



FINANCE MEMORANDUM
#15-13

DATE: November 23, 2015

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager 
Jason Loveland, Director of Finance 

SUBJECT: Proposed 2016 Annual Operating & Capital Improvement Budget

PURPOSE:

The following memorandum provides highlights of the 2016 Proposed Budget. The Proposed Budget was first presented to City Council on September 21 for their consideration.

SUMMARY:

The goals of the 2016 Proposed Budget are to successfully meet the service demands of the community, augment reinvestment in public assets and infrastructure, and continue to fortify the financial position of the organization.

The following is a summary of the highlights in the proposed budget:

Revenue

The City's property tax mill levy will remain at 11.597 in 2016. Of the 11.597 mills, 4.00 mills continue to be restricted for road reconstruction projects. City sales and use tax will remain at 4.0% with food for home consumption tax at 3.0%. Of the 4.0% tax, ½% is dedicated to be used for capital construction, while an additional ½% is reserved for purchasing water resources. On November 3, voters approved an extension of the ½% sales and use tax dedicated for capital construction in the City. This tax was set to expire in 2025 and will now exist without a sunset.

Revenues across the City are expected to increase 2.8% over the 2015 Budget. In 2015, the City is experiencing revenue growth in the areas of sales and use tax (10%) while other revenue areas are either flat or declining. The most significant decline is in Fines and Forfeits, down 33%. Sales tax growth is largely attributable to new businesses opening at the Webster Lake Promenade and the 2% retail marijuana industry.

Water use charges have remained flat in 2015 due to higher than average precipitation and water conservation efforts. The Proposed Budget does not contemplate a rate increase for water, sewer, stormwater, or trash in 2016.

Other City revenues are expected to stay relatively flat when compared to 2015 year-end forecasts.

Expenditures

Several significant capital projects are planned for 2016, which include: East 112th Avenue Expansion; the citywide Residential Street Program; 99th Ave. Reconstruction; Wastewater Treatment plant

headworks and clarifier improvements; and design/architecture work for a new Justice Center. Proposed spending on Capital Improvements is over \$19 million.

The personnel budget is expecting a .006% increase. Merit increases of up to 3% have been proposed, along with market adjustments where needed. Police Officers will receive a step increase based on length of service. The Proposed Budget does not include additional staff for 2016.

Purchased, or contracted, services, will increase by 1.3% over the prior year budget. This increase is based on 2014 Strategic Plan initiatives being carried out in 2015 and 2016. These include a Zoning Code update, 112th Station Area Master Plan, and a Pedestrian Bike & Trail Connectivity Plan.

City expenditures for general supplies and materials, fuel, and utility costs are budgeted to increase at 1.2% over the prior year.

Debt expenditures will decrease in 2016 as the capital lease payments for water shares purchased in 2010 will be paid in full this year. Total debt payments for 2016 are \$980,000. The debt is for water infrastructure.

For further discussion of the Proposed 2016 Annual Operating & Capital Improvement Budget please see the “Budget Overview” section (pages 9-34).

STAFF REFERENCE: Contact Jason Loveland at jloveland@northglenn.org or at 303-450-8817.

Fund Appropriation Summary

	2016 Beginning Fund Balance	2016 Revenues & Other Sources	2016 Expenditures & Other Uses	2016 Surplus/ (Deficit)	2016 Ending Fund Balance
General Fund	\$ 18,282,321	\$ 24,460,765	\$ 24,233,669	\$ 227,096	\$ 18,509,417
Conservation Trust Fund	745,322	373,507	1,050,000	(676,493)	68,829
CDBG Fund	-	-	-	-	-
Capital Projects Fund	12,495,285	7,509,709	7,648,748	(139,039)	12,356,246
Water & Wastewater Fund	16,874,230	14,103,511	20,849,239	(6,745,728)	10,128,502
Stormwater Fund	926,662	439,322	333,194	106,128	1,032,790
Sanitation Fund	1,405,128	1,463,685	1,849,757	(386,072)	1,019,056
Total	\$ 50,728,948	\$ 48,350,499	\$ 55,964,607	\$ (7,614,108)	\$ 43,114,840

PROPOSED

City of Northglenn

2016

Annual Operating &
Capital Improvement Budget

*city of
northglenn*

Originally submitted on 9/21/15

Revised:

November 2, 2015



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Northglenn

Colorado

For the Fiscal Year Beginning

January 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Northglenn for its annual budget for the fiscal year beginning January 1, 2015.

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

The award is valid for a period of one year only. The City of Northglenn believes the 2016 budget document continues to conform to the provisions set forth by the program and will be submitting it to GFOA for determination.

Reader's Guide

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

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

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

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

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

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

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

Community Profile

Introduction

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

History

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



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

Climate

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

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

Population & Demographics

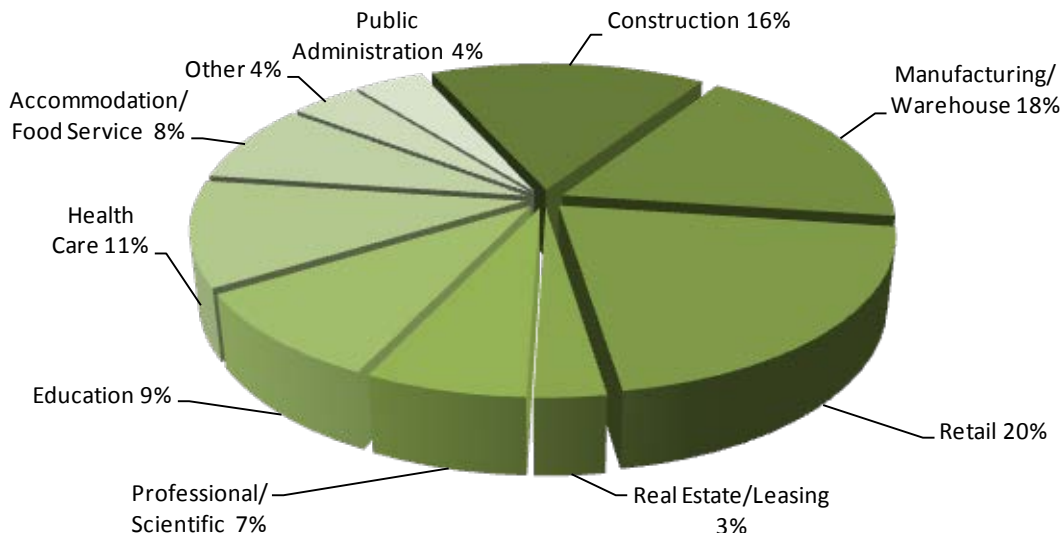
According to the US Census Bureau, the estimated population of the City of Northglenn is 37,499. In addition, there were an estimated 14,274 housing units within the City and an average household size of 2.68 individuals. Approximately 89.8% of the housing units in Northglenn are occupied, and of those, 31.4% are categorized as renter-occupied. Additional information regarding the demographics of the City compared to that of Adams County and the State is provided in the following table:

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

Labor & Employment

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

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



Growth & Development

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

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

Government

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

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

City Facilities

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

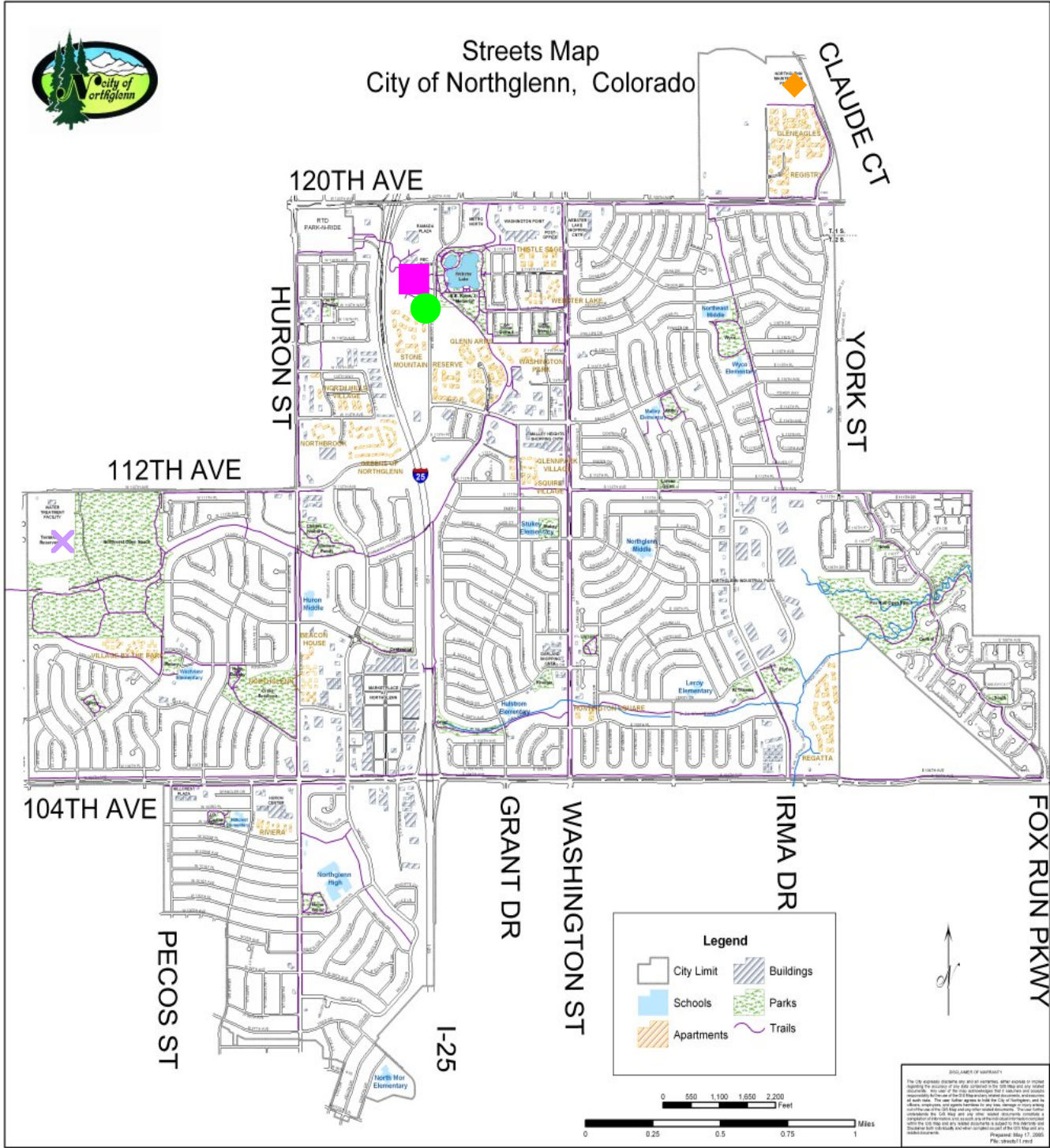
Water Treatment Facility
2350 West 112th Avenue
Northglenn, Colorado 80234
303.450.4061

Recreation Center
11801 Community Center Drive
Northglenn, Colorado 80233
303.450.8800

