	5,000	13,750	5,000
Total Revenue	419,666	693,507	701,657	398,000
Expenditures:				
Capital Outlay	\$ 426,032	\$ 2,072,577	\$ 2,072,577	\$ 420,000
Total Expenditures	426,032	2,072,577	2,072,577	420,000
Excess/(Deficiency) of Revenues Over Expenditures	(6,366)	(1,379,070)	(1,370,920)	(22,000)
Net Change In Fund Balance:	(6,366)	(1,379,070)	(1,370,920)	(22,000)
Cumulative Fund Balance				
Beginning Fund Balance	1,478,731	1,472,365	1,472,365	101,445
Ending Fund Balance	1,472,365	93,295	101,445	79,445
Unassigned Fund Balance	\$ 1,472,365	\$ 93,295	\$ 101,445	\$ 79,445



Operating Revenue Budget By Category



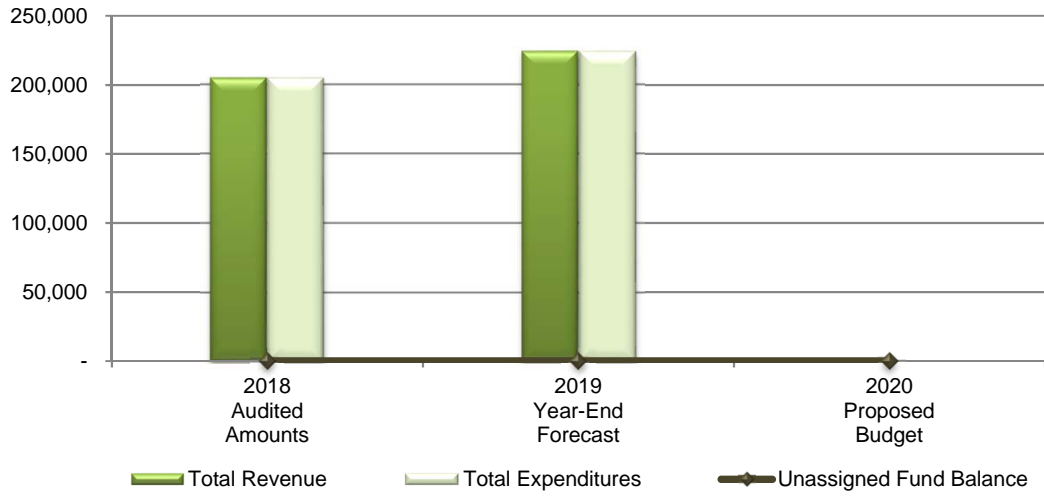
Operating Expenditure Budget By Category



CDBG Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Intergovernmental	\$ 204,773	\$ 224,091	\$ 224,091	\$ -
Total Revenue	204,773	224,091	224,091	-
Expenditures:				
Capital Outlay	\$ 204,773	\$ 224,091	\$ 224,091	\$ -
Total Expenditures	204,773	224,091	224,091	-
Excess/(Deficiency) of Revenues Over Expenditures	-	-	-	-
Net Change In Fund Balance:	-	-	-	-
Cumulative Fund Balance				
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -

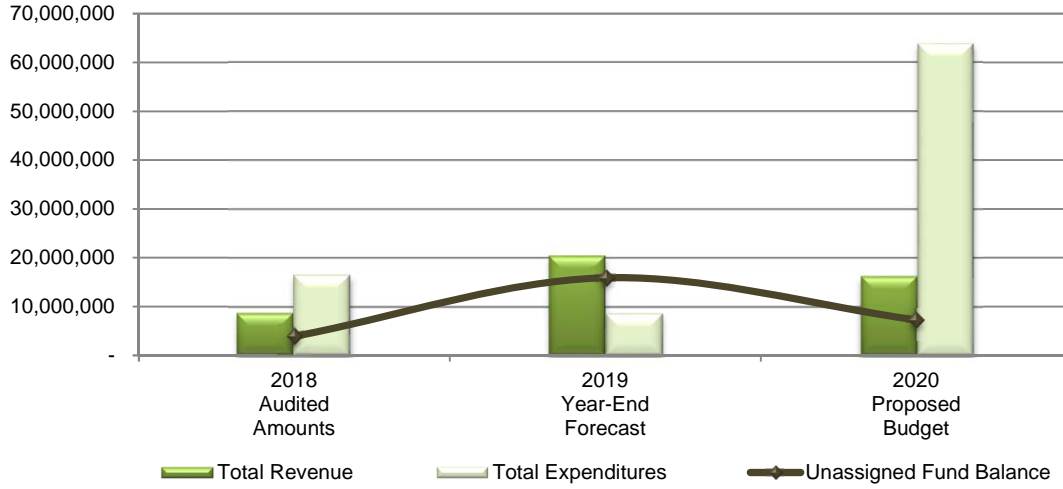
Revenue, Expenditures & Unassigned Fund Balance



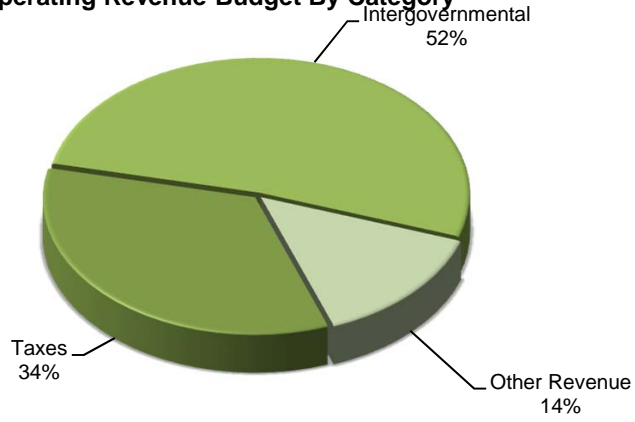
Capital Projects Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Taxes	\$ 4,856,151	\$ 4,824,937	\$ 5,431,147	\$ 5,533,000
Intergovernmental	1,540,467	3,588,300	3,535,255	8,419,000
Other Revenue	2,370,388	221,000	11,523,000	2,313,000
Total Revenue	8,767,006	8,634,237	20,489,402	16,265,000
Expenditures:				
Supplies/Non-Capital Equipment	\$ -	\$ -	\$ -	\$ -
Capital Outlay	16,585,894	20,339,351	8,683,352	63,808,407
Total Expenditures	16,585,894	20,339,351	8,683,352	63,808,407
Excess/(Deficiency) of Revenues Over Expenditures	(7,818,888)	(11,705,114)	11,806,050	(47,543,407)
Other Financing Sources/(Uses):				
Transfers In/(Out)	1,700,000	1,700,000	1,700,000	1,700,000
Debt Issuance/(Payments)	(1,468,419)	(1,466,019)	40,533,981	(4,268,019)
Sale of Assets	-	-	-	-
Contributed Capital	-	-	-	-
Insurance Recovery/(Claims)	-	-	-	-
Total Other Financing Sources/(Uses)	231,581	233,981	42,233,981	(2,568,019)
Net Change In Fund Balance:	(7,587,307)	(11,471,133)	54,040,031	(50,111,426)
Cumulative Fund Balance				
Beginning Fund Balance	31,258,668	23,671,361	23,671,361	77,711,392
Ending Fund Balance	23,671,361	12,200,228	77,711,392	27,599,966
Less Restrictions, Commitments, & Assignments:				
4.000 Mill Restricted Fund Balance	906,268	1,059,023	1,059,024	294,024
1/2% Sales/Use Tax Restricted Balance	13,556,876	2,382,290	13,492,557	14,019,538
Marijuana Sales Tax Restricted Balance	2,251,421	876,437	3,389,918	3,877,918
ADCOO Restricted Fund Balance	998,136	513,039	572,388	833,388
ADCOT Restricted Fund Balance	1,300,132	1,221,190	1,308,297	1,307,890
Debt Restricted Fund Balance	755,013	-	42,000,000	-
Unassigned Fund Balance	\$ 3,903,515	\$ 6,148,249	\$ 15,889,208	\$ 7,267,208

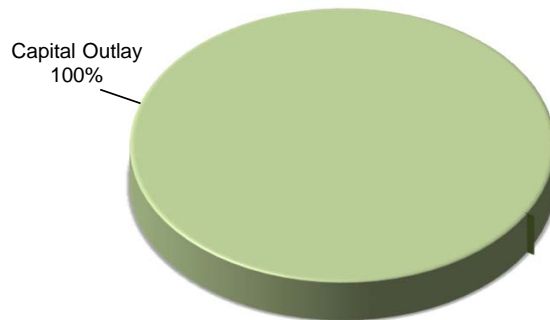
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



4.000 Mill Property Tax Restricted Revenue

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
4.000 Mill Property Tax	\$ 1,367,751	\$ 1,372,949	\$ 1,372,950	\$ 1,400,000
Other Revenue	-	-	-	1,800,000
Total Revenue	1,367,751	1,372,949	1,372,950	3,200,000
Expenditures:				
Road Reconstruction Improvements	\$ 4,806	\$ 1,220,194	\$ 1,220,194	\$ 3,965,000
Total Expenditures	4,806	1,220,194	1,220,194	3,965,000
Excess/(Deficiency) of Revenues Over Expenditures	1,362,945	152,755	152,756	(765,000)
Net Change In Fund Balance:	1,362,945	152,755	152,756	(765,000)
Cumulative Fund Balance				
Beginning Fund Balance	(456,677)	906,268	906,268	1,059,024
Ending Fund Balance	\$ 906,268	\$ 1,059,023	\$ 1,059,024	\$ 294,024

1/2% Sales/Use Tax Restricted Revenue

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
1/2% Sales/Use Tax	\$ 2,878,343	\$ 2,826,972	\$ 2,919,700	\$ 2,995,000
Total Revenue	2,878,343	2,826,972	2,919,700	2,995,000
Expenditures:				
Capital Improvement Projects	\$ 1,416,059	\$ 12,535,539	\$ 1,518,000	\$ -
Total Expenditures	1,416,059	12,535,539	1,518,000	-
Excess/(Deficiency) of Revenues Over Expenditures	1,462,284	(9,708,567)	1,401,700	2,995,000
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(1,468,419)	(1,466,019)	(1,466,019)	(2,468,019)
Total Other Financing Sources/(Uses)	(1,468,419)	(1,466,019)	(1,466,019)	(2,468,019)
Net Change In Fund Balance:	(6,135)	(11,174,586)	(64,319)	526,981
Cumulative Fund Balance				
Beginning Fund Balance	13,563,011	13,556,876	13,556,876	13,492,557
Ending Fund Balance	\$ 13,556,876	\$ 2,382,290	\$ 13,492,557	\$ 14,019,538

4% Marijuana Sales Tax Restricted Revenue

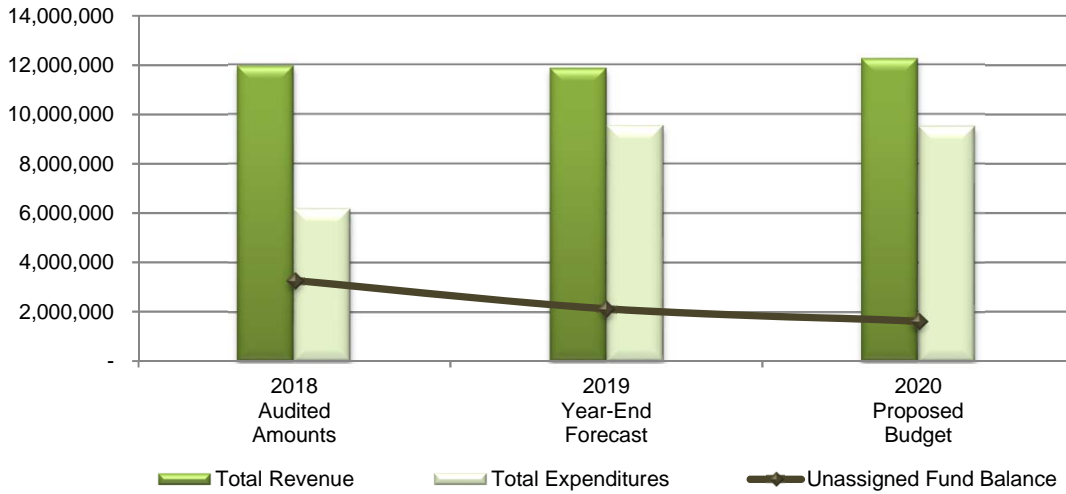
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Marijuana Sales Tax	\$ 610,057	\$ 625,016	\$ 1,138,497	\$ 1,138,000
Total Revenue	610,057	625,016	1,138,497	1,138,000
Expenditures:				
Capital Improvement Projects	\$ -	\$ 2,000,000	\$ -	\$ -
Total Expenditures	-	2,000,000	-	-
Excess/(Deficiency) of Revenues Over Expenditures	610,057	(1,374,984)	1,138,497	1,138,000
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	-	-	-	(650,000)
Total Other Financing Sources/(Uses)	-	-	-	(650,000)
Net Change In Fund Balance:	610,057	(1,374,984)	1,138,497	488,000
Cumulative Fund Balance				
Beginning Fund Balance	1,641,364	2,251,421	2,251,421	3,389,918
Ending Fund Balance	\$ 2,251,421	\$ 876,437	\$ 3,389,918	\$ 3,877,918



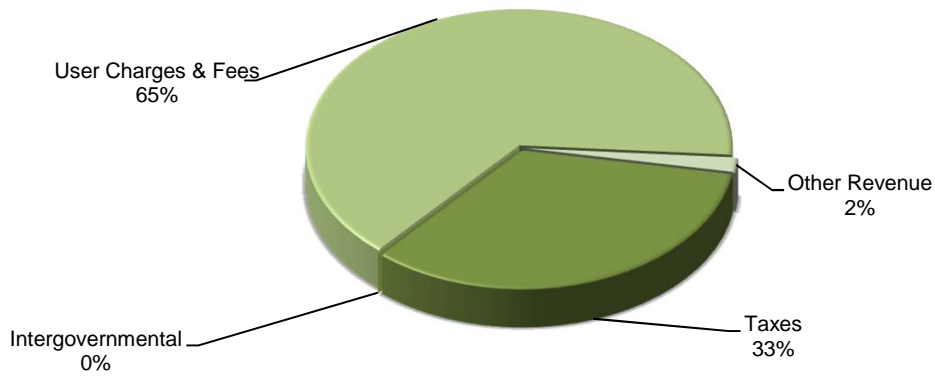
Water Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Taxes	\$ 3,863,406	\$ 3,823,016	\$ 4,031,825	\$ 4,118,000
Intergovernmental	-	3,500	-	-
User Charges & Fees	7,884,457	7,785,150	7,605,125	7,932,600
Other Revenue	203,128	71,000	220,000	208,000
Total Revenue	11,950,991	11,682,666	11,856,950	12,258,600
Expenditures:				
Personnel	\$ 3,142,495	\$ 3,426,861	\$ 3,095,235	\$ 3,588,262
Purchased Services	1,661,776	1,685,414	1,681,663	1,564,514
Supplies/Non-Capital Equipment	966,737	890,634	880,638	1,033,505
Capital Outlay	380,948	4,457,711	3,846,270	3,286,592
Miscellaneous	28,829	35,460	35,254	38,630
Total Expenditures	6,180,785	10,496,080	9,539,060	9,511,503
Excess/(Deficiency) of Revenues Over Expenditures	5,770,206	1,186,586	2,317,890	2,747,097
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(1,015,305)	(976,158)	(976,158)	(977,707)
Sale of Assets	-	-	11,000	-
Total Other Financing Sources/(Uses)	(1,015,305)	(976,158)	(965,158)	(977,707)
Net Change In Fund Balance:	4,754,901	210,428	1,352,732	1,769,390
Cumulative Fund Balance				
Beginning Fund Balance	9,318,098	14,072,999	14,072,999	15,425,731
Ending Fund Balance	14,072,999	14,283,427	15,425,731	17,195,121
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	242,628	221,152	315,127	314,676
Debt Service Reserve Restriction	42,015	120,856	177,982	323,275
Water Right Purchase Restriction	8,069,188	9,001,183	10,388,888	12,383,888
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	1,449,959	1,509,592	1,423,198	1,556,228
Unassigned Fund Balance	\$ 3,269,209	\$ 2,430,644	\$ 2,120,536	\$ 1,617,054

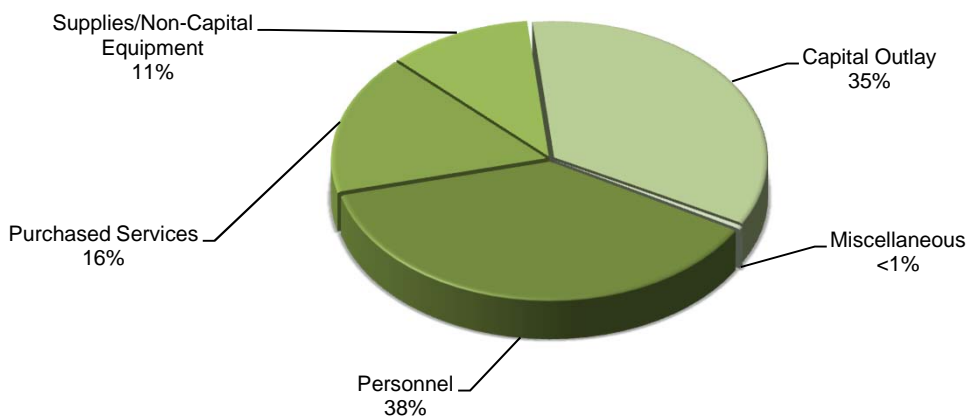
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



Debt Service Function

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Food Related Sales Tax	\$ 985,063	\$ 1,007,014	\$ 1,112,125	\$ 1,123,000
Total Revenue	985,063	1,007,014	1,112,125	1,123,000
Expenditures:				
Agent Fees	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Excess/(Deficiency) of Revenues Over Expenditures	985,063	1,007,014	1,112,125	1,123,000
Other Financing Sources/(Uses):				
Series 2002A - Certificates of Participation	-	-	-	-
2013 Lease Purchase Agreement	(1,015,305)	(976,158)	(976,158)	(977,707)
Total Other Financing Sources/(Uses)	(1,015,305)	(976,158)	(976,158)	(977,707)
Net Change In Fund Balance:	(30,242)	30,856	135,967	145,293
Cumulative Fund Balance				
Beginning Fund Balance	72,257	90,000	42,015	177,982
Ending Fund Balance	\$ 42,015	\$ 120,856	\$ 177,982	\$ 323,275

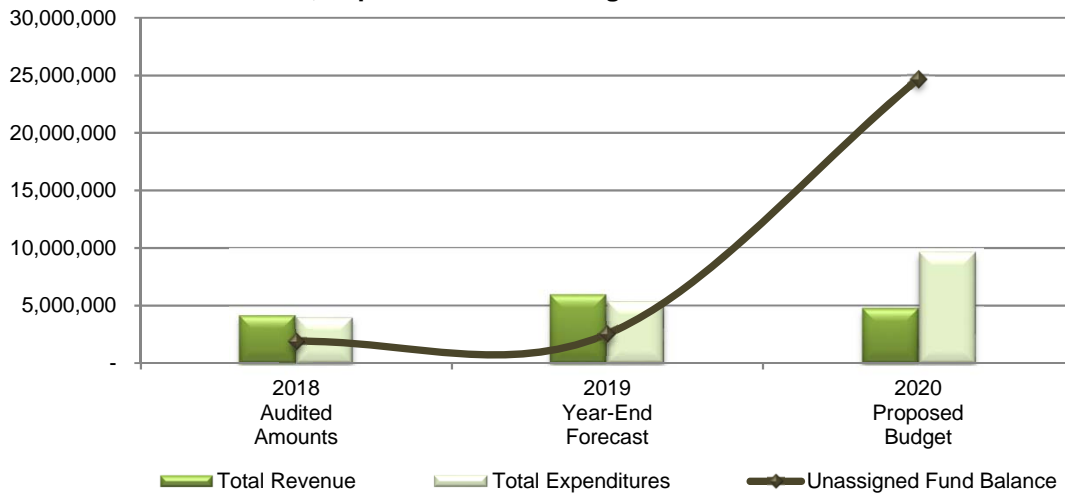
Water Resources Function

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Non-Food Sales/Use Tax	\$ 2,878,343	\$ 2,816,002	\$ 2,919,700	\$ 2,995,000
Total Revenue	2,878,343	2,816,002	2,919,700	2,995,000
Expenditures:				
Water Rights Purchases	\$ 218,246	\$ 1,000,000	\$ 600,000	\$ 1,000,000
Total Expenditures	218,246	1,000,000	600,000	1,000,000
Excess/(Deficiency) of Revenues Over Expenditures	2,660,097	1,816,002	2,319,700	1,995,000
Net Change In Fund Balance:	2,660,097	1,816,002	2,319,700	1,995,000
Cumulative Fund Balance				
Beginning Fund Balance	5,409,091	7,185,181	8,069,188	10,388,888
Ending Fund Balance	\$ 8,069,188	\$ 9,001,183	\$ 10,388,888	\$ 12,383,888

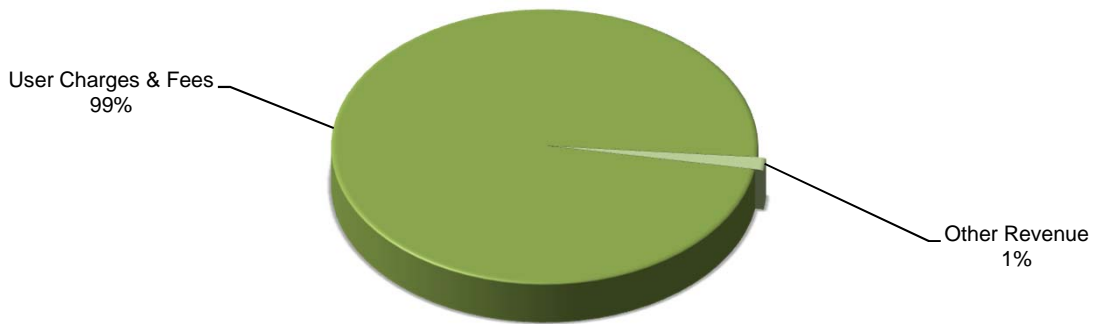
Wastewater Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
User Charges & Fees	\$ 4,097,369	\$ 4,326,586	\$ 4,290,000	\$ 4,708,000
Other Revenue	70,088	1,622,000	1,670,000	70,000
Total Revenue	4,167,457	5,948,586	5,960,000	4,778,000
Expenditures:				
Personnel	\$ 1,464,822	\$ 1,589,516	\$ 1,437,241	\$ 1,579,724
Purchased Services	711,159	657,650	646,936	650,150
Supplies/Non-Capital Equipment	943,834	1,021,782	1,013,782	1,029,695
Capital Outlay	873,101	4,048,572	2,263,509	6,320,627
Miscellaneous	1,040	1,500	1,000	305
Total Expenditures	3,993,956	7,319,020	5,362,468	9,580,501
Excess/(Deficiency) of Revenues Over Expenditures	173,501	(1,370,434)	597,532	(4,802,501)
Other Financing Sources/(Uses):				
Transfers In/(Out)	-	-	-	-
Debt Issuance/(Payments)	-	-	-	27,000,000
Sale of Assets	-	-	43,000	-
Total Other Financing Sources/(Uses)	-	-	43,000	27,000,000
Net Change In Fund Balance:	173,501	(1,370,434)	640,532	22,197,499
Cumulative Fund Balance				
Beginning Fund Balance	3,488,210	3,661,711	3,661,711	4,302,243
Ending Fund Balance	3,661,711	2,291,277	4,302,243	26,499,742
Less Restrictions, Commitments, & Assignments:				
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	780,214	817,612	774,740	814,969
Unassigned Fund Balance	\$ 1,881,497	\$ 473,665	\$ 2,527,503	\$ 24,684,773

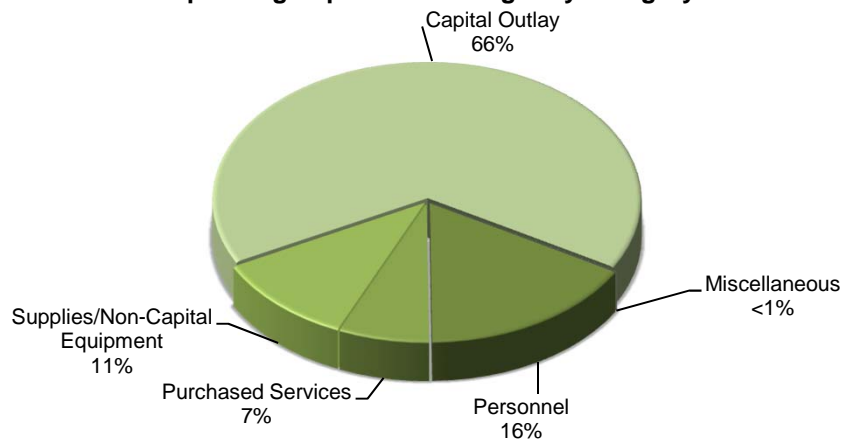
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



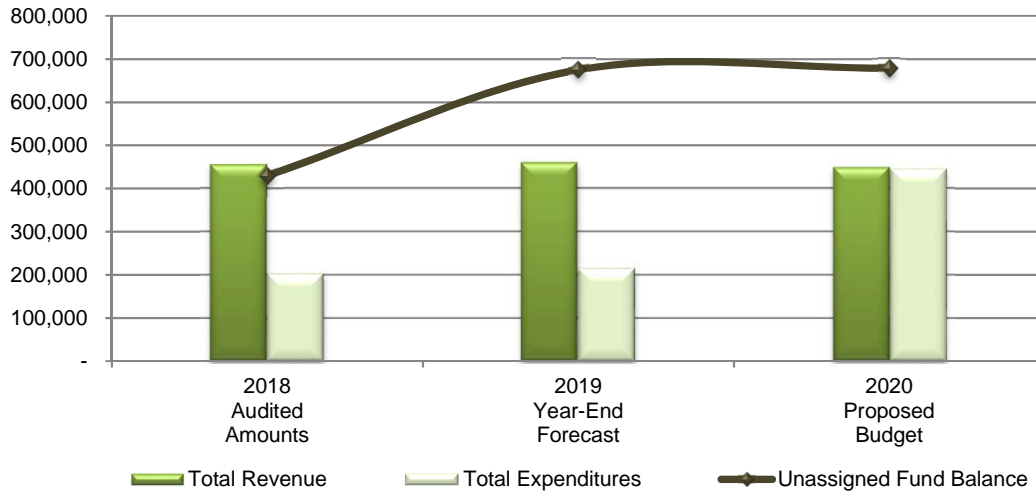
Operating Expenditure Budget By Category



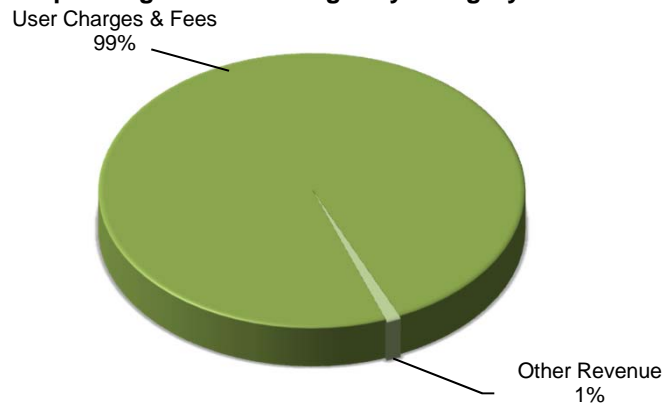
Stormwater Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
User Charges & Fees	\$ 449,900	\$ 432,567	\$ 453,600	\$ 444,000
Other Revenue	5,588	2,000	6,315	5,000
Total Revenue	455,488	434,567	459,915	449,000
Expenditures:				
Personnel	\$ 83,087	\$ 84,959	\$ 85,366	\$ 85,435
Purchased Services	33,182	31,350	31,362	50,050
Supplies/Non-Capital Equipment	85,792	20,000	20,000	20,000
Capital Outlay	-	265,000	76,015	288,985
Miscellaneous	655	1,950	1,950	650
Total Expenditures	202,716	403,259	214,693	445,120
Excess/(Deficiency) of Revenues Over Expenditures	252,772	31,308	245,222	3,880
Other Financing Sources/(Uses):				
Transfers In/(Out)	-	-	-	-
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	252,772	31,308	245,222	3,880
Cumulative Fund Balance				
Beginning Fund Balance	177,038	429,810	429,810	675,032
Ending Fund Balance	429,810	461,118	675,032	678,912
Unassigned Fund Balance	\$ 429,810	\$ 461,118	\$ 675,032	\$ 678,912

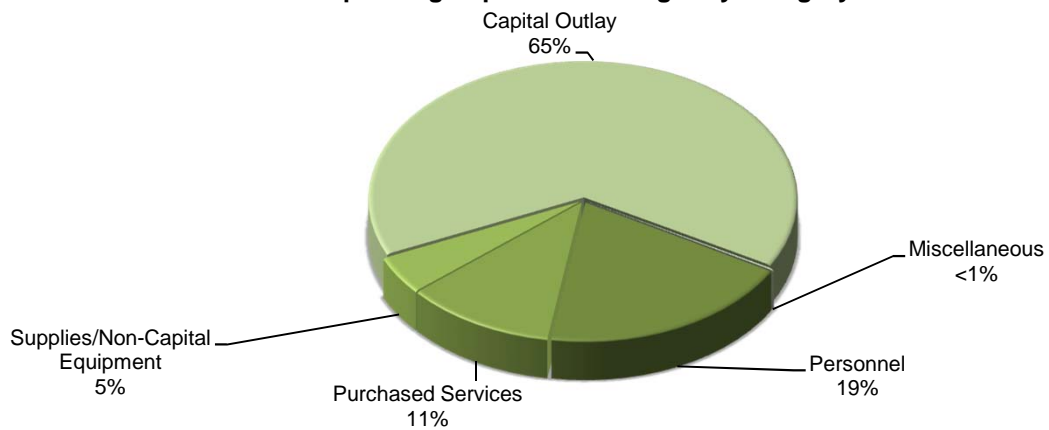
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



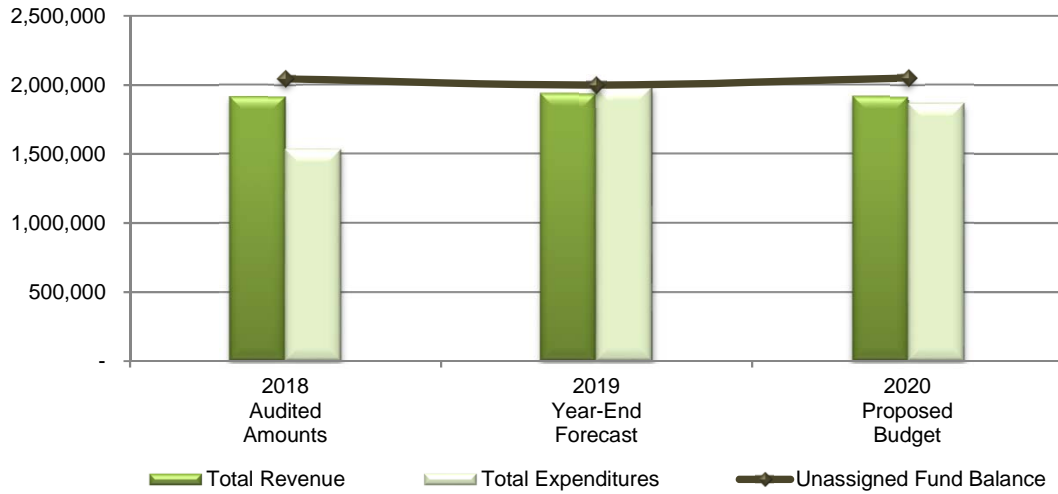
Operating Expenditure Budget By Category



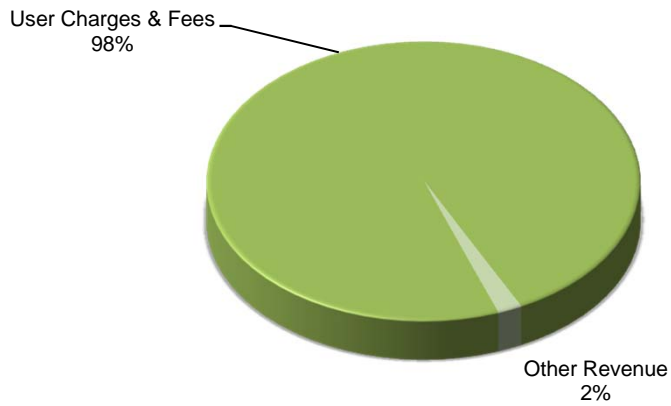
Sanitation Fund Summary

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Revenue:				
Intergovernmental	\$ -	\$ 19,987	\$ 19,987	\$ -
User Charges & Fees	1,886,792	1,910,137	1,886,000	1,884,000
Other Revenue	30,510	9,000	35,000	35,000
Total Revenue	1,917,302	1,939,124	1,940,987	1,919,000
Expenditures:				
Personnel	\$ 756,366	\$ 783,761	\$ 807,531	\$ 825,428
Purchased Services	370,957	381,517	383,452	546,112
Supplies/Non-Capital Equipment	156,259	181,487	181,387	155,500
Capital Outlay	252,232	613,000	613,000	340,000
Miscellaneous	459	500	500	500
Total Expenditures	1,536,273	1,960,265	1,985,870	1,867,540
Excess/(Deficiency) of Revenues Over Expenditures	381,029	(21,141)	(44,883)	51,460
Other Financing Sources/(Uses):				
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(1,391)	-	-	-
Total Other Financing Sources/(Uses)	(1,391)	-	-	-
Net Change In Fund Balance:	379,638	(21,141)	(44,883)	51,460
Cumulative Fund Balance				
Beginning Fund Balance	1,664,609	2,044,247	2,044,247	1,999,364
Ending Fund Balance	2,044,247	2,023,106	1,999,364	2,050,824
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 2,044,247	\$ 2,023,106	\$ 1,999,364	\$ 2,050,824

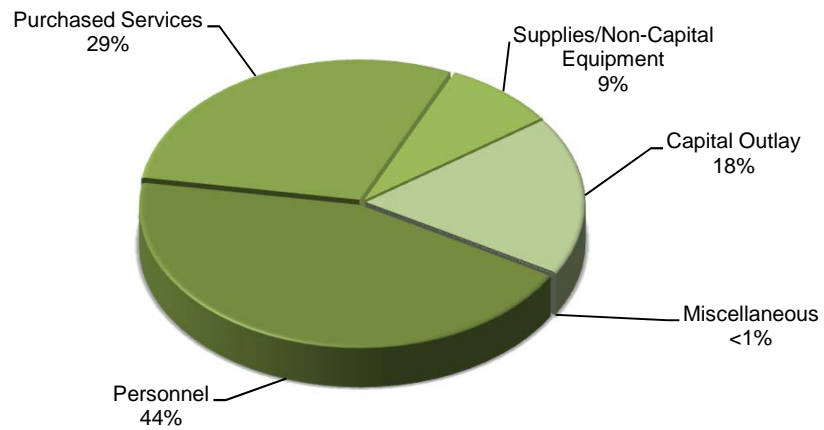
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category

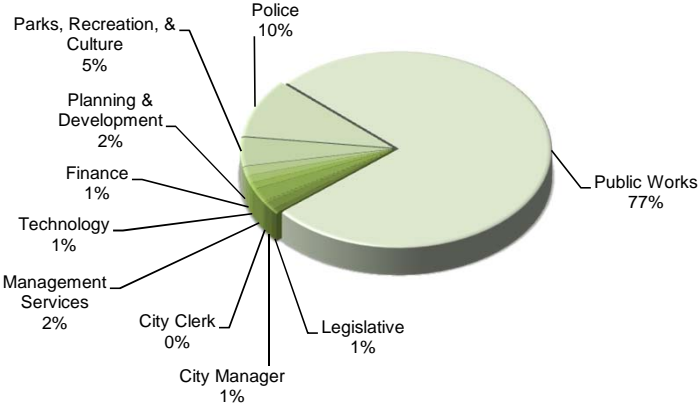




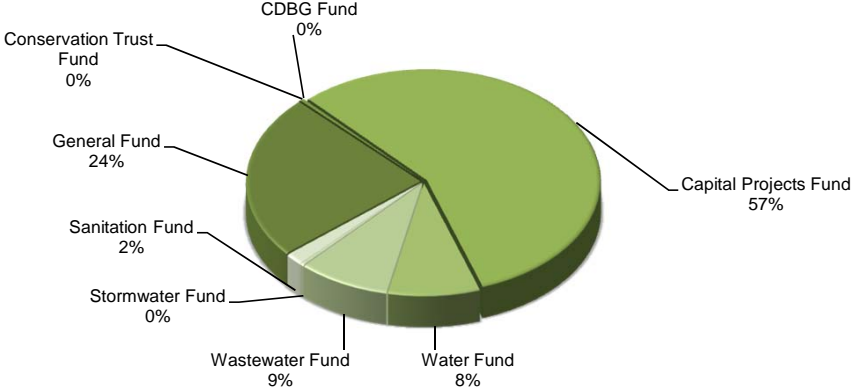
Department Funding Matrix

	General Fund	Conservation Trust Fund	CDBG Fund	Capital Projects Fund	Water Fund	Wastewater Fund	Stormwater Fund	Sanitation Fund	Total
Departments:									
Legislative	\$ 757,529	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 817,529
City Manager	1,348,769	-	-	-	-	-	-	-	1,348,769
City Clerk	422,427	-	-	-	-	-	-	-	422,427
Management Services	2,103,966	-	-	-	317,555	-	-	10,912	2,432,433
Technology	954,837	-	-	-	227,403	-	-	-	1,182,240
Finance	518,725	-	-	-	862,205	-	-	2,000	1,382,930
Planning & Development	1,700,786	-	-	-	-	-	-	-	1,700,786
Parks, Recreation, & Culture	4,606,310	420,000	-	325,000	-	-	-	-	5,351,310
Police	11,035,961	-	-	-	-	-	-	-	11,035,961
Public Works	3,218,746	-	-	63,483,407	8,044,340	9,580,501	445,120	1,854,628	86,626,742
Total Expenditures	\$ 26,668,056	\$ 420,000	\$ -	\$ 63,808,407	\$ 9,511,503	\$ 9,580,501	\$ 445,120	\$ 1,867,540	\$ 112,301,127

City-Wide Expenditures By Department



City-Wide Expenditures By Fund



Legislative

Antonio Esquibel, 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 9 boards and commissions, which provide various opportunities for citizens to become involved in the City. The boards are created by the City Charter, by Ordinance, or by Resolution and include the following: Board of Adjustments, Citizens' Affairs Board, Elections Commission, Historic Preservation Commission, Liquor Licensing Authority, Parks and Recreation Advisory Board, Planning Commission, Victim Assistance and Law Enforcement Board, and Youth Commission.

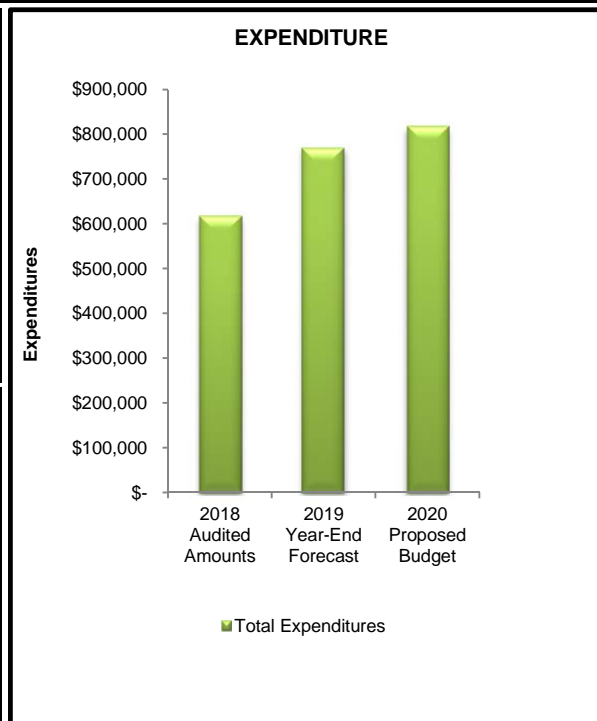
Goals & Objectives

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

Legislative

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 757,529	-
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	60,000	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	817,529	-

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
City Council	\$ 812,442	-
City Attorney	-	-
Boards & Authorities	5,087	-
Total	817,529	-



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	-	-	-	-
Expenditures:				
Personnel	\$ 134,933	\$ 137,980	\$ 135,217	\$ 148,737
Purchased Services	291,358	407,017	406,830	407,017
Supplies/Non-Capital Equipment	12,272	13,870	13,870	13,870
Miscellaneous	178,308	214,152	214,152	197,905
Contingency	-	50,000	-	50,000
Total Expenditures	\$ 616,871	\$ 823,019	\$ 770,069	\$ 817,529

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 10,757
2. Dues and Fees	5,000
	\$ 15,757

Expenditure Detail

Legislative Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	87,945	87,708	88,063	97,392
Allowances	39,960	39,960	39,960	39,960
Medicare	1,833	1,855	1,865	1,990
Workers Compensation	80	215	70	234
Retirement Contributions	4,797	7,422	4,887	8,247
Life/Disability Benefits	318	820	372	914
Total Personnel	134,933	137,980	135,217	148,737
Purchased Services				
Professional Services	258,340	344,680	344,000	344,680
Communication Services	8,103	20,162	20,160	20,162
Training/Registration	24,915	42,175	42,670	42,175
Total Purchased Services	291,358	407,017	406,830	407,017
Supplies/Non-Capital Equipment				
Office Supplies	54	200	200	200
Operating Supplies	12,218	13,670	13,670	13,670
Total Supplies/Non-Capital Equipment	12,272	13,870	13,870	13,870
Miscellaneous				
Dues/Fees	75,033	84,000	84,000	84,000
Grants/Donations	103,275	130,152	130,152	113,905
Total Other Expenditures	178,308	214,152	214,152	197,905
Contingency				
Contingency	-	50,000	-	50,000
Total Contingency	-	50,000	-	50,000
Total Expenditures	\$ 616,871	\$ 823,019	\$ 770,069	\$ 817,529

Expenditure Detail

Legislative Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	87,945	87,708	88,063	97,392
Allowances	39,960	39,960	39,960	39,960
Medicare	1,833	1,855	1,865	1,990
Workers Compensation	80	215	70	234
Retirement Contributions	4,797	7,422	4,887	8,247
Life/Disability Benefits	318	820	372	914
Total Personnel	134,933	137,980	135,217	148,737
Purchased Services				
Professional Services	243,336	284,680	284,000	284,680
Communication Services	8,103	20,162	20,160	20,162
Training/Registration	24,915	42,175	42,670	42,175
Total Purchased Services	276,354	347,017	346,830	347,017
Supplies/Non-Capital Equipment				
Office Supplies	54	200	200	200
Operating Supplies	12,218	13,670	13,670	13,670
Total Supplies/Non-Capital Equipment	12,272	13,870	13,870	13,870
Miscellaneous				
Dues/Fees	75,033	84,000	84,000	84,000
Grants/Donations	103,275	130,152	130,152	113,905
Total Other Expenditures	178,308	214,152	214,152	197,905
Contingency				
Contingency	-	50,000	-	50,000
Total Contingency	-	50,000	-	50,000
Total Expenditures	\$ 601,867	\$ 763,019	\$ 710,069	\$ 757,529

Expenditure Detail

City Council Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	87,945	87,708	88,063	97,392
Allowances	39,960	39,960	39,960	39,960
Medicare	1,833	1,855	1,865	1,990
Workers Compensation	80	215	70	234
Retirement Contributions	4,797	7,422	4,887	8,247
Life/Disability Benefits	318	820	372	914
Total Personnel	134,933	137,980	135,217	148,737
Purchased Services				
Professional Services	242,456	283,000	283,000	283,000
Communication Services	8,103	20,100	20,100	20,100
Training/Registration	24,815	40,500	40,500	40,500
Total Purchased Services	275,374	343,600	343,600	343,600
Supplies/Non-Capital Equipment				
Office Supplies	54	200	200	200
Operating Supplies	9,596	12,000	12,000	12,000
Total Supplies/Non-Capital Equipment	9,650	12,200	12,200	12,200
Miscellaneous				
Dues/Fees	75,033	84,000	84,000	84,000
Grants/Donations	103,275	130,152	130,152	113,905
Total Other Expenditures	178,308	214,152	214,152	197,905
Contingency				
Contingency	-	50,000	-	50,000
Total Contingency	-	50,000	-	50,000
Total Expenditures	\$ 598,265	\$ 757,932	\$ 705,169	\$ 752,442

Expenditure Detail

Boards & Authorities Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Professional Services	880	1,680	1,000	1,680
Communication Services	-	62	60	62
Training/Registration	100	1,675	2,170	1,675
Total Purchased Services	980	3,417	3,230	3,417
Supplies/Non-Capital Equipment				
Operating Supplies	2,622	1,670	1,670	1,670
Total Supplies/Non-Capital Equipment	2,622	1,670	1,670	1,670
Total Expenditures	\$ 3,602	\$ 5,087	\$ 4,900	\$ 5,087

Expenditure Detail

Legislative Department - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Professional Services	15,004	60,000	60,000	60,000
Total Purchased Services	15,004	60,000	60,000	60,000
Total Expenditures	\$ 15,004	\$ 60,000	\$ 60,000	\$ 60,000

Expenditure Detail

City Council Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Professional Services	15,004	60,000	60,000	60,000
Total Purchased Services	15,004	60,000	60,000	60,000
Total Expenditures	\$ 15,004	\$ 60,000	\$ 60,000	\$ 60,000

City Manager

Heather Geyer, 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).

2019 Achievements

- Engaged in Regional Government Authorities: NATA, RTD, FasTracks, I-25, Adams Co. Council of Govts., Metro North Chamber
- Expand Business Retention & Expansion (BRE) programs (Lunch & Learn, Business After Hours events & marketing opportunities)
- 6th annual Business Appreciation event
- Implemented Capital Improvement Program
- Completion of Huron Center

Goals & Objectives

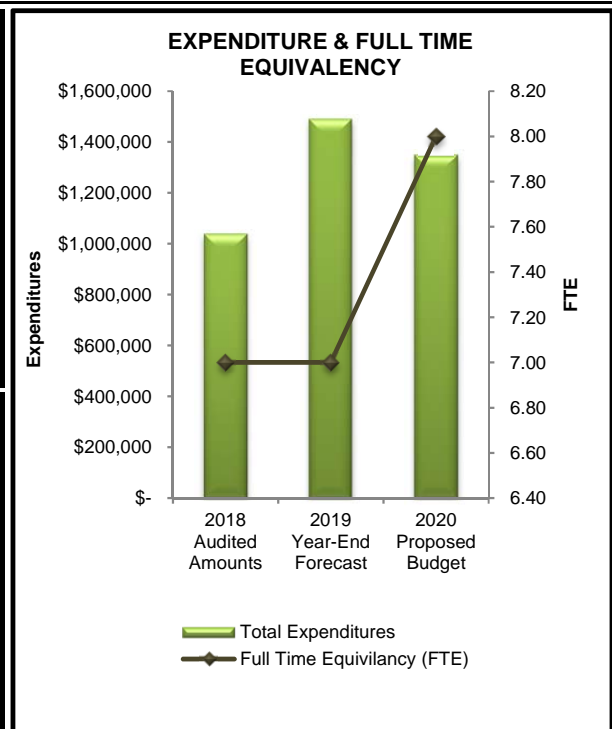
- Continue to optimize the city's website for users (Council Goal #4)
- Implement Branding initiative process (Council Goal #2)
- Improve backend video infrastructure and Channel 8 resources (Council Goal #4)
- Identify & analyze commercial development and redevelopment opportunities (Council Goal #3 & #5)
- Increase BRE visits, Business Educational and Outreach programs (Council Goal #3)
- Assist with City planning projects (Council Goal #3)
- Implementation of strategic plan

Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
Original Video Productions	#4	10	10	30-40	30 - 40
# of News Items Posted on Website	#4	138	138	140	140
# of Business Retention Visits	#3	85	85	80	80
New Commercial s/f Absorption	#3	90,000	90,000	100,000	100,000
Unemployment Rate	#3	5%	5%	5%	5%
New Businesses	#3	75	75	80	80
Event Attendance - Breakfast	#4	285	285	295	295

City Manager

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,348,769	8.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	-	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,348,769	8.00



2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 547,624	3.00
Public Communications	432,722	3.00
Economic Development	368,423	2.00
Total	1,348,769	8.00

EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	7.00	7.00	7.00	8.00
Expenditures:				
Personnel	\$ 689,534	\$ 772,186	\$ 690,582	\$ 892,258
Purchased Services	290,392	656,735	699,231	396,025
Supplies/Non-Capital Equipment	39,059	74,847	70,612	36,336
Capital Outlay	-	-	-	-
Miscellaneous	17,304	45,400	27,125	24,150
Total Expenditures	\$ 1,036,289	\$ 1,549,168	\$ 1,487,550	\$ 1,348,769

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ -
2. Personnel Merit Allowance	18,452
3. Communications - Economic Development - Northglenn Urban Renewal Authority (NURA)	15,500
4. Training/Registrations - Economic Development - NURA	4,000
4. Dues/Fees - Economic Development - NURA	2,500
5. Professional Services - Economic Development - NURA	3,000
6. Professional Services - City Manager - employee survey, compensation plan, organizational development, performance appraisal system	68,000
7. Dues/Fees - City Manager	5,000
8. Professional Services - Communications - RTD N-Line grand opening	15,000
9. Technology Supplies - Communications - laptops, digital camera	10,100
10. Personnel - City Manager - 1 FTE Assistant to City Manager	111,000
	\$ 252,552

Expenditure Detail

City Manager Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	565,572	627,682	568,047	721,457
Allowances	7,621	6,600	6,980	6,600
Medicare	8,034	9,197	8,133	10,558
Workers Compensation	1,072	1,075	1,958	1,233
Retirement Contributions	48,844	53,982	49,002	61,527
Medical Benefits	55,145	68,022	52,723	84,415
Life/Disability Benefits	3,246	5,628	3,739	6,468
Total Personnel	689,534	772,186	690,582	892,258
Purchased Services				
Professional Services	77,187	390,500	423,000	163,375
Technical Services	77,478	32,310	56,910	36,900
General Services	-	25,000	16,200	25,000
Communication Services	119,696	167,600	160,000	142,250
Training/Registration	6,603	17,690	16,090	18,050
Mileage/Travel	4,749	9,635	9,635	6,500
Rentals/Leases	4,679	14,000	17,396	3,950
Total Purchased Services	290,392	656,735	699,231	396,025
Supplies/Non-Capital Equipment				
Office Supplies	2,749	5,986	3,000	1,936
Technology Supplies	12,988	10,000	6,592	15,600
Operating Supplies	22,886	28,700	31,000	18,800
Non-Capital Equipment	300	30,000	30,000	-
Motor Vehicle Fuels	136	161	20	-
Total Supplies/Non-Capital Equipment	39,059	74,847	70,612	36,336
Miscellaneous				
Dues/Fees	17,304	25,400	27,125	24,150
Grants/Donations	-	20,000	-	-
Total Other Expenditures	17,304	45,400	27,125	24,150
Total Expenditures	\$ 1,036,289	\$ 1,549,168	\$ 1,487,550	\$ 1,348,769

Expenditure Detail

City Manager Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	565,572	627,682	568,047	721,457
Allowances	7,621	6,600	6,980	6,600
Medicare	8,034	9,197	8,133	10,558
Workers Compensation	1,072	1,075	1,958	1,233
Retirement Contributions	48,844	53,982	49,002	61,527
Medical Benefits	55,145	68,022	52,723	84,415
Life/Disability Benefits	3,246	5,628	3,739	6,468
Total Personnel	689,534	772,186	690,582	892,258
Purchased Services				
Professional Services	77,187	390,500	423,000	163,375
Technical Services	77,478	32,310	56,910	36,900
General Services	-	25,000	16,200	25,000
Communication Services	119,696	167,600	160,000	142,250
Training/Registration	6,603	17,690	16,090	18,050
Mileage/Travel	4,749	9,635	9,635	6,500
Rentals/Leases	4,679	14,000	17,396	3,950
Total Purchased Services	290,392	656,735	699,231	396,025
Supplies/Non-Capital Equipment				
Office Supplies	2,749	5,986	3,000	1,936
Technology Supplies	12,988	10,000	6,592	15,600
Operating Supplies	22,886	28,700	31,000	18,800
Non-Capital Equipment	300	30,000	30,000	-
Motor Vehicle Fuels	136	161	20	-
Total Supplies/Non-Capital Equipment	39,059	74,847	70,612	36,336
Miscellaneous				
Dues/Fees	17,304	25,400	27,125	24,150
Grants/Donations	-	20,000	-	-
Total Other Expenditures	17,304	45,400	27,125	24,150
Total Expenditures	\$ 1,036,289	\$ 1,549,168	\$ 1,487,550	\$ 1,348,769

Expenditure Detail

Administration/Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	231,612	235,441	236,187	322,673
Allowances	7,621	6,600	6,980	6,600
Medicare	3,403	3,509	3,500	4,775
Workers Compensation	192	410	187	558
Retirement Contributions	20,054	20,284	20,345	27,265
Medical Benefits	17,437	13,273	14,036	32,438
Life/Disability Benefits	1,181	2,109	1,495	2,890
Total Personnel	281,500	281,626	282,730	397,199
Purchased Services				
Professional Services	30,982	50,000	50,000	94,875
General Services	-	25,000	15,000	25,000
Communication Services	2,068	1,000	1,000	1,000
Training/Registration	2,526	11,090	11,090	7,000
Mileage/Travel	3,367	6,635	6,635	3,000
Rentals/Leases	1,370	1,200	1,600	1,650
Total Purchased Services	40,313	110,835	101,235	132,525
Supplies/Non-Capital Equipment				
Office Supplies	765	500	500	500
Technology Supplies	1,441	1,600	1,600	-
Operating Supplies	5,549	4,000	4,000	6,000
Motor Vehicle Fuels	136	161	20	-
Total Supplies/Non-Capital Equipment	8,191	6,261	6,120	6,500
Miscellaneous				
Dues/Fees	10,944	18,400	18,925	11,400
Total Other Expenditures	10,944	18,400	18,925	11,400
Total Expenditures	\$ 340,948	\$ 417,122	\$ 409,010	\$ 547,624

Expenditure Detail

Public Communications Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	158,840	208,850	157,056	221,569
Medicare	2,113	3,029	2,120	3,213
Workers Compensation	723	354	1,634	375
Retirement Contributions	13,680	17,895	13,746	18,946
Medical Benefits	24,092	41,101	24,651	37,944
Life/Disability Benefits	982	1,875	1,053	1,989
Total Personnel	200,430	273,104	200,260	284,036
Purchased Services				
Professional Services	29,803	131,500	144,000	38,000
Technical Services	72,400	8,400	13,000	8,400
Communication Services	79,178	113,000	109,000	74,000
Training/Registration	2,183	-	-	2,000
Rentals/Leases	768	10,300	13,000	300
Total Purchased Services	184,332	263,200	280,200	122,700
Supplies/Non-Capital Equipment				
Office Supplies	1,124	486	500	486
Technology Supplies	9,506	5,400	3,000	15,100
Operating Supplies	10,168	7,000	12,000	7,400
Non-Capital Equipment	-	30,000	30,000	-
Total Supplies/Non-Capital Equipment	20,798	42,886	45,500	22,986
Miscellaneous				
Dues/Fees	2,985	3,000	2,500	3,000
Total Other Expenditures	2,985	3,000	2,500	3,000
Total Expenditures	\$ 408,545	\$ 582,190	\$ 528,460	\$ 432,722

Expenditure Detail

Economic Development Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	175,120	183,391	174,804	177,215
Medicare	2,518	2,659	2,513	2,570
Workers Compensation	157	311	137	300
Retirement Contributions	15,110	15,803	14,911	15,316
Medical Benefits	13,616	13,648	14,036	14,033
Life/Disability Benefits	1,083	1,644	1,191	1,589
Total Personnel	207,604	217,456	207,592	211,023
Purchased Services				
Professional Services	16,402	209,000	229,000	30,500
Technical Services	5,078	8,000	28,000	28,500
Communication Services	38,450	53,600	50,000	67,250
Training/Registration	1,894	6,600	5,000	9,050
Mileage/Travel	1,382	3,000	3,000	3,500
Rentals/Leases	2,541	2,500	2,796	2,000
Total Purchased Services	65,747	282,700	317,796	140,800
Supplies/Non-Capital Equipment				
Office Supplies	860	5,000	2,000	950
Technology Supplies	2,041	3,000	1,992	500
Operating Supplies	7,169	17,700	15,000	5,400
Total Supplies/Non-Capital Equipment	10,070	25,700	18,992	6,850
Miscellaneous				
Dues/Fees	3,375	4,000	5,700	9,750
Grants/Donations	-	20,000	-	-
Total Other Expenditures	3,375	24,000	5,700	9,750
Total Expenditures	\$ 286,796	\$ 549,856	\$ 550,080	\$ 368,423



City Clerk

Johanna Small, City Clerk

Department Description

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

2019 Achievements

- Responded to open records requests and provided legal notices within the timeframes allowed by State law
- Preserved and provided electronic access to legislative actions and organizational records
- Administered licensing programs, provided legislative and administrative services
- Administered the Nov. 5, 2019 Regular Municipal Election in coordination with Adams and Weld County
- Operated as a Passport Acceptance Facility, providing a valuable service to the public and collecting the revenue for the City

Goals & Objectives

- Comply with legislative, municipal, and statutory requirements
- Enhance and promote City Clerk services, encouraging civic engagement (Council Goal #4)
- Improve the accessibility of records and enhance transparency by providing records and information to the public (Council Goal #4)
- Provide efficient and accurate licensing, permitting, and passport services (Council Goal #2)

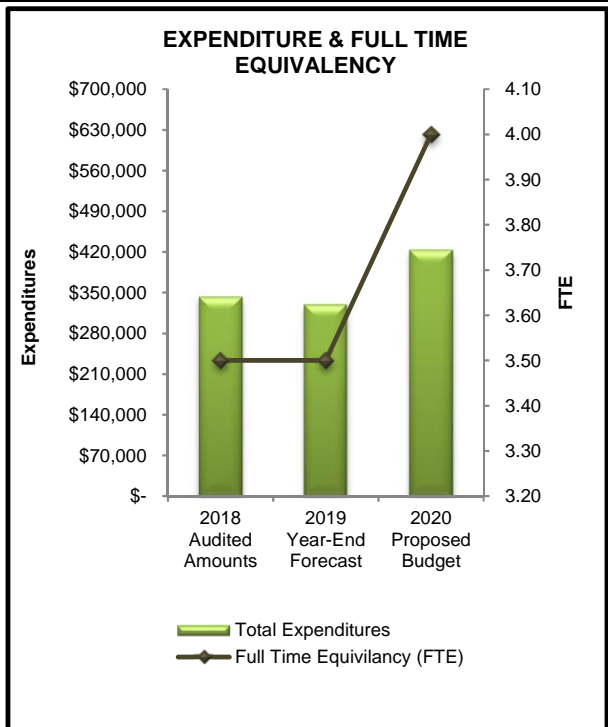
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
Action agendas posted to the website and available to the public within 24 hours	#4	100%	100%	96%	100%
Number of legislative items processed (Ordinances/Resolutions)	#4	187	181	190	180
Public Record Requests processed	#4	78	106	70	65
Passport Applications	#2	3,499	2,953	3,000	3,200

City Clerk

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 422,427	4.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	-	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	422,427	4.00

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 422,427	4.00
Total	422,427	4.00



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	3.50	3.50	3.50	4.00
Expenditures:				
Personnel	\$ 278,344	\$ 287,416	\$ 240,718	\$ 332,982
Purchased Services	52,938	67,345	66,668	66,200
Supplies/Non-Capital Equipment	10,540	20,500	20,500	22,040
Miscellaneous	755	1,000	1,085	1,205
Total Expenditures	\$ 342,577	\$ 376,261	\$ 328,971	\$ 422,427

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 968
2. Personnel Merit Allowance	4,770
3. Personnel - .5 FTE - increase prt-time Administrative Specialist position to full-time	23,903
	\$ 29,641

Expenditure Detail

City Clerk Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	213,846	222,254	183,025	253,088
Overtime	-	600	-	600
Medicare	2,915	3,223	2,500	3,669
Workers Compensation	190	377	145	429
Retirement Contributions	19,005	20,452	16,605	23,576
Medical Benefits	41,196	38,509	37,314	49,337
Life/Disability Benefits	1,192	2,001	1,129	2,283
Total Personnel	278,344	287,416	240,718	332,982
Purchased Services				
Professional Services	16,071	30,000	30,000	30,000
Technical Services	-	1,000	1,000	1,000
General Services	4,100	8,500	4,000	4,000
Property Services	-	1,500	1,500	1,500
Communication Services	9,397	14,245	14,245	15,000
Training/Registration	4,956	5,400	5,000	6,000
Mileage/Travel	247	700	700	700
Rentals/Leases	18,167	6,000	10,223	8,000
Total Purchased Services	52,938	67,345	66,668	66,200
Supplies/Non-Capital Equipment				
Office Supplies	1,969	3,000	3,000	3,000
Technology Supplies	2,666	2,500	2,500	2,500
Operating Supplies	5,679	10,000	10,000	10,000
Non-Capital Equipment	226	5,000	5,000	6,540
Total Supplies/Non-Capital Equipment	10,540	20,500	20,500	22,040
Miscellaneous				
Dues/Fees	755	1,000	1,085	1,205
Total Other Expenditures	755	1,000	1,085	1,205
Total Expenditures	\$ 342,577	\$ 376,261	\$ 328,971	\$ 422,427

Expenditure Detail

City Clerk Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	213,846	222,254	183,025	253,088
Overtime	-	600	-	600
Medicare	2,915	3,223	2,500	3,669
Workers Compensation	190	377	145	429
Retirement Contributions	19,005	20,452	16,605	23,576
Medical Benefits	41,196	38,509	37,314	49,337
Life/Disability Benefits	1,192	2,001	1,129	2,283
Total Personnel	278,344	287,416	240,718	332,982
Purchased Services				
Professional Services	16,071	30,000	30,000	30,000
Technical Services	-	1,000	1,000	1,000
General Services	4,100	8,500	4,000	4,000
Property Services	-	1,500	1,500	1,500
Communication Services	9,397	14,245	14,245	15,000
Training/Registration	4,956	5,400	5,000	6,000
Mileage/Travel	247	700	700	700
Rentals/Leases	18,167	6,000	10,223	8,000
Total Purchased Services	52,938	67,345	66,668	66,200
Supplies/Non-Capital Equipment				
Office Supplies	1,969	3,000	3,000	3,000
Technology Supplies	2,666	2,500	2,500	2,500
Operating Supplies	5,679	10,000	10,000	10,000
Non-Capital Equipment	226	5,000	5,000	6,540
Total Supplies/Non-Capital Equipment	10,540	20,500	20,500	22,040
Miscellaneous				
Dues/Fees	755	1,000	1,085	1,205
Total Other Expenditures	755	1,000	1,085	1,205
Total Expenditures	\$ 342,577	\$ 376,261	\$ 328,971	\$ 422,427

Expenditure Detail

Administration/Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	213,846	222,254	183,025	253,088
Overtime	-	600	-	600
Medicare	2,915	3,223	2,500	3,669
Workers Compensation	190	377	145	429
Retirement Contributions	19,005	20,452	16,605	23,576
Medical Benefits	41,196	38,509	37,314	49,337
Life/Disability Benefits	1,192	2,001	1,129	2,283
Total Personnel	278,344	287,416	240,718	332,982
Purchased Services				
Professional Services	16,071	30,000	30,000	30,000
Technical Services	-	1,000	1,000	1,000
General Services	4,100	8,500	4,000	4,000
Property Services	-	1,500	1,500	1,500
Communication Services	9,397	14,245	14,245	15,000
Training/Registration	4,956	5,400	5,000	6,000
Mileage/Travel	247	700	700	700
Rentals/Leases	18,167	6,000	10,223	8,000
Total Purchased Services	52,938	67,345	66,668	66,200
Supplies/Non-Capital Equipment				
Office Supplies	1,969	3,000	3,000	3,000
Technology Supplies	2,666	2,500	2,500	2,500
Operating Supplies	5,679	10,000	10,000	10,000
Non-Capital Equipment	226	5,000	5,000	6,540
Total Supplies/Non-Capital Equipment	10,540	20,500	20,500	22,040
Miscellaneous				
Dues/Fees	755	1,000	1,085	1,205
Total Other Expenditures	755	1,000	1,085	1,205
Total Expenditures	\$ 342,577	\$ 376,261	\$ 328,971	\$ 422,427



Management Services

Paula Jensen, Director of Management Services

Department Description

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

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

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

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

2019 Achievements

- Human Resources - Completed city-wide compensation study/analysis and implemented recommendations
- Human Resources - Updated benefits handbook, added critical injury benefit and rolled out employee perks benefit
- Community Engagement - Successful integration of 50th Anniversary activities in larger event schedule
- Municipal Court - Integrated all necessary forms into FullCourt software
- Municipal Court - Closed case files scanned into FullCourt software (ongoing process)

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
- Change and update events, considering changes to the Civic Center Campus with the addition of the groundbreaking for the new recreation and cultural center
- Train Municipal Judge on case management system
- Create processes to comply with HB 19-1225, which prevents defendants charged with traffic, petty, or municipal offenses from remaining in jail solely because they cannot afford bond

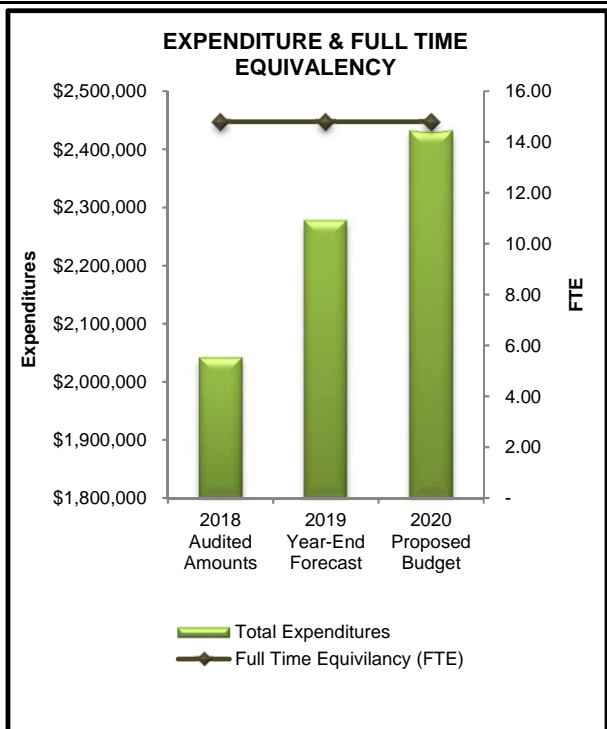
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
# of Personnel Actions	#2	605	633	650	650
# of Orientations	#2	75	83	105	100
# of Court Cases Closed	#2	7,243	5,669	5,500	5,500
# of Community Events Organized	#4	7	8	8	8
# of Volunteer Events (not including special projects)	#4	12	12	12	12

Management Services

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 2,103,966	13.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	317,555	1.30
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	10,912	-
Total	2,432,433	14.80

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Municipal Court	\$ 610,209	6.00
Human Resources	1,203,408	5.80
Community Engagement	528,716	3.00
VALE	90,100	-
Total	2,432,433	14.80



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	14.80	14.80	14.80	14.80
Expenditures:				
Personnel	\$ 1,239,792	\$ 1,303,758	\$ 1,226,060	\$ 1,325,069
Purchased Services	735,173	912,711	908,499	964,137
Supplies/Non-Capital Equipment	60,324	44,677	44,677	46,177
Capital Outlay	-	-	-	-
Miscellaneous	6,484	97,050	97,050	97,050
Contingency	-	-	-	-
Total Expenditures	\$ 2,041,773	\$ 2,358,196	\$ 2,276,286	\$ 2,432,433

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 7,760
2. Personnel Merit Allowance	25,756
3. Insurance Premiums - Human Resources - CIRSA	29,626
4. Professional Service - Court - mailing & armored car services, Westlaw access for Judge	9,800
5. Operating Supplies - Court	1,500
6. Training/Registration - Human Resources - employee tuition reimbursement program	15,000
	\$ 89,442

Expenditure Detail

Management Services Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	951,518	990,683	944,831	998,949
Overtime	1,611	1,500	1,500	1,500
Allowances	2,406	2,515	2,644	2,400
Medicare	11,739	14,401	11,552	14,518
Unemployment Insurance	-	25,000	-	25,000
Workers Compensation	3,005	2,766	1,358	2,677
Retirement Contributions	87,110	92,813	86,954	93,436
Medical Benefits	142,555	137,152	143,078	149,587
Life/Disability Benefits	5,726	8,928	6,252	9,002
Post-Employment Benefits	34,122	28,000	27,891	28,000
Total Personnel	1,239,792	1,303,758	1,226,060	1,325,069
Purchased Services				
Professional Services	135,767	226,790	219,940	236,590
Technical Services	11,125	14,461	14,461	11,461
General Services	233,531	245,385	245,953	245,385
Communication Services	16,094	13,330	13,330	13,330
Training/Registration	4,752	13,084	13,084	28,084
Mileage/Travel	298	550	550	550
Rentals/Leases	6,260	8,175	8,175	8,175
Insurance Premiums	327,346	390,936	393,006	420,562
Total Purchased Services	735,173	912,711	908,499	964,137
Supplies/Non-Capital Equipment				
Office Supplies	1,753	3,027	3,027	3,277
Operating Supplies	58,272	41,150	41,150	42,400
Motor Vehicle Fuels	299	500	500	500
Total Supplies/Non-Capital Equipment	60,324	44,677	44,677	46,177
Miscellaneous				
Dues/Fees	6,484	7,050	7,050	7,050
Grants/Donations	-	90,000	90,000	90,000
Total Other Expenditures	6,484	97,050	97,050	97,050
Total Expenditures	\$ 2,041,773	\$ 2,358,196	\$ 2,276,286	\$ 2,432,433