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

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

City Map



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

List of Officials

City Council

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

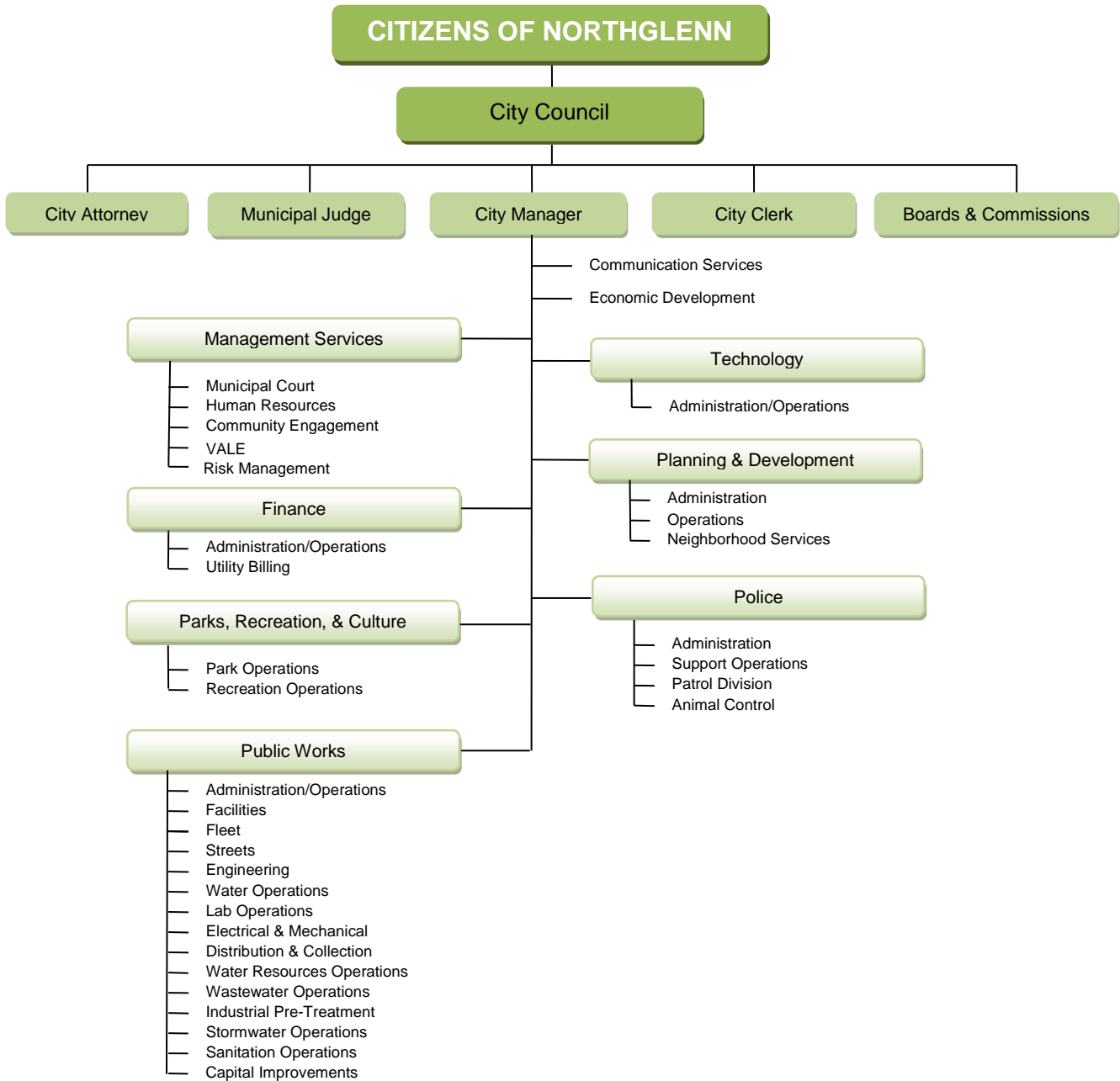
Administration

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

Boards & Commissions

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

Organizational Chart



Budget Overview

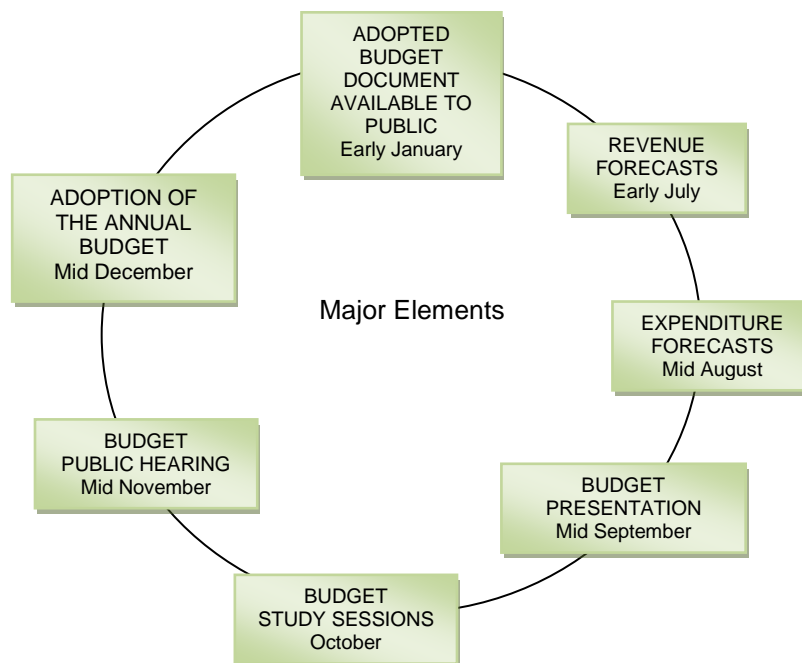
Pursuant to Article VIII of the City Charter, I am pleased to present the 2016 Annual Operating Budget & 2016-2020 Capital Improvement Plan for the City of Northglenn. The budget identifies the allocation of available resources and acts as an operations guide in an effort to meet the service needs of the community.

Budget Process

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

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

Budget Flowchart



Budget Calendar

Date	Activity
January 30, 2015	File the Adopted Budget with the Colorado Division of Local Governments Due By: January 30 th (C.R.S. 29-1-113(1))
May 18	Present 2016 Budget Calendar to City Council
June 15	Development/Communication of 2016 Organizational Goals & Priorities
June 22	Preliminary Executive Team Budgetary Meeting
June 10 – 119	Develop Preliminary Projections, and Budget Worksheets
June 22	Distribute Projections, Preparation Manual, and Worksheets to Departments
June 22 – July 24	Departments Complete Budget Worksheets and Package Requests
July 24	Departments Submit Budget Worksheets/Requests to Finance
July 27 – 31	Develop Preliminary Budget Reports
August 4	Distribute Preliminary Budget to City Manager
August 4 – 14	Executive Level Review of the Preliminary Budget
August 17 – 21	Develop & Compile Proposed Budget Document
August 25	Receive Preliminary Abstract of Assessments from County Assessor Due By: August 25 th (C.R.S. 39-5-121(2)(b))
August 26	Calculate Preliminary Mill Levy Rate
August 27 – 31	City Manager Review of the Proposed Budget
September 1 – 15	Proposed Budget Development & Analysis
September 16	Submit Proposed Budget to City Council
September 21	Formal Presentation of Proposed Budget Document to City Council
October 5 & 19	Departmental Budget Presentations To Council
November 2	Departmental Budget Presentations To Council
November 3	Election Day
November 9	Public Hearing on the Proposed Budget and Capital Improvement Program
November 16	Legislative Level Review & Instruction
November 17 – 25	Develop & Compile Recommended Budget Document
December 9	Submit Recommended Budget to City Council
December 14	Adoption of the Annual Operating & Capital Improvement Budget/Mill Levy
December 10	Receive Certified Final Assessed Valuation from County Assessor Due By: December 10 th (C.R.S. 39-1-111(5))
December 15	Certification of the Annual Mill Levy Due By: December 15 th (C.R.S. 39-5-128(1))
December 15 – 31	Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution

Budgetary Control

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

Budgetary Basis of Accounting

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

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

Fund Structure

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

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

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

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

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

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

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

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

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

Goals & Priorities

Strategic Goals

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

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

Business Principles

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

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

Other Planning Processes

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

Priorities

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

The City held a strategic planning session with staff and elected officials in January 2014. From that session, several key initiatives were identified as priorities for 2014-2016. The overriding objective for the City is to create vitalization throughout the City. This initiative is meant to lay the foundation for future planning, development, and redevelopment. Staff is taking on a rebranding and marketing of the City, updating the zoning code, and evaluating the sustainability of providing services given the current land-use and fiscal policies. While an emphasis has been placed on planning for the future, the City has also committed to delivering services at current levels and to find ways to continuously improve the delivery of those services.

The 2016 budget continues to control operating expenditures, while making significant commitments in the community's assets and infrastructure. City-wide, the 2016 non-grant revenue forecasts represent an increase of 2.8% over the 2015 year-end estimates. Projects such as the expansion of East 112th Avenue, rehabilitation of residential streets, and improvements to the water and wastewater systems in the City are major capital improvement projects planned for in 2016.

Services for residents have been maintained at current levels and the City has been moving forward on many strategic fronts in economic development and infrastructure improvements. Investments and grants from the City and its Urban Renewal Authority are key in maintaining and expanding the tax base. A new 60,000 sq. ft. hospital is under construction and will bring jobs and visitors into the City beginning in 2016.

To control operating expenditures to the greatest extent possible, the City has placed significant emphasis on improved efficiencies and value-based operations. Formal requests to increase operating budgets over the prior year are required. An emphasis in the budget for 2016 has been placed on strategic evaluations of the City's planning documents, including the Zoning Code and a Sustainability Assessment that will factor in land use and its revenue impact.

The 2016 budget includes a market adjustment for all positions surveyed below current industry levels, as well as a maximum 3% merit increase for all non-sworn employees and step increases for all sworn police personnel.

Challenges & Opportunities

An ongoing challenge the City faces now as well as into the foreseeable future is its dependence on sales and use tax revenues. Historically, approximately 50% of the City's total revenues are derived through sales and use taxes, making it especially reliant upon, and vulnerable to, patterns in consumer and business spending. Of all the major revenue sources municipal government collects, sales tax is the most sensitive to the economic climate. In 2015, the City has seen sales and use tax growth of over 10%. Key components of this growth have been the establishment of the recreational marijuana industry in the City as well as the Webster Lake Promenade development. Generally, the Colorado economy has grown in 2015 as the housing industry, specifically multi-family development.

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

The City of Northglenn is a mature community with limited land available for new development. The City is also bordered on all sides by other municipalities and therefore cannot annex new land. As such, redevelopment plays an important role in the local economy. In 1990, the Northglenn Urban Renewal Authority (NURA) was created to actively eliminate blight, assist with private redevelopment projects, as well as plan and develop public-related improvements. In 2015, the City and NURA worked on a joint incentive to bring the City a new hospital that served as an infill development project. Future efforts for redevelopment and infill projects will be key for the future sustainability of the City.

In order to be considered sustainable, the City must maintain a level of reinvestment within the community. Due to years of deferred maintenance, the City's equipment, facilities, and infrastructure are in need of substantial replacement/renovation or improvement. In response, the City continues to focus on its planned, non-grant funded capital spending in 2016.

In 2009, voters approved the extension of a 4.000 mill property tax for the purposes of reconstruction and rehabilitation of City streets and tracked in the Capital Projects Fund.

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

In 2015, voters approved the extension of a tax expiring in 2025. This ½% sales and use tax on non-food items are used to meet the capital improvement needs of the community. The sales and use tax is anticipated to generate an additional \$2.7 million in 2016. As the City plans to improve facilities and infrastructure it was paramount the tax be extended without an expiration in order to provide a more secure revenue stream for potential debt service activities.

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

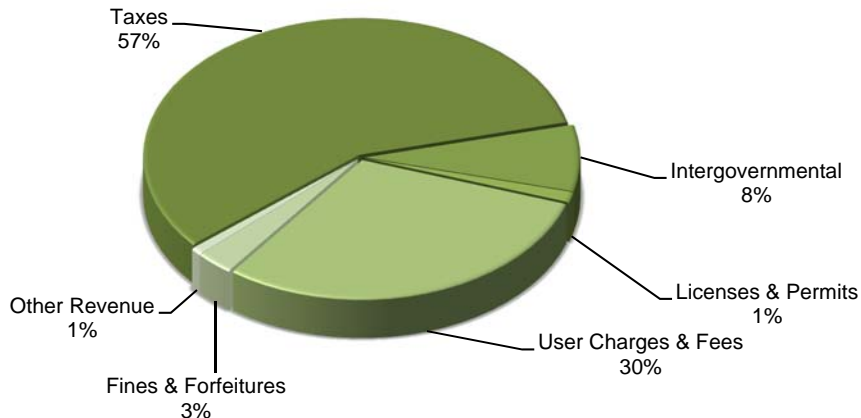
Revenue Assessment

City-Wide Revenues

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

Revenue Category	2014 Audited Amounts	2015 Year-End Forecast	2016 Adopted Budget
Taxes	\$ 22,854,574	\$ 25,414,754	\$ 26,716,852
Intergovernmental	4,362,523	3,661,464	3,631,217
Licenses & Permits	642,525	563,583	563,583
User Charges & Fees	13,706,021	13,706,217	14,009,551
Fines & Forfeitures	1,553,649	1,328,396	1,328,396
Other Revenue	1,092,996	265,900	400,900
Total	\$ 44,212,288	\$ 44,940,314	\$ 46,650,499

Operating Revenue Budget By Category



As shown in the above table, city-wide 2016 budgeted revenue is estimated at \$46,650,499 compared to estimated collections of \$44,940,314 in 2015. The increase in user charges and fees represents collections for water services, which incurred a rate increase this past summer. Overall, much of the revenue is estimated to remain flat in 2016 over 2015 year-end estimates. There were no tax increases, new industries, or developments expected to occur in 2016. Additional detail regarding the forecasting methods for several of the major revenue sources of the City, as well as the associated impacts of the current economic environment is presented in the following sections.

Tax Revenue Category

Taxes represent by far the largest revenue category of the 2016 budgeted revenues, accounting for approximately 57% of the City's total revenue. Property, specific ownership, sales, use, accommodation, and occupational taxes comprise this category. Due to the material nature of the property, sales, and use tax collections, each revenue source is discussed in more detail below.

Property Tax – Property taxes are generated through an 11.597 mill levy on the assessed real and personal property valuation of \$270,286,440. In 2016, the City has estimated property tax collections of \$3,134,512, which makes up 7% of the City's total revenue. The mill levy is made up of perpetual 7.597 mills used to support general operating activities and is recorded in the General Fund, while a voter-approved 4.000 mills, scheduled to expire on December 31, 2019, is restricted for purposes of major road and street reconstruction projects and accounted for in the Capital Projects Fund.

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

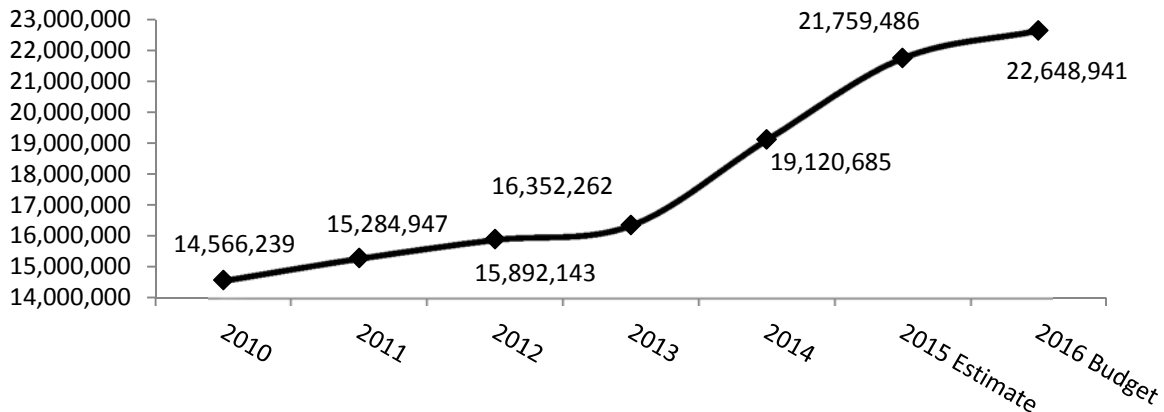
The residential assessment rate, which determines the amount of residential assessed value the mill levy is applied to, is expected to remain unchanged through 2016. The assessment rate is based on a statewide calculation, which keeps the total value of residential properties at 45% of the total assessed valuation. The assessment rate for nonresidential properties is fixed at 29% of market value, while residential rates remain variable. Pursuant to the requirements of the Gallagher Amendment to the State Constitution, the State of Colorado established the residential assessment rate at 7.96%. The table below shows the assessed valuation of the City and percent changes from year to year.

Year	Assessed Valuation	% Change
2006	248,812,920	-0.9%
2007	253,297,030	1.8%
2008	250,837,050	-1.0%
2009	239,829,910	-4.4%
2010	240,509,600	0.3%
2011	238,969,630	-0.6%
2012	241,951,680	1.2%
2013	242,042,167	0.0%
2014	237,061,750	-2.0%
2015	270,286,440	14.0%

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

For 2016, sales and use tax collections comprise approximately 48% of the City’s annual revenue, making it the largest single source of income for the City. The City collects its own sales and use taxes, closely monitoring collections through a self-collection program. Projections of sales and use taxes are based on detailed analysis of historical trends, economic forecasts, and anticipated changes in the local commercial environment as well as consumer spending, and development activity. The following chart illustrates the historical sales/use tax trends and forecasts.

Sales & Use Tax Trends



In 2010, sales and use tax collections began to stabilize and in several cases reported modest increases after the “Great Recession”. In the past two years the City has seen significant sales and use tax growth. The largest contributing factors are the opening of a new 10-acre retail development, the recreational marijuana industry, and an increase in auto sales in the City. In the absence of any significant changes anticipated in the local commercial environment, sales and use tax collections are projected to increase a modest 2% in 2016 when compared to the prior year. Slow change in annual inflation typically impact sales tax collections, as such, these assumptions were used in the analysis as to remain conservative.

Intergovernmental Revenue Category

The intergovernmental revenue category represents approximately 8% of the 2016 budget revenues. The category is made up of revenues which are collected on behalf of the City by other governments. Revenues which fall under this category typically represent share backs or grants from the Federal, State, or County governments and include motor vehicle registrations, highway user taxes, road and bridge taxes, and state lottery proceeds. Also included in this category is revenue derived from the reimbursement of costs associated with the Northglenn Urban Renewal Authority and the Church Ditch Water Authority.

Licenses & Permits Revenue Category

The City issues various licenses and permits which grant the holder specific use privileges (i.e. the ability to sell liquor within the City, etc.). The fees, which account for approximately 1% of the 2016 budgeted revenues, are intended to offset some of the administration, recording, and regulation costs associated with those activities. Currently the City issues and collects fees for business and liquor licenses, as well as building, electrical, sign, special use, and park use permits.

User Charges & Fees Revenue Category

User charges and fees are intended to offset some or all of the costs associated with specific services provided to identifiable recipients. This revenue category represents approximately 30% of the 2016 organization-wide revenue, making it the second largest revenue category for the City. Approximately 79% of the dollars collected through user charges are associated with water, wastewater, and sanitation services. Due to the material nature of these revenue sources additional information has been provided below.

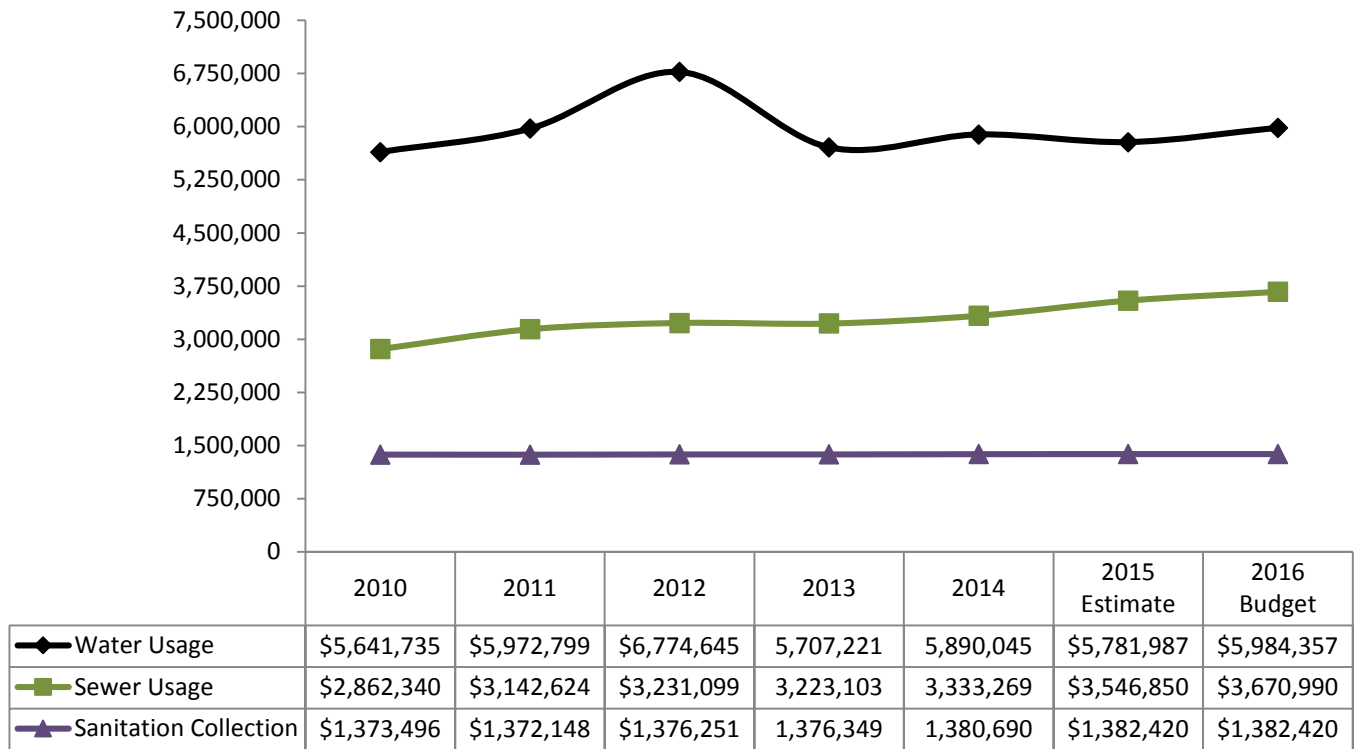
Water Usage Charges – Charges for water services are based on a tiered rate structure and offset the operating costs associated with providing clean and safe drinking water to the City's inhabitants. In 2016, the estimated collections associated with such services account for approximately 13% of the City's total annual revenue. In 2009, City Council approved a rate increase as well as modified the tier structure of the water rates schedule. A rate increase of approximately 10% was approved and implemented in 2015. No rate increases are planned for 2016. Revenue forecasts are based on customer trends, changes to the rate structure, and estimates regarding annual precipitation.

Sewer Usage Charges – The City currently provides wastewater utility services to its residents. Charges for wastewater services are based on scheduled rate structures and offset the operating costs associated with providing the services. In 2016, the estimated collections associated with these services comprise approximately 8% of the City's total annual revenue. In 2015, City Council approved a rate increase and slight modification of the wastewater rate schedule. Just as with the water rates, sewer rates were also increased in 2015 to meet ongoing funding needs. Revenue forecasts closely match those of the water usage charges and are based on historical trends. There are no rate increases planned for 2016.

Trash Collection Charges – The City provides sanitation utility services for its residents through garbage collection and recycling programs. Charges for trash collection services are based on a set rate structure intended to offset the operating costs associated with providing the service. In 2016, the forecasted trash collection charge represents almost 3% of the City's annual revenue. Due to the nature of the service, revenue collections are relatively immune from external variables such as the local economy or weather. Customer trends and anticipated changes to the rate structure are used when forecasting future collections.

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

Utility User Charges Trends



Fines & Forfeits Revenue Category

Fines and forfeits include court costs, violation fines, and police surcharges and comprise approximately 3% of the City's total 2016 anticipated revenue. The funds received are intended as a financial punishment for the commission of minor crimes, code violations, or the settlement of a claim. Monies are used to help offset the day-to-day operations of various patrolling, enforcement, and municipal court activities.

Other Revenue

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

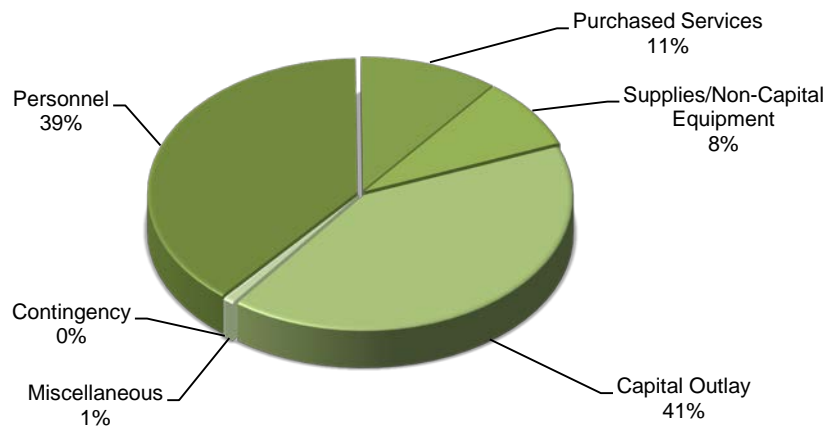
Expenditure Assessment

City-Wide Expenditures

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

Expenditure Category	2014 Audited Amounts	2015 Year-End Forecast	2016 Adopted Budget
Personnel	\$ 18,878,702	\$ 19,867,591	\$ 20,435,853
Purchased Services	4,882,595	5,379,287	5,693,087
Supplies/Non-Capital Equipment	4,067,951	4,380,389	4,475,792
Capital Outlay	3,529,338	12,210,862	21,703,348
Miscellaneous	740,536	294,725	353,569
Contingency	-	-	100,000
Total	\$ 32,099,122	\$ 42,132,854	\$ 52,761,649

Operating Expenditure Budget By Category



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

Personnel Category

Salaries, wages, and benefits represent approximately 39% of the 2016 city-wide budgeted expenditures. The category includes all costs associated with personnel including regular and seasonal staff, payroll taxes, and all clothing, tool, or vehicle allowances. Significant changes for 2016 include:

- The 2016 budget includes market adjustments for all positions which are considered below current industry levels, as well as a maximum 3% merit increase for all non-sworn employees and step increases for all sworn police personnel. The market and step adjustments account for a city-wide increase of approximately \$509,756.
- Medical benefit costs were decreased \$141,000 to reflect a premium decrease associated with health insurance during the mid-year renewal process. Additionally, the City has seen a move from Family coverage to lower cost options.
- Workers' Compensation Insurance premiums remained relatively flat for 2016.
- No changes in full-time equivalents (FTE) were added to the budget for 2016.

Purchased Services Category

The purchased services category represents approximately 11% of the 2016 budgeted expenditures. This category is made up of expenditures which by their nature are performed by persons or firms external to the organization. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Expenditures which fall under this category include administrative services, technical services, travel, training, repairs/maintenance, rentals/leases, and non-personnel related insurance premiums. Significant changes for 2016 include:

- The City's 2014 Strategic Plan identified several key areas to study, evaluate, and update to assist in vitalizing the City. The Planning Department will undertake one-time projects of updating the zoning code, master planning a transit-oriented development area, and evaluating pedestrian mobility throughout the City. The total cost for these projects is estimated at \$500,000.
- The cost for Dispatch and Animal Shelter fees provided by Adams County has increased by over \$53,000.

Supplies/Non-Capital Equipment Category

The supplies and non-capital equipment category accounts for about 8% of the 2016 budgeted expenditures. Expenditures in this category are for items that are consumed, worn out, or deteriorated through use, and do not meet the requirements of the City's definition of capital assets. Supplies, natural gas, electricity, fuel, as well as non-capital equipment such as file cabinets, desks, and personal computers are included in this category. The category remains flat from 2015. Changes in 2016 include:

- Increases to support community events such as the July 4th and a new BBQ Festival event.
- One-time expenses to upgrade the Senior Center furniture.

Capital Outlay Category

The capital outlay category makes up close to 41% of the 2016 budgeted expenditures. This category includes capital assets and capital improvement projects such as the acquisition of land, water, buildings, and improvements thereof. Expenditures in this category tend to vary from year to year based on the needs of the organization and community. A listing of the planned capital asset purchases for 2016 is shown below:

Capital Equipment Item List

<u>Item Description</u>	<u>2016 Proposed Budget</u>
General Fund	
Registration Software	\$ 80,000
Elliptical Trainer	5,700
Mower - Right-of-Way	32,000
Infield Groomer Machine	21,000
Vehicle Replacement - #529	35,000
Vehicle Replacement Unit #207-09	55,000
Vehicle Replacement Unit #286	25,000
Vehicle Replacement Unit #208-09	55,000
Vehicle Replacement Unit #215-09	55,000
Automated License Plate Reader	17,000
Simmunition Trailer	5,889
Infrared Paving Unit	39,000
Snow Plow Blade	15,000
Subtotal	440,589
Water & Wastewater Fund	
Server Replacement	14,000
Utility Vehicle	45,000
Arrow Board	20,000
Vehicle Replacement - Dump Truck/Plow Unit #122	235,000
John Deere 4 Wheeler Replacement	20,000
Vehicle Replacement - Truck	35,000
Industrial Pretreatment - Software	12,000
Vehicle Replacement - Truck	35,000
Booster Jockey Pump & VFD	25,000
Booster VFD	25,000
High Zone Tank Generator & ATS	15,000
High Zone Pump & Motor	35,000
High Zone Motor Control Valve	16,000
High Zone Overpressure Valve	11,000
Aluminum Tank	15,000
Turbine Pump	20,000
Lift Station B Flow Meter	80,000
Lift Station B Muffin Monster	13,000
Lift Station F Submersible Pumps	17,000
Autosampler	10,000
Subtotal	698,000

Sanitation Fund

Vehicle Replacement - Grappling Hook Collection Truck	150,000
Vehicle Replacement - Automated Trash Truck Unit #168	273,000
Vehicle Replacement - Automated Trash Truck Unit #172	180,000
Subtotal	603,000
<hr/>	
City-Wide Total	\$ 1,741,589

At over \$21 million, capital projects, including improvements, replacement, and construction of new assets have a significant one-time impact on the budget in 2016. The expansion of E. 112th Ave., at a cost of approximately \$4.5 million, and the construction of a new headworks and clarifier at the water treatment plant of over \$12 million, headline the large-scale infrastructure improvements of the City for 2016. The street expansion is being completed in preparation for increased traffic at a new transit-oriented development in the City coming in 2017. The wastewater project will increase efficiency and the ability to treat sewage. Both projects are being paid from current reserve balances. Additionally, the City plans begin architect and engineering work of a new Justice Center which will house the Police and Courts. This work is estimated at \$2.5 million.

Additional detail regarding the capital improvement projects can be found in the “Capital Improvements” section of the budget document. On the project pages, there is information regarding on-going or one-time costs for the projects as well as information on the operational impact of the project. The categories are Positive or Negative. Positive means the project will improve or reduce future operational costs. Negative means the project will lead to future operational expenditures. Several projects are one-time expenditures and do not have an identifiable operational impact and are marked N/A.