Expenditure Detail

Management Services Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	832,849	843,886	826,199	873,287
Overtime	1,611	1,500	1,500	1,500
Allowances	2,406	2,515	2,644	2,400
Medicare	10,068	12,273	9,875	12,697
Unemployment Insurance	-	25,000	-	25,000
Workers Compensation	2,917	2,517	1,266	2,464
Retirement Contributions	75,757	78,832	75,533	81,446
Medical Benefits	129,443	121,615	130,686	135,741
Life/Disability Benefits	5,000	7,605	5,454	7,868
Post-Employment Benefits	30,838	28,000	24,102	28,000
Total Personnel	1,090,889	1,123,743	1,077,259	1,170,403
Purchased Services				
Professional Services	126,440	206,790	199,940	216,590
Technical Services	11,125	14,461	14,461	11,461
General Services	233,531	245,385	245,953	245,385
Communication Services	15,696	12,710	12,710	12,710
Training/Registration	4,752	13,084	13,084	28,084
Mileage/Travel	298	550	550	550
Rentals/Leases	6,260	8,175	8,175	8,175
Insurance Premiums	198,509	245,125	245,125	267,381
Total Purchased Services	596,611	746,280	739,998	790,336
Supplies/Non-Capital Equipment				
Office Supplies	1,753	3,027	3,027	3,277
Operating Supplies	58,272	41,150	41,150	42,400
Motor Vehicle Fuels	299	500	500	500
Total Supplies/Non-Capital Equipment	60,324	44,677	44,677	46,177
Miscellaneous				
Dues/Fees	6,484	7,050	7,050	7,050
Grants/Donations	-	90,000	90,000	90,000
Total Other Expenditures	6,484	97,050	97,050	97,050
Total Expenditures	\$ 1,754,308	\$ 2,011,750	\$ 1,958,984	\$ 2,103,966

Expenditure Detail

Municipal Court Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	299,391	335,559	311,826	339,571
Overtime	1,611	1,500	1,500	1,500
Allowances	-	115	1,054	1,200
Medicare	2,731	4,868	2,850	4,941
Workers Compensation	930	570	246	577
Retirement Contributions	26,749	31,555	27,585	31,891
Medical Benefits	58,560	59,534	50,593	50,559
Life/Disability Benefits	1,733	3,034	1,953	3,071
Total Personnel	391,705	436,735	397,607	433,310
Purchased Services				
Professional Services	66,077	122,457	122,457	132,257
Technical Services	11,125	14,461	14,461	11,461
General Services	5,829	10,000	10,000	10,000
Communication Services	14,078	8,520	8,520	8,520
Training/Registration	1,056	2,834	2,834	2,834
Mileage/Travel	64	100	100	100
Rentals/Leases	2,004	3,700	3,700	3,700
Total Purchased Services	100,233	162,072	162,072	168,872
Supplies/Non-Capital Equipment				
Office Supplies	1,299	1,277	1,277	1,277
Operating Supplies	5,826	4,700	4,700	6,200
Total Supplies/Non-Capital Equipment	7,125	5,977	5,977	7,477
Miscellaneous				
Dues/Fees	100	550	550	550
Total Other Expenditures	100	550	550	550
Total Expenditures	\$ 499,163	\$ 605,334	\$ 566,206	\$ 610,209

Expenditure Detail

Human Resources Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	340,898	305,655	312,969	325,371
Allowances	1,203	1,200	385	-
Medicare	4,658	4,449	4,212	4,717
Unemployment Insurance	-	25,000	-	25,000
Workers Compensation	1,814	1,602	860	1,532
Retirement Contributions	32,181	29,562	30,356	31,396
Medical Benefits	46,399	37,885	54,200	59,348
Life/Disability Benefits	2,093	2,751	2,126	2,928
Post-Employment Benefits	30,838	28,000	24,102	28,000
Total Personnel	460,084	436,104	429,210	478,292
Purchased Services				
Professional Services	60,363	77,483	77,483	77,483
Communication Services	579	810	810	810
Training/Registration	2,556	7,500	7,500	22,500
Mileage/Travel	52	200	200	200
Rentals/Leases	1,540	2,075	2,075	2,075
Insurance Premiums	198,509	245,125	245,125	267,381
Total Purchased Services	263,599	333,193	333,193	370,449
Supplies/Non-Capital Equipment				
Office Supplies	430	450	450	700
Operating Supplies	17,499	19,250	19,250	19,000
Total Supplies/Non-Capital Equipment	17,929	19,700	19,700	19,700
Miscellaneous				
Dues/Fees	6,384	6,500	6,500	6,500
Total Other Expenditures	6,384	6,500	6,500	6,500
Total Expenditures	\$ 747,996	\$ 795,497	\$ 788,603	\$ 874,941

Expenditure Detail

Community Engagement - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	192,560	202,672	201,404	208,345
Allowances	1,203	1,200	1,205	1,200
Medicare	2,679	2,956	2,813	3,039
Workers Compensation	173	345	160	355
Retirement Contributions	16,827	17,715	17,592	18,159
Medical Benefits	24,484	24,196	25,893	25,834
Life/Disability Benefits	1,174	1,820	1,375	1,869
Total Personnel	239,100	250,904	250,442	258,801
Purchased Services				
Professional Services	-	6,850	-	6,850
General Services	227,702	235,385	235,953	235,385
Communication Services	1,039	3,380	3,380	3,380
Training/Registration	1,140	2,750	2,750	2,750
Mileage/Travel	182	250	250	250
Rentals/Leases	2,716	2,400	2,400	2,400
Total Purchased Services	232,779	251,015	244,733	251,015
Supplies/Non-Capital Equipment				
Office Supplies	24	1,300	1,300	1,300
Operating Supplies	34,864	17,100	17,100	17,100
Motor Vehicle Fuels	299	500	500	500
Total Supplies/Non-Capital Equipment	35,187	18,900	18,900	18,900
Total Expenditures	\$ 507,066	\$ 520,819	\$ 514,075	\$ 528,716

Expenditure Detail

VALE Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Supplies/Non-Capital Equipment				
Operating Supplies	83	100	100	100
Total Supplies/Non-Capital Equipment	83	100	100	100
Miscellaneous				
Grants/Donations	-	90,000	90,000	90,000
Total Other Expenditures	-	90,000	90,000	90,000
Total Expenditures	\$ 83	\$ 90,100	\$ 90,100	\$ 90,100

Expenditure Detail

Management Services Department - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	118,669	146,797	118,632	125,662
Medicare	1,671	2,128	1,677	1,821
Workers Compensation	88	249	92	213
Retirement Contributions	11,353	13,981	11,421	11,990
Medical Benefits	13,112	15,537	12,392	13,846
Life/Disability Benefits	726	1,323	798	1,134
Post-Employment Benefits	3,284	-	3,789	-
Total Personnel	148,903	180,015	148,801	154,666
Purchased Services				
Professional Services	9,327	20,000	20,000	20,000
Communication Services	398	620	620	620
Insurance Premiums	119,431	135,494	135,494	142,269
Total Purchased Services	129,156	156,114	156,114	162,889
Total Expenditures	\$ 278,059	\$ 336,129	\$ 304,915	\$ 317,555

Expenditure Detail

Human Resources Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	118,669	146,797	118,632	125,662
Medicare	1,671	2,128	1,677	1,821
Workers Compensation	88	249	92	213
Retirement Contributions	11,353	13,981	11,421	11,990
Medical Benefits	13,112	15,537	12,392	13,846
Life/Disability Benefits	726	1,323	798	1,134
Post-Employment Benefits	3,284	-	3,789	-
Total Personnel	148,903	180,015	148,801	154,666
Purchased Services				
Professional Services	9,327	20,000	20,000	20,000
Communication Services	398	620	620	620
Insurance Premiums	119,431	135,494	135,494	142,269
Total Purchased Services	129,156	156,114	156,114	162,889
Total Expenditures	\$ 278,059	\$ 336,129	\$ 304,915	\$ 317,555

Expenditure Detail

Management Services Department - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Insurance Premiums	9,406	10,317	12,387	10,912
Total Purchased Services	9,406	10,317	12,387	10,912
Total Expenditures	\$ 9,406	\$ 10,317	\$ 12,387	\$ 10,912

Expenditure Detail

Human Resources Division - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Insurance Premiums	9,406	10,317	12,387	10,912
Total Purchased Services	9,406	10,317	12,387	10,912
Total Expenditures	\$ 9,406	\$ 10,317	\$ 12,387	\$ 10,912

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.

2019 Achievements

- Upgraded network firewalls and the internet facing server cluster
- Completed the network setup and configuration at the new Wastewater Treatment administration building
- Upgraded the Fleet Maintenance and the Municipal Court applications to the current software versions
- Upgraded police vehicle computer software and added printers and drivers license scanners

Goals & Objectives

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

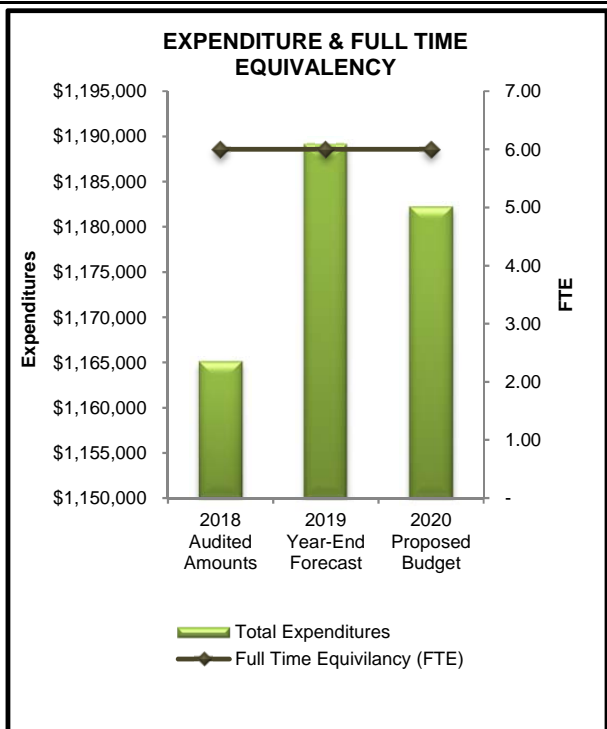
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
Server/network uptime	#2	99.6%	99.7%	99.9%	99.9%
New/replaced Physical Servers	#1	7	5	5	3
New/replaced PC's & Printers	#1	65	63	69	65
Technology Training Sessions/Classes	#2	8	9	7	8
Support Requests Completed #2	#2	866	743	750	750

Technology

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 954,837	5.20
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	227,403	0.80
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,182,240	6.00

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 1,182,240	6.00
Capital Improvement Projects	-	-
Total	1,182,240	6.00



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	6.00	6.00	6.00	6.00
Expenditures:				
Personnel	\$ 697,806	\$ 718,562	\$ 717,585	\$ 724,340
Purchased Services	281,765	304,250	295,000	315,000
Supplies/Non-Capital Equipment	132,524	127,950	135,900	128,200
Capital Outlay	52,330	40,000	40,000	14,000
Miscellaneous	660	700	660	700
Total Expenditures	\$ 1,165,085	\$ 1,191,462	\$ 1,189,145	\$ 1,182,240

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ -
2. Personnel Merit Allowance	9,812
3. Technical Services - Springbrook software upgrade	11,000
4. Capital Equipment - server replacements (2)	14,000
	\$ 34,812

Expenditure Detail

Technology Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	557,671	574,608	571,308	576,191
Medicare	7,839	8,333	8,026	8,355
Workers Compensation	483	974	452	976
Retirement Contributions	55,824	57,462	57,189	57,620
Medical Benefits	72,030	72,028	76,173	76,022
Life/Disability Benefits	3,389	5,157	3,859	5,176
Total Personnel	697,806	718,562	717,585	724,340
Purchased Services				
Technical Services	145,630	159,700	156,100	174,500
Communication Services	123,436	130,500	123,450	127,000
Internet Services	12,047	9,500	10,900	9,000
Training/Registration	220	4,000	4,000	4,000
Rentals/Leases	432	550	550	500
Total Purchased Services	281,765	304,250	295,000	315,000
Supplies/Non-Capital Equipment				
Office Supplies	764	800	800	600
Technology Supplies	31,794	18,100	26,000	19,500
Operating Supplies	7,575	50	100	100
Non-Capital Equipment	92,391	109,000	109,000	108,000
Total Supplies/Non-Capital Equipment	132,524	127,950	135,900	128,200
Capital Outlay				
Capital Equipment	52,330	40,000	40,000	14,000
Total Capital Outlay	52,330	40,000	40,000	14,000
Miscellaneous				
Dues/Fees	660	700	660	700
Total Other Expenditures	660	700	660	700
Total Expenditures	\$ 1,165,085	\$ 1,191,462	\$ 1,189,145	\$ 1,182,240

Expenditure Detail

Technology Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	469,801	462,432	481,600	485,464
Medicare	6,580	6,706	6,739	7,039
Workers Compensation	419	784	381	822
Retirement Contributions	47,014	46,243	48,195	48,547
Medical Benefits	64,336	62,411	68,037	67,907
Life/Disability Benefits	2,865	4,149	3,264	4,358
Total Personnel	591,357	582,725	608,563	614,137
Purchased Services				
Technical Services	108,650	119,700	116,100	131,500
Communication Services	92,006	99,400	92,000	95,000
Internet Services	12,047	9,500	10,900	9,000
Training/Registration	220	4,000	4,000	4,000
Rentals/Leases	432	550	550	500
Total Purchased Services	213,355	233,150	223,550	240,000
Supplies/Non-Capital Equipment				
Office Supplies	764	800	800	600
Technology Supplies	20,477	15,000	24,000	17,300
Operating Supplies	7,575	50	100	100
Non-Capital Equipment	61,832	75,000	75,000	75,000
Total Supplies/Non-Capital Equipment	90,648	90,850	99,900	93,000
Capital Outlay				
Capital Equipment	26,165	-	-	7,000
Total Capital Outlay	26,165	-	-	7,000
Miscellaneous				
Dues/Fees	660	700	660	700
Total Other Expenditures	660	700	660	700
Total Expenditures	\$ 922,185	\$ 907,425	\$ 932,673	\$ 954,837

Expenditure Detail

Administration/Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	469,801	462,432	481,600	485,464
Medicare	6,580	6,706	6,739	7,039
Workers Compensation	419	784	381	822
Retirement Contributions	47,014	46,243	48,195	48,547
Medical Benefits	64,336	62,411	68,037	67,907
Life/Disability Benefits	2,865	4,149	3,264	4,358
Total Personnel	591,357	582,725	608,563	614,137
Purchased Services				
Technical Services	108,650	119,700	116,100	131,500
Communication Services	92,006	99,400	92,000	95,000
Internet Services	12,047	9,500	10,900	9,000
Training/Registration	220	4,000	4,000	4,000
Rentals/Leases	432	550	550	500
Total Purchased Services	213,355	233,150	223,550	240,000
Supplies/Non-Capital Equipment				
Office Supplies	764	800	800	600
Technology Supplies	20,477	15,000	24,000	17,300
Operating Supplies	7,575	50	100	100
Non-Capital Equipment	61,832	75,000	75,000	75,000
Total Supplies/Non-Capital Equipment	90,648	90,850	99,900	93,000
Capital Outlay				
Capital Equipment	26,165	-	-	7,000
Total Capital Outlay	26,165	-	-	7,000
Miscellaneous				
Dues/Fees	660	700	660	700
Total Other Expenditures	660	700	660	700
Total Expenditures	\$ 922,185	\$ 907,425	\$ 932,673	\$ 954,837

Expenditure Detail

Technology Department - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	87,870	112,176	89,708	90,727
Medicare	1,259	1,627	1,287	1,316
Workers Compensation	64	190	71	154
Retirement Contributions	8,810	11,219	8,994	9,073
Medical Benefits	7,694	9,617	8,136	8,115
Life/Disability Benefits	524	1,008	595	818
Total Personnel	106,449	135,837	109,022	110,203
Purchased Services				
Technical Services	36,980	40,000	40,000	43,000
Communication Services	31,430	31,100	31,450	32,000
Total Purchased Services	68,410	71,100	71,450	75,000
Supplies/Non-Capital Equipment				
Technology Supplies	11,317	3,100	2,000	2,200
Non-Capital Equipment	30,559	34,000	34,000	33,000
Total Supplies/Non-Capital Equipment	41,876	37,100	36,000	35,200
Capital Outlay				
Capital Equipment	26,165	40,000	40,000	7,000
Total Capital Outlay	26,165	40,000	40,000	7,000
Total Expenditures	\$ 242,900	\$ 284,037	\$ 256,472	\$ 227,403

Expenditure Detail

Administration/Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	87,870	112,176	89,708	90,727
Medicare	1,259	1,627	1,287	1,316
Workers Compensation	64	190	71	154
Retirement Contributions	8,810	11,219	8,994	9,073
Medical Benefits	7,694	9,617	8,136	8,115
Life/Disability Benefits	524	1,008	595	818
Total Personnel	106,449	135,837	109,022	110,203
Purchased Services				
Technical Services	36,980	40,000	40,000	43,000
Communication Services	31,430	31,100	31,450	32,000
Total Purchased Services	68,410	71,100	71,450	75,000
Supplies/Non-Capital Equipment				
Technology Supplies	11,317	3,100	2,000	2,200
Non-Capital Equipment	30,559	34,000	34,000	33,000
Total Supplies/Non-Capital Equipment	41,876	37,100	36,000	35,200
Capital Outlay				
Capital Equipment	26,165	40,000	40,000	7,000
Total Capital Outlay	26,165	40,000	40,000	7,000
Total Expenditures	\$ 242,900	\$ 284,037	\$ 256,472	\$ 227,403



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.

2019 Achievements

- Received the Distinguished Budget Presentation Award from the GFOA for the 2019 budget
- Received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the 2018 CAFR
- Received unmodified audit opinion for the 2018 audit.

Goals & Objectives

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

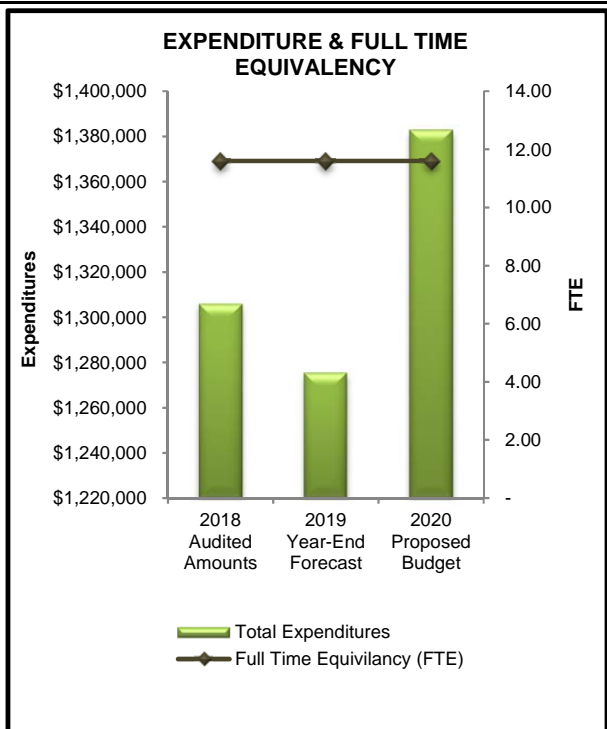
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
% of General Fund actual expenditures versus original budget +/- 3%	#2	-5.0%	-5.0%	-1.0%	-1.0%
Consecutive Years GFOA Budget Award Received	#2	8	9	10	11
Consecutive Years GFOA CAFR Award Received	#2	29	30	31	32
% of time monthly report completed timely	#2	100%	100%	100%	100%

Finance

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 518,725	4.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	862,205	7.60
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	2,000	-
Total	1,382,930	11.60

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 988,698	7.00
Utility Billing	394,232	4.60
Total	1,382,930	11.60



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	11.60	11.60	11.60	11.60
Expenditures:				
Personnel	\$ 869,145	\$ 959,423	\$ 896,806	\$ 984,830
Purchased Services	427,837	350,550	371,535	391,050
Supplies/Non-Capital Equipment	7,363	6,150	5,300	5,650
Miscellaneous	1,379	1,400	1,400	1,400
Total Expenditures	\$ 1,305,724	\$ 1,317,523	\$ 1,275,041	\$ 1,382,930

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 1,675
2. Personnel Merit Allowance	12,555
3. Professional Services - bank and software fees	25,000
4. General Services - credit card fees	15,000
	\$ 54,230

Expenditure Detail

Finance Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	695,151	775,572	722,010	788,017
Overtime	73	-	-	-
Allowances	1,282	1,200	2,410	2,400
Medicare	9,577	11,264	10,095	11,458
Workers Compensation	556	1,317	572	1,340
Retirement Contributions	61,841	71,566	63,652	73,086
Medical Benefits	96,002	91,503	92,792	101,424
Life/Disability Benefits	4,099	7,001	4,702	7,105
Total Personnel	869,145	959,423	896,806	984,830
Purchased Services				
Professional Services	146,886	115,700	110,542	131,800
General Services	162,345	110,300	136,000	131,000
Communication Services	113,888	116,600	113,800	114,950
Training/Registration	2,623	3,750	2,000	3,600
Mileage/Travel	224	1,950	1,950	1,950
Rentals/Leases	1,871	2,250	2,000	2,250
Total Purchased Services	427,837	350,550	371,535	391,050
Supplies/Non-Capital Equipment				
Office Supplies	4,724	3,450	3,400	3,700
Operating Supplies	2,639	2,000	1,900	1,950
Non-Capital Equipment	-	700	-	-
Total Supplies/Non-Capital Equipment	7,363	6,150	5,300	5,650
Miscellaneous				
Dues/Fees	1,379	1,400	1,400	1,400
Total Other Expenditures	1,379	1,400	1,400	1,400
Total Expenditures	\$ 1,305,724	\$ 1,317,523	\$ 1,275,041	\$ 1,382,930

Expenditure Detail

Finance Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	275,612	264,828	291,497	295,288
Allowances	641	600	1,205	1,200
Medicare	3,796	3,849	4,103	4,298
Workers Compensation	245	450	231	503
Retirement Contributions	24,596	23,915	25,785	26,816
Medical Benefits	41,938	36,420	35,712	35,655
Life/Disability Benefits	1,694	2,396	1,982	2,665
Total Personnel	348,522	332,458	360,515	366,425
Purchased Services				
Professional Services	53,528	38,700	38,500	59,800
General Services	40,528	40,300	41,000	41,000
Communication Services	40,949	43,350	41,000	42,000
Training/Registration	1,352	2,500	1,000	2,500
Mileage/Travel	224	1,200	1,200	1,200
Rentals/Leases	1,628	2,000	1,750	2,000
Total Purchased Services	138,209	128,050	124,450	148,500
Supplies/Non-Capital Equipment				
Office Supplies	2,137	1,500	1,500	1,800
Operating Supplies	1,762	1,250	1,200	1,200
Non-Capital Equipment	-	700	-	-
Total Supplies/Non-Capital Equipment	3,899	3,450	2,700	3,000
Miscellaneous				
Dues/Fees	710	800	800	800
Total Other Expenditures	710	800	800	800
Total Expenditures	\$ 491,340	\$ 464,758	\$ 488,465	\$ 518,725

Expenditure Detail

Administration/Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	275,612	264,828	291,497	295,288
Allowances	641	600	1,205	1,200
Medicare	3,796	3,849	4,103	4,298
Workers Compensation	245	450	231	503
Retirement Contributions	24,596	23,915	25,785	26,816
Medical Benefits	41,938	36,420	35,712	35,655
Life/Disability Benefits	1,694	2,396	1,982	2,665
Total Personnel	348,522	332,458	360,515	366,425
Purchased Services				
Professional Services	53,528	38,700	38,500	59,800
General Services	40,528	40,300	41,000	41,000
Communication Services	40,949	43,350	41,000	42,000
Training/Registration	1,352	2,500	1,000	2,500
Mileage/Travel	224	1,200	1,200	1,200
Rentals/Leases	1,628	2,000	1,750	2,000
Total Purchased Services	138,209	128,050	124,450	148,500
Supplies/Non-Capital Equipment				
Office Supplies	2,137	1,500	1,500	1,800
Operating Supplies	1,762	1,250	1,200	1,200
Non-Capital Equipment	-	700	-	-
Total Supplies/Non-Capital Equipment	3,899	3,450	2,700	3,000
Miscellaneous				
Dues/Fees	710	800	800	800
Total Other Expenditures	710	800	800	800
Total Expenditures	\$ 491,340	\$ 464,758	\$ 488,465	\$ 518,725

Expenditure Detail

Finance Department - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	419,539	510,744	430,513	492,729
Overtime	73	-	-	-
Allowances	641	600	1,205	1,200
Medicare	5,781	7,415	5,992	7,160
Workers Compensation	311	867	341	837
Retirement Contributions	37,245	47,651	37,867	46,270
Medical Benefits	54,064	55,083	57,080	65,769
Life/Disability Benefits	2,405	4,605	2,720	4,440
Total Personnel	520,623	626,965	536,291	618,405
Purchased Services				
Professional Services	91,358	75,000	70,042	70,000
General Services	121,817	70,000	95,000	90,000
Communication Services	72,939	73,250	72,800	72,950
Training/Registration	1,271	1,250	1,000	1,100
Mileage/Travel	-	750	750	750
Rentals/Leases	243	250	250	250
Total Purchased Services	287,628	220,500	245,085	240,550
Supplies/Non-Capital Equipment				
Office Supplies	2,587	1,950	1,900	1,900
Operating Supplies	877	750	700	750
Total Supplies/Non-Capital Equipment	3,464	2,700	2,600	2,650
Miscellaneous				
Dues/Fees	669	600	600	600
Total Other Expenditures	669	600	600	600
Total Expenditures	\$ 812,384	\$ 850,765	\$ 784,576	\$ 862,205

Expenditure Detail

Administration/Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	228,360	264,828	240,743	243,167
Allowances	641	600	1,205	1,200
Medicare	3,168	3,849	3,422	3,542
Workers Compensation	168	450	191	414
Retirement Contributions	20,439	23,915	21,288	22,202
Medical Benefits	30,098	36,134	22,890	22,850
Life/Disability Benefits	1,407	2,396	1,635	2,198
Total Personnel	284,281	332,172	291,374	295,573
Purchased Services				
Professional Services	91,358	75,000	70,000	70,000
General Services	121,817	70,000	95,000	90,000
Communication Services	2,461	3,600	2,800	2,950
Training/Registration	1,246	1,000	900	1,000
Mileage/Travel	-	500	500	500
Total Purchased Services	216,882	150,100	174,443	169,950
Supplies/Non-Capital Equipment				
Office Supplies	1,324	1,200	1,200	1,200
Operating Supplies	877	750	700	750
Total Supplies/Non-Capital Equipment	2,201	1,950	1,900	1,950
Miscellaneous				
Dues/Fees	590	500	500	500
Total Other Expenditures	590	500	500	500
Total Expenditures	\$ 503,954	\$ 484,722	\$ 468,217	\$ 467,973

Expenditure Detail

Utility Billing Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	191,179	245,916	189,770	249,562
Overtime	73	-	-	-
Medicare	2,613	3,566	2,570	3,618
Workers Compensation	143	417	150	423
Retirement Contributions	16,806	23,736	16,579	24,068
Medical Benefits	23,966	18,949	34,190	42,919
Life/Disability Benefits	998	2,209	1,085	2,242
Total Personnel	236,342	294,793	244,917	322,832
Purchased Services				
Communication Services	70,478	69,650	70,000	70,000
Training/Registration	25	250	100	100
Mileage/Travel	-	250	250	250
Rentals/Leases	243	250	250	250
Total Purchased Services	70,746	70,400	70,642	70,600
Supplies/Non-Capital Equipment				
Office Supplies	1,263	750	700	700
Operating Supplies	-	-	-	-
Total Supplies/Non-Capital Equipment	1,263	750	700	700
Miscellaneous				
Dues/Fees	79	100	100	100
Total Other Expenditures	79	100	100	100
Total Expenditures	\$ 308,430	\$ 366,043	\$ 316,359	\$ 394,232

Expenditure Detail

Finance Department - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Professional Services	2,000	2,000	2,000	2,000
Total Purchased Services	2,000	2,000	2,000	2,000
Total Expenditures	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Professional Services	2,000	2,000	2,000	2,000
Total Purchased Services	2,000	2,000	2,000	2,000
Total Expenditures	\$ 2,000	\$ 2,000	\$ 2,000	\$ 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.

2019 Achievements

- Adoption of the Unified Development ordinance
- Secured grant award of \$7.9M for the E 120th Ave Widening project
- St. Stephen's Church national historic landmark designation
- Karl's Farm rezoning

Goals & Objectives

- Comprehensive Plan update
- Connect Northglenn implementation
- Sustainability Action Plan implementation
- Civic Center Master Plan - Phase 1 and Phase 2 implementation
- Further develop Neighborhood Engagement Plan

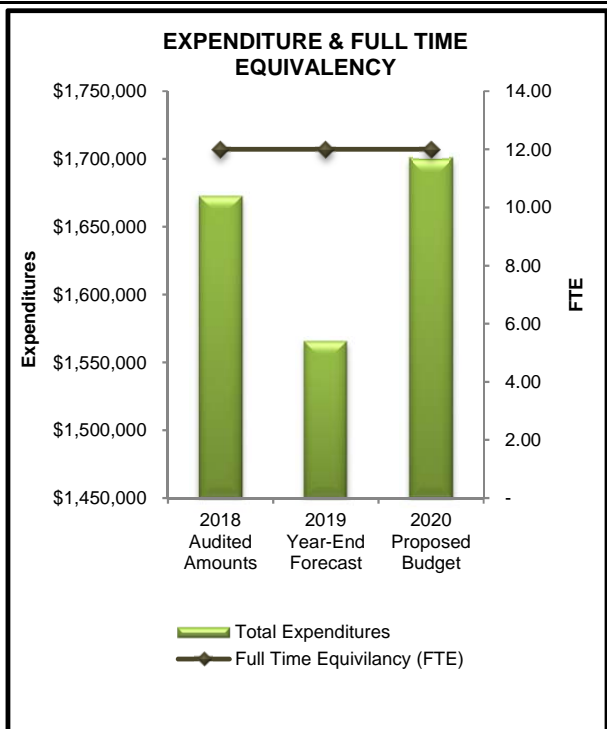
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
# of Permits Issued	#5	1,483	1,483	1,400	1,400
Permit Fee Collection	#2	\$ 236,922	\$ 236,922	\$ 215,022	\$ 215,022
Permit Valuations	#5	\$ 13,222,168	\$ 13,222,168	\$ 12,000,000	\$ 12,000,000
Neighborhood Service Officer Activity (calls)	#5	3,500	3,500	6,800	6,800

Planning & Development

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,700,786	12.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	-	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,700,786	12.00

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 166,876	1.00
Operations	958,413	4.00
Neighborhood Services	575,497	7.00
Total	1,700,786	12.00



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	12.00	12.00	12.00	12.00
Expenditures:				
Personnel	\$ 966,432	\$ 1,011,332	\$ 1,014,396	\$ 1,028,336
Purchased Services	683,483	679,236	517,236	617,580
Supplies/Non-Capital Equipment	20,539	19,600	26,691	19,600
Capital Outlay	-	10,866	3,839	31,800
Miscellaneous	1,768	3,470	3,470	3,470
Total Expenditures	\$ 1,672,222	\$ 1,724,504	\$ 1,565,632	\$ 1,700,786

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 2,822
2. Personnel Merit Allowance	16,892
3. Professional Services - comprehensive plan update, zero waste events	230,000
4. Capital Equipment - Code Enforcement radios (6)	31,800
	\$ 281,514

Expenditure Detail

Planning & Development Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	763,470	800,873	799,621	812,057
Overtime	4,921	5,000	5,000	5,000
Medicare	9,920	11,648	10,294	11,808
Workers Compensation	4,573	5,873	5,544	4,987
Retirement Contributions	67,993	69,899	71,240	71,349
Medical Benefits	108,505	108,444	114,836	113,446
Life/Disability Benefits	4,706	7,195	5,451	7,289
Total Personnel	966,432	1,011,332	1,014,396	1,028,336
Purchased Services				
Professional Services	116,542	302,656	140,656	241,000
Technical Services	536,811	325,000	325,000	325,000
General Services	5,149	20,000	20,000	20,000
Communication Services	10,614	12,280	12,280	12,280
Training/Registration	8,339	12,000	12,000	12,000
Mileage/Travel	2,917	4,000	4,000	4,000
Rentals/Leases	3,111	3,300	3,300	3,300
Total Purchased Services	683,483	679,236	517,236	617,580
Supplies/Non-Capital Equipment				
Office Supplies	3,503	4,300	7,204	4,300
Operating Supplies	9,379	8,800	8,800	8,800
Non-Capital Equipment	1,458	2,500	6,660	2,500
Motor Vehicle Fuels	3,775	4,000	4,000	4,000
Total Supplies/Non-Capital Equipment	20,539	19,600	26,691	19,600
Capital Outlay				
Capital Equipment	-	10,866	3,839	31,800
Total Capital Outlay	-	10,866	3,839	31,800
Miscellaneous				
Dues/Fees	1,768	3,470	3,470	3,470
Total Other Expenditures	1,768	3,470	3,470	3,470
Total Expenditures	\$ 1,672,222	\$ 1,724,504	\$ 1,565,632	\$ 1,700,786

Expenditure Detail

Planning & Development Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	763,470	800,873	799,621	812,057
Overtime	4,921	5,000	5,000	5,000
Medicare	9,920	11,648	10,294	11,808
Workers Compensation	4,573	5,873	5,544	4,987
Retirement Contributions	67,993	69,899	71,240	71,349
Medical Benefits	108,505	108,444	114,836	113,446
Life/Disability Benefits	4,706	7,195	5,451	7,289
Total Personnel	966,432	1,011,332	1,014,396	1,028,336
Purchased Services				
Professional Services	116,542	302,656	140,656	241,000
Technical Services	536,811	325,000	325,000	325,000
General Services	5,149	20,000	20,000	20,000
Communication Services	10,614	12,280	12,280	12,280
Training/Registration	8,339	12,000	12,000	12,000
Mileage/Travel	2,917	4,000	4,000	4,000
Rentals/Leases	3,111	3,300	3,300	3,300
Total Purchased Services	683,483	679,236	517,236	617,580
Supplies/Non-Capital Equipment				
Office Supplies	3,503	4,300	7,204	4,300
Operating Supplies	9,379	8,800	8,800	8,800
Non-Capital Equipment	1,458	2,500	6,660	2,500
Motor Vehicle Fuels	3,775	4,000	4,000	4,000
Total Supplies/Non-Capital Equipment	20,539	19,600	26,691	19,600
Capital Outlay				
Capital Equipment	-	10,866	3,839	31,800
Total Capital Outlay	-	10,866	3,839	31,800
Miscellaneous				
Dues/Fees	1,768	3,470	3,470	3,470
Total Other Expenditures	1,768	3,470	3,470	3,470
Total Expenditures	\$ 1,672,222	\$ 1,724,504	\$ 1,565,632	\$ 1,700,786

Expenditure Detail

Administrative Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	134,354	139,599	139,838	139,895
Medicare	1,941	2,024	2,021	2,028
Workers Compensation	121	237	111	237
Retirement Contributions	12,092	12,564	12,585	12,591
Medical Benefits	6,824	6,824	7,216	7,204
Life/Disability Benefits	804	1,250	928	1,251
Total Personnel	156,136	162,498	162,699	163,206
Purchased Services				
Training/Registration	513	500	500	500
Mileage/Travel	526	1,000	1,000	1,000
Rentals/Leases	137	600	600	600
Total Purchased Services	1,176	2,100	2,100	2,100
Supplies/Non-Capital Equipment				
Office Supplies	-	300	3,204	300
Operating Supplies	143	300	300	300
Total Supplies/Non-Capital Equipment	143	600	3,574	600
Miscellaneous				
Dues/Fees	-	970	970	970
Total Other Expenditures	-	970	970	970
Total Expenditures	\$ 157,455	\$ 166,168	\$ 169,343	\$ 166,876

Expenditure Detail

Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	278,589	297,294	296,147	303,793
Medicare	3,785	4,329	4,004	4,422
Workers Compensation	247	506	235	516
Retirement Contributions	24,422	24,759	26,078	25,286
Medical Benefits	35,522	35,462	37,655	36,992
Life/Disability Benefits	1,752	2,669	2,024	2,724
Total Personnel	345,520	366,219	367,348	374,933
Purchased Services				
Professional Services	116,402	302,656	140,656	241,000
Technical Services	536,811	325,000	325,000	325,000
Communication Services	1,671	2,280	2,280	2,280
Training/Registration	1,582	4,500	4,500	4,500
Mileage/Travel	1,662	2,500	2,500	2,500
Rentals/Leases	1,137	1,200	1,200	1,200
Total Purchased Services	659,265	638,136	476,136	576,480
Supplies/Non-Capital Equipment				
Office Supplies	1,065	1,500	1,500	1,500
Operating Supplies	1,311	500	500	500
Non-Capital Equipment	-	2,500	2,500	2,500
Total Supplies/Non-Capital Equipment	2,376	4,500	4,500	4,500
Miscellaneous				
Dues/Fees	1,768	2,500	2,500	2,500
Total Other Expenditures	1,768	2,500	2,500	2,500
Total Expenditures	\$ 1,008,929	\$ 1,011,355	\$ 850,484	\$ 958,413

Expenditure Detail

Neighborhood Services Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	350,527	363,980	363,636	368,369
Overtime	4,921	5,000	5,000	5,000
Medicare	4,194	5,295	4,269	5,358
Workers Compensation	4,205	5,130	5,198	4,234
Retirement Contributions	31,479	32,576	32,577	33,472
Medical Benefits	66,159	66,158	69,965	69,250
Life/Disability Benefits	2,150	3,276	2,499	3,314
Total Personnel	464,776	482,615	484,349	490,197
Purchased Services				
Professional Services	140	-	-	-
General Services	5,149	20,000	20,000	20,000
Communication Services	8,943	10,000	10,000	10,000
Training/Registration	6,244	7,000	7,000	7,000
Rentals/Leases	1,837	1,500	1,500	1,500
Total Purchased Services	23,042	39,000	39,000	39,000
Supplies/Non-Capital Equipment				
Office Supplies	2,438	2,500	2,500	2,500
Operating Supplies	7,925	8,000	8,000	8,000
Non-Capital Equipment	1,458	-	4,090	-
Motor Vehicle Fuels	3,775	4,000	4,000	4,000
Total Supplies/Non-Capital Equipment	18,020	14,500	18,617	14,500
Capital Outlay				
Capital Equipment	-	10,866	3,839	31,800
Total Capital Outlay	-	10,866	3,839	31,800
Total Expenditures	\$ 505,838	\$ 546,981	\$ 545,805	\$ 575,497



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, rights-of-way 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.