Miscellaneous Category

The other expenditures category accounts for approximately 1% of the 2016 budgeted expenditures. Expenditures in this category include dues and fees to professional organizations, as well as the community grants and contributions program. The grants and contributions program makes up a significant portion of this category and includes incentive programs such as those associated with the water conservation and education program, as well as a contribution to the Northglenn Historical Preservation Commission. This category changes each year based on the needs of the community and financial ability of the organization.

Contingency Category

The contingency category accounts for less than 1% of the 2016 expenditure budget. This category is provided for budget purposes only as actual expenditures are to be charged to the appropriate program and object classification. The allocation provides for unforeseen expenditures or overruns in other categories throughout the year.

Other Sources/Uses

Interfund Transfers

In order to accommodate the changing needs of the community, the City is often required to transfer non-restricted revenues from one fund to another. In 2016, the City has planned for a single interfund transfer from the General Fund to the Capital Projects Fund in the amount of \$1,700,000 to continue the development of an adequate fund balance and further support the capital improvement efforts of the City.

Debt Proceeds & Payments

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

Calculation of Legal Debt Limit & Debt Margin		
2015 Actual Value	\$	2,811,654,867
Debt Limit – 3% of Net Assessed Value		84,349,646
Outstanding Debt Applicable to Debt Limit		-
Debt Margin	\$	84,349,646

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

	As of December 31, 2015		2016 Activity			Maturity Date
	Outstanding Interest	Principal Balance	Interest Payment	Principal Payments	Ending Balance	
2013 Standley Reservoir Certificates of Participation	\$ 528,080	\$ 6,315,000	\$ 129,458	\$ 850,000	\$ 5,863,623	12/01/22

Given the fund balance and debt positions of the City, long-term financial planning discussions have remained project specific. There are significant capital expenditures in the 2016 budget for roads and wastewater projects that will be cash funded.

Economic Incentives

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

Awards & Claims

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

Fund Balance Analysis

Changes in Fund Balance

Following sound financial management, the City confines the use of fund balance to items which are commonly regarded as one-time or limited-duration expenditures. By maintaining appropriate fund balances in each of its funds, the City is able to adapt to changing market conditions, take advantage of unforeseen opportunities, and maintain adequate cash balances given the cyclical nature of the local retail economy. In addition, several of the City's funds are designed to accumulate fund balances in order to finance future projects and/or purchases. In 2016, the city-wide fund balance is anticipated to decrease approximately 15% or \$7,614,108. A listing of changes in fund balances for fiscal year 2016 is presented below:

	2016 Beginning Fund Balance	2016 Revenues & Other Sources	2016 Expenditures & Other Uses	2016 Surplus/ (Deficit)	2016 Projected Ending Fund Balance
General Fund	\$ 18,282,321	\$ 24,460,765	\$ 24,233,669	\$ 227,096	\$ 18,509,417
Conservation Trust Fund	745,322	373,507	1,050,000	(676,493)	68,829
CDBG Fund	-	-	-	-	-
Capital Projects Fund	12,495,285	7,509,709	7,648,748	(139,039)	12,356,246
Water & Wastewater Fund	16,874,230	14,103,511	20,849,239	(6,745,728)	10,128,502
Stormwater Fund	926,662	439,322	333,194	106,128	1,032,790
Sanitation Fund	1,405,128	1,463,685	1,849,757	(386,072)	1,019,056
Total	\$ 50,728,948	\$ 48,350,499	\$ 55,964,607	\$ (7,614,108)	\$ 43,114,840

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

Conservation Trust Fund – Fund balance is expected to decrease by approximately 91%.

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

Capital Projects Fund – Fund balance is forecasted to decrease by 1%. The fund accounts for revenue sources restricted for capital improvement such as sales tax shared by Adams County for open space and transportation projects. Fund balances are often accumulated over a period of time and spent on planned future projects.

Water & Wastewater Fund – Fund balance is anticipated to decrease approximately 40%. The decrease in fund balance is due the building of a new Headworks and Clarifier for the Wastewater operation in 2016.

Stormwater Fund – Fund balance is expected to increase by almost 12%.

Sanitation Fund – Fund balance is anticipated to decrease 27%. The decrease is the result of capital asset purchases in association with the curbside recycling and trash collection programs.

Fund Balance Restrictions, Commitments, & Assignments

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

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

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

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

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

	2016 Beginning Fund Balance	2016 Revenues & Other Sources	2016 Expenditures & Other Uses	Restrictions, Commitments, & Assignments	2016 Unassigned Fund Balance
General Fund	\$ 18,282,321	\$ 24,460,765	\$ 24,233,669	\$ 6,078,417	\$ 12,431,000
Conservation Trust Fund	745,322	373,507	1,050,000	-	68,829
CDBG Fund	-	-	-	-	-
Capital Projects Fund	12,495,285	7,509,709	7,648,748	9,400,034	2,956,212
Water & Wastewater Fund	16,874,230	14,103,511	20,849,239	9,713,068	415,434
Stormwater Fund	926,662	439,322	333,194	-	1,032,790
Sanitation Fund	1,405,128	1,463,685	1,849,757	-	1,019,056
Total	\$ 50,728,948	\$ 48,350,499	\$ 55,964,607	\$ 25,191,519	\$ 17,923,321

I would like to recognize and thank City staff for their work and commitment to the 2016 budget. I also want to express my appreciation to the City Council for their vision and leadership throughout the budget process.

Respectfully Submitted,

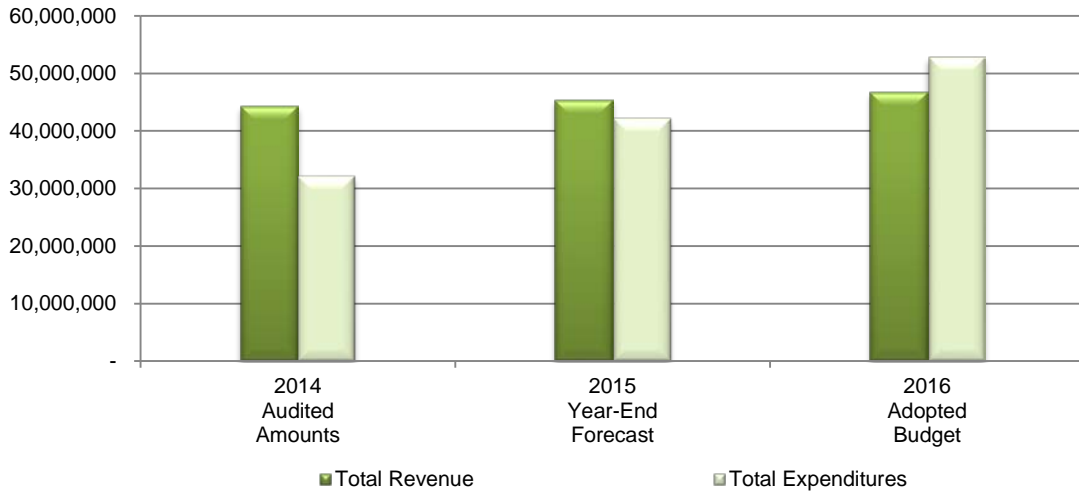


David Willett
Acting City Manager

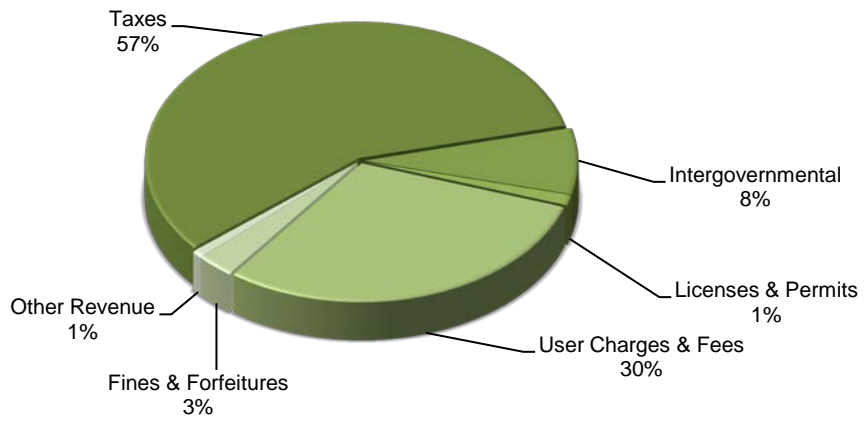
City-Wide Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ 22,854,574	\$ 23,940,879	\$ 25,414,754	\$ 26,716,852
Intergovernmental	4,362,523	4,417,934	3,661,464	3,631,217
Licenses & Permits	642,525	682,449	563,583	563,583
User Charges & Fees	13,706,021	14,090,122	13,706,217	14,009,551
Fines & Forfeitures	1,553,649	1,981,369	1,328,396	1,328,396
Other Revenue	1,092,996	253,300	265,900	400,900
Total Revenue	44,212,288	45,366,053	44,940,314	46,650,499
Expenditures:				
Personnel	\$ 18,878,702	\$ 20,306,580	\$ 19,867,591	\$ 20,435,853
Purchased Services	4,882,595	5,617,270	5,379,287	5,693,087
Supplies/Non-Capital Equipment	4,067,951	4,421,357	4,380,389	4,475,792
Capital Outlay	3,529,338	25,122,049	12,210,862	21,703,348
Miscellaneous	740,536	445,495	294,725	353,569
Contingency	-	100,000	-	100,000
Total Expenditures	32,099,122	56,012,751	42,132,854	52,761,649
Excess/(Deficiency) of Revenues Over Expenditures	12,113,166	(10,646,698)	2,807,460	(6,111,150)
Other Financing Sources/(Uses):				
Transfers In/(Out)	-	-	-	-
Debt Issuance/(Payments)	(2,699,053)	(2,667,924)	(2,667,924)	(979,458)
Sale of Assets	180,198	-	1,525,149	-
Insurance Recovery/(Claims)	(406,381)	(113,500)	(103,500)	(113,500)
Economic Incentives	(46,639)	(300,000)	(320,000)	(410,000)
Total Other Financing Sources/(Uses)	(2,971,875)	(3,081,424)	(1,566,275)	(1,502,958)
Net Change In Fund Balance:	9,141,291	(13,728,122)	1,241,185	(7,614,108)
Cumulative Fund Balance				
Beginning Fund Balance	40,346,472	48,653,412	49,487,763	50,728,948
Ending Fund Balance	49,487,763	34,925,290	50,728,948	43,114,840
Less Restrictions, Commitments, & Assignments:				
Fund Balance Restrictions	14,008,172	8,962,539	13,814,452	15,808,795
Fund Balance Commitments	8,389,913	9,126,545	8,618,120	9,362,724
Fund Balance Assignments	-	-	-	20,000
Unassigned Fund Balance	\$ 27,089,678	\$ 16,836,206	\$ 28,296,376	\$ 17,923,321

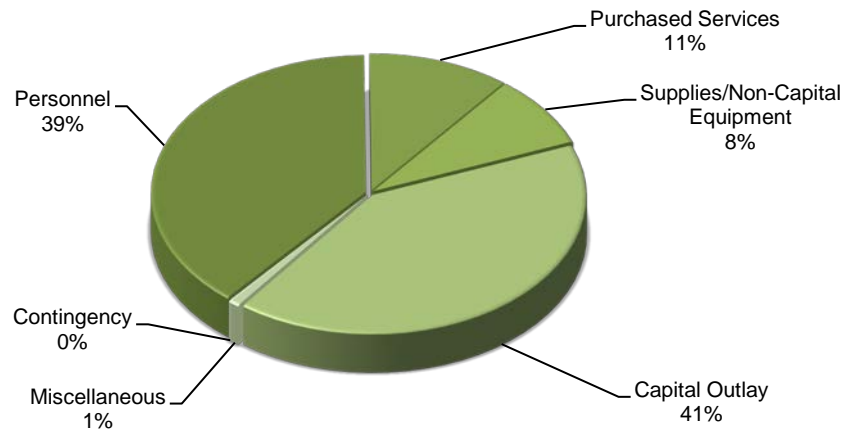
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



City-Wide Revenue Detail

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Taxes				
Property Tax	2,799,056	2,738,949	2,738,949	3,134,512
Penalties & Interest	2,889	3,923	5,478	3,923
Specific Ownership Tax	221,128	224,047	254,296	258,110
Sales Tax	15,842,442	15,786,859	17,425,660	17,795,947
Marijuana Sales Tax	-	450,000	454,337	454,337
Food Sales Tax	748,892	1,372,880	1,015,407	1,523,111
Penalties & Interest	71,165	43,000	9,000	25,000
Use Tax	2,529,351	2,467,254	2,864,082	2,875,546
Building Materials Use Tax	330,454	515,572	369,385	370,716
Audit Transactions	46,590	125,000	50,000	45,000
Accommodations Tax	199,721	151,235	166,000	168,490
Occupational Tax	62,886	62,160	62,160	62,160
Total Taxes	22,854,574	23,940,879	25,414,754	26,716,852
Intergovernmental				
NURA IGA	165,000	165,000	165,000	250,000
School Resource Officers	112,313	106,432	106,432	109,246
North Metro Task Force	4,702	13,000	9,000	9,000
Traffic Light IGA	1,123	2,246	2,246	2,246
Berthoud Pass IGA	1,696	3,500	2,500	3,500
Church Ditch IGA	150,000	150,000	100,000	-
Open Space Tax	354,404	343,506	354,404	354,404
DUI Proceeds	40,418	33,409	32,636	32,636
Uninsured Motorist Revenue	742	2,000	2,000	2,000
Seat Belt Violations	195	250	250	250
Drug Surcharge	661	709	855	855
Transportation Tax	968,888	924,986	1,070,086	1,070,086
Road & Bridge Tax	167,969	188,035	143,706	143,706
Motor Vehicle Registration	117,754	120,951	123,399	123,399
Tobacco Tax	73,381	78,431	81,382	81,382
Severance Tax	78,371	38,345	70,000	70,000
Mineral Lease Proceeds	58,391	24,000	50,000	50,000
Lottery Proceeds	358,253	368,043	368,507	368,507
Highway Users Tax	977,408	956,000	960,000	960,000
County Grants	541,727	544,104	-	-
State Grants	15,548	90,000	17,000	-
Federal Grants	173,579	264,987	2,061	-
Total Intergovernmental	4,362,523	4,417,934	3,661,464	3,631,217
Licenses & Permits				
Sales/Use Tax Licenses	39,075	37,000	38,000	38,000
Contractor Licenses	33,818	29,185	40,815	40,815
Liquor/Marijuana Licenses	29,314	30,473	30,473	30,473
Pawn Shop Licenses	15,250	15,000	15,000	15,000
Amusement Licenses	11,850	11,450	11,450	11,450
Peddlers Licenses	200	200	200	200
Building Permits	268,618	225,000	240,000	240,000
Electrical Permits	40,160	52,213	34,115	34,115
ROW Construction Permits	98,178	161,941	43,927	43,927
Sign Permits	10,165	1,000	1,000	1,000
Park Use Permits	95,897	118,987	108,603	108,603
Total Licenses & Permits	642,525	682,449	563,583	563,583