2019 Achievements

- Secured over \$525,000 in grant funding, with another \$1.2 million in requests pending
- Completed the design of the new Recreation Center, Senior Center and Theatre and broke ground for construction in October
- Had over 266,000 to the Recreation Center, Senior Center and Theatre
- Completed the renovations of the Kiwanis bath house and the construction of the new splash pad, as well as improvements to Northwest Open Space

Goals & Objectives

- Submit grant requests for applicable projects through Adams County Open Space and other sources as appropriate (Council Goals #2 & #4)
- Maintain the construction schedule and budget for the Recreation Center, Senior Center and Theatre throughout the construction phase of the new facility (Council Goals #2 & #4).
- Finalize staffing plan and programming plan for the new facility, with a goal of maintaining existing successful programs and providing new opportunities that are appealing to the community (Council Goals #2 & #4)

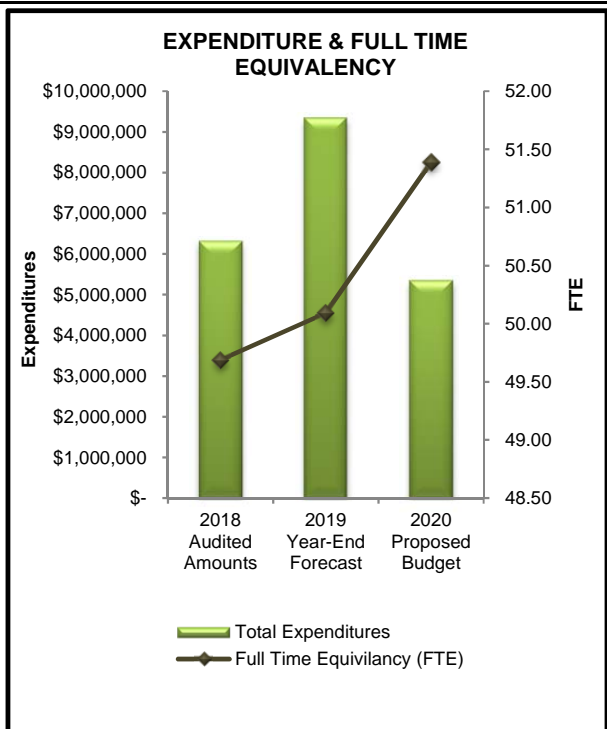
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
# of park acres maintained	#5	337	341	341	341
# of miles of trails maintained	#5	28	28	28	28
Recreation Center attendance	#2	221,941	266,000	266,000	266,000
Number of registered program participants	#2	9,365	12,332	12,500	12,500

Parks, Recreation & Culture

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 4,606,310	51.39
Conservation Trust Fund	420,000	-
CDBG Fund	-	-
Capital Projects Fund	325,000	-
Water Fund	-	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	5,351,310	51.39

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Park Operations	\$ 1,759,185	17.80
Recreation Operations	2,847,125	33.59
Capital Improvement Projects	745,000	-
Total	5,351,310	51.39



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	49.69	50.09	50.09	51.39
Expenditures:				
Personnel	\$ 3,286,087	\$ 3,346,589	\$ 3,324,650	\$ 3,610,029
Purchased Services	376,697	393,450	398,055	470,850
Supplies/Non-Capital Equipment	464,728	506,266	506,266	505,231
Capital Outlay	2,185,525	5,388,555	5,106,462	760,500
Miscellaneous	5,619	5,300	5,503	4,700
Total Expenditures	\$ 6,318,656	\$ 9,640,160	\$ 9,340,936	\$ 5,351,310

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 37,155
2. Personnel Merit Allowance	56,512
3. Personnel - Recreation - .5 FTE conversion of part-time Recreation Assistance to full-time	36,462
4. Personnel - Parks - 1 FTE Parks Maintenance Coordinator, and conversion of existing position to same title	78,476
5. General Service - Recreation - increase programs (day camp, NYTA, Roving Rec on the Road)	31,200
6. Operating Supplies - Recreation - day camp	2,000
7. Personnel - Recreation - seasonal day camp leader	6,720
8. Capital Equipment - Recreation - floor autoscrubber	7,000
9. Professional Services - Parks - athletic field laser grading	15,000
10. Capital Equipment - Parks - Pro Force debris blower	8,500
11. Property Services - Parks - pavillion maintenance	30,000
	\$ 309,025

Expenditure Detail

Parks, Recreation & Culture Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	2,307,962	2,322,219	2,358,569	2,462,971
Seasonal/Temporary Wages	243,047	247,711	231,721	280,562
Overtime	40,783	41,800	41,800	41,800
Allowances	5,370	5,765	5,580	5,904
Medicare	34,953	36,972	32,958	39,491
Workers Compensation	52,465	82,926	31,437	85,631
Retirement Contributions	184,839	209,905	187,140	222,942
Medical Benefits	405,514	377,017	422,549	447,000
Life/Disability Benefits	11,122	22,274	12,864	23,728
Total Personnel	3,286,087	3,346,589	3,324,650	3,610,029
Purchased Services				
Professional Services	4,262	4,000	5,600	19,600
Technical Services	10,438	11,000	11,000	11,000
General Services	191,980	201,020	201,020	232,220
Property Services	88,904	83,100	83,100	113,100
Communication Services	55,651	60,580	63,180	60,580
Training/Registration	11,385	20,050	20,455	20,650
Mileage/Travel	-	200	200	200
Rentals/Leases	14,077	13,500	13,500	13,500
Total Purchased Services	376,697	393,450	398,055	470,850
Supplies/Non-Capital Equipment				
Office Supplies	1,625	2,350	2,350	2,350
Technology Supplies	2,173	6,000	6,000	6,000
Operating Supplies	310,591	337,481	337,481	340,381
Inventory Supplies	8,658	12,500	12,500	11,000
Non-Capital Equipment	10,399	6,000	6,000	6,000
Gas/Electricity	100,439	112,330	112,330	110,000
Motor Vehicle Fuels	30,843	29,605	29,605	29,500
Total Supplies/Non-Capital Equipment	464,728	506,266	506,266	505,231
Capital Outlay				
Capital Equipment	-	104,030	104,030	15,500
Capital Improvement Projects	2,185,525	5,284,525	5,002,432	745,000
Total Capital Outlay	2,185,525	5,388,555	5,106,462	760,500
Miscellaneous				
Dues/Fees	5,619	4,800	5,003	4,200
Bad Debt Expense	-	500	500	500
Total Other Expenditures	5,619	5,300	5,503	4,700
Total Expenditures	\$ 6,318,656	\$ 9,640,160	\$ 9,340,936	\$ 5,351,310

Expenditure Detail

Parks, Recreation & Culture Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	2,307,962	2,322,219	2,358,569	2,462,971
Seasonal/Temporary Wages	243,047	247,711	231,721	280,562
Overtime	40,783	41,800	41,800	41,800
Allowances	5,370	5,765	5,580	5,904
Medicare	34,953	36,972	32,958	39,491
Workers Compensation	52,465	82,926	31,437	85,631
Retirement Contributions	184,839	209,905	187,140	222,942
Medical Benefits	405,514	377,017	422,549	447,000
Life/Disability Benefits	11,122	22,274	12,864	23,728
Total Personnel	3,286,087	3,346,589	3,324,650	3,610,029
Purchased Services				
Professional Services	4,262	4,000	5,600	19,600
Technical Services	10,438	11,000	11,000	11,000
General Services	191,980	201,020	201,020	232,220
Property Services	88,904	83,100	83,100	113,100
Communication Services	55,651	60,580	63,180	60,580
Training/Registration	11,385	20,050	20,455	20,650
Mileage/Travel	-	200	200	200
Rentals/Leases	14,077	13,500	13,500	13,500
Total Purchased Services	376,697	393,450	398,055	470,850
Supplies/Non-Capital Equipment				
Office Supplies	1,625	2,350	2,350	2,350
Technology Supplies	2,173	6,000	6,000	6,000
Operating Supplies	310,591	337,481	337,481	340,381
Inventory Supplies	8,658	12,500	12,500	11,000
Non-Capital Equipment	10,399	6,000	6,000	6,000
Gas/Electricity	100,439	112,330	112,330	110,000
Motor Vehicle Fuels	30,843	29,605	29,605	29,500
Total Supplies/Non-Capital Equipment	464,728	506,266	506,266	505,231
Capital Outlay				
Capital Equipment	-	104,030	104,030	15,500
Total Capital Outlay	-	104,030	104,030	15,500
Miscellaneous				
Dues/Fees	5,619	4,800	5,003	4,200
Bad Debt Expense	-	500	500	500
Total Other Expenditures	5,619	5,300	5,503	4,700
Total Expenditures	\$ 4,133,131	\$ 4,355,635	\$ 4,338,504	\$ 4,606,310

Expenditure Detail

Park Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	892,924	927,963	910,486	929,224
Seasonal/Temporary Wages	87,787	93,459	91,721	109,629
Overtime	30,914	34,800	34,800	34,800
Allowances	5,370	5,520	5,580	5,700
Medicare	13,316	14,514	12,747	14,769
Workers Compensation	21,575	29,552	16,392	28,962
Retirement Contributions	79,840	82,543	81,024	82,837
Medical Benefits	157,257	154,248	168,041	180,525
Life/Disability Benefits	5,346	8,680	6,139	8,789
Total Personnel	1,294,329	1,351,279	1,326,930	1,395,235
Purchased Services				
Property Services	63,040	80,400	80,400	110,400
Communication Services	6,999	7,900	10,500	7,900
Training/Registration	4,592	7,400	7,805	8,000
Rentals/Leases	3,557	4,000	4,000	4,000
Total Purchased Services	79,169	101,100	104,105	146,700
Supplies/Non-Capital Equipment				
Office Supplies	710	750	750	750
Operating Supplies	137,348	159,700	159,700	159,700
Non-Capital Equipment	-	-	-	-
Gas/Electricity	18,127	20,330	20,330	20,000
Motor Vehicle Fuels	29,453	28,000	28,000	28,000
Total Supplies/Non-Capital Equipment	185,638	208,780	208,780	208,450
Capital Outlay				
Capital Equipment	-	104,030	104,030	8,500
Total Capital Outlay	-	104,030	104,030	8,500
Miscellaneous				
Dues/Fees	1,048	950	950	300
Total Other Expenditures	1,048	950	950	300
Total Expenditures	\$ 1,560,184	\$ 1,766,139	\$ 1,744,795	\$ 1,759,185

Expenditure Detail

Recreation Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	1,415,038	1,394,256	1,448,083	1,533,747
Seasonal/Temporary Wages	155,260	154,252	140,000	170,933
Overtime	9,869	7,000	7,000	7,000
Allowances	-	245	-	204
Medicare	21,637	22,458	20,211	24,722
Workers Compensation	30,890	53,374	15,045	56,669
Retirement Contributions	104,999	127,362	106,116	140,105
Medical Benefits	248,257	222,769	254,508	266,475
Life/Disability Benefits	5,776	13,594	6,725	14,939
Total Personnel	1,991,758	1,995,310	1,997,720	2,214,794
Purchased Services				
Professional Services	3,281	2,600	4,200	3,200
Technical Services	10,438	11,000	11,000	11,000
General Services	191,980	201,020	201,020	232,220
Property Services	25,864	2,700	2,700	2,700
Communication Services	48,652	52,680	52,680	52,680
Training/Registration	6,793	12,650	12,650	12,650
Mileage/Travel	-	200	200	200
Rentals/Leases	10,520	9,500	9,500	9,500
Total Purchased Services	297,528	292,350	293,950	324,150
Supplies/Non-Capital Equipment				
Office Supplies	915	1,600	1,600	1,600
Technology Supplies	2,173	6,000	6,000	6,000
Operating Supplies	173,243	177,781	177,781	180,681
Inventory Supplies	8,658	12,500	12,500	11,000
Non-Capital Equipment	10,399	6,000	6,000	6,000
Gas/Electricity	82,312	92,000	92,000	90,000
Motor Vehicle Fuels	1,390	1,605	1,605	1,500
Total Supplies/Non-Capital Equipment	279,090	297,486	297,486	296,781
Capital Outlay				
Capital Equipment	-	-	-	7,000
Total Capital Outlay	-	-	-	7,000
Miscellaneous				
Dues/Fees	4,571	3,850	4,053	3,900
Bad Debt Expense	-	500	500	500
Total Other Expenditures	4,571	4,350	4,553	4,400
Total Expenditures	\$ 2,572,947	\$ 2,589,496	\$ 2,593,709	\$ 2,847,125

Expenditure Detail

Parks, Recreation & Culture Department - Conservation Trust Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	426,032	2,072,577	2,072,577	420,000
Total Capital Outlay	426,032	2,072,577	2,072,577	420,000
Total Expenditures	\$ 426,032	\$ 2,072,577	\$ 2,072,577	\$ 420,000

Expenditure Detail

Capital Improvement Projects Division - Conservation Trust Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	426,032	2,072,577	2,072,577	420,000
Total Capital Outlay	426,032	2,072,577	2,072,577	420,000
Total Expenditures	\$ 426,032	\$ 2,072,577	\$ 2,072,577	\$ 420,000

Expenditure Detail

Parks, Recreation & Culture Department - Capital Projects Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	1,759,493	3,211,948	2,929,855	325,000
Total Capital Outlay	1,759,493	3,211,948	2,929,855	325,000
Total Expenditures	\$ 1,759,493	\$ 3,211,948	\$ 2,929,855	\$ 325,000

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	1,759,493	3,211,948	2,929,855	325,000
Total Capital Outlay	1,759,493	3,211,948	2,929,855	325,000
Total Expenditures	\$ 1,759,493	\$ 3,211,948	\$ 2,929,855	\$ 325,000

Police

James May, Police Chief

Department Description

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

- The Administrative division consists of the Office of the Chief of Police, the Professional Standards Unit and the Operational Analysis and Community Impact Unit (Crime and Management Analysis).
- The Investigations division consists of the investigations unit, property/evidence and the victim services unit.
- The Patrol division provides 24 hours per day, seven days per week uniformed officer response to emergency and non-emergency calls for service, directed patrol and crime prevention. The Patrol division also provides tactical intervention with a SWAT element, and includes Animal Control and School Resource Officers (SRO's).
- The Support division consists of the Community Relations Unit, the Traffic Team and the Training Unit.

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

2019 Achievements

- Successful implementation and training of new Records Management System (Council Goal #1)
- Successful launch and continuation of the "Start by Believing" campaign to increase awareness of sexual assaults (Council Goal #4)
- Recruitment and hiring of supervisory staff - three Sergeants and two Commanders

Goals & Objectives

- Expand crime prevention efforts by 10% through crime prevention education, community engagement programs and community outreach in high crime areas to reduce perceived and actual crime in the City of Northglenn (Council Goal #6)
- Expand traffic and speed enforcement campaigns that include a 10% increase in traffic stops at high accident locations, traffic education and patrol in school zones to reduce the number of speed violations and traffic accidents (Council Goal #6)
- Retain and increase staffing levels in the Police Department by deploying officers in problem areas, implementing a succession plan and increasing recruitment efforts to provide high level quality service to the community and enhance public safety

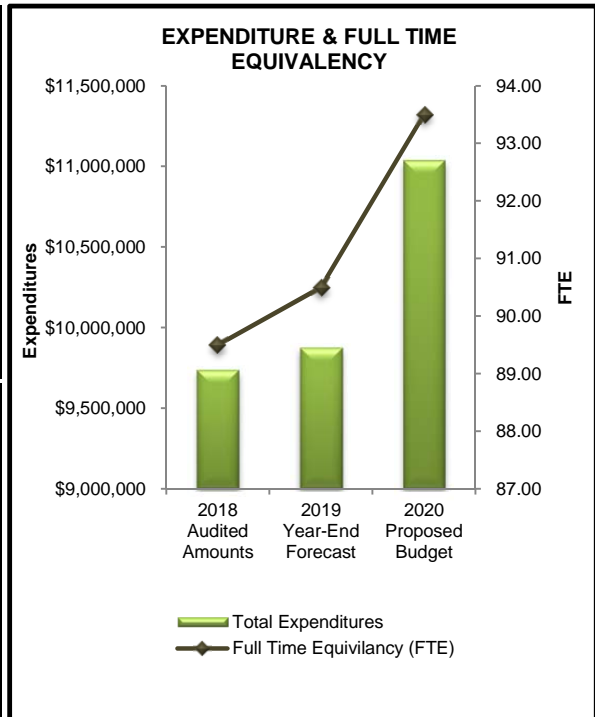
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
Calls for Service	#4	50,183	51,454	47,000	47,000
Incident Reports Processed	#4	6,368	6,047	5,500	5,500
# of Arrests	#4	2,639	2,651	2,400	2,400
# of Traffic Accidents Reported	#4	1,510	1,435	1,200	1,200
Municipal Summons Issued	#4	7,545	4,918	4,200	7,500

Police

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 11,035,961	93.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water Fund	-	-
Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	11,035,961	93.50

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 1,950,758	5.00
Support Operations	2,467,144	24.50
Patrol Division	6,420,198	62.00
Animal Control	197,861	2.00
Total	11,035,961	93.50



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	89.50	91.50	90.50	93.50
Expenditures:				
Personnel	\$ 8,007,075	\$ 8,893,193	\$ 7,945,999	\$ 9,006,213
Purchased Services	1,077,451	1,274,265	1,274,285	1,308,959
Supplies/Non-Capital Equipment	380,771	448,589	436,637	423,489
Capital Outlay	267,256	210,000	210,000	295,000
Miscellaneous	2,713	2,300	2,300	2,300
Total Expenditures	\$ 9,735,266	\$ 10,828,347	\$ 9,869,221	\$ 11,035,961

2020 BUDGET PACKAGES	
	Amount
1. Personnel Market Allowance	\$ 99,900
2. Personnel Step Allowance	129,840
3. Professional Services - Administration - NMTF assessment increase	14,069
4. Professional Services - Support - ACSO records terminal guard increase	8,625
5. Professional Services - Support - IDS mail service	5,000
6. Personnel - Patrol - 3 FTEs sworn Officers, and reclassification of Administrative Specialist	255,072
7. Capital Equipment - Patrol - vehicle replacements (4)	295,000
8. Non-Capital Equipment - Patrol - increase uniform allowance	14,000
9. Professional Services - Patrol - DNA testing	10,000
	\$ 831,506

Expenditure Detail

Police Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	5,883,958	6,607,544	5,901,469	6,579,497
Overtime	401,970	271,000	338,584	353,500
Allowances	46,748	48,600	46,107	53,008
Medicare	88,790	96,061	89,201	95,740
Workers Compensation	119,263	181,270	102,395	178,434
Retirement Contributions	533,892	596,180	531,115	585,118
Medical Benefits	794,237	945,936	795,899	983,220
Life/Disability Benefits	138,217	146,602	141,229	177,696
Total Personnel	8,007,075	8,893,193	7,945,999	9,006,213
Purchased Services				
Professional Services	312,111	374,360	374,395	412,054
Technical Services	3,039	25,000	25,000	25,000
General Services	23,689	41,200	41,200	35,700
Property Services	20,518	31,000	31,000	31,000
Communication Services	610,701	657,030	657,030	657,030
Training/Registration	100,353	138,000	137,985	140,500
Mileage/Travel	636	600	600	600
Rentals/Leases	6,404	7,075	7,075	7,075
Total Purchased Services	1,077,451	1,274,265	1,274,285	1,308,959
Supplies/Non-Capital Equipment				
Office Supplies	14,492	25,400	25,400	25,400
Technology Supplies	49,843	24,000	27,817	24,000
Operating Supplies	89,127	69,500	69,500	72,500
Non-Capital Equipment	139,956	148,700	160,120	147,700
Gas/Electricity	31,719	127,000	100,000	100,000
Motor Vehicle Fuels	55,634	53,989	53,800	53,889
Total Supplies/Non-Capital Equipment	380,771	448,589	436,637	423,489
Capital Outlay				
Capital Equipment	267,256	210,000	210,000	295,000
Total Capital Outlay	267,256	210,000	210,000	295,000
Miscellaneous				
Dues/Fees	2,213	2,300	2,300	2,300
Community Incentive	500	-	-	-
Total Other Expenditures	2,713	2,300	2,300	2,300
Total Expenditures	\$ 9,735,266	\$ 10,828,347	\$ 9,869,221	\$ 11,035,961

Expenditure Detail

Police Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	5,883,958	6,607,544	5,901,469	6,579,497
Overtime	401,970	271,000	338,584	353,500
Allowances	46,748	48,600	46,107	53,008
Medicare	88,790	96,061	89,201	95,740
Workers Compensation	119,263	181,270	102,395	178,434
Retirement Contributions	533,892	596,180	531,115	585,118
Medical Benefits	794,237	945,936	795,899	983,220
Life/Disability Benefits	138,217	146,602	141,229	177,696
Total Personnel	8,007,075	8,893,193	7,945,999	9,006,213
Purchased Services				
Professional Services	312,111	374,360	374,395	412,054
Technical Services	3,039	25,000	25,000	25,000
General Services	23,689	41,200	41,200	35,700
Property Services	20,518	31,000	31,000	31,000
Communication Services	610,701	657,030	657,030	657,030
Training/Registration	100,353	138,000	137,985	140,500
Mileage/Travel	636	600	600	600
Rentals/Leases	6,404	7,075	7,075	7,075
Total Purchased Services	1,077,451	1,274,265	1,274,285	1,308,959
Supplies/Non-Capital Equipment				
Office Supplies	14,492	25,400	25,400	25,400
Technology Supplies	49,843	24,000	27,817	24,000
Operating Supplies	89,127	69,500	69,500	72,500
Non-Capital Equipment	139,956	148,700	160,120	147,700
Gas/Electricity	31,719	127,000	100,000	100,000
Motor Vehicle Fuels	55,634	53,989	53,800	53,889
Total Supplies/Non-Capital Equipment	380,771	448,589	436,637	423,489
Capital Outlay				
Capital Equipment	267,256	210,000	210,000	295,000
Total Capital Outlay	267,256	210,000	210,000	295,000
Miscellaneous				
Dues/Fees	2,213	2,300	2,300	2,300
Community Incentive	500	-	-	-
Total Other Expenditures	2,713	2,300	2,300	2,300
Total Expenditures	\$ 9,735,266	\$ 10,828,347	\$ 9,869,221	\$ 11,035,961

Expenditure Detail

Administration Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	402,921	542,198	441,270	448,183
Overtime	-	6,500	6,500	-
Allowances	1,188	1,992	1,256	1,188
Medicare	5,648	7,891	6,204	6,516
Workers Compensation	15,945	12,752	7,955	9,874
Retirement Contributions	39,222	50,934	42,852	43,523
Medical Benefits	52,283	66,249	62,507	62,467
Life/Disability Benefits	4,364	4,863	5,024	9,860
Total Personnel	521,571	693,379	573,568	581,611
Purchased Services				
Professional Services	280,174	322,548	322,548	341,617
Technical Services	3,039	25,000	25,000	25,000
General Services	321	1,200	1,200	1,200
Property Services	20,428	31,000	31,000	31,000
Communication Services	609,328	655,530	655,530	655,530
Training/Registration	100,353	137,000	137,000	139,500
Mileage/Travel	636	600	600	600
Total Purchased Services	1,014,279	1,172,878	1,172,878	1,194,447
Supplies/Non-Capital Equipment				
Office Supplies	14,492	25,400	25,400	25,400
Technology Supplies	48,144	24,000	27,817	24,000
Operating Supplies	44,519	25,000	25,000	25,000
Non-Capital Equipment	105,711	113,000	113,000	98,000
Total Supplies/Non-Capital Equipment	212,866	187,400	191,217	172,400
Miscellaneous				
Dues/Fees	2,213	2,300	2,300	2,300
Community Incentive	500	-	-	-
Total Other Expenditures	2,713	2,300	2,300	2,300
Total Expenditures	\$ 1,751,429	\$ 2,055,957	\$ 1,939,963	\$ 1,950,758

Expenditure Detail

Support Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	1,684,706	1,864,509	1,596,137	1,706,018
Overtime	72,688	66,000	66,000	80,000
Allowances	18,940	19,584	16,502	17,148
Medicare	24,778	26,885	23,184	24,551
Workers Compensation	24,293	39,879	19,446	34,007
Retirement Contributions	154,019	171,534	145,732	155,463
Medical Benefits	228,705	291,168	227,546	230,321
Life/Disability Benefits	26,220	33,026	26,453	36,299
Total Personnel	2,234,349	2,512,585	2,121,000	2,283,807
Purchased Services				
Professional Services	30,892	48,812	48,812	57,437
Communication Services	1,343	1,500	1,500	1,500
Rentals/Leases	4,686	4,900	4,900	4,900
Total Purchased Services	37,011	55,212	55,212	63,837
Supplies/Non-Capital Equipment				
Operating Supplies	9,706	3,500	3,500	6,500
Non-Capital Equipment	695	7,000	7,000	7,000
Gas/Electricity	31,719	127,000	100,000	100,000
Motor Vehicle Fuels	5,846	6,000	6,000	6,000
Total Supplies/Non-Capital Equipment	49,537	143,500	116,500	119,500
Total Expenditures	\$ 2,320,897	\$ 2,711,297	\$ 2,292,712	\$ 2,467,144

Expenditure Detail

Patrol Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	3,688,400	4,090,375	3,753,584	4,314,621
Overtime	324,771	195,000	262,584	270,000
Allowances	25,852	26,256	27,537	33,904
Medicare	56,848	59,672	58,261	63,057
Workers Compensation	77,820	126,610	73,904	132,521
Retirement Contributions	330,852	363,713	332,527	376,115
Medical Benefits	489,573	564,844	480,808	665,439
Life/Disability Benefits	106,970	107,718	108,991	130,541
Total Personnel	5,101,086	5,534,188	5,098,196	5,986,198
Purchased Services				
Rentals/Leases	1,632	2,000	2,000	2,000
Total Purchased Services	1,887	2,000	2,035	12,000
Supplies/Non-Capital Equipment				
Technology Supplies	128	-	-	-
Operating Supplies	33,093	40,000	40,000	40,000
Non-Capital Equipment	32,800	28,000	40,120	42,000
Motor Vehicle Fuels	47,211	45,100	45,000	45,000
Total Supplies/Non-Capital Equipment	113,232	113,100	125,120	127,000
Capital Outlay				
Capital Equipment	267,256	210,000	210,000	295,000
Total Capital Outlay	267,256	210,000	210,000	295,000
Total Expenditures	\$ 5,483,461	\$ 5,859,288	\$ 5,435,351	\$ 6,420,198

Expenditure Detail

Animal Control Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	107,931	110,462	110,478	110,675
Overtime	4,511	3,500	3,500	3,500
Allowances	768	768	812	768
Medicare	1,516	1,613	1,552	1,616
Workers Compensation	1,205	2,029	1,090	2,032
Retirement Contributions	9,799	9,999	10,004	10,017
Medical Benefits	23,676	23,675	25,038	24,993
Life/Disability Benefits	663	995	761	996
Total Personnel	150,069	153,041	153,235	154,597
Purchased Services				
Professional Services	820	3,000	3,000	3,000
General Services	23,368	40,000	40,000	34,500
Training/Registration	-	1,000	985	1,000
Rentals/Leases	86	175	175	175
Total Purchased Services	24,274	44,175	44,160	38,675
Supplies/Non-Capital Equipment				
Operating Supplies	1,809	1,000	1,000	1,000
Non-Capital Equipment	750	700	-	700
Motor Vehicle Fuels	2,577	2,889	2,800	2,889
Total Supplies/Non-Capital Equipment	5,136	4,589	3,800	4,589
Total Expenditures	\$ 179,479	\$ 201,805	\$ 201,195	\$ 197,861

Public Works

Kent Kisselman, Director of Public Works

Department Description

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

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

2019 Achievements

- Provided key support to the Civic Center Campus and Recreation Center projects
- Updated the City's Stormwater ordinance to be current with State regulations
- Initiated the design of Lift Station A and Forcemain A for the Wastewater operations
- Developed and implemented a Capital Improvement Project selection criteria and update th Public Works Department's Standard and Specifications to stay current with industry standards
- Invited the public to participate in the City's first Public Works week celebration

Goals & Objectives

- Continue the design and construction of Lift Station A and Forcemain A to maintain a reliable sanitary sewer system (Council Goal #1)
- Strategically manage infrastructure program to understand and recommend plans to ensure safe and quality service (Council Goal #2)
- Investigate and pursue water rights acquisitions and water supply projects to provide a consistent, stable and cost efficient water supply for the City (Council Goal #1)
- Maintain strong community involvement by promoting public awareness of the Public Works Department roles and responsibilities (Council Goal #4)

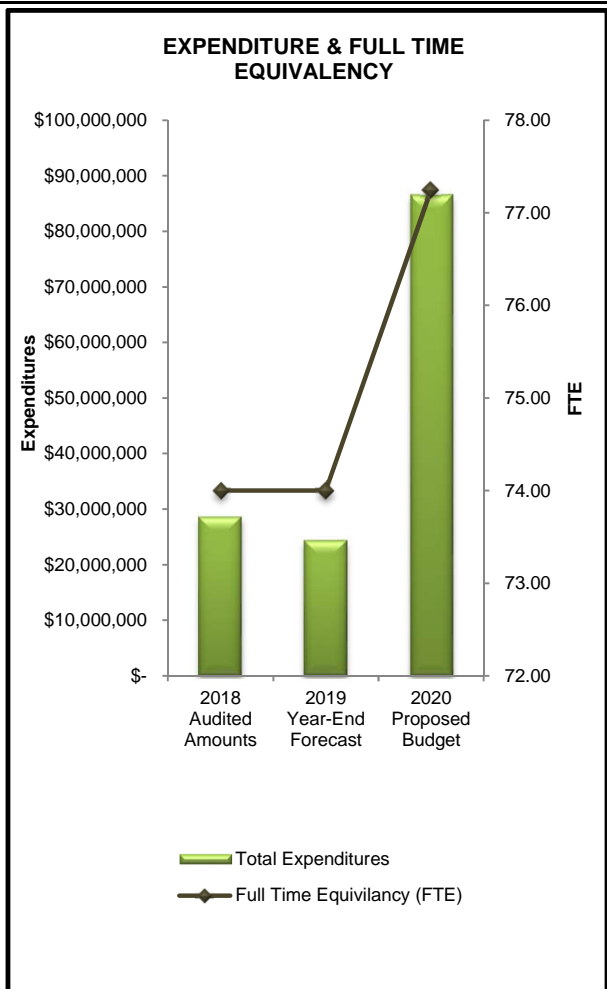
Activity Measures

Category/Measure	Council Goal	2017	2018	2019 Forecast	2020 Forecast
Water Distribution System (# of Miles)	#1	127	127	127	127
Sewer Collection System (# of Miles)	#1	101	101	101	101
Storm Drainage System (# of Miles)	#1	23	23	23	23
Roadway Network (# of Miles)	#1	105	105	105	105
Waste Hauled to Landfill (Tons)	#5	14,500	14,500	15,000	15,000
Waste Hauled to Recycling (Tons)	#5	1,587	1,587	1,850	1,900