City-Wide Revenue Detail

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
User Charges & Fees				
Administrative Fees	23,231	17,412	17,965	17,965
Bond Administration Fees	8,413	6,583	5,776	5,776
Pawn Slip Processing Fees	8,473	7,920	7,920	7,128
Sex Offender Registration	4,887	4,600	5,000	5,000
Passport Processing Fees	47,838	42,225	60,590	45,000
FRICO Agreement	1,500	2,600	2,600	2,600
Past Due Penalties/Interest	89,564	90,025	86,614	86,614
Plan Review Fees	53,585	25,000	61,000	58,000
Zoning & Subdivision Fees	2,625	3,500	3,719	3,500
VIN Inspection Fees	940	895	1,579	1,579
Participant Fees	717,140	753,103	746,490	745,024
Occupational Fees	1,237,939	1,155,440	1,155,440	1,155,440
Vending Machine Concessions	1,409	1,183	1,250	1,250
Advertising Revenue	18,015	29,591	26,000	26,000
Rental/Lease Income	108,729	106,426	110,550	110,550
Contracted Off-Duty Services	28,296	38,750	25,000	25,000
Fingerprinting Fees	3,110	921	3,000	3,000
Contracted Lab Services	4,397	5,165	9,184	9,184
Water Use Charges	5,890,045	6,315,430	5,781,987	5,984,357
Construction Water Sales	12,413	5,000	5,000	5,000
Water Lease Revenue	73,937	30,000	55,000	55,000
Sewer Use Charges	3,333,269	3,410,595	3,546,850	3,670,990
Tap Connection Fees	54,236	-	-	-
Stormwater Charges	409,566	453,863	437,322	437,322
Trash Collection Charges	1,380,690	1,393,952	1,382,420	1,382,420
Roll-Off/Special Pickup Fees	47,914	49,089	44,621	44,621
Recycling Revenue	35,396	39,513	7,662	7,662
Sale of Inventory	88,154	84,286	90,557	88,448
Documents/Photocopies	1,607	1,000	1,000	1,000
Passport Photographs	10,662	9,324	14,627	14,627
Police Reports	8,041	6,731	9,494	9,494
Total User Charges & Fees	13,706,021	14,090,122	13,706,217	14,009,551
Fines & Forfeits				
Court Costs	115,747	129,589	94,844	94,844
General Fines	6,854	8,370	3,549	3,549
Criminal Fines	48,527	50,633	55,023	55,023
Traffic Fines	1,220,784	1,600,000	1,021,631	1,021,631
Parking Fines	13,055	12,549	20,047	20,047
OJW Revenue	17,175	13,460	13,460	13,460
Forfeitures	300	1,500	1,500	1,500
Victim Assistance Surcharge	94,786	122,076	76,897	76,897
Nuisance Abatement Fees	13,313	15,585	18,532	18,532
Landscaping Citations	2,952	5,700	4,100	4,100
Housing Citations	300	426	358	358
Litter Citations	3,539	1,981	455	455
Illegal Vehicle Citations	5,684	3,100	3,500	3,500
Other Citations	10,633	16,400	14,500	14,500
Total Fines & Forfeits	1,553,649	1,981,369	1,328,396	1,328,396

City-Wide Revenue Detail

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Other Revenue				
Investment Earnings	250,596	140,500	178,200	178,200
Miscellaneous	841,936	112,800	87,700	222,700
Total Other Revenue	1,092,996	253,300	265,900	400,900
 Total Revenues	\$ 44,212,288	\$ 45,366,053	\$ 44,940,314	\$ 46,650,499

City-Wide Expenditure Detail

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	14,090,291	15,197,231	14,706,330	15,408,602
Seasonal/Temporary Wages	208,738	211,172	197,560	229,524
Overtime	436,157	344,405	381,364	375,255
Allowances	123,373	126,601	133,178	130,752
Medicare	193,335	222,715	198,880	226,590
Unemployment Insurance	38,037	30,000	11,092	30,000
Workers Compensation	326,381	354,474	340,283	347,833
Retirement Contributions	1,237,649	1,370,775	1,287,623	1,382,540
Medical Benefits	2,037,831	2,220,382	2,160,221	2,068,383
Life/Disability Benefits	155,460	200,825	163,635	208,374
Post-Employment Benefits	31,450	28,000	29,303	28,000
Total Personnel	18,878,702	20,306,580	19,867,591	20,435,853
Purchased Services				
Professional Services	1,210,573	1,539,383	1,279,510	1,570,275
Technical Services	609,280	609,197	586,314	572,345
General Services	330,797	403,982	482,002	410,440
Property Services	1,222,345	1,320,192	1,328,474	1,361,219
Repair/Maintenance Services	(120)	-	-	-
Communication Services	987,711	1,145,243	1,108,692	1,152,211
Internet Services	8,534	8,500	8,131	7,700
Training/Registration	133,662	187,938	182,034	197,728
Mileage/Travel	24,239	17,300	12,487	19,375
Rentals/Leases	80,292	93,480	97,323	95,023
Insurance Premiums	275,282	292,055	294,320	306,771
Total Purchased Services	4,882,595	5,617,270	5,379,287	5,693,087
Supplies/Non-Capital Equipment				
Office Supplies	55,939	55,167	57,850	59,567
Technology Supplies	51,197	145,650	134,862	66,650
Operating Supplies	1,467,528	1,446,566	1,471,819	1,493,344
Chemicals/Compounds	233,518	220,000	220,000	250,000
Maintenance Supplies	1,297	-	-	-
Inventory Supplies	88,423	72,500	85,135	87,500
Uniforms/Clothing	15,373	20,000	20,700	19,100
Non-Capital Equipment	214,062	258,875	253,927	257,300
Gas/Electricity	1,583,522	1,807,448	1,753,685	1,846,063
Motor Vehicle Fuels	357,092	395,151	382,411	396,268
Total Supplies/Non-Capital Equipment	4,067,951	4,421,357	4,380,389	4,475,792
Capital Outlay				
Capital Equipment	1,009,880	2,583,610	2,716,127	1,761,589
Capital Improvement Projects	2,519,458	19,948,539	8,349,685	19,941,759
Total Capital Outlay	3,529,338	25,122,049	12,210,862	21,703,348

City-Wide Expenditure Detail

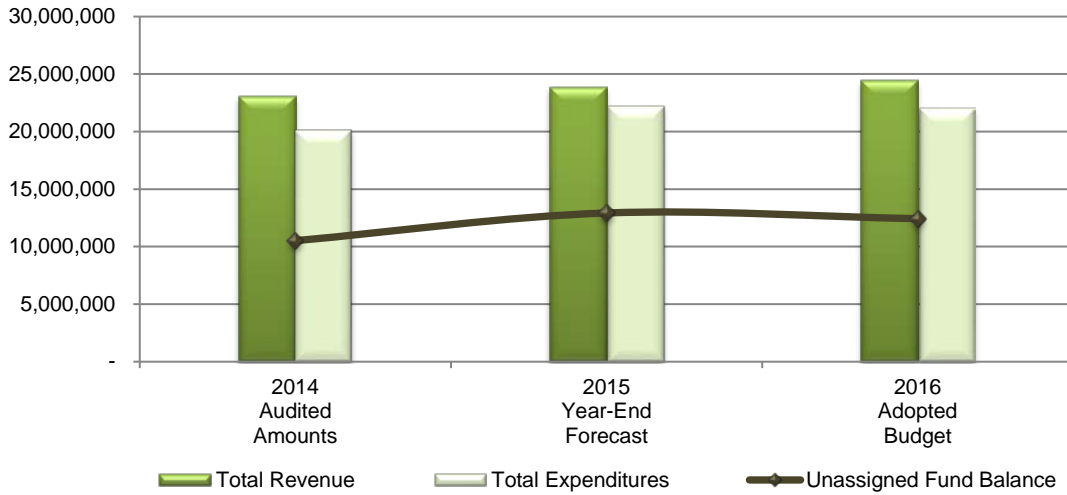
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Miscellaneous				
Dues/Fees	86,046	107,605	106,209	108,069
Grants/Donations	632,294	310,390	163,000	218,000
Community Incentive	22,196	25,000	25,000	25,000
Bad Debt Expense	-	2,500	516	2,500
Total Other Expenditures	740,536	445,495	294,725	353,569
Contingency				
Contingency	-	100,000	-	100,000
Total Contingency	-	100,000	-	100,000
Total Expenditures	\$ 32,099,122	\$ 56,012,751	\$ 42,132,854	\$ 52,761,649



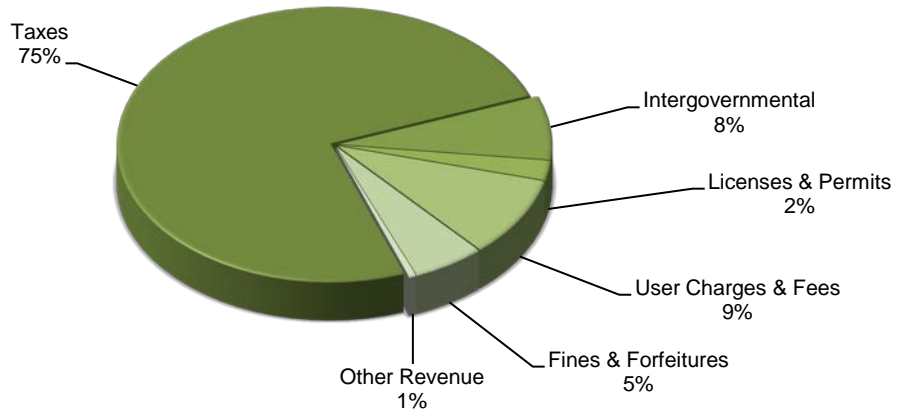
General Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ 16,439,872	\$ 16,321,125	\$ 17,772,539	\$ 18,308,832
Intergovernmental	1,987,555	1,828,083	1,765,967	1,834,720
Licenses & Permits	642,525	682,449	563,583	563,583
User Charges & Fees	2,332,248	2,258,287	2,310,401	2,289,334
Fines & Forfeitures	1,553,649	1,981,369	1,328,396	1,328,396
Other Revenue	159,475	152,700	135,900	135,900
Total Revenue	23,115,324	23,224,013	23,876,786	24,460,765
Expenditures:				
Personnel	\$ 14,014,704	\$ 15,125,135	\$ 14,979,565	\$ 15,281,272
Purchased Services	2,857,783	3,386,445	3,287,951	3,508,786
Supplies/Non-Capital Equipment	2,095,270	2,286,153	2,319,579	2,350,803
Capital Outlay	475,231	1,264,610	1,389,127	460,589
Miscellaneous	714,804	414,895	264,175	322,219
Contingency	-	100,000	-	100,000
Total Expenditures	20,157,792	22,577,238	22,240,397	22,023,669
Excess/(Deficiency) of Revenues Over Expenditures	2,957,532	646,775	1,636,389	2,437,096
Other Financing Sources/(Uses):				
Transfers In/(Out)	(400,000)	(200,000)	(200,000)	(1,700,000)
Debt Issuance/(Payments)	-	-	-	-
Sale of Assets	9,538	-	1,522,479	-
Insurance Recovery/(Claims)	(302,578)	(100,000)	(100,000)	(100,000)
Economic Incentives	(46,639)	(300,000)	(320,000)	(410,000)
Total Other Financing Sources/(Uses)	(739,679)	(600,000)	902,479	(2,210,000)
Net Change In Fund Balance:	2,217,853	46,775	2,538,868	227,096
Cumulative Fund Balance				
Beginning Fund Balance	13,525,600	17,071,101	15,743,453	18,282,321
Ending Fund Balance	15,743,453	17,117,876	18,282,321	18,509,417
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	681,460	695,317	640,138	727,010
Operating Reserve Commitment	4,542,908	5,098,993	4,694,342	5,331,407
Assigned Fund Balance	-	20,000	20,000	20,000
Unassigned Fund Balance	\$ 10,519,085	\$ 11,303,566	\$ 12,927,841	\$ 12,431,000

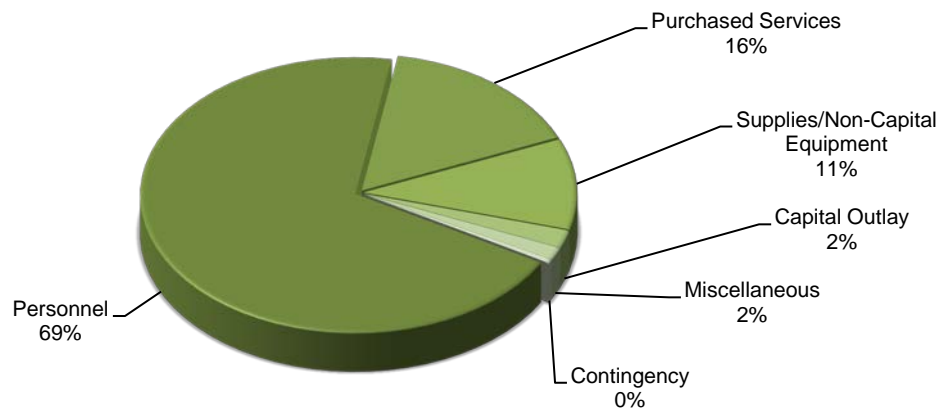
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