Public Works

2020 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 3,218,746	17.10
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	63,483,407	-
Water Fund	8,044,340	30.35
Wastewater Fund	9,580,501	18.60
Stormwater Fund	445,120	1.00
Sanitation Fund	1,854,628	10.20
Total	86,626,742	77.25

2020 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 444,849	2.00
Facilities	582,447	4.00
Fleet	517,340	4.00
Streets	1,220,237	9.00
Engineering	1,978,147	9.00
Water Operations	1,263,695	7.50
Lab Operations	615,795	5.00
Electrical & Mechanical	818,904	5.00
Distribution & Collection	1,467,410	9.25
Water Resources Operations	1,973,552	3.00
Wastewater Operations	2,006,188	7.50
Industrial Pre-Treatment	101,874	1.00
Stormwater Operations	141,435	1.00
Sanitation Operations	1,662,258	10.00
Capital Improvement Projects	71,832,611	-
Total	86,626,742	77.25



EXPENDITURE SUMMARY				
	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Staff - Full Time Equivalency (FTE)*	74.00	74.00	74.00	77.25
Expenditures:				
Personnel	\$ 5,925,683	\$ 6,250,652	\$ 5,939,914	\$ 6,640,271
Purchased Services	2,510,245	2,488,950	2,464,162	2,523,675
Supplies/Non-Capital Equipment	3,317,694	3,072,343	3,079,979	3,289,100
Capital Outlay	16,775,467	26,810,277	12,850,882	74,132,611
Miscellaneous	30,743	39,310	38,304	41,085
Contingency	-	-	-	-
Total Expenditures	\$ 28,559,832	\$ 38,661,532	\$ 24,373,241	\$ 86,626,742

2020 BUDGET PACKAGES

	Amount
1. Personnel Market Adjustment	\$ 21,674
2. Personnel Merit Allowance	102,088
3. Capital Equipment - Streets - bucket boom truck and street sweeper replacement	420,000
4. Personnel - Streets - 1 FTE Traffic Technician	55,700
5. Personnel - Facilities - 1 FTE Facilities Maintenance Technician	64,000
6. Capital Equipment - Water Operations - treatment plant repairs	115,000
7. Capital Equipment - Electrical & Mechanical - water treatment plant repairs	65,000
8. Personnel - Water Resources - 1 FTE Environmental Manager	130,146
9. Capital Equipment - Lab Operations	30,000
10. Personnel - Distribution & Collection - .25 FTE Seasonal Specialist	14,000
11. Capital Equipment - Distribution & Collection - small crane truck and dump truck replacements	145,000
12. Capital Equipment - Wastewater Operations - treatment plant repairs	90,000
13. Capital Equipment - Electrical & Mechanical - wastewater treatment plant repairs	95,000
14. Technical Services - Stormwater Operations - software	1,200
15. Property Services - Stormwater Operations - emergency ditch maintenance	15,000
16. General Services - Stormwater Operations - permit fees	1,200
17. Property Services - Sanitation Operations - recycle tip fees	108,000
18. Capital Equipment - Sanitation Operations - trash truck and roll-off container (3) replacements	340,000
19. Professional Services - Sanitation Operations - composting and single-stream recycling evaluations	50,000
	\$ 1,863,008

Expenditure Detail

Public Works Department - All Funds

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	4,434,032	4,665,131	4,381,753	4,876,526
Overtime	111,538	116,500	118,412	116,500
Allowances	26,809	27,216	27,608	27,468
Medicare	55,933	66,310	57,737	69,381
Workers Compensation	92,243	121,072	98,688	121,197
Retirement Contributions	395,148	415,969	387,458	427,651
Medical Benefits	784,354	797,452	839,235	958,626
Life/Disability Benefits	25,626	41,002	29,023	42,922
Total Personnel	5,925,683	6,250,652	5,939,914	6,640,271
Purchased Services				
Professional Services	19,642	352,850	352,778	259,650
Technical Services	147,969	172,100	165,545	191,360
General Services	73,995	62,500	74,839	92,130
Property Services	2,154,835	1,782,900	1,737,700	1,847,065
Repair/Maintenance Services	(127)	-	-	-
Communication Services	53,706	52,250	58,897	62,950
Training/Registration	26,934	17,750	23,154	25,600
Mileage/Travel	2,536	1,000	3,188	3,500
Rentals/Leases	30,755	47,600	48,061	41,420
Total Purchased Services	2,510,245	2,488,950	2,464,162	2,523,675
Supplies/Non-Capital Equipment				
Office Supplies	18,899	15,200	15,310	18,500
Technology Supplies	2,802	3,000	3,000	2,500
Operating Supplies	1,353,477	1,086,987	946,999	655,200
Chemicals/Compounds	285,014	350,000	490,000	552,745
Maintenance Supplies	-	-	-	240,000
Inventory Supplies	49,973	75,000	75,000	60,000
Uniforms/Clothing	19,286	19,600	21,334	22,950
Non-Capital Equipment	51,017	1,000	2,160	171,105
Gas/Electricity	1,367,201	1,400,500	1,355,900	1,400,500
Motor Vehicle Fuels	170,025	121,056	170,276	165,600
Total Supplies/Non-Capital Equipment	3,317,694	3,072,343	3,079,979	3,289,100
Capital Outlay				
Property/Rights	-	1,000,000	600,000	1,000,000
Capital Equipment	874,927	1,470,500	1,576,151	1,300,000
Capital Improvement Projects	15,900,540	24,339,777	10,674,731	71,832,611
Total Capital Outlay	16,775,467	26,810,277	12,850,882	74,132,611
Miscellaneous				
Dues/Fees	8,860	9,310	8,304	11,085
Community Incentive	21,883	30,000	30,000	30,000
Total Other Expenditures	30,743	39,310	38,304	41,085
Total Expenditures	\$ 28,559,832	\$ 38,661,532	\$ 24,373,241	\$ 86,626,742

Expenditure Detail

Public Works Department - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	928,356	967,786	957,294	1,039,504
Overtime	29,238	33,500	33,500	33,500
Allowances	7,068	7,704	6,814	6,912
Medicare	10,644	13,535	11,384	14,564
Workers Compensation	26,516	28,219	23,329	31,466
Retirement Contributions	82,323	85,317	83,520	91,362
Medical Benefits	165,479	163,961	186,456	218,389
Life/Disability Benefits	5,264	8,350	6,358	8,999
Total Personnel	1,254,888	1,308,372	1,308,655	1,444,696
Purchased Services				
Professional Services	8,127	145,900	146,028	130,750
Technical Services	13,734	15,600	21,490	29,380
General Services	490	-	871	2,700
Property Services	328,171	228,200	228,000	237,345
Repair/Maintenance Services	(131,986)	(174,000)	(174,000)	(174,000)
Communication Services	12,727	13,850	14,084	22,950
Training/Registration	7,835	4,000	9,216	6,175
Mileage/Travel	-	-	2,596	700
Rentals/Leases	5,677	19,500	19,500	8,200
Total Purchased Services	244,775	253,050	267,785	264,200
Supplies/Non-Capital Equipment				
Office Supplies	7,926	6,000	6,000	8,000
Technology Supplies	2,802	2,500	2,500	2,500
Operating Supplies	446,358	318,500	318,512	287,000
Maintenance Supplies	-	-	-	75,000
Uniforms/Clothing	4,656	5,000	5,500	5,650
Non-Capital Equipment	37,592	500	1,660	-
Gas/Electricity	644,051	645,000	618,000	645,000
Motor Vehicle Fuels	67,027	20,740	70,600	65,100
Total Supplies/Non-Capital Equipment	1,210,412	998,240	1,022,772	1,088,250
Capital Outlay				
Capital Equipment	264,177	114,500	114,500	420,000
Total Capital Outlay	264,177	114,500	114,500	420,000
Miscellaneous				
Dues/Fees	429	500	200	1,600
Total Other Expenditures	429	500	200	1,600
Total Expenditures	\$ 2,974,681	\$ 2,674,662	\$ 2,713,912	\$ 3,218,746

Expenditure Detail

Administration/Operations Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	41,075	48,113	57,495	58,396
Medicare	320	697	544	846
Workers Compensation	79	81	433	99
Retirement Contributions	3,883	4,160	5,361	5,445
Medical Benefits	4,774	7,223	9,166	9,277
Life/Disability Benefits	194	438	392	530
Total Personnel	50,325	60,712	73,391	74,593
Purchased Services				
Property Services	-	200	-	-
Communication Services	-	-	234	-
Total Purchased Services	-	200	234	-
Supplies/Non-Capital Equipment				
Office Supplies	7,806	6,000	6,000	8,000
Operating Supplies	-	-	12	-
Gas/Electricity	97,058	120,000	100,000	120,000
Total Supplies/Non-Capital Equipment	104,864	126,000	106,012	128,000
Miscellaneous				
Dues/Fees	-	500	-	-
Total Other Expenditures	-	500	-	-
Total Expenditures	\$ 155,189	\$ 187,412	\$ 179,637	\$ 202,593

Expenditure Detail

Facilities Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	128,288	131,852	130,327	178,007
Overtime	3,581	3,500	3,500	3,500
Allowances	816	816	863	1,224
Medicare	1,253	1,749	1,303	2,426
Workers Compensation	3,087	4,474	2,493	6,200
Retirement Contributions	11,809	11,986	11,981	15,716
Medical Benefits	24,526	24,107	25,300	43,868
Life/Disability Benefits	717	1,087	818	1,502
Total Personnel	174,077	179,571	176,585	252,443
Purchased Services				
Professional Services	155	200	200	100
Technical Services	352	-	352	180
General Services	-	-	-	200
Property Services	28,194	32,000	32,000	46,500
Communication Services	1,753	1,850	1,850	6,500
Training/Registration	300	-	300	375
Rentals/Leases	1,952	1,000	1,000	4,000
Total Purchased Services	32,706	35,050	35,702	57,855
Supplies/Non-Capital Equipment				
Operating Supplies	42,919	40,000	40,000	50,000
Uniforms/Clothing	1,176	1,000	1,000	750
Motor Vehicle Fuels	3,176	3,600	3,600	3,600
Total Supplies/Non-Capital Equipment	47,271	44,600	44,600	54,350
Capital Outlay				
Capital Equipment	-	64,500	64,500	-
Total Capital Outlay	-	64,500	64,500	-
Total Expenditures	\$ 254,054	\$ 323,721	\$ 321,387	\$ 364,648

Expenditure Detail

Fleet Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	251,703	258,288	242,009	232,868
Overtime	3,482	5,000	5,000	5,000
Allowances	1,122	1,224	1,294	816
Medicare	2,737	3,588	2,613	3,215
Workers Compensation	3,075	3,873	2,541	3,360
Retirement Contributions	22,550	23,515	20,265	20,511
Medical Benefits	59,039	63,742	56,197	56,529
Life/Disability Benefits	1,335	2,216	1,504	1,991
Total Personnel	345,043	361,446	331,423	324,290
Purchased Services				
Professional Services	180	200	328	150
Technical Services	10,313	5,000	5,000	10,500
Property Services	37,204	36,000	36,000	43,000
Repair/Maintenance Services	(131,986)	(174,000)	(174,000)	(174,000)
Communication Services	1,153	1,500	1,500	1,500
Training/Registration	1,180	1,000	4,446	1,000
Mileage/Travel	-	-	2,576	200
Rentals/Leases	672	500	500	700
Total Purchased Services	(81,284)	(129,800)	(123,650)	(116,950)
Supplies/Non-Capital Equipment				
Operating Supplies	89,371	90,000	90,000	90,000
Uniforms/Clothing	639	1,000	1,000	1,000
Motor Vehicle Fuels	47,596	-	50,000	45,000
Total Supplies/Non-Capital Equipment	137,606	91,000	141,000	136,000
Total Expenditures	\$ 401,365	\$ 322,646	\$ 348,773	\$ 343,340

Expenditure Detail

Streets Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	386,254	403,157	408,336	448,796
Overtime	22,175	25,000	25,000	25,000
Allowances	5,130	5,664	4,657	4,872
Medicare	4,636	5,668	5,253	6,317
Workers Compensation	18,772	18,132	16,288	20,213
Retirement Contributions	34,398	35,546	36,316	39,275
Medical Benefits	64,098	56,074	82,241	95,182
Life/Disability Benefits	2,289	3,472	2,832	3,882
Total Personnel	537,752	552,713	580,923	643,537
Purchased Services				
Professional Services	4,749	500	500	500
Technical Services	819	5,300	5,300	1,200
General Services	283	-	101	-
Property Services	174,578	45,000	45,000	60,000
Communication Services	4,483	3,500	3,500	6,800
Training/Registration	1,205	1,000	2,470	1,200
Rentals/Leases	3,053	18,000	18,000	3,500
Total Purchased Services	189,170	73,300	74,871	73,200
Supplies/Non-Capital Equipment				
Operating Supplies	271,347	186,000	186,000	145,000
Maintenance Supplies	-	-	-	75,000
Uniforms/Clothing	2,841	3,000	3,000	3,000
Non-Capital Equipment	37,592	-	1,660	-
Motor Vehicle Fuels	15,581	15,000	15,000	15,000
Total Supplies/Non-Capital Equipment	327,361	204,000	205,660	238,000
Capital Outlay				
Capital Equipment	264,177	50,000	50,000	250,000
Total Capital Outlay	264,177	50,000	50,000	250,000
Miscellaneous				
Dues/Fees	-	-	200	800
Total Other Expenditures	-	-	200	800
Total Expenditures	\$ 1,318,460	\$ 880,013	\$ 911,654	\$ 1,205,537

Expenditure Detail

Engineering Division - General Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	121,036	126,376	119,127	121,437
Medicare	1,698	1,833	1,671	1,760
Workers Compensation	1,503	1,659	1,574	1,594
Retirement Contributions	9,683	10,110	9,597	10,415
Medical Benefits	13,042	12,815	13,552	13,533
Life/Disability Benefits	729	1,137	812	1,094
Total Personnel	147,691	153,930	146,333	149,833
Purchased Services				
Professional Services	3,043	145,000	145,000	130,000
Technical Services	2,250	5,300	10,838	17,500
General Services	207	-	770	2,500
Property Services	88,195	115,000	115,000	87,845
Communication Services	5,338	7,000	7,000	8,150
Training/Registration	5,150	2,000	2,000	3,600
Mileage/Travel	-	-	20	500
Total Purchased Services	104,183	274,300	280,628	250,095
Supplies/Non-Capital Equipment				
Office Supplies	120	-	-	-
Technology Supplies	2,802	2,500	2,500	2,500
Operating Supplies	42,721	2,500	2,500	2,000
Uniforms/Clothing	-	-	500	900
Non-Capital Equipment	-	500	-	-
Gas/Electricity	546,993	525,000	518,000	525,000
Motor Vehicle Fuels	674	2,140	2,000	1,500
Total Supplies/Non-Capital Equipment	593,310	532,640	525,500	531,900
Miscellaneous				
Dues/Fees	429	-	-	800
Total Other Expenditures	429	-	-	800
Total Expenditures	\$ 845,613	\$ 960,870	\$ 952,461	\$ 1,102,628

Expenditure Detail

Public Works Department - CDBG Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	204,773	224,091	224,091	-
Total Capital Outlay	204,773	224,091	224,091	-
Total Expenditures	\$ 204,773	\$ 224,091	\$ 224,091	\$ -

Expenditure Detail

Capital Improvement Projects Division - CDBG Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	204,773	224,091	224,091	-
Total Capital Outlay	204,773	224,091	224,091	-
Total Expenditures	\$ 204,773	\$ 224,091	\$ 224,091	\$ -

Expenditure Detail

Public Works Department - Capital Projects Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	14,826,401	17,127,403	5,753,497	63,483,407
Total Capital Outlay	14,826,401	17,127,403	5,753,497	63,483,407
Total Expenditures	\$ 14,826,401	\$ 17,127,403	\$ 5,753,497	\$ 63,483,407

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	14,826,401	17,127,403	5,753,497	63,483,407
Total Capital Outlay	14,826,401	17,127,403	5,753,497	63,483,407
Total Expenditures	\$ 14,826,401	\$ 17,127,403	\$ 5,753,497	\$ 63,483,407

Expenditure Detail

Public Works Department - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	1,807,459	1,891,230	1,746,593	2,043,979
Overtime	30,271	27,000	28,500	27,000
Allowances	10,281	10,548	10,650	11,184
Medicare	23,143	27,008	23,485	29,233
Workers Compensation	30,480	41,425	32,198	38,391
Retirement Contributions	161,608	169,797	154,108	177,547
Medical Benefits	292,766	300,340	294,055	359,579
Life/Disability Benefits	10,512	16,696	11,532	18,075
Total Personnel	2,366,520	2,484,044	2,301,121	2,704,988
Purchased Services				
Professional Services	1,224	195,250	195,250	77,200
Technical Services	86,877	104,000	104,360	88,080
General Services	48,979	43,500	54,891	62,000
Property Services	945,047	737,700	692,700	694,920
Repair/Maintenance Services	33,462	60,000	60,000	60,000
Communication Services	23,329	19,050	23,530	17,850
Training/Registration	12,785	9,500	9,530	11,875
Mileage/Travel	142	500	92	1,600
Rentals/Leases	9,733	8,200	8,661	12,550
Total Purchased Services	1,161,578	1,177,700	1,149,014	1,026,075
Supplies/Non-Capital Equipment				
Office Supplies	6,158	5,200	5,310	6,500
Operating Supplies	658,356	572,500	432,500	265,000
Chemicals/Compounds	-	-	140,000	200,000
Maintenance Supplies	-	-	-	165,000
Uniforms/Clothing	9,259	9,100	10,334	11,550
Non-Capital Equipment	-	500	500	84,105
Gas/Electricity	222,960	236,000	226,500	236,000
Motor Vehicle Fuels	24,664	27,534	26,894	27,500
Total Supplies/Non-Capital Equipment	921,397	850,834	842,038	995,655
Capital Outlay				
Property/Rights	-	1,000,000	600,000	1,000,000
Capital Equipment	231,909	500,000	670,651	355,000
Capital Improvement Projects	122,874	2,917,711	2,535,619	1,924,592
Total Capital Outlay	354,783	4,417,711	3,806,270	3,279,592
Miscellaneous				
Dues/Fees	6,277	4,860	4,654	8,030
Community Incentive	21,883	30,000	30,000	30,000
Total Other Expenditures	28,160	34,860	34,654	38,030
Total Expenditures	\$ 4,832,438	\$ 8,965,149	\$ 8,133,097	\$ 8,044,340

Expenditure Detail

Administration/Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	41,075	48,113	57,495	58,396
Medicare	320	697	544	846
Workers Compensation	65	81	433	99
Retirement Contributions	3,883	4,160	5,361	5,445
Medical Benefits	4,774	7,223	9,166	9,277
Life/Disability Benefits	194	438	392	530
Total Personnel	50,311	60,712	73,391	74,593
Purchased Services				
Technical Services	903	-	-	-
Property Services	-	200	200	200
Communication Services	1,547	-	532	-
Training/Registration	-	-	30	-
Rentals/Leases	3,918	2,000	2,000	1,000
Total Purchased Services	6,368	2,200	2,762	1,200
Supplies/Non-Capital Equipment				
Office Supplies	6,158	5,000	5,000	5,500
Operating Supplies	508	-	-	-
Total Supplies/Non-Capital Equipment	6,666	5,000	5,000	5,500
Miscellaneous				
Dues/Fees	4	500	-	-
Total Other Expenditures	4	500	-	-
Total Expenditures	\$ 63,349	\$ 68,412	\$ 81,153	\$ 81,293

Expenditure Detail

Facilities Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	128,287	131,852	130,327	133,807
Overtime	3,581	3,000	3,000	3,000
Allowances	816	816	863	816
Medicare	1,253	1,749	1,303	1,779
Workers Compensation	2,571	4,474	2,492	4,546
Retirement Contributions	11,808	11,986	11,981	12,180
Medical Benefits	24,526	24,107	25,300	25,463
Life/Disability Benefits	717	1,087	818	1,103
Total Personnel	173,559	179,071	176,084	182,694
Purchased Services				
Professional Services	-	-	-	100
Technical Services	352	-	360	180
Property Services	16,158	12,000	12,000	20,000
Communication Services	7,815	1,800	4,660	1,500
Training/Registration	-	-	-	375
Rentals/Leases	-	500	500	2,200
Total Purchased Services	24,325	14,300	17,520	24,355
Supplies/Non-Capital Equipment				
Operating Supplies	5,724	5,000	5,000	10,000
Uniforms/Clothing	-	-	-	750
Total Supplies/Non-Capital Equipment	5,724	5,000	5,000	10,750
Total Expenditures	\$ 203,608	\$ 198,371	\$ 198,604	\$ 217,799

Expenditure Detail

Fleet Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Repair/Maintenance Services	33,462	60,000	60,000	60,000
Total Purchased Services	33,462	60,000	60,000	60,000
Total Expenditures	\$ 33,462	\$ 60,000	\$ 60,000	\$ 60,000

Expenditure Detail

Engineering Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	311,239	336,346	262,700	340,340
Overtime	1,616	-	1,500	-
Allowances	712	804	684	804
Medicare	4,330	4,889	3,641	4,947
Workers Compensation	3,477	4,749	3,582	4,389
Retirement Contributions	26,372	28,793	22,249	28,604
Medical Benefits	52,001	44,514	46,826	55,946
Life/Disability Benefits	1,881	3,034	1,745	3,074
Total Personnel	401,628	423,129	342,927	438,104
Purchased Services				
Professional Services	38	15,000	15,000	40,000
Technical Services	-	11,000	11,000	12,500
General Services	-	-	36	-
Communication Services	1,257	1,000	1,000	3,250
Training/Registration	990	1,000	1,000	-
Mileage/Travel	-	-	92	-
Rentals/Leases	1,435	2,000	2,000	1,500
Total Purchased Services	3,720	30,000	30,128	57,250
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	-
Operating Supplies	1,906	2,000	2,000	2,000
Uniforms/Clothing	-	-	1,013	900
Non-Capital Equipment	-	500	500	-
Motor Vehicle Fuels	1,435	2,140	2,000	2,100
Total Supplies/Non-Capital Equipment	3,341	4,840	5,713	5,000
Miscellaneous				
Dues/Fees	466	1,000	1,000	800
Total Other Expenditures	466	1,000	1,000	800
Total Expenditures	\$ 409,155	\$ 458,969	\$ 379,768	\$ 501,154

Expenditure Detail

Water Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	443,353	444,776	376,992	430,716
Overtime	11,976	8,000	8,000	8,000
Allowances	4,025	4,056	4,182	4,260
Medicare	5,675	6,450	5,460	6,250
Workers Compensation	8,079	11,143	7,758	10,796
Retirement Contributions	40,750	40,225	32,999	36,692
Medical Benefits	80,067	82,495	71,582	79,090
Life/Disability Benefits	2,533	3,964	2,514	3,841
Total Personnel	596,458	601,109	509,487	579,645
Purchased Services				
Professional Services	113	45,250	45,250	1,000
Technical Services	27,057	36,500	36,500	37,300
General Services	4,956	9,000	9,000	6,000
Property Services	118,791	34,000	34,000	11,000
Communication Services	5,981	8,000	8,000	7,300
Training/Registration	7,814	1,500	1,500	3,000
Rentals/Leases	590	1,000	1,000	1,000
Total Purchased Services	165,302	135,250	135,250	66,600
Supplies/Non-Capital Equipment				
Operating Supplies	237,469	205,500	65,500	25,000
Chemicals/Compounds	-	-	140,000	200,000
Uniforms/Clothing	1,789	2,500	2,500	2,450
Non-Capital Equipment	-	-	-	35,000
Gas/Electricity	220,895	235,000	225,000	235,000
Motor Vehicle Fuels	869	1,000	1,000	1,000
Total Supplies/Non-Capital Equipment	461,022	444,000	434,000	498,450
Capital Outlay				
Capital Equipment	160,906	115,000	115,000	115,000
Total Capital Outlay	160,906	115,000	115,000	115,000
Miscellaneous				
Dues/Fees	689	1,000	1,000	4,000
Total Other Expenditures	689	1,000	1,000	4,000
Total Expenditures	\$ 1,384,377	\$ 1,296,359	\$ 1,194,737	\$ 1,263,695

Expenditure Detail

Lab Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	332,041	352,129	354,246	362,448
Allowances	1,564	1,632	1,726	1,632
Medicare	4,670	5,129	5,011	5,279
Workers Compensation	5,182	6,994	5,779	7,240
Retirement Contributions	30,212	32,166	32,310	33,020
Medical Benefits	42,726	43,863	46,387	46,321
Life/Disability Benefits	2,028	3,163	2,428	3,255
Total Personnel	418,423	445,076	447,887	459,195
Purchased Services				
Professional Services	46	-	-	300
Technical Services	45,065	30,000	30,000	21,000
General Services	44,009	34,000	45,000	45,000
Property Services	-	1,500	1,500	3,500
Communication Services	2,040	1,250	2,000	3,300
Training/Registration	2,077	1,500	1,500	2,000
Mileage/Travel	142	500	-	600
Rentals/Leases	899	1,200	1,200	3,400
Total Purchased Services	94,278	69,950	81,200	79,100
Supplies/Non-Capital Equipment				
Operating Supplies	39,908	45,000	45,000	43,000
Uniforms/Clothing	1,233	1,000	1,221	1,600
Motor Vehicle Fuels	1,512	1,900	1,900	1,900
Total Supplies/Non-Capital Equipment	42,653	47,900	48,121	46,500
Miscellaneous				
Dues/Fees	529	750	750	1,000
Total Other Expenditures	529	750	750	1,000
Total Expenditures	\$ 555,883	\$ 563,676	\$ 577,958	\$ 615,795

Expenditure Detail

Electrical & Mechanical Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	201,266	200,145	205,455	219,332
Overtime	2,249	4,000	4,000	4,000
Allowances	1,090	996	1,124	1,224
Medicare	1,856	2,742	2,396	3,023
Workers Compensation	3,580	4,738	3,952	5,226
Retirement Contributions	16,871	17,474	16,537	18,123
Medical Benefits	22,721	25,315	24,517	30,084
Life/Disability Benefits	1,069	1,696	1,286	1,869
Total Personnel	250,702	257,106	259,267	282,881
Purchased Services				
Professional Services	43	500	500	-
Technical Services	-	13,500	13,500	10,000
General Services	-	-	-	200
Property Services	6,912	55,000	10,000	10,000
Communication Services	2,747	2,000	2,000	-
Training/Registration	294	2,000	2,000	1,200
Rentals/Leases	1,671	1,000	1,000	2,000
Total Purchased Services	11,667	74,000	29,000	23,400
Supplies/Non-Capital Equipment				
Operating Supplies	66,895	45,000	45,000	15,000
Uniforms/Clothing	2,178	1,500	1,500	1,750
Non-Capital Equipment	-	-	-	49,105
Motor Vehicle Fuels	2,905	4,494	4,494	4,500
Total Supplies/Non-Capital Equipment	71,978	50,994	50,994	70,355
Capital Outlay				
Capital Equipment	-	65,000	65,000	65,000
Total Capital Outlay	-	65,000	65,000	65,000
Miscellaneous				
Dues/Fees	1,963	-	-	150
Total Other Expenditures	1,963	-	-	150
Total Expenditures	\$ 336,310	\$ 447,100	\$ 404,261	\$ 441,786

Expenditure Detail

Distribution & Collection Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	196,214	223,097	198,994	234,333
Overtime	10,849	12,000	12,000	12,000
Allowances	1,632	1,836	1,640	2,040
Medicare	2,858	3,102	2,860	3,267
Workers Compensation	4,439	5,359	5,491	5,646
Retirement Contributions	17,302	19,515	17,999	20,426
Medical Benefits	46,576	54,017	50,388	75,131
Life/Disability Benefits	1,144	1,925	1,255	2,031
Total Personnel	281,014	320,851	290,627	354,874
Purchased Services				
Professional Services	845	75,500	75,500	800
Technical Services	13,500	13,000	13,000	7,100
General Services	-	-	355	400
Property Services	173,330	105,000	105,000	107,000
Communication Services	1,942	5,000	5,000	1,300
Training/Registration	1,225	1,000	1,000	1,350
Rentals/Leases	89	500	500	250
Total Purchased Services	190,931	200,000	200,355	118,200
Supplies/Non-Capital Equipment				
Operating Supplies	301,697	260,000	260,000	160,000
Maintenance Supplies	-	-	-	165,000
Uniforms/Clothing	2,738	3,600	3,600	3,600
Motor Vehicle Fuels	17,943	18,000	17,500	18,000
Total Supplies/Non-Capital Equipment	322,378	281,600	281,100	346,600
Capital Outlay				
Capital Equipment	71,003	275,000	445,651	145,000
Total Capital Outlay	71,003	275,000	445,651	145,000
Total Expenditures	\$ 865,326	\$ 1,077,451	\$ 1,217,733	\$ 964,674

Expenditure Detail

Water Resources Operations Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	153,984	154,772	160,384	264,607
Allowances	442	408	431	408
Medicare	2,181	2,250	2,270	3,842
Workers Compensation	3,087	3,887	2,711	449
Retirement Contributions	14,410	15,478	14,672	23,057
Medical Benefits	19,375	18,806	19,889	38,267
Life/Disability Benefits	946	1,389	1,094	2,372
Total Personnel	194,425	196,990	201,451	333,002
Purchased Services				
Professional Services	139	59,000	59,000	35,000
General Services	14	500	500	10,400
Property Services	629,856	530,000	530,000	543,220
Communication Services	-	-	338	1,200
Training/Registration	385	2,500	2,500	3,950
Mileage/Travel	-	-	-	1,000
Rentals/Leases	1,131	-	461	1,200
Total Purchased Services	631,525	592,000	592,799	595,970
Supplies/Non-Capital Equipment				
Office Supplies	-	-	110	1,000
Operating Supplies	4,249	10,000	10,000	10,000
Uniforms/Clothing	1,321	500	500	500
Gas/Electricity	2,065	1,000	1,500	1,000
Total Supplies/Non-Capital Equipment	7,635	11,500	12,110	12,500
Capital Outlay				
Property/Rights	-	1,000,000	600,000	1,000,000
Capital Equipment	-	45,000	45,000	-
Total Capital Outlay	-	1,045,000	645,000	1,000,000
Miscellaneous				
Dues/Fees	2,626	1,610	1,904	2,080
Community Incentive	21,883	30,000	30,000	30,000
Total Other Expenditures	24,509	31,610	31,904	32,080
Total Expenditures	\$ 858,094	\$ 1,877,100	\$ 1,483,264	\$ 1,973,552

Expenditure Detail

Capital Improvement Projects Division - Water Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	122,874	2,917,711	2,535,619	1,924,592
Total Capital Outlay	122,874	2,917,711	2,535,619	1,924,592
Total Expenditures	\$ 122,874	\$ 2,917,711	\$ 2,535,619	\$ 1,924,592

Expenditure Detail

Public Works Department - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	1,107,508	1,194,015	1,057,205	1,164,640
Overtime	19,645	24,000	24,412	24,000
Allowances	5,916	5,700	6,252	6,108
Medicare	13,680	16,844	14,180	16,424
Workers Compensation	16,489	24,975	21,450	22,342
Retirement Contributions	93,784	101,439	89,706	98,021
Medical Benefits	201,529	212,103	217,173	238,005
Life/Disability Benefits	6,271	10,440	6,863	10,184
Total Personnel	1,464,822	1,589,516	1,437,241	1,579,724
Purchased Services				
Professional Services	8,543	11,000	11,000	1,200
Technical Services	47,358	52,500	39,695	72,700
General Services	23,473	19,000	19,000	26,230
Property Services	611,945	552,000	552,000	523,000
Repair/Maintenance Services	3,154	4,000	4,000	4,000
Communication Services	9,136	9,800	11,733	11,950
Training/Registration	5,265	3,250	3,408	6,250
Mileage/Travel	2,132	500	500	500
Rentals/Leases	153	5,600	5,600	4,320
Total Purchased Services	711,159	657,650	646,936	650,150
Supplies/Non-Capital Equipment				
Office Supplies	4,001	3,000	3,000	3,000
Technology Supplies	-	500	500	-
Operating Supplies	154,676	150,000	150,000	80,500
Chemicals/Compounds	285,014	350,000	350,000	352,745
Uniforms/Clothing	2,474	2,500	2,500	2,450
Non-Capital Equipment	-	-	-	75,000
Gas/Electricity	493,891	513,000	505,000	513,000
Motor Vehicle Fuels	3,778	2,782	2,782	3,000
Total Supplies/Non-Capital Equipment	943,834	1,021,782	1,013,782	1,029,695
Capital Outlay				
Capital Equipment	126,609	243,000	178,000	185,000
Capital Improvement Projects	746,492	3,805,572	2,085,509	6,135,627
Total Capital Outlay	873,101	4,048,572	2,263,509	6,320,627
Miscellaneous				
Dues/Fees	1,040	1,500	1,000	305
Total Other Expenditures	1,040	1,500	1,000	305
Total Expenditures	\$ 3,993,956	\$ 7,319,020	\$ 5,362,468	\$ 9,580,501

Expenditure Detail

Administration/Operations Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	41,075	48,113	57,495	58,396
Medicare	320	697	544	846
Workers Compensation	55	81	433	99
Retirement Contributions	3,883	4,160	5,361	5,445
Medical Benefits	4,774	7,223	9,166	9,277
Life/Disability Benefits	194	438	392	530
Total Personnel	50,301	60,712	73,391	74,593
Purchased Services				
Professional Services	6	-	-	-
Technical Services	-	17,000	-	-
Rentals/Leases	-	-	-	1,000
Total Purchased Services	6	17,000	-	1,000
Supplies/Non-Capital Equipment				
Office Supplies	3,964	3,000	3,000	3,000
Operating Supplies	52	-	-	-
Total Supplies/Non-Capital Equipment	4,016	3,000	3,000	3,000
Capital Outlay				
Capital Equipment	-	65,000	-	-
Total Capital Outlay	-	65,000	-	-
Miscellaneous				
Dues/Fees	-	500	-	-
Total Other Expenditures	-	500	-	-
Total Expenditures	\$ 54,323	\$ 146,212	\$ 76,391	\$ 78,593

Expenditure Detail

Fleet Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Repair/Maintenance Services	3,154	4,000	4,000	4,000
Total Purchased Services	3,154	4,000	4,000	4,000
Total Expenditures	\$ 3,154	\$ 4,000	\$ 4,000	\$ 4,000

Expenditure Detail

Engineering Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	257,075	278,167	211,339	288,927
Overtime	1,616	-	335	-
Allowances	712	804	684	804
Medicare	3,585	4,045	2,936	4,202
Workers Compensation	2,477	3,985	2,903	3,714
Retirement Contributions	22,039	24,139	18,139	24,491
Medical Benefits	45,783	46,835	40,490	49,617
Life/Disability Benefits	1,555	2,510	1,395	2,610
Total Personnel	334,842	360,485	278,221	374,365
Total Expenditures	\$ 334,842	\$ 360,485	\$ 278,221	\$ 374,365