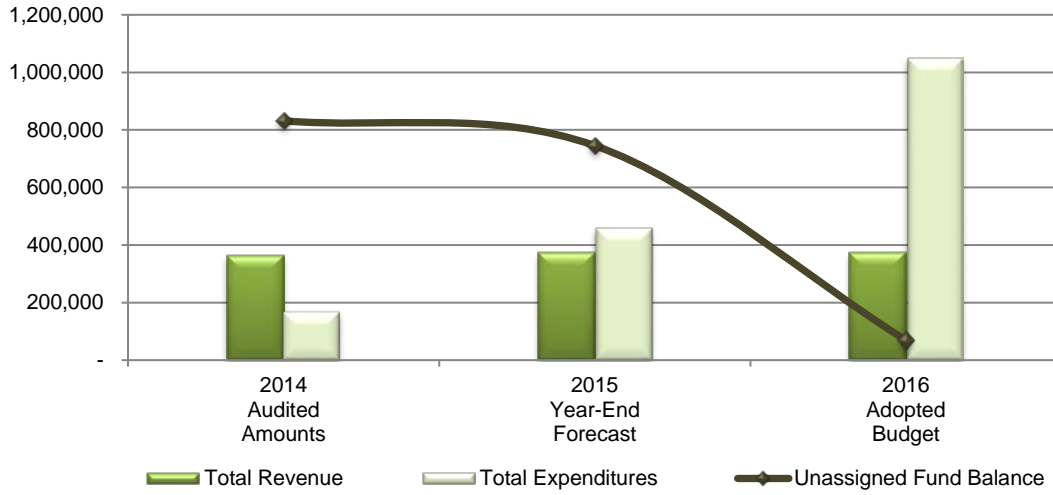
Operating Expenditure Budget By Category



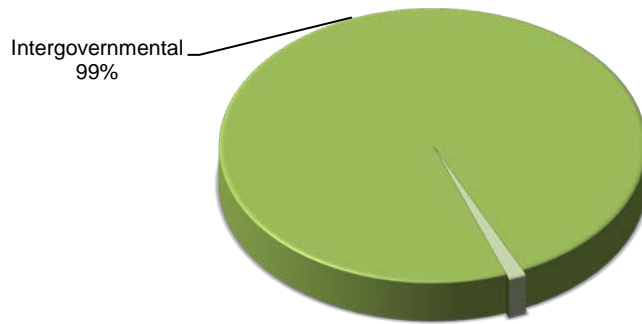
Conservation Trust Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	358,253	368,043	368,507	368,507
Other Revenue	4,402	1,500	5,000	5,000
Total Revenue	362,655	369,543	373,507	373,507
Expenditures:				
Personnel	\$ -	\$ -	\$ -	\$ -
Capital Outlay	170,131	609,757	459,757	1,050,000
Total Expenditures	170,131	609,757	459,757	1,050,000
Excess/(Deficiency) of Revenues Over Expenditures	192,524	(240,214)	(86,250)	(676,493)
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	192,524	(240,214)	(86,250)	(676,493)
Cumulative Fund Balance				
Beginning Fund Balance	639,048	868,047	831,572	745,322
Ending Fund Balance	831,572	627,833	745,322	68,829
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 831,572	\$ 627,833	\$ 745,322	\$ 68,829

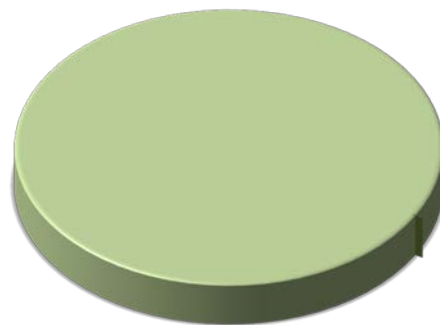
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



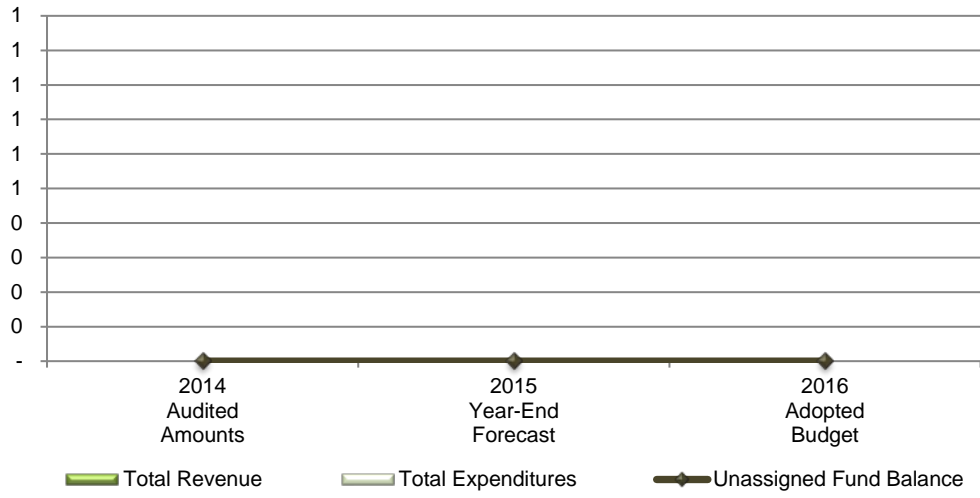
Operating Expenditure Budget By Category



CDBG Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Intergovernmental	\$ -	\$ 264,987	\$ -	\$ -
Total Revenue	-	264,987	-	-
Expenditures:				
Capital Outlay	\$ -	\$ 264,987	\$ -	\$ -
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
Total Expenditures	-	264,987	-	-
Excess/(Deficiency) of Revenues Over Expenditures	-	-	-	-
Net Change In Fund Balance:	-	-	-	-
Cumulative Fund Balance				
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	-	-	-	-
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ -	\$ -	\$ -	\$ -

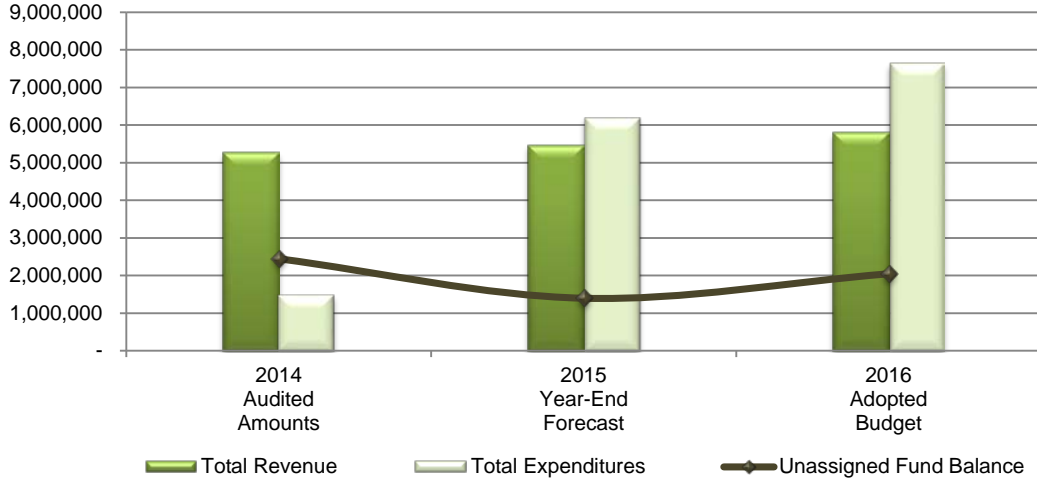
Revenue, Expenditures & Unassigned Fund Balance



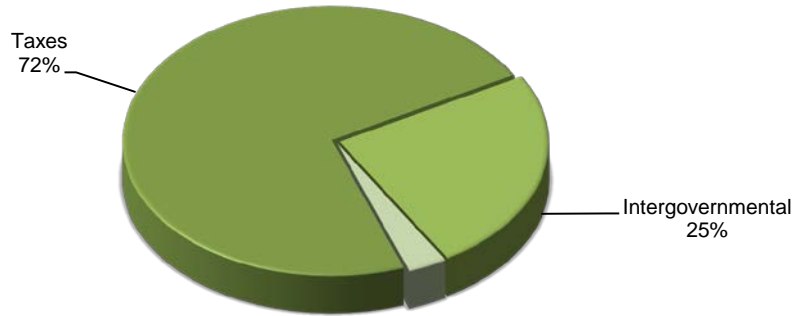
Capital Projects Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ 3,315,988	\$ 3,833,911	\$ 4,012,950	\$ 4,210,219
Intergovernmental	1,865,019	1,803,321	1,424,490	1,424,490
Other Revenue	101,271	34,000	40,000	175,000
Total Revenue	5,282,278	5,671,232	5,477,440	5,809,709
Expenditures:				
Personnel	\$ -	\$ -	\$ -	\$ -
Supplies/Non-Capital Equipment	11,030	-	-	-
Capital Outlay	1,495,445	10,068,265	6,214,928	7,648,748
Total Expenditures	1,506,475	10,068,265	6,214,928	7,648,748
Excess/(Deficiency) of Revenues Over Expenditures	3,775,803	(4,397,033)	(737,488)	(1,839,039)
Other Financing Sources/(Uses):				
Transfers In/(Out)	400,000	200,000	200,000	1,700,000
Insurance Recovery/(Claims)	(103,545)	-	-	-
Total Other Financing Sources/(Uses)	296,455	200,000	200,000	1,700,000
Net Change In Fund Balance:	4,072,258	(4,197,033)	(537,488)	(139,039)
Cumulative Fund Balance				
Beginning Fund Balance	8,960,515	12,450,438	13,032,773	12,495,285
Ending Fund Balance	13,032,773	8,253,405	12,495,285	12,356,246
Less Restrictions, Commitments, & Assignments:				
4.000 Mill Restricted Fund Balance	1,532,068	(2,055,183)	(1,023,222)	(2,009,993)
1/2% Sales/Use Tax Restricted Balance	8,131,993	8,652,503	10,428,909	9,642,814
Marijuana Sales Tax Restricted Balance	-	-	454,337	908,674
ADCOO Restricted Fund Balance	354,758	339,871	323,500	382,904
ADCOT Restricted Fund Balance	566,804	692,317	914,223	1,384,309
Unassigned Fund Balance	\$ 2,447,150	\$ 623,897	\$ 1,397,538	\$ 2,047,538

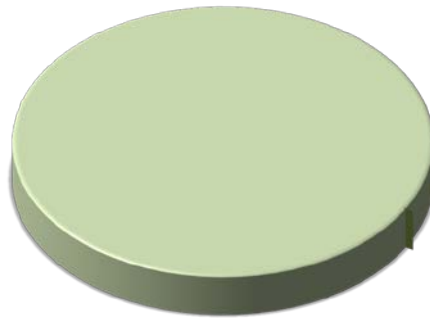
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



4.000 Mill Property Tax Restricted Revenue

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
4.000 Mill Property Tax	\$ 965,674	\$ 944,710	\$ 944,710	\$ 1,081,146
Other Revenue	-	-	-	-
Total Revenue	965,674	944,710	944,710	1,081,146
Expenditures:				
Road Reconstruction Improvements	\$ 199,640	\$ 5,567,917	\$ 3,500,000	\$ 2,067,917
Total Expenditures	199,640	5,567,917	3,500,000	2,067,917
Excess/(Deficiency) of Revenues Over Expenditures	766,034	(4,623,207)	(2,555,290)	(986,771)
Net Change In Fund Balance:	766,034	(4,623,207)	(2,555,290)	(986,771)
Cumulative Fund Balance				
Beginning Fund Balance	766,034	1,401,797	1,532,068	(1,023,222)
Ending Fund Balance	\$ 1,532,068	\$ (3,221,410)	\$ (1,023,222)	\$ (2,009,993)

1/2% Sales/Use Tax Restricted Revenue

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
1/2% Sales/Use Tax	\$ 2,350,314	\$ 2,439,201	\$ 2,613,903	\$ 2,674,736
Other Revenue	-	-	-	-
Total Revenue	2,350,314	2,439,201	2,613,903	2,674,736
Expenditures:				
Capital Improvement Projects	\$ 26,999	\$ 1,683,001	\$ 316,987	\$ 3,460,831
Total Expenditures	26,999	1,683,001	316,987	3,460,831
Excess/(Deficiency) of Revenues Over Expenditures	2,323,315	756,200	2,296,916	(786,095)
Net Change In Fund Balance:	2,323,315	756,200	2,296,916	(786,095)
Cumulative Fund Balance				
Beginning Fund Balance	5,808,678	7,896,303	8,131,993	10,428,909
Ending Fund Balance	\$ 8,131,993	\$ 8,652,503	\$ 10,428,909	\$ 9,642,814

2% Marijuana Sales Tax Restricted Revenue

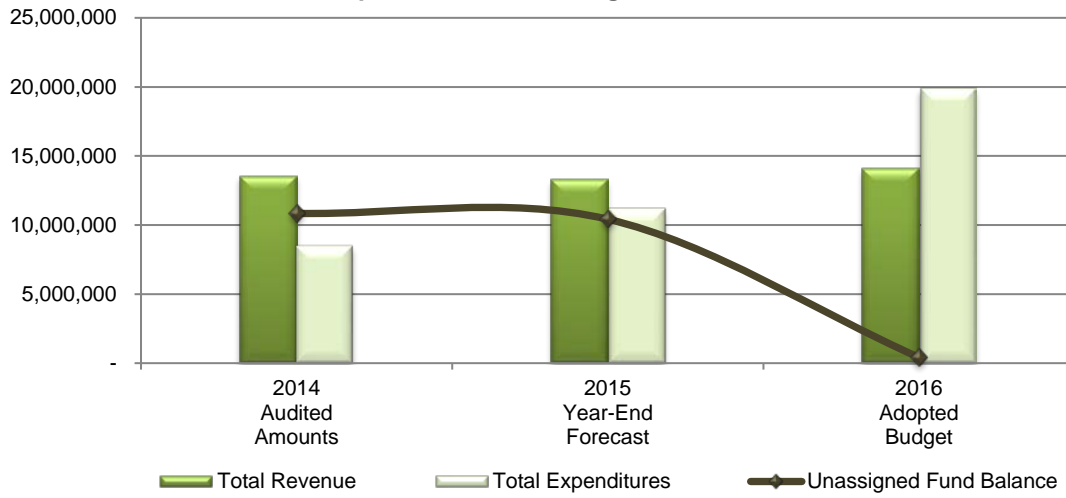
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Marijuana Sales Tax	\$ -	\$ 450,000	\$ 454,337	\$ 454,337
Other Revenue	-	-	-	-
Total Revenue	-	450,000	454,337	454,337
Expenditures:				
Capital Improvement Projects	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Excess/(Deficiency) of Revenues Over Expenditures	-	450,000	454,337	454,337
Net Change In Fund Balance:	-	450,000	454,337	454,337
Cumulative Fund Balance				
Beginning Fund Balance	-	-	-	454,337
Ending Fund Balance	\$ -	\$ 450,000	\$ 454,337	\$ 908,674



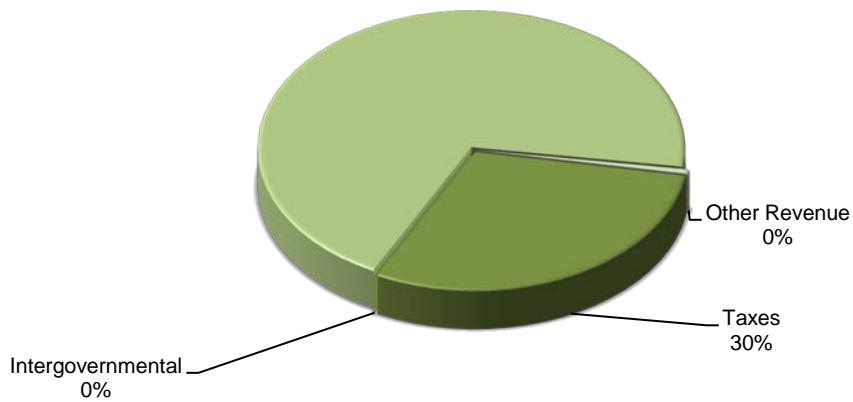
Water & Wastewater Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ 3,098,714	\$ 3,335,843	\$ 3,629,265	\$ 4,197,801
Intergovernmental	151,696	153,500	102,500	3,500
User Charges & Fees	9,477,141	9,873,727	9,502,700	9,829,210
Other Revenue	814,956	57,000	73,000	73,000
Total Revenue	13,542,507	13,420,070	13,307,465	14,103,511
Expenditures:				
Personnel	\$ 4,002,932	\$ 4,315,893	\$ 4,120,182	\$ 4,384,665
Purchased Services	1,681,726	1,848,372	1,710,633	1,816,415
Supplies/Non-Capital Equipment	1,678,681	1,916,593	1,834,996	1,894,090
Capital Outlay	1,110,322	12,179,430	3,502,050	11,741,011
Miscellaneous	24,680	29,350	29,300	30,100
Total Expenditures	8,498,341	20,289,638	11,197,161	19,866,281
Excess/(Deficiency) of Revenues Over Expenditures	5,044,166	(6,869,568)	2,110,304	(5,762,770)
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(2,699,053)	(2,667,924)	(2,667,924)	(979,458)
Sale of Assets	4,600	-	2,670	-
Insurance Recovery/(Claims)	(258)	(3,500)	(3,500)	(3,500)
Total Other Financing Sources/(Uses)	(2,694,711)	(2,671,424)	(2,668,754)	(982,958)
Net Change In Fund Balance:	2,349,455	(9,540,992)	(558,450)	(6,745,728)
Cumulative Fund Balance				
Beginning Fund Balance	15,083,225	15,946,746	17,432,680	16,874,230
Ending Fund Balance	17,432,680	6,405,754	16,874,230	10,128,502
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	313,314	269,451	288,648	221,152
Debt Service Reserve Restriction	117,105	(80,441)	149,127	692,780
Water Right Purchase Restriction	2,310,670	448,704	2,093,129	4,767,819
Capital/Infrastructure Commitment	2,000,000	2,000,000	2,000,000	2,000,000
Operating Reserve Commitment	1,847,005	2,027,552	1,923,778	2,031,317
Unassigned Fund Balance	\$ 10,844,586	\$ 1,740,488	\$ 10,419,548	\$ 415,434

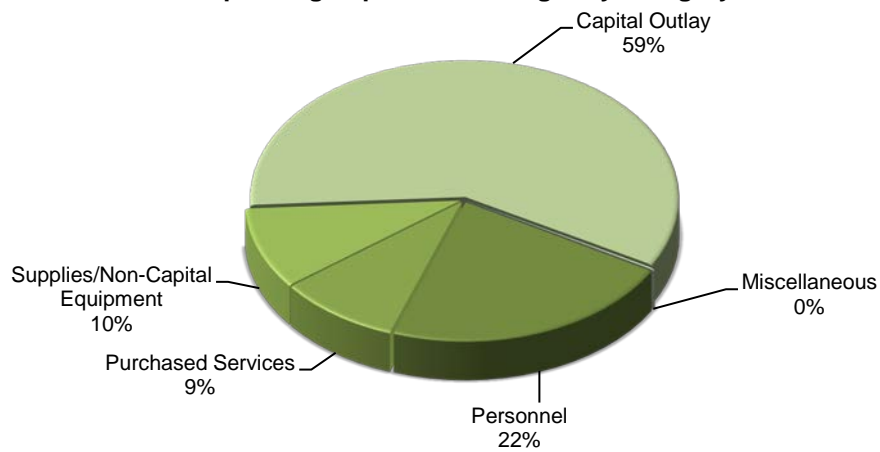
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category



Water Enterprise Function

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ 3,098,714	\$ 3,335,843	\$ 3,629,265	\$ 4,197,801
Intergovernmental	151,696	153,500	102,500	3,500
User Charges & Fees	6,143,872	6,463,132	5,955,850	6,158,220
Other Revenue	759,266	35,000	45,000	45,000
Total Revenue	10,153,548	9,987,475	9,732,615	10,404,521
Expenditures:				
Personnel	\$ 2,844,285	\$ 3,033,641	\$ 2,904,535	\$ 3,044,853
Purchased Services	1,255,203	1,336,172	1,262,349	1,323,315
Supplies/Non-Capital Equipment	778,362	965,934	900,472	895,459
Capital Outlay	740,227	3,626,474	1,857,050	1,095,814
Miscellaneous	21,825	28,500	28,450	29,350
Total Expenditures	5,639,902	8,990,721	6,952,856	6,388,791
Excess/(Deficiency) of Revenues Over Expenditures	4,513,646	996,754	2,779,759	4,015,730
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(2,699,053)	(2,667,924)	(2,667,924)	(979,458)
Sale of Assets	4,600	-	2,670	-
Insurance Recovery/(Claims)	(258)	(3,500)	(3,500)	(3,500)
Total Other Financing Sources/(Uses)	(2,694,711)	(2,671,424)	(2,668,754)	(982,958)
Net Change In Fund Balance:	1,818,935	(1,674,670)	111,005	3,032,772
Cumulative Fund Balance				
Beginning Fund Balance	9,388,003	10,199,407	11,206,938	11,317,943
Ending Fund Balance	11,206,938	8,524,737	11,317,943	14,350,715
Less Restrictions, Commitments, & Assignments:				
3% TABOR Reserve Restriction	313,314	269,451	288,648	221,152
Debt Service Reserve Restriction	117,105	(80,441)	149,127	692,780
Water Right Purchase Restriction	2,310,670	448,704	2,093,129	4,767,819
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	1,224,919	1,341,062	1,273,952	1,323,244
Unassigned Fund Balance	\$ 6,240,930	\$ 5,545,961	\$ 6,513,087	\$ 6,345,720

Wastewater Enterprise Function

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
User Charges & Fees	\$ 3,333,269	\$ 3,410,595	\$ 3,546,850	\$ 3,670,990
Other Revenue	55,690	22,000	28,000	28,000
Total Revenue	3,388,959	3,432,595	3,574,850	3,698,990
Expenditures:				
Personnel	\$ 1,158,647	\$ 1,282,252	\$ 1,215,647	\$ 1,339,812
Purchased Services	426,523	512,200	448,284	493,100
Supplies/Non-Capital Equipment	900,319	950,659	934,524	998,631
Capital Outlay	370,095	8,552,956	1,645,000	10,645,197
Miscellaneous	2,855	850	850	750
Total Expenditures	2,858,439	11,298,917	4,244,305	13,477,490
Excess/(Deficiency) of Revenues Over Expenditures	530,520	(7,866,322)	(669,455)	(9,778,500)
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	530,520	(7,866,322)	(669,455)	(9,778,500)
Cumulative Fund Balance				
Beginning Fund Balance	5,695,222	5,747,339	6,225,742	5,556,287
Ending Fund Balance	6,225,742	(2,118,983)	5,556,287	(4,222,213)
Less Restrictions, Commitments, & Assignments:				
Capital/Infrastructure Commitment	1,000,000	1,000,000	1,000,000	1,000,000
Operating Reserve Commitment	622,086	686,490	649,826	708,073
Unassigned Fund Balance	\$ 4,603,656	\$ (3,805,473)	\$ 3,906,461	\$ (5,930,286)

Debt Service Function

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Food Related Sales Tax	\$ 748,892	\$ 922,880	\$ 1,015,407	\$ 1,523,111
Total Revenue	748,892	922,880	1,015,407	1,523,111
Expenditures:				
Agent Fees	\$ -	\$ -	\$ -	\$ -
Total Expenditures	-	-	-	-
Excess/(Deficiency) of Revenues Over Expenditures	748,892	922,880	1,015,407	1,523,111
Other Financing Sources/(Uses):				
Series 2002A - Certificates of Participation	-	-	-	-
2013 Lease Purchase Agreement	(979,984)	(983,386)	(983,385)	(979,458)
Total Other Financing Sources/(Uses)	(979,984)	(983,386)	(983,385)	(979,458)
Net Change In Fund Balance:	(231,092)	(60,506)	32,022	543,653
Cumulative Fund Balance				
Beginning Fund Balance	348,197	(19,935)	117,105	149,127
Ending Fund Balance	\$ 117,105	\$ (80,441)	\$ 149,127	\$ 692,780

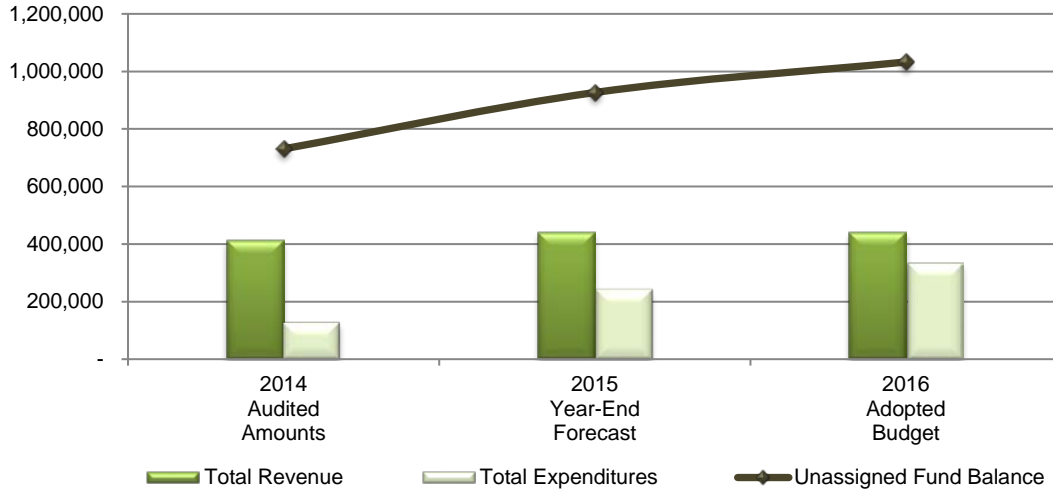
Water Resources Function

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Non-Food Sales/Use Tax	\$ 2,349,822	\$ 2,412,963	\$ 2,613,858	\$ 2,674,690
Total Revenue	2,349,822	2,412,963	2,613,858	2,674,690
Expenditures:				
Water Rights Purchases	\$ -	\$ 2,589,900	\$ 1,145,050	\$ -
Total Expenditures	-	2,589,900	1,145,050	-
Excess/(Deficiency) of Revenues Over Expenditures	2,349,822	(176,937)	1,468,808	2,674,690
Other Financing Sources/(Uses):				
Debt Issuance/(Payments)	(1,681,568)	(1,686,349)	(1,686,349)	-
Total Other Financing Sources/(Uses)	(1,681,568)	(1,686,349)	(1,686,349)	-
Net Change In Fund Balance:	668,254	(1,863,286)	(217,541)	2,674,690
Cumulative Fund Balance				
Beginning Fund Balance	1,642,416	2,311,990	2,310,670	2,093,129
Ending Fund Balance	\$ 2,310,670	\$ 448,704	\$ 2,093,129	\$ 4,767,819

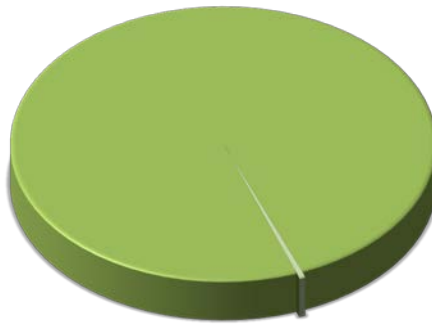
Stormwater Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
User Charges & Fees	409,566	453,863	437,322	437,322
Other Revenue	3,530	2,000	2,000	2,000
Total Revenue	413,096	455,863	439,322	439,322
Expenditures:				
Personnel	\$ 78,103	\$ 72,929	\$ 80,146	\$ 79,894
Purchased Services	32,105	32,550	32,550	32,550
Supplies/Non-Capital Equipment	17,567	20,000	20,000	20,000
Capital Outlay	(1)	200,000	110,000	200,000
Miscellaneous	600	750	750	750
Total Expenditures	128,374	326,229	243,446	333,194
Excess/(Deficiency) of Revenues Over Expenditures	284,722	129,634	195,876	106,128
Other Financing Sources/(Uses):				
Total Other Financing Sources/(Uses)	-	-	-	-
Net Change In Fund Balance:	284,722	129,634	195,876	106,128
Cumulative Fund Balance				
Beginning Fund Balance	446,064	775,824	730,786	926,662
Ending Fund Balance	730,786	905,458	926,662	1,032,790
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 730,786	\$ 905,458	\$ 926,662	\$ 1,032,790