Expenditure Detail

Electrical & Mechanical Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	132,252	132,080	135,499	151,056
Overtime	1,802	4,000	4,000	4,000
Allowances	580	612	692	612
Medicare	887	1,764	1,379	2,039
Workers Compensation	1,916	3,048	2,560	3,525
Retirement Contributions	11,623	12,109	11,180	12,741
Medical Benefits	12,076	12,182	17,302	22,880
Life/Disability Benefits	668	1,093	826	1,265
Total Personnel	161,804	166,888	173,438	198,118
Purchased Services				
Professional Services	43	1,000	1,000	200
Technical Services	-	6,000	6,000	8,000
Property Services	-	50,000	50,000	10,000
Communication Services	323	-	147	2,600
Training/Registration	98	250	250	1,200
Rentals/Leases	49	2,000	2,000	2,000
Total Purchased Services	513	59,250	59,397	24,000
Supplies/Non-Capital Equipment				
Operating Supplies	48,482	45,000	45,000	15,000
Non-Capital Equipment	-	-	-	45,000
Total Supplies/Non-Capital Equipment	48,482	45,000	45,000	60,000
Capital Outlay				
Capital Equipment	-	59,000	59,000	95,000
Total Capital Outlay	-	59,000	59,000	95,000
Total Expenditures	\$ 210,799	\$ 330,138	\$ 336,835	\$ 377,118

Expenditure Detail

Distribution & Collection Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	196,212	223,097	198,992	201,136
Overtime	10,848	10,000	10,000	10,000
Allowances	1,632	1,836	1,640	1,632
Medicare	2,858	3,102	2,859	2,780
Workers Compensation	3,773	5,359	4,083	4,804
Retirement Contributions	17,302	19,515	17,999	17,770
Medical Benefits	46,575	54,017	50,387	56,513
Life/Disability Benefits	1,144	1,925	1,254	1,731
Total Personnel	280,344	318,851	287,214	296,366
Purchased Services				
Professional Services	40	-	-	-
Technical Services	2,460	2,500	2,500	2,500
General Services	63	-	-	-
Property Services	249,817	100,000	100,000	111,000
Communication Services	3,527	-	1,786	1,300
Training/Registration	-	-	-	1,350
Rentals/Leases	-	2,500	2,500	220
Total Purchased Services	255,907	105,000	106,786	116,370
Supplies/Non-Capital Equipment				
Technology Supplies	-	500	500	-
Operating Supplies	11,012	15,000	15,000	12,000
Gas/Electricity	73,754	78,000	75,000	78,000
Total Supplies/Non-Capital Equipment	84,766	93,500	90,500	90,000
Total Expenditures	\$ 621,017	\$ 517,351	\$ 484,500	\$ 502,736

Expenditure Detail

Wastewater Operations Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	429,344	456,470	400,081	409,277
Overtime	5,379	10,000	10,000	10,000
Allowances	2,584	2,448	2,805	2,652
Medicare	5,330	6,423	5,721	5,741
Workers Compensation	6,821	11,097	10,352	8,791
Retirement Contributions	34,813	37,029	32,723	33,106
Medical Benefits	77,617	74,420	87,156	87,060
Life/Disability Benefits	2,389	3,969	2,626	3,546
Total Personnel	564,277	601,856	551,464	560,173
Purchased Services				
Professional Services	8,357	10,000	10,000	1,000
Technical Services	33,416	25,000	25,000	51,000
General Services	23,410	19,000	19,000	26,000
Property Services	361,893	400,000	400,000	400,000
Communication Services	4,909	9,500	9,500	6,350
Training/Registration	2,938	2,000	2,158	2,700
Rentals/Leases	12	1,000	1,000	1,000
Total Purchased Services	434,935	466,500	466,658	488,050
Supplies/Non-Capital Equipment				
Office Supplies	37	-	-	-
Operating Supplies	86,576	85,000	85,000	45,000
Chemicals/Compounds	285,014	350,000	350,000	352,745
Uniforms/Clothing	2,474	2,500	2,500	2,100
Non-Capital Equipment	-	-	-	30,000
Gas/Electricity	420,137	435,000	430,000	435,000
Motor Vehicle Fuels	3,778	2,782	2,782	3,000
Total Supplies/Non-Capital Equipment	798,016	875,282	870,282	867,845
Capital Outlay				
Capital Equipment	126,609	80,000	80,000	90,000
Total Capital Outlay	126,609	80,000	80,000	90,000
Miscellaneous				
Dues/Fees	955	1,000	1,000	120
Total Other Expenditures	955	1,000	1,000	120
Total Expenditures	\$ 1,924,792	\$ 2,024,638	\$ 1,969,404	\$ 2,006,188

Expenditure Detail

Industrial Pre-Treatment Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	51,550	56,088	53,799	55,848
Overtime	-	-	77	-
Allowances	408	-	431	408
Medicare	700	813	741	816
Workers Compensation	1,447	1,405	1,119	1,409
Retirement Contributions	4,124	4,487	4,304	4,468
Medical Benefits	14,704	17,426	12,672	12,658
Life/Disability Benefits	321	505	370	502
Total Personnel	73,254	80,724	73,513	76,109
Purchased Services				
Professional Services	97	-	-	-
Technical Services	11,482	2,000	6,195	11,200
General Services	-	-	-	230
Property Services	235	2,000	2,000	2,000
Communication Services	377	300	300	1,700
Training/Registration	2,229	1,000	1,000	1,000
Mileage/Travel	2,132	500	500	500
Rentals/Leases	92	100	100	100
Total Purchased Services	16,644	5,900	10,095	16,730
Supplies/Non-Capital Equipment				
Operating Supplies	8,554	5,000	5,000	8,500
Uniforms/Clothing	-	-	-	350
Total Supplies/Non-Capital Equipment	8,554	5,000	5,000	8,850
Capital Outlay				
Capital Equipment	-	39,000	39,000	-
Total Capital Outlay	-	39,000	39,000	-
Miscellaneous				
Dues/Fees	85	-	-	185
Total Other Expenditures	85	-	-	185
Total Expenditures	\$ 98,537	\$ 130,624	\$ 127,608	\$ 101,874

Expenditure Detail

Capital Improvement Projects Division - Wastewater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	746,492	3,805,572	2,085,509	6,135,627
Total Capital Outlay	746,492	3,805,572	2,085,509	6,135,627
Total Expenditures	\$ 746,492	\$ 3,805,572	\$ 2,085,509	\$ 6,135,627

Expenditure Detail

Public Works Department - Stormwater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	66,953	69,441	69,685	69,527
Medicare	937	1,007	964	1,008
Workers Compensation	1,268	118	55	118
Retirement Contributions	6,695	6,944	6,968	6,953
Medical Benefits	6,824	6,824	7,216	7,204
Life/Disability Benefits	410	625	478	625
Total Personnel	83,087	84,959	85,366	85,435
Purchased Services				
General Services	1,053	-	12	1,200
Property Services	30,000	30,000	30,000	45,100
Communication Services	508	550	550	1,200
Training/Registration	1,049	500	500	500
Mileage/Travel	262	-	-	500
Rentals/Leases	310	300	300	350
Total Purchased Services	33,182	31,350	31,362	50,050
Supplies/Non-Capital Equipment				
Operating Supplies	85,792	20,000	20,000	19,700
Uniforms/Clothing	-	-	-	300
Total Supplies/Non-Capital Equipment	85,792	20,000	20,000	20,000
Capital Outlay				
Capital Improvement Projects	-	265,000	76,015	288,985
Total Capital Outlay	-	265,000	76,015	288,985
Miscellaneous				
Dues/Fees	655	1,950	1,950	650
Total Other Expenditures	655	1,950	1,950	650
Total Expenditures	\$ 202,716	\$ 403,259	\$ 214,693	\$ 445,120

Expenditure Detail

Streets Division - Stormwater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Supplies/Non-Capital Equipment				
Operating Supplies	17,752	15,000	15,000	14,700
Total Supplies/Non-Capital Equipment	17,752	15,000	15,000	14,700
Total Expenditures	\$ 17,752	\$ 15,000	\$ 15,000	\$ 14,700

Expenditure Detail

Stormwater Operations Division - Stormwater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	66,953	69,441	69,685	69,527
Medicare	937	1,007	964	1,008
Workers Compensation	1,268	118	55	118
Retirement Contributions	6,695	6,944	6,968	6,953
Medical Benefits	6,824	6,824	7,216	7,204
Life/Disability Benefits	410	625	478	625
Total Personnel	83,087	84,959	85,366	85,435
Purchased Services				
General Services	1,053	-	12	1,200
Property Services	30,000	30,000	30,000	45,100
Communication Services	508	550	550	1,200
Training/Registration	1,049	500	500	500
Mileage/Travel	262	-	-	500
Rentals/Leases	310	300	300	350
Total Purchased Services	33,182	31,350	31,362	50,050
Supplies/Non-Capital Equipment				
Operating Supplies	68,040	5,000	5,000	5,000
Uniforms/Clothing	-	-	-	300
Total Supplies/Non-Capital Equipment	68,040	5,000	5,000	5,300
Miscellaneous				
Dues/Fees	655	1,950	1,950	650
Total Other Expenditures	655	1,950	1,950	650
Total Expenditures	\$ 184,964	\$ 123,259	\$ 123,678	\$ 141,435

Expenditure Detail

Capital Improvement Projects Division - Stormwater Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Capital Outlay				
Capital Improvement Projects	-	265,000	76,015	288,985
Total Capital Outlay	-	265,000	76,015	288,985
Total Expenditures	\$ -	\$ 265,000	\$ 76,015	\$ 288,985

Expenditure Detail

Public Works Department - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	523,756	542,659	550,976	558,876
Overtime	32,384	32,000	32,000	32,000
Allowances	3,544	3,264	3,892	3,264
Medicare	7,529	7,916	7,724	8,152
Workers Compensation	17,490	26,335	21,656	28,880
Retirement Contributions	50,738	52,472	53,156	53,768
Medical Benefits	117,756	114,224	134,335	135,449
Life/Disability Benefits	3,169	4,891	3,792	5,039
Total Personnel	756,366	783,761	807,531	825,428
Purchased Services				
Professional Services	1,748	700	500	50,500
General Services	-	-	65	-
Property Services	239,672	235,000	235,000	346,700
Repair/Maintenance Services	95,243	110,000	110,000	110,000
Communication Services	8,006	9,000	9,000	9,000
Training/Registration	-	500	500	800
Mileage/Travel	-	-	-	200
Rentals/Leases	14,882	14,000	14,000	16,000
Total Purchased Services	359,551	369,200	369,065	533,200
Supplies/Non-Capital Equipment				
Office Supplies	814	1,000	1,000	1,000
Operating Supplies	8,295	25,987	25,987	3,000
Inventory Supplies	49,973	75,000	75,000	60,000
Uniforms/Clothing	2,897	3,000	3,000	3,000
Non-Capital Equipment	13,425	-	-	12,000
Gas/Electricity	6,299	6,500	6,400	6,500
Motor Vehicle Fuels	74,556	70,000	70,000	70,000
Total Supplies/Non-Capital Equipment	156,259	181,487	181,387	155,500
Capital Outlay				
Capital Equipment	252,232	613,000	613,000	340,000
Total Capital Outlay	252,232	613,000	613,000	340,000
Miscellaneous				
Dues/Fees	459	500	500	500
Total Other Expenditures	459	500	500	500
Total Expenditures	\$ 1,524,867	\$ 1,947,948	\$ 1,971,483	\$ 1,854,628

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	13,692	48,113	19,165	19,465
Medicare	107	697	181	282
Workers Compensation	370	81	144	33
Retirement Contributions	1,294	4,160	1,787	1,815
Medical Benefits	1,591	7,223	3,055	3,093
Life/Disability Benefits	65	438	131	182
Total Personnel	17,119	60,712	24,463	24,870
Purchased Services				
Professional Services	1,748	200	-	50,000
Total Purchased Services	1,748	200	-	50,000
Supplies/Non-Capital Equipment				
Office Supplies	814	1,000	1,000	1,000
Gas/Electricity	6,299	6,500	6,400	6,500
Total Supplies/Non-Capital Equipment	7,113	7,500	7,400	7,500
Total Expenditures	\$ 25,980	\$ 68,412	\$ 31,863	\$ 82,370

Expenditure Detail

Fleet Division - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Purchased Services				
Repair/Maintenance Services	95,243	110,000	110,000	110,000
Total Purchased Services	95,243	110,000	110,000	110,000
Total Expenditures	\$ 95,243	\$ 110,000	\$ 110,000	\$ 110,000

Expenditure Detail

Sanitation Operations Division - Sanitation Fund

	2018 Audited Amounts	2019 Adopted Budget	2019 Year-End Forecast	2020 Proposed Budget
Personnel				
Regular Wages	510,064	494,546	531,811	539,411
Overtime	32,384	32,000	32,000	32,000
Allowances	3,544	3,264	3,892	3,264
Medicare	7,422	7,219	7,543	7,870
Workers Compensation	17,120	26,254	21,512	28,847
Retirement Contributions	49,444	48,312	51,369	51,953
Medical Benefits	116,165	107,001	131,280	132,356
Life/Disability Benefits	3,104	4,453	3,661	4,857
Total Personnel	739,247	723,049	783,068	800,558
Purchased Services				
Professional Services	-	500	500	500
General Services	-	-	65	-
Property Services	239,672	235,000	235,000	346,700
Communication Services	8,006	9,000	9,000	9,000
Training/Registration	-	500	500	800
Mileage/Travel	-	-	-	200
Rentals/Leases	14,882	14,000	14,000	16,000
Total Purchased Services	262,560	259,000	259,065	373,200
Supplies/Non-Capital Equipment				
Operating Supplies	8,295	25,987	25,987	3,000
Inventory Supplies	49,973	75,000	75,000	60,000
Uniforms/Clothing	2,897	3,000	3,000	3,000
Non-Capital Equipment	13,425	-	-	12,000
Motor Vehicle Fuels	74,556	70,000	70,000	70,000
Total Supplies/Non-Capital Equipment	149,146	173,987	173,987	148,000
Capital Outlay				
Capital Equipment	252,232	613,000	613,000	340,000
Total Capital Outlay	252,232	613,000	613,000	340,000
Miscellaneous				
Dues/Fees	459	500	500	500
Total Other Expenditures	459	500	500	500
Total Expenditures	\$ 1,403,644	\$ 1,769,536	\$ 1,829,620	\$ 1,662,258



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Conservation Trust Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 1,472,365	\$ 1,472,365		\$ 101,445	\$ 79,445	\$ 417,169	\$ 772,240	\$ 1,134,870		
Revenue Projections:										
Lottery Proceeds	\$ 393,600	\$ 393,000		\$ 393,000	\$ 396,930	\$ 400,899	\$ 404,908	\$ 408,957	\$ 2,004,694	
County Grants	294,907	294,907		-	-	-	-	-	-	
Investment Earnings	5,000	13,750		5,000	794	4,172	7,722	11,349	29,037	
Total	693,507	701,657		398,000	397,724	405,071	412,630	420,306	2,033,731	
Capital Expenditures:										
Greenway Trail Replacement	\$ 50,000	\$ 50,000	\$ -	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000	CTF
Sensory Playground Repair	250,000	250,000	-	-	-	-	-	-	-	CTF
Pedestrian Bridge Repair	-	-	-	-	-	-	-	-	-	CTF
Kiwanis Splash Pad	274,032	274,032	-	-	-	-	-	-	-	CTF
Kiwanis Splash Pad - Grant	178,980	178,980	-	-	-	-	-	-	-	GRANT
NW Open Space Facility Improvement	1,319,565	1,319,565	-	-	-	-	-	-	-	CTF
Jaycee Ballfield Lights	-	-	-	220,000	-	-	-	-	220,000	CTF
Bocce Ball Court	-	-	-	-	10,000	-	-	-	10,000	CTF
Total Capital Expenditures	2,072,577	2,072,577	-	420,000	60,000	50,000	50,000	50,000	630,000	
Ending Fund Balance	\$ 93,295	\$ 101,445		\$ 79,445	\$ 417,169	\$ 772,240	\$ 1,134,870	\$ 1,505,176		
Unassigned Fund Balance	\$ 93,295	\$ 101,445		\$ 79,445	\$ 417,169	\$ 772,240	\$ 1,134,870	\$ 1,505,176		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Greenway Trail Replacement

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

Comprehensive Project Cost: \$400,000 (5 year total)

Project Rationale: Maintenance Program

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

Description/Justification:

This is an annual program to maintain the Greenway Trails.

Degraded trail sections are documented by the Parks Department throughout the year. The program provides for the replacement of these degraded sections to maintain a safe, accessible, and aesthetically pleasing trail system.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Conservation Trust Fund	200,000	50,000	50,000	50,000	50,000	\$ 400,000
						-
						-
						-
						-
Total Revenue	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	200,000	50,000	50,000	50,000	50,000	400,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Jaycee Ballfield Lights

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

Comprehensive Project Cost: \$220,000

Project Rationale: Facility Improvement

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

Description/Justification:

The lights at the Jaycee Ballfield are old and in need of replacement. The current lights require constant maintenance, as they go out on a regular basis, causing problems for teams playing games in the evenings. The project will include all new lights, poles, and a new underground electrical service to the new poles. This project will require grant funding in order to complete. Additional funding will be requested if grant funds are not secured.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Conservation Trust Fund	220,000					\$ 220,000
						-
						-
						-
						-
Total Revenue	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	220,000					220,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Bocce Ball Court

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

Comprehensive Project Cost: \$10,000

Project Rationale: Facility Improvement

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

Description/Justification:

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

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Conservation Trust Fund		10,000				\$ 10,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		10,000				10,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

CDBG Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Projections:										
CDBG Proceeds	\$ 224,091	\$ 224,091		\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 900,000	
Total	224,091	224,091		-	225,000	225,000	225,000	225,000	900,000	
Capital Expenditures:										
Pedestrian Mobility	\$ 224,091	\$ 224,091	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 900,000	CDBG
Total Capital Expenditures	224,091	224,091	-	-	225,000	225,000	225,000	225,000	900,000	
Ending Fund Balance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unassigned Fund Balance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Pedestrian Mobility

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

Comprehensive Project Cost: \$900,000 (5 year total)

Project Rationale: Maintenance Program

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 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:	2020	2021	2022	2023	2024	5 - Year Total
Community Dvlpmnt Block Grant		225,000	225,000	225,000	225,000	\$ 900,000
						-
						-
						-
Total Revenue	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 900,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		225,000	225,000	225,000	225,000	900,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 900,000



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 23,671,361	\$ 23,671,361		\$ 77,711,392	\$ 27,599,966	\$ 29,150,247	\$ 31,476,151	\$ 35,127,067		
Revenue:										
Property Tax (4.000 Mills)	\$ 1,372,949	\$ 1,372,950		\$ 1,400,000	\$ 1,414,000	\$ 1,428,140	\$ 1,442,421	\$ 1,456,845	\$ 7,141,406	
Sales/Use Tax (1/2%)	2,826,972	2,919,700		2,995,000	3,024,950	3,055,200	3,085,752	3,116,610	15,277,512	
Marijuana Sales Tax	625,016	1,138,497		1,138,000	1,149,380	1,160,874	1,172,483	1,184,208	5,804,945	
Open Space Tax (ADCOO)	354,000	375,900		376,000	379,760	383,558	387,394	391,268	1,917,980	
Transportation Tax (ADCOT)	984,300	1,025,000		1,046,000	1,056,460	1,067,025	1,077,695	1,088,472	5,335,652	
County Grant	2,250,000	2,134,355		-	-	-	-	-	-	
Federal Grant	-	-		6,997,000	-	-	-	-	6,997,000	
Investment Earnings	221,000	513,000		513,000	69,000	72,876	78,690	87,818	821,384	
Contributions	-	11,010,000		1,800,000	-	-	-	-	1,800,000	
Debt Issuance Proceeds	-	42,000,000		-	-	-	-	-	-	
Transfers From General Fund	1,700,000	1,700,000		1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	8,500,000	
Total	10,334,237	64,189,402		17,965,000	8,793,550	8,867,673	8,944,435	9,025,221	53,595,879	
Expenditures:										
4.000 Mill Funded Projects	\$ 220,194	\$ 1,235,194	\$ (15,000)	\$ 3,980,000	\$ 600,000	\$ 1,200,000	\$ -	\$ -	\$ 5,765,000	
1/2% Sales/Use Tax Funded Projects	14,011,702	2,984,019	-	2,468,019	2,468,269	2,466,769	2,468,519	2,468,269	12,339,845	
Marijuana Sales Tax	-	-		650,000	650,000	650,000	650,000	650,000	3,250,000	
ADCOO Funded Projects	879,097	801,648	40,000	75,000	825,000	75,000	75,000	75,000	1,165,000	
ADCOT Funded Projects	1,063,242	1,016,835	46,407	1,000,000	900,000	900,000	900,000	900,000	4,646,407	
Construction Proceeds	2,500	-	-	51,000,000	-	-	-	-	51,000,000	
General Fund Projects	2,164,980	1,263,219	385,000	1,240,000	1,800,000	1,250,000	1,200,000	1,250,000	7,125,000	
Grant Funded Projects	1,953,655	2,848,456	-	6,997,000	-	-	-	-	6,997,000	
Total Capital Expenditures*	21,805,370	10,149,371	666,407	67,410,019	7,243,269	6,541,769	5,293,519	5,343,269	95,298,252	
Ending Fund Balance	\$ 12,200,228	\$ 77,711,392		\$ 27,599,966	\$ 29,150,247	\$ 31,476,151	\$ 35,127,067	\$ 38,809,019		
Restrictions, Commitments, & Assignments:										
4.000 Mill Restricted Fund Balance	\$ 1,059,023	\$ 1,059,024		\$ 294,024	\$ 1,108,024	\$ 1,336,164	\$ 2,778,585	\$ 4,235,430		
1/2% Sales/Use Tax Restricted Balance	2,382,290	13,510,557		14,037,538	14,594,219	15,182,650	15,799,883	16,448,224		
Marijuana Sales Tax Restricted Balance	876,437	3,389,918		3,877,918	4,377,298	4,888,172	5,410,655	5,944,863		
ADCOO Restricted Fund Balance	513,039	572,388		833,388	388,148	696,706	1,009,100	1,325,368		
ADCOT Restricted Fund Balance	1,221,190	1,308,297		1,307,890	1,464,350	1,631,375	1,809,070	1,997,542		
Construction Proceeds Restricted	-	53,000,000		-	-	-	-	-		
Unassigned Fund Balance	\$ 6,148,249	\$ 4,871,208		\$ 7,249,208	\$ 7,218,208	\$ 7,741,084	\$ 8,319,774	\$ 8,857,592		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund (Project Listing)

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Emergency Park Equipment Repairs	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000	ADCOO
NWOS Facilities Improvements	52,288	2,196	-	-	-	-	-	-	-	ADCOO
NWOS Facilities Improvements	19,341	19,341	-	-	-	-	-	-	-	GRANT
NWOS Facilities Improvements	1,313,398	1,313,398	-	-	-	-	-	-	-	GRANT
Kiwanis Bath House Renovation	511,809	511,809	-	-	-	-	-	-	-	ADCOO
Kiwanis Bath House Renovation	477,468	477,468	-	-	-	-	-	-	-	GRANT
Parks Barn Replacement	12,644	18,000	-	-	-	-	-	-	-	1/2%
Rotary Park Dugout Replacement	-	12,643	-	-	-	-	-	-	-	ADCOO
Tennis Court Repair & Construction	250,000	250,000	-	-	-	-	-	-	-	ADCOO
Wyco Tennis Court	300,000	300,000	-	-	-	-	-	-	-	GRANT
E.B. Rains Park Renovations	-	-	-	-	750,000	-	-	-	750,000	ADCOO
Playground Equipment Replacement	-	-	-	50,000	50,000	50,000	50,000	50,000	250,000	ADCOO
Justice Center West Park	40,000	-	40,000	-	-	-	-	-	40,000	ADCOO
Justice Center West Park-Grant	150,000	-	150,000	-	-	-	-	-	150,000	GRANT
Justice Center West Park-Grant	60,000	-	60,000	-	-	-	-	-	60,000	GRANT
Residential Street Maintenance	751,350	851,350	-	800,000	800,000	800,000	800,000	800,000	4,000,000	ADCOT
Traffic Signal Upgrade	211,892	165,485	46,407	100,000	100,000	100,000	100,000	100,000	546,407	ADCOT
Concrete Maintenance	100,000	-	-	100,000	-	-	-	-	100,000	ADCOT
East 120th Avenue Widening	-	15,000	(15,000)	3,980,000	-	-	-	-	3,965,000	4.000 MILLS
East 120th Avenue Widening - Grant	-	-	-	6,997,000	-	-	-	-	6,997,000	GRANT
Civic Center Master Plan	12,535,539	1,500,000	-	51,000,000	-	-	-	-	51,000,000	DEBT PROCEEDS
Civic Center Master Plan Debt	-	-	-	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	14,000,000	1/2%, MJ, GNRL
School Zone Safety	231,273	211,273	20,000	50,000	50,000	100,000	50,000	100,000	370,000	GENERAL
Utility Studies	-	78,040	-	-	-	-	-	-	-	GENERAL/NURA
Ralston House Development	2,549	2,549	-	-	-	-	-	-	-	GENERAL
Justice Center COP Debt	1,466,019	1,466,019	-	1,468,019	1,468,269	1,466,769	1,468,519	1,468,269	7,339,845	1/2%
112th North Metro Rail	143,448	143,448	-	-	-	-	-	-	-	GENERAL
112th North Metro Rail	738,249	738,249	-	-	-	-	-	-	-	GRANT
City Hall Space Assessment	375,000	10,000	365,000	-	-	-	-	-	365,000	GENERAL
Huron Street Rehabilitation	220,194	220,194	-	-	600,000	1,200,000	-	-	1,800,000	4.000 MILLS
City Hall Roof Replacement	237,788	237,788	-	-	-	-	-	-	-	GENERAL
Traffic Calming Improvements - Melody L	1,000,000	1,000,000	-	-	-	-	-	-	-	4.000 MILLS
I-25/120th Bridge Painting	460,607	460,607	-	-	-	-	-	-	-	GENERAL
Grant St. Median Modifications	119,514	119,514	-	-	-	-	-	-	-	GENERAL
Community Center Drive Bridge	-	-	-	40,000	600,000	-	-	-	640,000	GENERAL
Total	\$ 21,805,370	\$ 10,149,371	\$ 666,407	\$ 67,410,019	\$ 7,243,269	\$ 6,541,769	\$ 5,293,519	\$ 5,343,269	\$ 92,498,252	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Emergency Park Equipment Repairs

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

Comprehensive Project Cost: \$125,000 (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 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:	2020	2021	2022	2023	2024	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:	2020	2021	2022	2023	2024	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: E.B. Rains Park Renovations

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

Comprehensive Project Cost: \$750,000

Project Rationale: Safety and Functionality

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

Description/Justification:

The retaining wall on the east side of Webster Lake is in need of replacement. Over the years, many of the wall caps have been removed and/or broken. They are unable to be replaced because the material is no longer manufactured. Additional drainage and slope issues will be addressed when the wall is replaced..

The parks permanent restrooms are in need of repair. While the building structure itself is in good condition, there are plumbing and mechanical concerns that require a lot of maintenance.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Open Space Tax (ADCOO)		750,000				\$ 750,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		750,000				750,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Playground Equipment Replacement

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

Comprehensive Project Cost: \$250,000 (5 year total)

Project Rationale: Maintenance Program

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

Description/Justification:
This is an annual program to maintain the playgrounds through the city.

The Parks & Recreation Master Plan states that playgrounds should be replaced every 10-12 years. Some equipment ages faster than others depending on initial quality and the use that they get. Degraded equipment is currently replaced either through a scheduled capital improvement project, or as needed in an emergency. The replacement program replaces the degraded and aging equipment as needed throughout the year to maintain safe, accessible, and aesthetically pleasing playgrounds.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Open Space Tax (ADCOO)	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:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction						-
Materials						-
Equipment	50,000	50,000	50,000	50,000	50,000	250,000
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Residential Street Maintenance

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

Comprehensive Project Cost: \$4,000,000 (5 year total)

Project Rationale: PCI Rating - Maintenance Program

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

Description/Justification:

This 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, and patching of selected streets. Additional services may include construction observation/inspection and quality control.

	2020	2021	2022	2023	2024	5 - Year Total
Transportation Tax (ADCOT)	800,000	800,000	800,000	800,000	800,000	\$ 4,000,000
						-
						-
						-
						-
Total Revenue	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,000,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	800,000	800,000	800,000	800,000	800,000	4,000,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,000,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Traffic Signal Upgrade

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

Comprehensive Project Cost: \$500,000 (5 year total)

Project Rationale: Maintenance Program

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

Description/Justification:
Upgrade of traffic cabinets, signals and controllers on a city-wide basis.

The traffic signal cabinets and associated wiring are an essential part of our traffic signal system. Many of the city's traffic signal cabinets have reached the end of their useful life and pose an electrical hazard. The replacement or upgrade of existing hardware is essential in keeping our traffic signals operating on an uninterrupted basis. Traffic signal improvements are needed 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. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	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:	2020	2021	2022	2023	2024	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: Concrete Maintenance

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

Comprehensive Project Cost: \$100,000

Project Rationale: Maintenance Program

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

Description/Justification:
Replacement of concrete within a defined area.

This program will replace deteriorated and hazardous concrete within the city (i.e. curb, gutter, sidewalk, cross pans, etc.). Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Transportation Tax (ADCOT)	100,000					\$ 100,000
						-
						-
						-
Total Revenue	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	100,000					100,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: East 120th Avenue Widening
Project Dates: **Begin:** Jan-2020 **Finish:** Dec-2020
Total Project Costs: \$10,977,000
Project Rationale: Roadway Capacity Improvements
Future Operational Impact: Yes No **Operational Impact Category:** Negligible

Description/Justification:

Widening of E. 120th Avenue from a two lane road to a three lane road in each direction between Washington St. and Claude Ct. 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).

Full roadway and streetscape improvements will be designed based on the concept design completed in 2014 and construction anticipated to begin in conjunction with the development of the Karls Farm development. Additional services may include construction observation/inspection and quality control.

The outlined budget below is not reflective of the full appropriation in the 2020 budget, but phased to show actual project progress.

Source of Funding:	2020	2021	2022	2023	2024	Total
4.000 Mills	2,180,000					\$ 2,180,000
Karl's Farm Investors Contribution	1,800,000					1,800,000
TIP Grant Funds	6,997,000					6,997,000
						-
						-
Total Revenue	\$ 10,977,000	\$ -	\$ -	\$ -	\$ -	\$ 10,977,000

Expenditures:	2020	2021	2022	2023	2024	Total
Plans/Studies						\$ -
Design	628,000	785,000				1,413,000
Construction			1,568,000	7,996,000		9,564,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 628,000	\$ 785,000	\$ 1,568,000	\$ 7,996,000	\$ -	\$ 10,977,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Civic Center Master Plan

Project Dates: **Begin:** Jan-2015 **Finish:** Jun-2021

Comprehensive Project Cost: \$53,000,000

Project Rationale: Upgrade civic facilities and create private development opportunities

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

Description/Justification:

The project will be funded through \$11M of Tax Increment Revenue Bonds and \$42M financed through Certificates of Participation.

The Northglenn Civic Center Master Plan provides a vision and development framework for a re-imagined heart of the Northglenn community. This plan capitalizes on opportunities at the existing Civic Center site, proposes new mixed-use development and suggests enhancements to existing site features and streetscape. The planning process was focused on developing a comprehensive redevelopment plan for a new municipal campus. This included evaluating and designing a corridor-wide strategy for Community Center Drive and integrating new facilities to replace the Recreation and Senior Centers, D.L. Parsons Theatre and City Hall. The long-term vision for the full buildout of the site reflects a recommended approach to phasing and implementation that is fiscally sound and maximizes the sense of place at each stage of development. The redevelopment approach integrates private sector development opportunities to help mitigate costs and better leverage the public investment that will be necessary to realize new civic facilities and a more active and vibrant campus. The Master Plan for the Civic Campus was approved on April 10, 2017 by City Council.

The full budget listed below is the anticipated cost of infrastructure and the completion of the new Recreation facility.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
1/2% Sales Tax	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	\$ 5,000,000
4% Marijuana Tax	650,000	650,000	650,000	650,000	650,000	3,250,000
General Fund Transfer	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	5,750,000
						-
						-
Total Revenue	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 14,000,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	51,000,000					51,000,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 51,000,000	\$ -	\$ -	\$ -	\$ -	\$ 51,000,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: School Zone Safety

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

Comprehensive Project Cost: \$350,000 (5 year total)

Project Rationale: School Zone Safety

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

Description/Justification:

Assessments are done to analyze existing conditions in school areas in the City right of way, which will include survey of existing conditions to include signs, ramps, striping, etc. The assessments also include evaluation of existing pedestrian and traffic movements in and around the school to include both pedestrian and traffic volume counts during peak school hours. Based on these assessments, recommendations will be presented on the overall existing school zone safety and what changes could be implemented to improve overall pedestrian and traffic safety concerns both in the right of way and school site. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Capital Projects Fund	50,000	100,000	50,000	100,000	50,000	\$ 350,000
						-
						-
						-
Total Revenue	\$ 50,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 350,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies	50,000		50,000		50,000	\$ 150,000
Design						-
Construction		100,000		100,000		200,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 350,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Huron Street Rehabilitation

Project Dates: **Begin:** Jan-2021 **Finish:** Dec-2022

Comprehensive Project Cost: \$1,960,000

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. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
4.000 Mill Levy		600,000	1,200,000			\$ 1,800,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 600,000	\$ 1,200,000	\$ -	\$ -	\$ 1,800,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design		600,000				600,000
Construction			1,200,000			1,200,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 600,000	\$ 1,200,000	\$ -	\$ -	\$ 1,800,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Community Center Drive Bridge

Project Dates: **Begin:** Jan-2020 **Finish:** Dec-2021

Comprehensive Project Cost: \$640,000

Project Rationale: Safety

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

Description/Justification:

Every two years the Colorado Department of Transportation provides inspections and assessments of the city's bridges. In 2018 it was determined that there is an issue with the Community Center Drive Bridge that needs to be addressed. At the abutment where the superstructure ends there should be a minimum 1.75 inch gap to allow the superstructure to move, expand and contract. Design will be completed in 2020 and construction will take place in 2021.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Capital Projects Fund	40,000	600,000				\$ 640,000
						-
						-
						-
						-
Total Revenue	\$ 40,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 640,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	40,000					40,000
Construction		600,000				600,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 40,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 640,000



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 14,072,999	\$ 14,072,999		\$ 15,425,731	\$ 17,195,121	\$ 18,279,532	\$ 22,305,936	\$ 27,490,062		
Revenue Projections:										
Sales Tax	\$ 3,376,566	\$ 3,542,125		\$ 3,626,000	\$ 3,680,390	\$ 3,735,596	\$ 3,791,630	\$ 3,848,504	\$ 18,682,120	
Use Tax	446,450	489,700		492,000	499,380	506,871	514,474	522,191	2,534,916	
Berthoud Pass IGA	3,500	-		-	-	-	-	-	-	
Administrative Fees	16,000	16,000		16,000	16,000	16,000	16,000	16,000	80,000	
FRICO Agreement	2,600	2,000		2,600	2,600	2,600	2,600	2,600	13,000	
Past Due Penalties/Interest	88,000	88,000		88,000	88,000	88,000	88,000	88,000	440,000	
Contracted Lab Services	6,000	6,000		6,000	6,000	6,000	6,000	6,000	30,000	
Water Use Charges	7,585,550	7,262,125		7,589,000	7,930,505	8,287,378	8,535,999	8,792,079	41,134,961	
Construction Water Sales	11,000	11,000		11,000	11,000	11,000	11,000	11,000	55,000	
Water Lease Revenue	76,000	68,000		68,000	68,000	68,000	68,000	68,000	340,000	
Tap Connection Fees	-	152,000		152,000	152,000	152,000	152,000	152,000	760,000	
Investment Earnings	71,000	208,000		208,000	343,902	365,591	446,119	549,801	1,913,413	
Miscellaneous Revenue	-	23,000		-	-	-	-	-	-	
Proceeds from Debt Issuance	-	-		-	-	-	-	-	-	
Total	11,682,666	11,867,950		12,258,600	12,797,777	13,239,036	13,631,822	14,056,175	65,983,410	
Operating Expenditures	\$ 6,578,369	\$ 6,403,441		\$ 6,586,911	\$ 6,784,518	\$ 6,988,054	\$ 7,197,696	\$ 7,413,627	\$ 34,970,806	
Water Right Purchases	1,000,000	600,000		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	
Debt Expenditures	976,158	976,158		977,707	978,848	974,578	-	-	2,931,133	
Other	-	-		-	-	-	-	-	-	
Total Capital Expenditures*	2,917,711	2,535,619	269,592	1,655,000	2,950,000	250,000	250,000	250,000	5,624,592	
Total Expenditures	11,472,238	10,515,218	269,592	10,219,618	11,713,366	9,212,632	8,447,696	8,663,627	48,526,531	
Ending Fund Balance	\$ 14,283,427	\$ 15,425,731		\$ 17,195,121	\$ 18,279,532	\$ 22,305,936	\$ 27,490,062	\$ 32,882,610		
Restrictions, Commitments, & Assignments:										
3% TABOR Reserve Restriction	\$ 221,152	\$ 315,127		\$ 314,676	\$ 258,540	\$ 269,897	\$ 279,772	\$ 290,564		
Debt Service Reserve Restriction	120,856	177,982		323,275	344,427	369,849	1,369,849	2,369,849		
Water Right Purchase Restriction	9,001,183	10,388,888		12,383,888	14,083,888	15,783,888	17,483,888	19,183,888		
Capital/Infrastructure Commitment	1,000,000	1,000,000		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000		
Operating Reserve Commitment	1,509,592	1,423,198		1,556,228	1,696,130	1,747,014	1,799,424	1,853,407		
Unassigned Fund Balance	\$ 2,430,644	\$ 2,120,536		\$ 1,617,054	\$ 896,547	\$ 3,135,288	\$ 5,557,129	\$ 8,184,902		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water Fund (Project Listing)

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Water Line Replacement	\$ 369,592	\$ 150,000	\$ 169,592	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 719,592	WF
Standley Lake Pipeline	150,000	137,500	-	150,000	150,000	150,000	150,000	150,000	750,000	WF
Berthoud Pass Ditch Maintenance	50,000	-	-	-	-	-	-	-	-	WF
Water Plant Filter Media Replacement	185,000	185,000	-	-	-	-	-	-	-	WF
North Low Zone Tank Painting	-	-	-	275,000	-	-	-	-	275,000	WF
Plant Clarifier Rehabilitation	722,456	722,456	-	-	-	-	-	-	-	WF
Waste Handling Improvements	-	-	-	300,000	2,700,000	-	-	-	3,000,000	WF
Laboratory Information Management System	173,926	73,926	100,000	-	-	-	-	-	100,000	WF
Filter to Waste Automation	-	-	-	180,000	-	-	-	-	180,000	WF
Terminal Reservoir Phase II	1,266,737	1,266,737	-	-	-	-	-	-	-	WF
Bull Reservoir Pump Replacement	-	-	-	600,000	-	-	-	-	600,000	WF
Total	\$ 2,917,711	\$ 2,535,619	\$ 269,592	\$ 1,655,000	\$ 2,950,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 5,624,592	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Water Line Replacement Program

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

Comprehensive Project Cost: \$500,000 (5 year total)

Project Rationale: Maintenance Program

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

Description/Justification:

Rehabilitation of water lines and other system components throughout the City.

The Water Line Replacement program includes the repair and replacement of the aging water lines and appurtenances 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 addition to water mains, the City must maintain structures and valves that are critical to the system. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	100,000	100,000	100,000	100,000	100,000	\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Expenditures:	2020	2021	2022	2023	2024	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: Standley Lake Pipeline Program

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

Comprehensive Project Cost: \$750,000 (5 year total)

Project Rationale: Facility Maintenance

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

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

The Standley Lake Pipeline is a 48" pipeline that conveys the City's raw water from Standley Lake to the City of Northglenn Water Treatment Plant. This is an escrow deposit into a joint account that is controlled by the City of Northglenn and City of Thornton for repairs critical to the water supply line that services both communities.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	150,000	150,000	150,000	150,000	150,000	\$ 750,000
						-
						-
						-
						-
Total Revenue	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	50,000	50,000	50,000	50,000	50,000	250,000
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Materials						-
Equipment						-
Other						-
Other						-
Total Expenditures	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: North Low Zone Tank Painting

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

Comprehensive Project Cost: \$275,000

Project Rationale: Facility Maintenance

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

Description/Justification:

The Colorado Department of Public Health & Education, Water Quality Control Commission's Regulation No. 11 - Colorado Primary Drinking Water Regulations, Section 11.28 (Storage Tank Rule) requires the City to complete a periodic (quarterly) inspection on each of the City's four water storage tanks for sanitary defects. The rule also requires a comprehensive inspection on each tank to be performed at least once every five years. To perform the comprehensive inspection, the City must either drain the tank or contract divers. To meet the comprehensive inspection requirements, the City will perform one tank inspection per year.

During the first periodic inspection staff found the tank coating peeling and bare steel on the North Low Zone tank, triggering the need for a comprehensive inspection in 2020, and to complete the repairs while the tank is off-line.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	275,000					\$ 275,000
						-
						-
						-
Total Revenue	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	275,000					275,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Water Treatment Plant Waste Handling Improvements

Project Dates: **Begin:** Jan-2020 **Finish:** Dec-2021

Comprehensive Project Cost: \$3,000,000

Project Rationale: Facility Improvement

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

Description/Justification:

With the improvements in rapid mixing and flocculation completed at the Water Treatment Plant the City can now evaluate the remaining improvement recommendations found in the 2009 HDR Water Treatment Plant Master Plan. The next recommendation is modifications to the waste handling systems from the filter backwash and clarifier.

HDR recommends keeping clarifier sludge separate from backwash water by installation of a new sludge vault that only accepts clarifier sludge. Backwash water would continue to be discharged into both the north and south recycle ponds. Sludge waste from the bottom of the recycle ponds would be wasted to the wastewater system and recycle decant would be recycled to Terminal Reservoir. In addition to the operational modifications, structural restoration and liner repairs are required to the existing north and south ponds prior to implementation of the operational changes.

With the implementation of these modifications the City will have the opportunity to reuse backwash water back into the treatment process and not completely waste the water into the wastewater system. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	300,000	2,700,000				\$ 3,000,000
						-
						-
						-
Total Revenue	\$ 300,000	\$ 2,700,000	\$ -	\$ -	\$ -	\$ 3,000,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	300,000					300,000
Construction		2,700,000				2,700,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 300,000	\$ 2,700,000	\$ -	\$ -	\$ -	\$ 3,000,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Filter to Waste Automation

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

Comprehensive Project Cost: \$180,000

Project Rationale: Facility Improvement

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

Description/Justification:

Filter to waste is needed to allow operators the ability to recycle the filter effluent until water quality leaving the filter matches the turbidity goal before the filter is placed into service. 90% of all particles in the filter run are typically passed through during the first 10-15 minutes of the filter run, allowing this initial slug of water to be recycled which will improve the finished product. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	180,000					\$ 180,000
						-
						-
						-
						-
Total Revenue	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	180,000					180,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Bull Reservoir Pump Replacement

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

Comprehensive Project Cost: \$600,000

Project Rationale: Facility Improvement

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

Description/Justification:

In 2018, two of the large, 10,000 gpm pumps located at the discharge pump station for Bull Reservoir failed. Since that time, Water Resources personnel have used a variety of other means to attempt to meet augmentation flow requirements. This project will replace the two failed pumps with two smaller pumps, with variable frequency drives, allowing for more efficient means of delivering the augmentation flows necessary under the city's water rights decrees. Additionally, the replacement of the two 10,000 gpm pumps will also allow the city to reduce electricity demands that are seen when using the larger pumps. The two smaller pump configuration will also provide redundancy for operations at the pump station, allowing for one or both pumps to be used at one time to meet return flow demands.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Water Fund	600,000					\$ 600,000
						-
						-
						-
						-
Total Revenue	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	50,000					50,000
Construction	550,000					550,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Wastewater Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 3,661,711	\$ 3,661,711		\$ 4,302,243	\$ 26,499,742	\$ 953,110	\$ 615,241	\$ 495,046		
Revenue Projections:										
Wastewater Use Charges	4,326,586	4,290,000		4,708,000	5,084,640	5,491,411	5,782,456	6,088,926	27,155,433	
Investment Earnings	22,000	70,000		70,000	132,499	4,766	3,076	2,475	212,816	
Miscellaneous Revenue	1,600,000	1,643,000		-	-	-	-	-	-	
Proceeds from Debt Issuance	-	-		28,000,000	-	-	-	-	28,000,000	
Total	5,948,586	6,003,000		32,778,000	5,217,139	5,496,177	5,785,532	6,091,401	55,368,249	
Operating Expenditures	\$ 3,513,448	\$ 3,276,959		\$ 3,444,874	\$ 3,513,771	\$ 3,584,046	\$ 3,655,727	\$ 3,728,842	\$ 17,927,260	
Debt Expenditures				1,000,000	2,000,000	2,000,000	2,000,000	2,000,000	9,000,000	
Other	-	-		-	-	-	-	-	-	
Total Capital Expenditures*	3,805,572	2,085,509	1,985,627	4,150,000	25,250,000	250,000	250,000	250,000	32,135,627	
Total Expenditures	7,319,020	5,362,468	1,985,627	8,594,874	30,763,771	5,834,046	5,905,727	5,978,842	59,062,887	
Ending Fund Balance	\$ 2,291,277	\$ 4,302,243		\$ 26,499,742	\$ 953,110	\$ 615,241	\$ 495,046	\$ 607,605		
Restrictions, Commitments, & Assignments:										
Capital/Infrastructure Commitment	\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000		
Operating Reserve Commitment	817,612	774,740		814,969	878,443	896,012	913,932	932,211		
Unassigned Fund Balance	\$ 473,665	\$ 2,527,503		\$ 24,684,773	\$ (925,333)	\$ (1,280,771)	\$ (1,418,886)	\$ (1,324,606)		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Wastewater Fund (Project Listing)

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Collection System Rehab	\$ 313,503	\$ 313,503	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000	WWF
Bunker Hill Lift Station	2,090,528	240,528	1,850,000	-	-	-	-	-	1,850,000	WWF
Lift Station B Assessment	-	-	-	250,000	-	-	-	-	250,000	WWF
WWTP Headworks & Clarifier	83,333	348,897	-	-	-	-	-	-	-	WWF
Lift Station A & Forcemain Replacement	500,000	364,373	135,627	3,000,000	25,000,000	-	-	-	28,135,627	WWF
Lift Station Flow Meters	-	-	-	500,000	-	-	-	-	500,000	WWF
Lift Station SCADA	-	-	-	150,000	-	-	-	-	150,000	WWF
UV Upgrades	818,208	818,208	-	-	-	-	-	-	-	WWF
Total	\$ 3,805,572	\$ 2,085,509	\$ 1,985,627	\$ 4,150,000	\$ 25,250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 32,135,627	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Rehabilitation

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

Comprehensive Project Cost: \$1,250,000 (5 year total)

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 predominantly 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. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
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:	2020	2021	2022	2023	2024	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 Assessment

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

Comprehensive Project Cost: \$250,000

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 wastewater 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:	2020	2021	2022	2023	2024	5 - Year Total
Wastewater Fund	250,000					\$ 250,000
						-
						-
						-
						-
Total Revenue	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Expenditures:	2020	2021	2022	2023	2024	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: Lift Station A and Forcemain Replacement

Project Dates: **Begin:** Jan-2019 **Finish:** Dec-2021

Comprehensive Project Cost: \$28,000,000

Project Rationale: Facility Replacement

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

Description/Justification:

This is the main lift station within the City that pumps 99% of all wastewater flow north approximately 9 miles, and needs to be replaced. In addition to the replacement of the lift station the main forcemain is pre-stressed concrete cylindrical pipe (PCCP) that is no longer suitable for repair and requires full replacement. A study has been conducted to determine best locations for both the the lift station and forcemain. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Wastewater	3,000,000	25,000,000				\$ 28,000,000
						-
						-
						-
						-
Total Revenue	\$ 3,000,000	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 28,000,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	3,000,000					3,000,000
Construction		25,000,000				25,000,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 3,000,000	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 28,000,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Lift Station Flow Meters

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

Comprehensive Project Cost: \$500,000

Project Rationale: Facility Improvements

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

Description/Justification:

The City operates ten lift station throughout the City. Eight of the ten lift stations should have an individual flow meter installed; currently five of these do not have flow meters. The work will include a new vault and meter installed on the downstream side of each lift station to accurately measure the flows. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Wastewater Fund	500,000					\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design	50,000					50,000
Construction	450,000					450,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Lift Station SCADA

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

Comprehensive Project Cost: \$150,000

Project Rationale: Facility Improvements

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

Description/Justification:

The City operates ten lift stations throughout the City. The SCADA system for these lift stations is over 20 years old and obsolete. The system is currently failing and presents serious operational challenges for staff. The work will include replacing the entire system and installing new radios and PLCs.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Wastewater Fund	150,000					\$ 150,000
						-
						-
						-
						-
Total Revenue	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Expenditures:	2020	2021	2022	2023	2024	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	150,000					150,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Stormwater Fund

	2019 Adopted Budget	2019 Year-End Forecast	2019 Estimated Carry Over	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 429,810	\$ 429,810		\$ 675,032	\$ 678,912	\$ 869,269	\$ 1,059,623	\$ 1,249,922		
Revenue Projections:										
Stormwater Charges	\$ 432,567	\$ 453,600		\$ 444,000	\$ 446,220	\$ 448,451	\$ 450,693	\$ 452,946	\$ 2,242,310	
Investment Earnings	2,000	6,315		5,000	3,395	4,346	5,298	6,250	24,289	
Total	434,567	459,915		449,000	449,615	452,797	455,991	459,196	2,266,599	
Operating Expenditures	\$ 138,259	\$ 138,678		\$ 156,135	\$ 159,258	\$ 162,443	\$ 165,692	\$ 169,006	\$ 812,534	
Capital Expenditures:										
Grange Hall Creek MDP & FHAD	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00	SWF
Storm Drainage Improvements	195,000	76,015	118,985	100,000	100,000	100,000	100,000	100,000	618,985	SWF
Total Capital Expenditures	265,000	76,015	188,985	100,000	100,000	100,000	100,000	100,000	688,985	
Ending Fund Balance	\$ 461,118	\$ 675,032		\$ 678,912	\$ 869,269	\$ 1,059,623	\$ 1,249,922	\$ 1,440,112		
Unassigned Fund Balance	\$ 461,118	\$ 675,032		\$ 678,912	\$ 869,269	\$ 1,059,623	\$ 1,249,922	\$ 1,440,112		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Storm Drainage Improvements

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

Comprehensive Project Cost: \$500,000 (5 year total)

Project Rationale: Necessary Improvements & Preventative Maintenance

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

Description/Justification:

Construct or repair manhole, inlet, repair piping or concrete channel locations throughout the city. Usually done in conjunction with street repair projects. Routine maintenance and upgrades must occur to maintain the expected level of service from the storm water infrastructure. Additional services may include construction observation/inspection and quality control.

Source of Funding:	2020	2021	2022	2023	2024	5 - Year Total
Stormwater Fund	100,000	100,000	100,000	100,000	100,000	\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

Expenditures:	2020	2021	2022	2023	2024	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

2020 BUDGET PACKAGE SUMMARY

Type		Type Key: P - Personnel; O - Operational/Ongoing; C - Capital NC - Non-Capital Equipment/One-time	General Fund	Water Fund	Sewer Fund	Stormwater Fund	Sanitation Fund	Total
		Legislative						
P		10% Merit Allowance	\$ 10,757					\$ 10,757
O		Dues/Fees - 10.10.030.68100	\$ 5,000					\$ 5,000
		Sub Total	\$ 15,757	\$ -	\$ -	\$ -	\$ -	\$ 15,757
		City Manager						
P		Personnel Market Adjustment	\$ -					\$ -
P		Personnel Merit Allowance	\$ 18,452					\$ 18,452
O		NURA ED Communications - 10.15.105.61500	\$ 15,500					\$ 15,500
O		NURA ED Training/Registration - 10.15.105.61600	\$ 4,000					\$ 4,000
O		NURA ED Dues/Fees - 10.15.105.68100	\$ 2,500					\$ 2,500
O		NURA ED Professional Services - 10.15.105.61100	\$ 3,000					\$ 3,000
NC		Employee Survey - 10.15.000.61100	\$ 20,000					\$ 20,000
O		Compensation Plan Update - 10.15.000.61100	\$ 7,000					\$ 7,000
O		Facilitation - 10.15.000.61100	\$ 6,000					\$ 6,000
O		CM Dues/Fees - 10.15.000.68100	\$ 5,000					\$ 5,000
NC		CM Professional Services - Performance Appraisal System - 10.15.000.61100	\$ 35,000					\$ 35,000
NC		Comm RTD N-Line - 10.15.100.61100	\$ 15,000					\$ 15,000
NC		Comm Technology Supplies - 2 laptops - 10.15.100.62200	\$ 8,000					\$ 8,000
NC		Comm Technology Supplies - digital camera - 10.15.100.62200	\$ 2,100					\$ 2,100
P		CM 1 FTE - Asst to CM - 10.15.000.60110	\$ 111,000					\$ 111,000
		Sub Total	\$ 252,552	\$ -	\$ -	\$ -	\$ -	\$ 252,552
		City Clerk						
P		Personnel Market Adjustment	\$ 968					\$ 968
P		Personnel Merit Allowance	\$ 4,770					\$ 4,770
P		Admin Specialist .5 FTE - Increase PT hours to FT	\$ 23,903					\$ 23,903
		Sub Total	\$ 29,641	\$ -	\$ -	\$ -	\$ -	\$ 29,641
		Management Services						
P		Personnel Market Adjustment	\$ 7,760					\$ 7,760
P		Personnel Merit Allowance	\$ 24,118	\$ 1,638				\$ 25,756
O		CIRSA - 10/50/56.35.000.61900	\$ 22,256	\$ 6,775			\$ 595	\$ 29,626
O		Court Mail Professional Services - 10.30.000.61100	\$ 5,000					\$ 5,000
O		Court Westlaw Professional Services - 10.30.000.61100	\$ 3,600					\$ 3,600
O		Court Armored Car Professional Services - 10.30.000.61100	\$ 1,200					\$ 1,200
O		Court Printing Operating Supplies - 10.30.000.62300	\$ 1,500					\$ 1,500
O		Tuition Reimbursement - 10.35.000.61600	\$ 15,000					\$ 15,000
		Sub Total	\$ 80,434	\$ 8,413	\$ -	\$ -	\$ 595	\$ 89,442

2020 BUDGET PACKAGE SUMMARY

Type		Type Key: P - Personnel; O - Operational/Ongoing; C - Capital NC - Non-Capital Equipment/One-time	General Fund	Water Fund	Sewer Fund	Stormwater Fund	Sanitation Fund	Total
	Technology							
P		Personnel Market Adjustment	\$ -					\$ -
P		Personnel Merit Allowance	\$ 7,574	\$ 2,238				\$ 9,812
NC		Springbrook Upgrade - 10/50.40.000.61200	\$ 9,000	\$ 2,000				\$ 11,000
C		Server replacement - 10.40.000.63200	\$ 7,000					\$ 7,000
C		Server replacement - 50.40.000.63200		\$ 7,000				\$ 7,000
		Sub Total	\$ 23,574	\$ 11,238	\$ -	\$ -	\$ -	\$ 34,812
	Finance							
P		Personnel Market Adjustment	\$ -	\$ 1,675				\$ 1,675
P		Personnel Merit Allowance	\$ 4,154	\$ 8,401				\$ 12,555
O		Bank Fees Professional Services - 10.45.000.61100	\$ 15,000					\$ 15,000
O		Credit Card Fees - General Services - 50.45.000.61300		\$ 15,000				\$ 15,000
O		Innovative solutions (OpenGov/Waterworth) - XX.45.000.61100	\$ 5,000	\$ 5,000				\$ 10,000
		Sub Total	\$ 24,154	\$ 30,076	\$ -	\$ -	\$ -	\$ 54,230
	Planning & Development							
P		Personnel Market Adjustment	\$ 2,822					\$ 2,822
P		Personnel Merit Allowance	\$ 16,892					\$ 16,892
NC		Comp Plan carryover - Professional Services - 10.50.020.61100	\$ 200,000					\$ 200,000
C		Code Radios \$5.3k ea. - 10.50.120.63200	\$ 31,800					\$ 31,800
O		Zero Waste at events - pay for from GF	\$ 30,000					\$ 30,000
		Sub Total	\$ 281,514	\$ -	\$ -	\$ -	\$ -	\$ 281,514
	Parks, Recreation, & Culture							
P		Personnel Market Adjustment	\$ 37,155					\$ 37,155
P		Personnel Merit Allowance	\$ 56,512					\$ 56,512
P		Recreation Assistant (.5 FTE - conversion from .5 to 1)	\$ 36,462					\$ 36,462
P		Parks Maintenance Coordinators (1 FTE - 1 new; 1 conversion)	\$ 78,476					\$ 78,476
O		Day Camp Program Services 10.55.140.61300.1300.000	\$ 7,700					\$ 7,700
O		Day Camp Supplies 10.55.140.62300.1300.000	\$ 2,000					\$ 2,000
P		Day Camp Leader (Seasonal)	\$ 6,720					\$ 6,720
O		NYTA Program Services - 10.55.140.61300.1900.000	\$ 10,000					\$ 10,000
O		Roving Rec on the Road Supplies - 10.55.140.61300.1300.000	\$ 13,500					\$ 13,500
C		Floor Autoscrubber - 10.55.140.63200.1100.000	\$ 7,000					\$ 7,000
O		Athletic Field Laser Grading - 10.55.130.61100.1010.000	\$ 15,000					\$ 15,000
C		Pro Force Debris Blower - 10.55.130.63200.0000.000	\$ 8,500					\$ 8,500
NC		Pavillion Maintenance - 10.55.130.61400.0000.000	\$ 30,000					\$ 30,000
		Sub Total	\$ 309,025	\$ -	\$ -	\$ -	\$ -	\$ 309,025

2020 BUDGET PACKAGE SUMMARY

	Type	Type Key: P - Personnel; O - Operational/Ongoing; C - Capital NC - Non-Capital Equipment/One-time	General Fund	Water Fund	Sewer Fund	Stormwater Fund	Sanitation Fund	Total
	Police							
	P	Personnel Market Adjustment	\$ 99,900					\$ 99,900
	P	Step Increase	\$ 129,840					\$ 129,840
	O	NMTF IGA - 10.60.010.61100.0000.000	\$ 14,069					\$ 14,069
	O	ACSO IGA - 10.60.150.61100.0000.000	\$ 8,625					\$ 8,625
	O	IDS Mail Services - 10.60.010.61100.0000.000	\$ 5,000					\$ 5,000
	P	Sworn Officer (3 FTE) - 10.60.160.60110.0000.000	\$ 251,322					\$ 251,322
	P	Administrative Specialist (O FTE, reclass) - 10.60.160.60110.0000.000	\$ 3,750					\$ 3,750
	C	Patrol Vehicle Replacements (3) - 10.60.160.63200.0000.000	\$ 210,000					\$ 210,000
	C	Patrol Supervisor Vehicle Replacement - 10.60.160.63200.0000.000	\$ 85,000					\$ 85,000
	O	Uniform Allowance - 10.60.160.62400.0000.000	\$ 14,000					\$ 14,000
	O	DNA Testing - 10.60.160.61100.0000.000	\$ 10,000					\$ 10,000
		Sub Total	\$ 831,506	\$ -	\$ -	\$ -	\$ -	\$ 831,506
	Public Works							
	P	Personnel Market Adjustment	\$ 365	\$ 9,090	\$ 11,758	\$ -	\$ 461	\$ 21,674
	P	Personnel Merit Allowance	\$ 13,161	\$ 47,234	\$ 31,072	\$ 140	\$ 10,481	\$ 102,088
	C	Bucket Boom Truck - 10.65.190.63200.0000.000	\$ 170,000					\$ 170,000
	C	Street Sweeper Replacement - 10.65.190.63200.0000.000	\$ 250,000					\$ 250,000
	P	Traffic Technician (1 FTE) - 10.65.210.60110.0000.000	\$ 55,700					\$ 55,700
	P	Facilities Maintenance Tech (1 FTE) - 10.65.190.60110.0000.000	\$ 64,000					\$ 64,000
	O	WTP Repairs - 50.65.230.63200.0000.000		\$ 115,000				\$ 115,000
	O	WTP Repairs - 50.65.250.63200.0000.000		\$ 65,000				\$ 65,000
	P	Environmental Manager (1 FTE) - 50.65.270.60110.0000.000		\$ 130,146				\$ 130,146
	O	Lab Equipment - 50.65.240.63200.0000.000		\$ 30,000				\$ 30,000
	P	Season Specialist (.25 FTE) - 50.65.260.60110.0000.000		\$ 14,000				\$ 14,000
	C	Crane Truck (Small) Replacement - 50.65.260.63200.0000.000		\$ 70,000				\$ 70,000
	C	Dump Truck (End, Small) - 50.65.260.63200.0000.000		\$ 75,000				\$ 75,000
	O	WWTP Repairs - 52.65.280.63200.0000.000			\$ 90,000			\$ 90,000
	O	WWTP Repairs - 52.65.250.63200.0000.000			\$ 95,000			\$ 95,000
	O	Stormwater Software - 54.65.300.61200.0000.000				\$ 1,200		\$ 1,200
	O	On-call Emergency Ditch Maintenance - 54.65.300.61400.0000.000				\$ 15,000		\$ 15,000
	O	Stormwater Permit Fees - 54.65.300.61300.0000.000				\$ 1,200		\$ 1,200
	O	Recycle Tip Fees - 56.65.320.61400.0000.000					\$ 108,000	\$ 108,000
	C	Trash Truck (Side Arm) Replacement - 56.65.320.63200.0000.000					\$ 310,000	\$ 310,000
	C	Roll Off Container Replacement (3) - 56.65.320.63200.0000.000					\$ 30,000	\$ 30,000
	NC	Composting Evaluation - 56.65.000.61100.0000.000					\$ 25,000	\$ 25,000
	NC	Single Stream Recycling Evaluation - 56.65.000.61100.0000.000					\$ 25,000	\$ 25,000
		Sub Total	\$ 553,226	\$ 555,470	\$ 227,830	\$ 17,540	\$ 508,942	\$ 1,863,008

2020 BUDGET PACKAGE SUMMARY

	Type	Type Key: P - Personnel; O - Operational/Ongoing; C - Capital NC - Non-Capital Equipment/One-time	<i>General Fund</i>	<i>Water Fund</i>	<i>Sewer Fund</i>	<i>Stormwater Fund</i>	<i>Sanitation Fund</i>	<i>Total</i>
		REQUESTS TOTAL	\$ 2,401,383	\$ 605,197	\$ 227,830	\$ 17,540	\$ 509,537	\$ 3,761,487
		Personnel Requests	\$ 1,066,533	\$ 214,422	\$ 42,830	\$ 140	\$ 10,942	\$ 1,334,867
		NC/One-time	\$ 319,100	\$ 2,000	\$ -	\$ -	\$ 50,000	\$ 371,100
		Capital	\$ 769,300	\$ 152,000	\$ -	\$ -	\$ 340,000	\$ 1,261,300
		On-going Requests	\$ 246,450	\$ 236,775	\$ 185,000	\$ 17,400	\$ 108,595	\$ 794,220
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>UNFUNDED</u>								
	P	Guest Relations Specialist (.3 FTE)	\$ 20,399					\$ 20,399
	P	Glide Board Instructor (.08 FTE) - 10.55.140.60110.1500.000	\$ 2,400					\$ 2,400
	P	Head Coach - Swim (1 FTE)	\$ 60,508					\$ 60,508
	C	Truck Replacement - 10.55.130.63200.0000.000	\$ 45,000					\$ 45,000
	NC	Glide Boards - 10.55.140.63200.1500.000	\$ 5,750					\$ 5,750
	O	ArcGIS GeoEvent - 10.65.220.61200.0000.000	\$ 20,000					\$ 20,000
	P	Maintenance Services Worker I (1 FTE) 50.65.260.60110		\$ 65,000				\$ 65,000
		UNFUNDED TOTAL	\$ 154,057	\$ 65,000	\$ -	\$ -	\$ -	\$ 219,057

2020 BUDGET PACKAGE REQUEST

Package Name: City Council - Dues and Fees Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 5,000.00

Description/Justification:

The dues and fees line item in the City Council budget include memberships to CML, DRCOG, US Conference of Mayors, Metro Mayors Caucus, NLC, NATA, Metro North Chamber of Commerce, and Adams County Economic Development to name a few. These memberships offer programs that can be utilized by City Council and also City staff. A large portion of the increase in the 2020 budget comes from Metro North Chamber of Commerce and the A-Lift program. It is recommended we continue to participate in these memberships. In 2019 the City Council agreed to memberships to Colorado Legal Services and Rocky Mountain Climate Organization (CC4CA) which will increase the membership dues line item.

Alternatives:

No longer participate in these associations and organizations.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.10.030.68100.0000.000	\$ 5,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 5,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer, City Manager Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: NURA Expenses Moved to Econ. Dev. Budget Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ (25,000.00)

Description/Justification:

A budget request for \$25,000 for expenditures that NURA previously funded that are direct Economic Development expenses.
 - Communications: \$15,500 (databases & marketing)
 - Training/Conference: \$4,000 (ICSC conference for 3 people)
 - Memberships: \$2,500 (SBDC, DCI, ICSC, etc.)
 - Professional Services: \$3,000 (development consultants)

Alternatives:

N/A

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ 25,000.00
Personnel* FTE:		
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ (25,000.00)

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Employee Survey/Workshops - Professional Services Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 20,000.00

Description/Justification:

To complete a second round of an employee survey along with follow-up workshops performed by NRC.

Alternatives:

Not to engage in a second round of employee surveys and workshops

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10.15.000.61100.0000.000	\$ 20,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 20,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: City Manager - Dues and Fees Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 17,000.00

Description/Justification:

The dues and fees line item in the City Manager budget included a number of membership dues. In 2019 the City Manager committed to funding \$5,000 to Youth Initiative of Adams County (ACYI) in partnership with their program called Cradle to Career. This was not a budgeted item for 2019 and we would request this be added to the budget for 2020. CO Legal Services pilot program was agreed to in 2019 and for 2020.

Alternatives:

Do not commit to this program for 2020

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.15.000.68100.0000.000 - ACYI cradle to career	\$ 5,000.00
Capital Outlay	10.15.000.68100.0000.000 - CO legal services	\$ 12,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 17,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer, City Manager Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: City Manager - Professional Services Priority: 4

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 35,000.00

Description/Justification:

A Performance Appraisal system update in 2020 is needed to evaluate the performance management program to align with core values and the compensation system.

Alternatives:

Keep current tracking system for performance appraisals.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.15.000.61100.0000.000	\$ 35,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 35,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer, City Manager Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: RTD N-Line Grand Opening Celebration Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 20,000.00

Description/Justification:

The City will partner with RTD to celebrate the Grand Opening of the N_Line and the RTD Station in Northglenn with a station party for the community. This will include any rentals, promotional items purchase, food, community engagement activities for all ages.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ 15,000.00
Contingency		\$ 5,000.00
TOTAL EXPENDITURES		\$ 20,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Communications staff laptops Priority: 6

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 8,000.00

Description/Justification:

Two laptops with docking stations that are the same as that purchased for John Eisel in 2018. The work of the Communications Manager / Director and both Public Information Specialists require mobility to perform the jobs at optimal performance. Providing each position with a laptop and docking station to work with the desktop will provide greater effectiveness and efficiency for internal and external clients. One PIS already has this capability.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	Two laptops and docking stations	\$ 8,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 8,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer

Signature: _____

Date: 8-Jun-19

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Canon EOS 80D DSLR Camera with equipment Priority: 7

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 2,100.00

Description/Justification:

In order to adequately create needed photos and videos to support strategic communications efforts, we are in need of a new camera and accompanying equipment. Includes:
 • 2 lens cap E-67II and lens dust cap E • 32GB SD card
 • Camera cover (R-F-3) • Canon EOS 80D DSLR Camera with EF-S 18-135mm Lens Kit
 • Canon Power Zoom Adapter • Eyecup Eb • RODE VideoMic Go • wide strap
 Additional Equipment - 2 DJI OSMO Cell Phone Gimbals - 1 Rode Mic - 2 Canon 50mm Prime Lenses

Alternatives:

Video production quality will not improve. Would need to rent equipment or outsource more production rather than utilizing in house resources and talent.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.50		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	Camera, Gimbals, Mic, lenses	\$ 2,100.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 2,100.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager/Finance Use Only
 City Manager Determination: Approved: Denied: Signature: _____
 Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Assistant to the City Manager Priority: 8

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 111,000.00

Description/Justification:

The City Manager has identified a need for additional staff support in the areas of the annual budget, implementation of the work plan and capital improvement program. In addition, there are several tasks that are currently the responsibility of the City Manager that may be appropriate to delegate, but not necessarily to a Department Director.

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 1.00	10.15.000.60110.0000.000	\$ 111,000.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 111,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: CM Compensation Plan Professional Services Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 7,000.00

Description/Justification:

In 2019, an updated compensation plan was completed. The plan included an evaluation of pay grades and updating the comparative market data used to measure the City's regional competitiveness related to compensation. In order to maintain the plan, periodic reviews are necessary.

Alternatives:

Update the plan every other year; however, the cost to update will cost more if not maintained on an annual basis. Also, the cost of the overall plan will likely increase and create the perception the City is not keeping up with the market.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.15.000.61100.0000.000	\$ 7,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 7,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer, City Manager Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Facilitation Services Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 6,000.00

Description/Justification:

Facilitation of executive leadership team building and strategic workshops allows for City leaders to focus on the objectives/outcomes of the workshops, while the neutral party, or facilitator, ensures voices are heard and progress is made during the sessions. This facilitation enables the Leadership Team to focus on important team building, workplan and overall strategic priorities for the City.

Alternatives:

None. This is a necessary tool that the City Manager needs to ensure the Leadership Team is positioned to support the execution of Council Strategic outcomes.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.15.000.61100.0000.000	\$ 6,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 6,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Heather Geyer, City Manager Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Administrative Specialist - Increase to 1.0 FTE Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 23,903.00

Description/Justification:

Current City Clerk staff includes a part-time Administrative Specialist position. The position works 20 hours per week (4 hours each day) and the position's primary duties include processing passport applications, routine filing, general customer service, and special projects. During the other 4 hours of the workday, the Central Records Coordinator and Deputy City Clerk - Licensing Specialist process passport applications and provide service to walk-in customers. The request to increase the Administrative Specialist position to full-time is two-fold: 1. It would allow the office to have a staff position dedicated to the passport program. A full-time employee would be able to manage the day's customers, provide consistency to the program, and increase marketing, which could, in turn, increase program activity and revenue. 2. A dedicated staff position would provide the Central Records Coordinator and Deputy City Clerk the opportunity to dedicate their time and efforts to their primary functions without interruptions from passport activity. The opportunity to increase the passport program's activity exists with dedicated staff. The program currently generates approximately \$115,000 annually.

Alternatives:

If increasing the part-time position to full-time is not possible, the current passport program will need to be reevaluated. The program currently includes appointments throughout the workday, which impacts the Central Records Coordinator and Deputy City Clerk. To allow those positions to focus on their primary functions and accomplish the goals set for each, passport appointments will need to be reduced to only be offered during the 4 hours the Administrative Specialist is present. This reduction will likely affect program revenue in 2020.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.50	10-20-000-60110-0000-000	\$ 23,903.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 23,903.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Johanna Small

Signature: JS

Date: 6/13/2019

City Manager/Finance Use Only
 City Manager Determination: Approved: Denied: Signature: _____
 Date: _____

2019 BUDGET PACKAGE REQUEST

Package Name: Property & Liability Insurance Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 29,626.00

Description/Justification:

2020 increase to Property/Liability Insurance Premiums. Approximate 5% increase, plus additional \$10,000 coverage costs for Police Detainee Hospital Coverage (provides hospital coverage if a detainee is injured in the course of being placed into custody)

General Fund 10-35-000-61900-0000-000	\$22,256
Water/WasteWater Fund 50-35-000-61900-0000-000	\$6,775
Sanitation Fund 56-35-000-61900-0000-000	\$595

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	See Above	\$ 29,626.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 29,626.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen Signature: _____

Date: _____

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Tuition Reimbursement Priority: 6

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 15,000.00

Description/Justification:

Tuition reimbursement is an employee benefit through which an employer pays for a pre-determined amount of continuing education credits or college coursework to be applied towards a degree. This is an opportunity to invest in our employees, leading to upskilling, improved productivity, and increased retention.

Alternatives:

None

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous	10-35-000-62300-0000-000	\$ 15,000.00
Contingency		\$ -
TOTAL EXPENDITURES		\$ 15,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Professional Services - IDS Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 5,000.00

Description/Justification:

IDS is the service that picks up our mail. This service is split between the Police Department and Court. The amount requested is the Court's portion.

Alternatives:

None

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous	10-30-000-61100-0000-000	\$ 5,000.00
Contingency		\$ -
TOTAL EXPENDITURES		\$ 5,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Professional Services - Westlaw Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 3,600.00

Description/Justification:

The Judge will need to do legal research both on the bench and off. Judge Magid had access to Westlaw which was paid for in full by the City of Golden thus saving Northglenn from having to budget for this line item.

Alternatives:

None

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous	10-30-000-61100-0000-000	\$ 3,600.00
Contingency		\$ -
TOTAL EXPENDITURES		\$ 3,600.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Professional Services - Dunbar Priority: 4

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 1,200.00

Description/Justification:

This request is for Dunbar to collect deposits from the Justice Center for both the Municipal Court revenues and the Police Department Records revenue.

Alternatives:

None

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous	10-30-000-61100-0000-000	\$ 1,200.00
Contingency		\$ -
TOTAL EXPENDITURES		\$ 1,200.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Operating Supplies Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 1,500.00

Description/Justification:

The request for additional funds in the operating supplies line item is due to the cost of toners. When the court moved to the new Justice Center, three additional printers were added.

Alternatives:

None

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous	10-30-000-62300-0000-000	\$ 1,500.00
Contingency		\$ -
TOTAL EXPENDITURES		\$ 1,500.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Paula Jensen Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Springbrook Software Upgrade Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 11,000.00

Description/Justification:

The city has been running version 7.15 of the Springbrook Financial system since 2009. The application has received maintenance patches and custom enhancements since that time, but it hasn't been upgraded to a newer version of the software. The current version of Springbrook is 7.18 and it contains many new features that would benefit the city and version 7.15 will be reaching end of life in 2020.

Alternatives:

Continue using the existing version of Springbrook, but maintenance patches won't be available after 2020.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10-40-000-61200 --> \$9,000 50-40-000-61200 --> \$2,000	\$ 11,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 11,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Bob Lehr Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Justice Center Disaster Recovery Server Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 7,000.00

Description/Justification:

Purchase a replacement server that resides at the justice center and maintains a backup copy of each of our virtual servers for disaster recovery purposes.

Alternatives:

Continue using the existing server which is 4 years old and no longer under warranty.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-40-000-63200	\$ 7,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 7,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Bob Lehr

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Maintenance & Operations Disaster Recovery Server Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 7,000.00

Description/Justification:

Purchase a replacement server that resides at the maintenance and operations facility and maintains a backup copy of each of our virtual servers for disaster recovery purposes.

Alternatives:

Continue using the existing server which is 4 years old and no longer under warranty.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	50-40-000-63200	\$ 7,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 7,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Bob Lehr

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Bank fees Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 15,000.00

Description/Justification:

Bank fees are off-set by an ECR (earnings credit rate) applied to idle funds in non-interest bearing corporate accounts. Finance intends to invest more funds and keep a lower balance in its non-interest bearing account which will reduce the amount of credit it earns to off-set bank fees. The anticipated increase of \$25,000 in bank fees will be netted against an increase in investment earnings of approximately \$56,000 in the general fund.

Alternatives:

Many organizations net bank fees against investment earnings, but we prefer to keep them separated to get a true picture of expenses vs. revenues. In this case, the alternative would be to keep a large balance in the non-interest account and earn less revenue.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		
Personnel* FTE: 0.00		\$ -
Purchased Services	10.45.000.61100.0000.000	\$ 15,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 15,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Jason Loveland

Signature: JL

Date: 6/12/2019

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Software solutions Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 10,000.00

Description/Justification:

Annual maintenance costs and new features offered by OpenGov and WaterWorth will be covered by the increased appropriation. OpenGov offers new products beyond the current transparency subscription which could enhance internal performance data across the city via the use of dashboards. The WaterWorth product the city has been using was subscribed to in its beta testing stages and as the software inches toward full build-out the costs are rising.

Alternatives:

Maintain current funding levels for these innovative solutions and not add enhancements.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10.45.000.61100.0000.000	\$ 5,000.00
Supplies/Non-Capital Equipment	50.45.000.61100.0000.000	\$ 2,500.00
Capital Outlay	52.45.000.61100.0000.000	\$ 2,500.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 10,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Jason Loveland Signature: JL

Date: 6/12/2019

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Credit card processing fees Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 15,000.00

Description/Justification:

Utility bill payments made via credit card are becoming more common. The city is charged a processing fee on these transactions and as the activity increases the expense follows. This request is to cover the increase in fees.

Alternatives:

Limit the ability of customers to pay with a credit card.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	50.45.000.61300.0000.000	\$ 15,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 15,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Jason Loveland

Signature: JL

Date: 6/12/2019

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Zero Waste Composting Sanitation Fund Priority: 4

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 30,000.00

Description/Justification:

This year the City received a grant to have a 3rd party vendor assist with recycling efforts for the City's five main summer events. In keeping with this effort, this request is proposing a Zero Waste collection effort for the same five events for next year. This would involve engaging a similar 3rd party vendor to come in perform the zero waste collection program for each event and collect and remove all materials under the program.
 The events are: Food Truck, Derby Day, 4th of July, Magic Fest and Pirate Fest.
 Zero Waste programing is with the goal to achieve 100% diversion from the landfill waste stream.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		
Personnel* FTE: 0.00		\$ -
Purchased Services	10.50.020.61100	\$ 30,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 30,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Signature:

Date:

City Manager/Finance Use Only
 City Manager Determination: Approved: Denied: Signature:
 Date:

2019 BUDGET PACKAGE REQUEST

Package Name: Rec Assistant (House Manager) Status/FTE Increase Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 36,462.00

Description/Justification:

During the past several years, we have seen increased participation in NYTAcademy, increased ticket sales, and expanding event offerings and theatre rentals. Because of this, the demand on the House Managers position has risen/ RecTrac was also introduced during that time and greatly increased the need for personnel management of the system; the house manager is the lead for all ticketing management. This request is to transition a 20 hour existing Recreation Assistant to a 32 hour Recreation Coordinator. The change in title will more accurately reflect the requirements of the position and the additional hours will allow for a greater focus on Group Sales for ticketed events which would generate additional revenue, and also expand our extensive volunteer base. This modification is reflected in the staffing assessment for the new facility.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 1.00	10-55-140-60110-1900-000	\$ 36,462.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 36,462.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager Determination: Approved:

Denied:

Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Restructure of Parks Maintenance Department Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 78,476.00

Description/Justification:

The current parks division structure has 15 Parks Maintenance Workers and 12-14 Parks Seasonals reporting to a single Parks Supervisor. This request is intended to 1) provide a more appropriate span of control, 2) create two teams with a common focus and 3) provide more active management of open space areas, including Croke Reservoir. This would be achieved by creating two Park Maintenance Coordinator positions. This would create two new positions, but would also decrease the current number of PMW positions from 15 to 14. This figure includes base salary plus all associated benefit costs.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ 78,476.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		
Capital Outlay		
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 78,476.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head:

Signature:

Date:

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature:

Date:

2020 BUDGET PACKAGE REQUEST

Package Name: Day Camp Program Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 16,420.00

Description/Justification:

The Northglenn Recreation Center provides a summer Day Camp Program to children ages 6-12 years old. As this program has grown and licensing standards have changed, additional funds are needed for increased costs of school busses and field trip admission fees. In addition, the state licensing standards have changed from a 1:15 ratio for field trips and swimming activities to a 1:8 ratio. An additional seasonal Day Camp Leader is needed to meet the new minimum staff: child ratio.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ 6,720.00
Purchased Services		\$ 7,700.00
Supplies/Non-Capital Equipment		\$ 2,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 16,420.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

BUDGET PACKAGE REQUEST

Package Name: Northglenn Youth Theatre Academy Priority: 6

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 10,000.00

Description/Justification:

Northglenn Youth Theatre Academy saw a significant increase in demand during the summer of 2017 and 2018. Participation nearly doubled due to more dynamic offerings that are age and skill-set specific camps, workshops, and classes. The change attracted a more diverse participation base through offerings that are show specific, include expanded production value, and have high-quality production staff. An additional expense of \$10,000, with a revenue increase of \$16,800 will reflect the actual demand and trend for Northglenn Youth Theatre Academy, particularly in the summer months. Since this increase has occurred over the past several years, and remained consistent, the additional revenues have already been realized.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		
Personnel* FTE: 0.00		
Purchased Services	10.55.140.61300.1900.000	\$ 10,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		
Miscellaneous		
Contingency		
TOTAL EXPENDITURES		\$ 10,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager Determination:

Approved:

Denied:

Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Roving Rec on the Road Admission Fees Priority: 7

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 13,500.00

Description/Justification:

Roving Rec on the Road is a program specifically planned for youth between ages 11-14. To maintain the program at its current capacity, an additional \$13,500 is needed. This is due to increased participation and increased fees for field trips and activities. Revenues for this program, as realized in 2018, are in excess of \$19,000 annually.

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue	Youth Trip Revenue 2018 \$23,909	
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10-55-140-61300-1300-000 General Services	\$ 13,500.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 13,500.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head:

Signature:

Date:

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature:

Date:

2020 BUDGET PACKAGE REQUEST

Package Name: Athletic Field Laser Grading Priority: 9

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 15,000.00

Description/Justification:

Athletic field grading is an essential practice that creates a higher quality and safer playing surface. This process is an industry standard which provides an accurate method of restoring and preserving the integrity of infield areas. Laser grading guarantees that water will flow off of the playing surface correctly and allows it to be playable after heavy rains. Infield mix is added to the field and then laser graded to exact drainage specifications. This would reduce rescheduling of weather related postponements and lower risk of injuries. Fields in Northglenn are heavily scheduled and utilized. Our fields have never been laser graded, but this is a practice that should be adopted. This package request is for the development of a regular rotating maintenance schedule of two fields per year which would allow each field to be redone every three years.

Alternatives:

We will continue to use flexible scheduling when weather related events occur.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment	10.55.130.61100.1010.000	\$ 15,000.00
Capital Outlay		
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 15,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - NMTF Assessment Increase Priority: Mandatory

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 14,069.00

Description/Justification:

The North Metro Task Force (NMTF) is comprised of detectives from the seven local municipal law enforcement agencies and the Adams County Sheriff's Department. NMTF supports these communities through primarily narcotic-related investigations. New forfeiture laws and guidelines have led to a reduction in monies used to fund the operational costs of the NMTF. To cover the reduction in forfeiture funding, the NMTF is increasing its assessment for the department to \$69,841. In 2019, the department was assessed \$55,772 for the support provided by NMTF. The purpose of this request is to increase our Professional Services' budget by 25% to cover the cost of NMTF services.

Alternatives:

None. Creating our own drug-related investigative unit would be cost prohibitive when compared to the continued use of the services provided by the NMTF.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10-60-010-61100-0000-000/NMTF Assessment Increase	\$ 14,069.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 14,069.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Records Terminal Guard Increase Priority: Mandatory

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 8,625.00

Description/Justification:

Per our Intergovernmental Agreement with the Adams County Sheriff's Office (ACSO), the ASCO provides Records terminal coverage between the hours of 2200 and 0600, 365 days per year. In 2019, the services associated with the terminal coverage accounted for 38% of all services provided to outside agencies. The cost for these services in 2019 was \$49,512, which was based on our terminal coverage accounting for 34% of all services. Due to the increase in services, the cost for the ACSO to provide terminal coverage will increase to \$58,137 in 2020. The purpose of this request is to increase our Professional Services' budget by 17% to cover the cost of terminal coverage services provided by the ACSO.

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10-60-150-61100-0000-000/ACSO Records Terminal Guard	\$ 8,625.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 8,625.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - IDS Mail Service Priority: Mandatory

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 5,000.00

Description/Justification:

IDS provides required mail services to the Justice Center. The annual cost for these services is approximately \$10,000, which is divided evenly between the Department and Courts. The purpose of this request is to cover the Department's portion of the costs associated with the services provided by IDS.

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	10-60-010-61100-0000-000/IDS Mail Service	\$ 5,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 5,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Sworn Complement Increase One (Officer) Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 251,322.00

Description/Justification:

The Department's staffing analysis and plan was presented to, and approved by, City Council in 2018. The plan calls for increasing the Department's sworn complement incrementally over a five-year period. The first increase of three sworn positions occurred in 2019. The second increase of three sworn positions is scheduled for 2020. Staffing permitting, two officers will fill the Department's Traffic Team, while the third will allow the promotion of a Special Events & Traffic Sergeant. In following the Department's five-year staffing plan, the purpose of this request is to increase the Department's complement of sworn personnel to 71.

Alternatives:

The Patrol Division will continue to provide the best services possible to the citizens of Northglenn with the resources available.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 3.00	10-60-160-60110-0000-000/Approx. First Year Salary & Benefits	\$ 251,322.00
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 251,322.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Patrol Vehicle Replacement Unit #249-11 Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 70,000.00

Description/Justification:

The Patrol vehicle designated as Unit #249-11 was purchased in 2011. The rating formula used by Fleet Management to determine the necessity of replacing a vehicle takes into account the vehicle's age, down time, environmental concerns, mileage, safety issues, service history, and all on-going maintenance costs. In August of 2018, Unit #249-11 was rated a 14. Based on the rating provided by Fleet Management, Unit #249-11 has been identified as a priority replacement for 2020. In addition, Unit #249-11 falls within the replacement guidelines found in the proposed Police Vehicle Assessment Plan. The purpose of this request is to replace Unit #249-11 with a Ford Interceptor Utility (SUV). The amount requested covers the purchase of the vehicle, equipment, and setup costs.

Alternatives:

None. Due to the heavy usage of vehicles in the Patrol Division fleet, the continued use of Unit #249-11 will be cost and safety prohibitive if left in service for any length of time.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="text"/>		
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-60-160-63200-0000-000/2020 Ford Interceptor Utility	\$ 70,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 70,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Patrol Vehicle Replacement Unit #242-12 Priority: 6

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 70,000.00

Description/Justification:

The Patrol vehicle designated as Unit #242-12 was purchased in 2012. The rating formula used by Fleet Management to determine the necessity of replacing a vehicle takes into account the vehicle's age, down time, environmental concerns, mileage, safety issues, service history, and all on-going maintenance costs. In April of 2019, Unit #242-12 was rated a 13. Based on the rating provided by Fleet Management, Unit #242-12 has been identified as a priority replacement for 2020. In addition, Unit #242-12 falls within the replacement guidelines found in the proposed Police Vehicle Assessment Plan. The purpose of this request is to replace Unit #242-12 with a Ford Interceptor Utility (SUV). The amount requested covers the purchase of the vehicle, equipment, and setup costs.

Alternatives:

None. Due to the heavy usage of vehicles in the Patrol Division fleet, the continued use of Unit #242-12 will be cost and safety prohibitive if left in service for any length of time.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="text"/>		
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-60-160-63200-0000-000/2020 Ford Interceptor Utility	\$ 70,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 70,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Patrol Vehicle Replacement Unit #247-12 Priority: 8

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 70,000.00

Description/Justification:

The Patrol vehicle designated as Unit #247-12 was purchased in 2012. The rating formula used by Fleet Management to determine the necessity of replacing a vehicle takes into account the vehicle's age, down time, environmental concerns, mileage, safety issues, service history, and all on-going maintenance costs. In October of 2018, Unit #247-12 was rated a 13. Based on the rating provided by Fleet Management, Unit #247-12 has been identified as a priority replacement for 2020. In addition, Unit #247-12 falls within the replacement guidelines found in the proposed Police Vehicle Assessment Plan. The purpose of this request is to replace Unit #247-12 with a Ford Interceptor Utility (SUV). The amount requested covers the purchase of the vehicle, equipment, and setup costs.

Alternatives:

None. Due to the heavy usage of vehicles in the Patrol Division fleet, the continued use of Unit #247-12 will be cost and safety prohibitive if left in service for any length of time.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="text"/>		
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-60-160-63200-0000-000/2020 Ford Interceptor Utility	\$ 70,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 70,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Patrol Vehicle Replacement Unit #280-10 Priority: 9

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 85,000.00

Description/Justification:

The Patrol vehicle designated as Unit #280-10 was purchased in 2010. The rating formula used by Fleet Management to determine the necessity of replacing a vehicle takes into account the vehicle's age, down time, environmental concerns, mileage, safety issues, service history, and all on-going maintenance costs. In September of 2018, Unit #280-10 was rated a 13. Based on the rating provided by Fleet Management, Unit #280-10 has been identified as a priority replacement for 2020. In addition, Unit #280-10 falls within the replacement guidelines found in the proposed Police Vehicle Assessment Plan. The purpose of this request is to replace Unit #280-10 with a Ford F150 Pickup Truck for use as a Patrol supervisor's vehicle. The amount requested covers the purchase of the vehicle, equipment, and setup costs.

Alternatives:

None. Due to the heavy usage of vehicles in the Patrol Division fleet, the continued use of Unit #280-10 will be cost and safety prohibitive if left in service for any length of time.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="text"/>		
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-60-160-63200-0000-000/2020 Ford F150 Pickup Truck	\$ 85,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 85,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Uniform & Equipment Increase Priority: 10

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 14,000.00

Description/Justification:

The cost associated with providing the required uniforms and equipment continues to rise. Currently, sworn personnel are allotted \$400 annually (\$28,000/70 Sworn) to cover the fair wear and tear, and replacement due to damage occurring on the job of uniforms and equipment. The purpose of this request is to increase the amount of the uniform allowance for sworn personnel to \$600 annually (\$42,000/70 Sworn).

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="checkbox"/>		
Purchased Services		
Supplies/Non-Capital Equipment	10-60-160-62400-0000-000/Uniform Allowance	\$ 14,000.00
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 14,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Property Crimes DNA Testing Priority: 11

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 10,000.00

Description/Justification:

The Colorado Bureau of Investigations (CBI) recently advised it would no longer conduct DNA testing on items of evidence associated with property crimes. As the DNA is sometimes vital in solving these types of crimes, the Department has been forced to submit these items to outside labs for testing. The cost for this type of testing can be as much as \$600 for two items, \$215 for each additional item, and another \$250/hour in the event the lab tech is deposed. The purpose of this request is to cover the costs associated with processing DNA on property crimes.

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="checkbox"/>		
Purchased Services	10-60-150-61100-0000-000/DNA Testing	\$ 10,000.00
Supplies/Non-Capital Equipment		
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 10,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PD - Transcriptionist Reclassification Priority: 4

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 3,750.00

Description/Justification:

The Department's staffing analysis and plan was presented to, and approved by, City Council in 2018. The plan calls for the reclassification of the Transcriptionist position to Administrative Specialist in 2020. The purpose of this request is to cover the increase in salary of the current Transcriptionist by 5%, from \$35,279 to \$37,042, to ensure it falls within the salary range for Administrative Specialist, plus the increase in the associated benefits.

Alternatives:

None.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: <input type="checkbox"/>	10-60-160-60110-0000-000/Salary & Benefit Difference	\$ 3,750.00
Purchased Services		
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 3,750.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Chief James S. May Jr. Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Bucket Boom Truck Streets Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 170,000.00

Description/Justification:

The Streets Department has taken on maintenance of the city's traffic lights. To safely perform this work the department needs a bucket truck with a boom that will accommodate two employees. The currently boom truck only allows one person in the bucket. Having a 2nd boom truck will also allow for more efficient scheduling of other work requiring a lift truck.

Alternatives:

1. Outsource the work to a contractor, however the cost has become prohibitive and is the main reason to have this work completed in house. 2. Rent equipment but this would not provide the immediacy required to perform unscheduled maintenance and repairs. This would also be a much greater cost over time than purchasing a truck.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-65-190-63200	\$ 170,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 170,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Street Sweeper Streets Department Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 250,000.00

Description/Justification:

The Elgin Sweeper purchased in 2011 has reached end of life and is need of replacement. On-going maintenance issues and parts availability for the sweeper have become more difficult to obtain and are more costly. It is recommended to replace this sweeper to allow the Streets Dept. to continue to do Spring and Fall city wide sweeping and unscheduled sweeping as needed.

Alternatives:

1. Continue to use the current sweeper at increased maintenace costs and time lost due to breakdowns. 2. Outsource sweeping needs to an outside contractor.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	10-65-190-63200	\$ 250,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 250,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Traffic Technician Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 55,700.00

Description/Justification:

The streets department is now providing preventative maintenance and repairs for traffic lights throughout the city. This additional work along with the additional work of installing speed humps, sign shop work has increased the work load to justify an additional FTE.

Alternatives:

Outsource these services at a higher cost and increase the amount of overtime required to complete work as required.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 1.00	10-65-210-601100	\$ 55,700.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 55,700.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Facilities Maintenance Technician Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 64,000.00

Description/Justification:

The City has added the Justice Center, Lab Facility, increased size of Ralston House which has greatly increased the work load on facilities. There is a need for additional FTE to continue to maintain all the City facilities.

Alternatives:

Outsource more of the work at a higher cost and increase the amount of overtime required to complete work as required.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 1.00	10-65-190-60110	\$ 64,000.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 64,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Capital Equipment - WTP Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 180,000.00

Description/Justification:

A number of large unit processes make up the Water Treatment Plant and these processes are comprised of smaller components that require replacement parts and servicing. Based on the size and age of the facility, it is difficult to estimate remaining life on much of the equipment, and limited funds constrain budget planning for repair or replacement. Efforts are continually made to construct and follow a Proforma for the Water Treatment Plant. However, as the budget year progresses equipment frequently must be replaced unexpectedly. Having a place holder dollar value will allow staff the flexibility to make repairs and subsequent adjustments to the Proforma, as necessary. Budget for this request will be split between Water Operations 50.65.230.63200.0000.000 and Water Electrical and Mechanical 50.65.250.63200.0000.000, \$115,000 and \$65,000 respectively.

Alternatives:

Budget appropriations must be done each time equipment fails leading to costly and unnecessary downtime of essential operations.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	50.65.230.63200.0000.000/50.65.250.63200.0000.000	\$ 180,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 180,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PW-Environmental Manager Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 130,146.00

Description/Justification:

An Environmental Manager would be a manager level position in the Public Works Department overseeing a new Environmental Division. Currently several Environmental related groups such as Stormwater, Water Resources, Water Quality, and Industrial Pretreatment are spread across the Engineering and Utilities Divisions. Combining these groups into a centralized division under a common manager with expertise would allow for a more efficient use of staff and workload direction. An Environmental Manager would be expected to have basic to extensive experience and/or education in Water Resources/Water Rights, Stormwater Management, and Clean Water/Safe Water regulations.

Alternatives:

Continue to have similar environmental related groups working in separate division under existing Managers that may not have expertise in the Environmental field.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 1.00	50.65.270.60110.0000.000	\$ 130,146.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 130,146.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Capital Equipment - LAB Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 30,000.00

Description/Justification:

The Lab facility at the Water Treatment Plant has numerous highly specialized and costly testing equipment. Keep this equipment working and functional is necessary for the Laboratory's certifications as well as staying in compliance with State drinking water regulations. As the budget year progresses equipment frequently must be replaced unexpectedly. Having a placeholder dollar value will allow staff the flexibility to make repairs as necessary.

Alternatives:

Budget appropriations must be done each time equipment fails leading to costly and unnecessary downtime of essential operations.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	50.65.240.63200.0000.000	\$ 30,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 30,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: PW- WWDC Seasonal Specialist Priority: 4

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 14,000.00

Description/Justification:

Under general supervision of the Utilities Supervisor, the WWDC Seasonal Specialist will assist in a variety of tasks unskilled and semi-skilled duties within the WWDC Department.

Alternatives:

Continue to complete tasks with current FTE.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.25	50.65.260.60110.0000.000	\$ 14,000.00
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 14,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Small Crane Truck Replacement Priority: 5

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 70,000.00

Description/Justification:

Unit 724, the small crane truck, both the vehicle and crane are beyond useful life. The crane no longer has the needed lifting capacity and has become questionable when using it for heavy valve and hydrant work. This vehicle and crane are used for water/wastewater valve replacements and fire hydrant maintenance and replacement.

Alternatives:

Continue to use the existing truck and crane, could become a safety concern if the crane fails.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	50-65-260-63200	\$ 70,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 70,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: End Dump Truck Priority: 6

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 75,000.00

Description/Justification:

The WWDC crew currently have a meter van that is obsolete although in good shape. We would like to remove the Meter Van from service and replace with a small end dump truck. Often times a small end load truck is easier to get into tight locations and can provide much more versatility than relying on the larger tandem trucks. This will allow for a much more efficient and safer operation for many of the smaller water and waste water repairs.

Alternatives:

Continue to use the larger trucks for this work and keep the meter truck for miscellaneous use or retire it from service and send to auction.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	50-65-260-63200	\$ 75,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 75,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Capital Equipment - WWTP Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 185,000.00

Description/Justification:

A number of large unit processes make up the Wastewater Treatment Plant and these processes are comprised of smaller components that require replacement parts and servicing. Based on the size and age of the facility, it is difficult to estimate remaining life on much of the equipment, and limited funds constrain budget planning for repair or replacement. Efforts are continually made to construct and follow a Proforma for the Wastewater Treatment Plant. However, as the budget year progresses equipment frequently must be replaced unexpectedly. Having a place holder dollar value will allow staff the flexibility to make repairs and subsequent adjustments to the Proforma, as necessary. Budget for this request will be split between Wastewater Operations 52.65.280.63200.0000.000 and Wastewater Electrical and Mechanical 52.65.250.63200.0000.000, \$90,000 and \$95,000 respectively.

Alternatives:

Budget appropriations must be done each time equipment fails leading to costly and unnecessary downtime of essential operations.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services		\$ -
Supplies/Non-Capital Equipment		\$ -
Capital Outlay	52.65.280.63200.0000.000/52.65.250.63200.0000.000	\$ 185,000.00
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 185,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Stormwater Software Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 1,200.00

Description/Justification:

With the City's new MS4 stormwater permit going into effect July 2019, additional stormwater inspection requirements will be required. These requirements greatly increase the amount and frequency of inspections. To better track and schedule these inspections with the existing stormwater staffing, a software program specifically designed for stormwater will be acquired.

Alternatives:

The increased number of inspections will have to be tracked and scheduled using the current time-consuming processes.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	54.65.300.61200.0000.000	\$ 1,200.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 1,200.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Increase On-Call Emergency Maintenance Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 15,000.00

Description/Justification:

The On-Call Emergency Ditch & Creek Channel Maintenance contract provides for emergency repairs or debris removal to the City's creek and ditch system in situations where Public Works staff doesn't have the required equipment or expertise to perform the work. Much of our ditch and creek system has not had significant preventative maintenance over the years and now needs substantial work to maintain the original capacity/function of the facility. Costs for removal and disposal of built-up mud/muck/vegetation have increased over the years. While our contractor has held their hourly rates the same for 3 years, landfill and trucking/fuel costs have risen by at least 15% over the past 5 years. Without a corresponding increase in funding, less maintenance actions can be accomplished. This request would increase the current yearly funding by \$15,000 from \$30,000 to \$45,000.

Alternatives:

Continue to have fewer maintenance repairs get completed while the maintenance backlog grows and costs increase.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	54.65.300.61400.0000.000	\$ 15,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 15,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: CDPHE MS4 Annual Permit Fee Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 1,200.00

Description/Justification:

The Colorado Department of Public Health and Environment requires the City to annually renew our Municipal Separate Storm Sewer System (MS4) Permit. Historically this fee has been paid out of various funds within the Stormwater Fund. This request is to specifically fund the \$1,200 annual fee to the proper Stormwater Operations General Services fund.

Alternatives:

The increased number of inspections will have to be tracked and scheduled using the current time consuming processes.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	54.65.300.61300.0000.000	\$ 1,200.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 1,200.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: Recycle Tip Fees Priority: 1

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 108,000.00

Description/Justification:

Recycle tip fees have changed drastically in the last 18 months. Previously we did not budget for tip fees for recycle material because we would typically get paid for the materials. Based on the trend over the last 18 months the city is now paying to dispose of recycle materials. Based on the most recent information in the industry we expect the trend to continue and the cost to dispose of recycle materials to rise. We are currently paying approximately \$60 per ton to dispose of recycle materials. We anticipate having approximately 1800 tons in 2020. Therefore we are requesting a budget for 2020 of \$108,000 to pay for this new and increasing cost.

Alternatives:

The tip fee for regular trash is approximately \$14.00 per ton versus approximately \$60.00 per ton for recycled materials. We could continue to pick up recycle materials and dispose of them as regular trash at a savings to the city of approximately \$46.00 per ton. We expect to have approximately 1800 tons of recycled materials in 2020. The total savings based on these estimates would be nearly \$82,800.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	56-65-320-61400	\$ 108,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 108,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

BUDGET PACKAGE REQUEST

Package Name: PW-Sanitation- Automated Side Arm Trash Truck Priority: 2

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 310,000.00

Description/Justification:

The vehicle rating system recommends replacement of a vehicle with a rating of 10 or higher. A new Side-Arm Automated trash truck would replace our oldest Scorpion side arm truck with a vehicle rating of 16. Maintaining a newer fleet will help keep overall costs down and allow for consistent sanitation services to our residents

Alternatives:

Continue to use the older scorpion truck at a higher operating cost and increased down time.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		
Personnel* FTE: 0.00		
Purchased Services		
Supplies/Non-Capital Equipment		
Capital Outlay	56-65-320-63200/ Capital Equipment	\$ 310,000.00
Miscellaneous		
Contingency		
TOTAL EXPENDITURES		\$ 310,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman

Signature: _____

Date: _____

City Manager Determination:

Approved:

Denied:

Signature: _____

Date: _____

BUDGET PACKAGE REQUEST

Package Name: PW-Sanitation Roll Off Containers Priority: 3

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 30,000.00

Description/Justification:

Three roll off containers are in need of replacement due to wear and tear. The current containers will be auctioned or sent to a recycle center whichever is most economical for the City. They will be replaced with three new roll off containers. These containers are used for the City wide dumpster programs and large internal projects. The current containers are old and have been repaired several times and are generally fatigued from use.

Alternatives:

Reduce the number of rollofs available for the programs and special events.

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		
Personnel* FTE: 0.00		
Purchased Services		
Supplies/Non-Capital Equipment		
Capital Outlay	56-65-320-63200/ Capital Equipment	\$ 30,000.00
Miscellaneous		
Contingency		
TOTAL EXPENDITURES		\$ 30,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: Kent Kisselman

Signature: _____

Date: _____

City Manager Determination:

Approved:

Denied:

Signature: _____

Date: _____

2020 BUDGET PACKAGE REQUEST

Package Name: City Wide Composting Feasibility Assessment Priority: _____

Package Type: One Time: On Going: Other:

Total Package Costs: \$ 25,000.00

Description/Justification:

The feasibility assessment would examine the participation rate for a city wide composting program. Based on the findings for participating, the study would then provide a sustainability cost benefit analysis that would look at the initial start-up costs, and ongoing operational costs compared to the socio-environmental benefits and make recommendations on whether such a program would be beneficial and appropriate for Northglenn

Alternatives:

Expenditures:	Account Code/Description:	Amount:
Additional Revenue		\$ -
Personnel* FTE: 0.00		\$ -
Purchased Services	56.65.000.61100	\$ 25,000.00
Supplies/Non-Capital Equipment		\$ -
Capital Outlay		\$ -
Miscellaneous		\$ -
Contingency		\$ -
TOTAL EXPENDITURES		\$ 25,000.00

*Contact HR/Finance to determine comprehensive personnel cost estimates and accounting.

Department Head: _____

Signature: _____

Date: _____

City Manager/Finance Use Only

City Manager Determination: Approved: Denied: Signature: _____

Date: _____