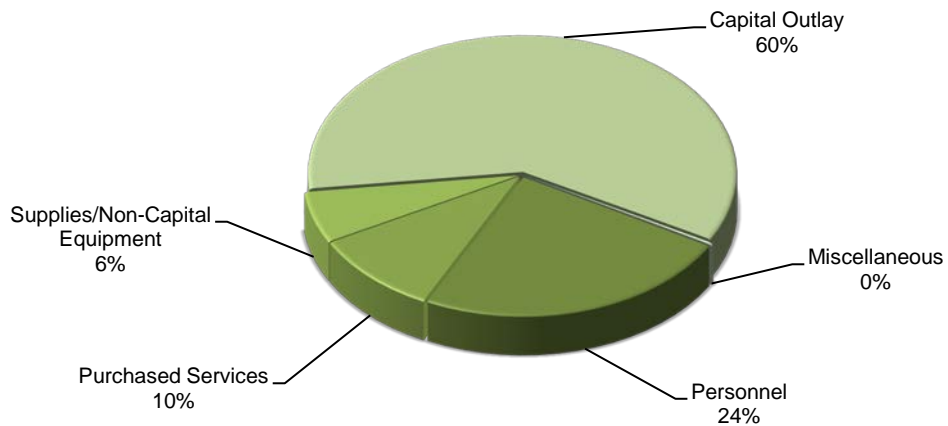
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



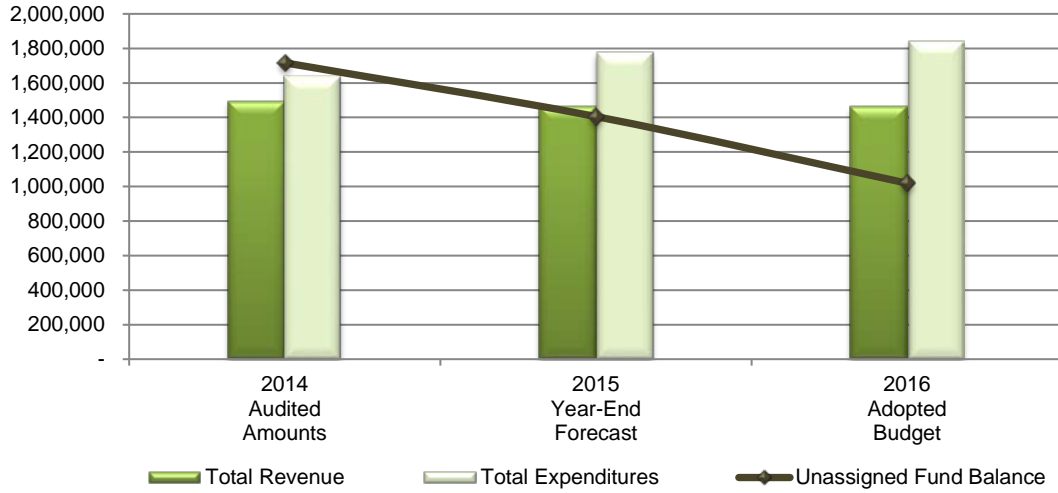
Operating Expenditure Budget By Category



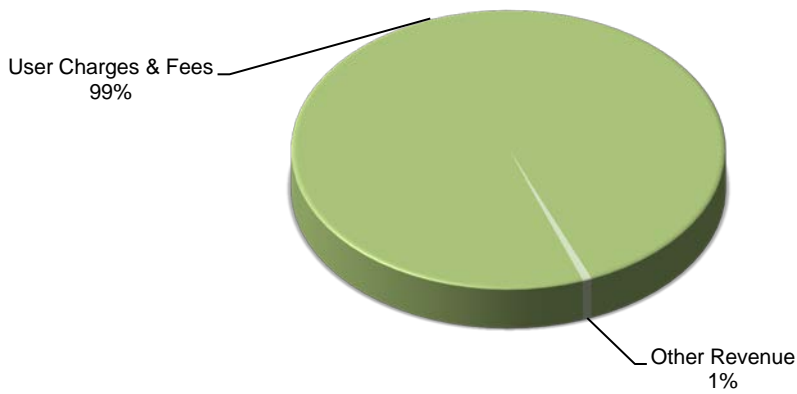
Sanitation Fund Summary

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Revenue:				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	1,487,066	1,504,245	1,455,794	1,453,685
Fines & Forfeitures	-	-	-	-
Other Revenue	9,362	6,100	10,000	10,000
Total Revenue	1,496,428	1,510,345	1,465,794	1,463,685
Expenditures:				
Personnel	\$ 782,963	\$ 792,623	\$ 687,698	\$ 690,022
Purchased Services	310,981	349,903	348,153	335,336
Supplies/Non-Capital Equipment	265,403	198,611	205,814	210,899
Capital Outlay	278,210	535,000	535,000	603,000
Miscellaneous	452	500	500	500
Total Expenditures	1,638,009	1,876,637	1,777,165	1,839,757
Excess/(Deficiency) of Revenues Over Expenditures	(141,581)	(366,292)	(311,371)	(376,072)
Other Financing Sources/(Uses):				
Sale of Assets	166,060	-	-	-
Contributed Capital	-	-	-	-
Insurance Recovery/(Claims)	-	(10,000)	-	(10,000)
Economic Incentives	-	-	-	-
Claims/Awards	-	-	-	-
Total Other Financing Sources/(Uses)	166,060	(10,000)	-	(10,000)
Net Change In Fund Balance:	24,479	(376,292)	(311,371)	(386,072)
Cumulative Fund Balance				
Beginning Fund Balance	1,692,020	1,541,256	1,716,499	1,405,128
Ending Fund Balance	1,716,499	1,164,964	1,405,128	1,019,056
Less Restrictions, Commitments, & Assignments:				
Assigned Fund Balance	-	-	-	-
Unassigned Fund Balance	\$ 1,716,499	\$ 1,164,964	\$ 1,405,128	\$ 1,019,056

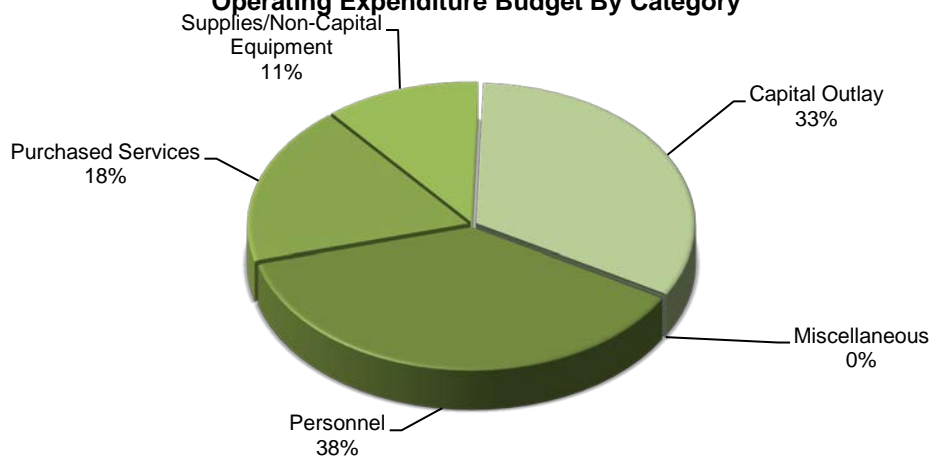
Revenue, Expenditures & Unassigned Fund Balance



Operating Revenue Budget By Category



Operating Expenditure Budget By Category

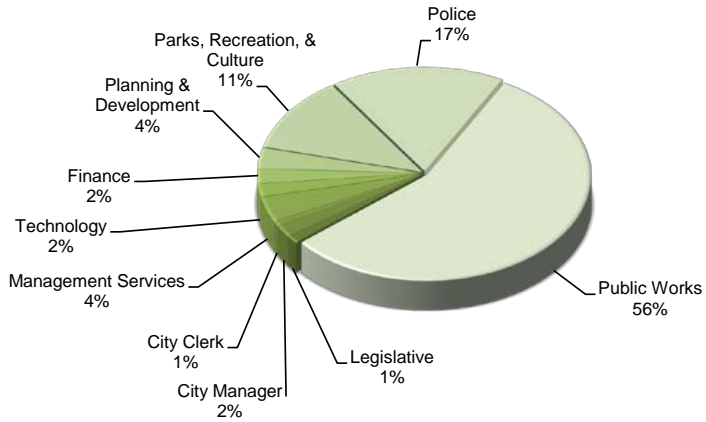




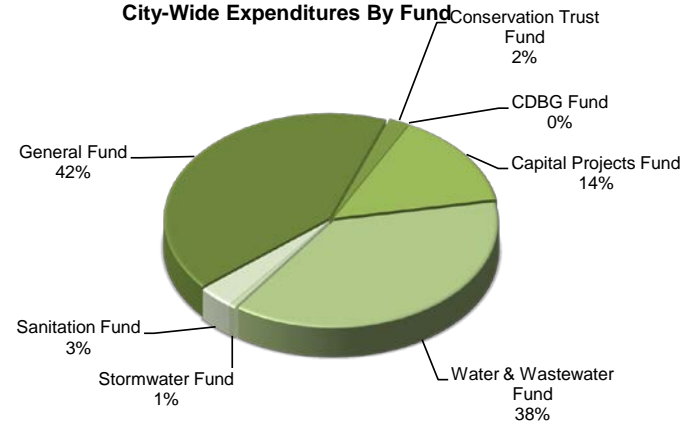
Department Funding Matrix

	General Fund	Conservation Trust Fund	CDBG Fund	Capital Projects Fund	Water & Wastewater Fund	Stormwater Fund	Sanitation Fund	Total
Departments:								
Legislative	\$ 618,634	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 628,634
City Manager	980,351	-	-	-	-	-	-	980,351
City Clerk	338,531	-	-	-	-	-	-	338,531
Management Services	1,779,945	-	-	-	255,433	-	9,086	2,044,464
Technology	840,482	-	-	-	214,035	-	-	1,054,517
Finance	444,581	-	-	-	722,465	-	2,000	1,169,046
Planning & Development	1,695,536	-	-	-	-	-	-	1,695,536
Parks, Recreation, & Culture	3,882,119	1,050,000	-	1,285,000	-	-	-	6,217,119
Police	9,086,346	-	-	-	-	-	-	9,086,346
Public Works	2,357,144	-	-	6,363,748	18,664,448	333,194	1,828,671	29,547,205
Total Expenditures	\$ 22,023,669	\$ 1,050,000	\$ -	\$ 7,648,748	\$ 19,866,381	\$ 333,194	\$ 1,839,757	\$ 52,761,749

City-Wide Expenditures By Department



City-Wide Expenditures By Fund



Legislative

Joyce Downing, Mayor

Department Description

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

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

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

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

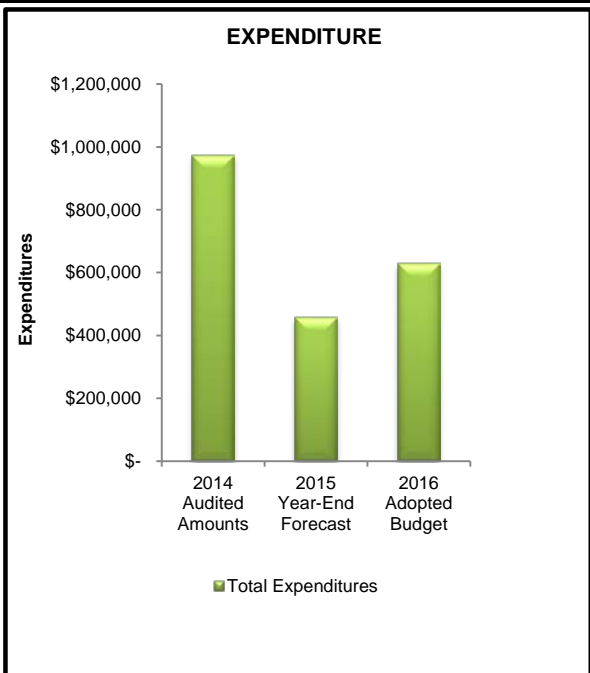
Goals & Objectives

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

Legislative

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 618,634	-
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	10,000	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	628,634	-

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
City Council	\$ 623,547	-
City Attorney	-	-
Boards & Authorities	5,087	-
Total	628,634	-



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	-	-	-	-
Expenditures:				
Personnel	\$ 126,890	\$ 128,917	\$ 128,455	\$ 138,116
Purchased Services	236,348	259,477	209,277	260,148
Supplies/Non-Capital Equipment	9,078	11,370	11,370	11,370
Miscellaneous	602,534	119,671	107,159	119,000
Contingency	-	100,000	-	100,000
Total Expenditures	\$ 974,850	\$ 619,435	\$ 456,261	\$ 628,634

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 9,199
	\$ 9,199

Expenditure Detail

Legislative Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	79,911	79,734	79,922	87,666
Allowances	40,198	39,960	41,786	39,960
Medicare	1,730	1,733	1,754	1,848
Workers Compensation	135	206	114	215
Retirement Contributions	4,506	6,579	4,565	7,614
Life/Disability Benefits	410	705	314	813
Total Personnel	126,890	128,917	128,455	138,116
Purchased Services				
Professional Services	210,697	235,680	185,480	236,351
Communication Services	70	162	162	162
Training/Registration	12,609	23,635	23,635	23,635
Mileage/Travel	12,972	-	-	-
Rentals/Leases	-	-	-	-
Total Purchased Services	236,348	259,477	209,277	260,148
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	9,078	11,170	11,170	11,170
Total Supplies/Non-Capital Equipment	9,078	11,370	11,370	11,370
Miscellaneous				
Dues/Fees	56,915	59,216	57,159	59,000
Grants/Donations	545,619	60,455	50,000	60,000
Total Other Expenditures	602,534	119,671	107,159	119,000
Contingency				
Contingency	-	100,000	-	100,000
Total Contingency	-	100,000	-	100,000
Total Expenditures	\$ 974,850	\$ 619,435	\$ 456,261	\$ 628,634

Expenditure Detail

Legislative Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	79,911	79,734	79,922	87,666
Allowances	40,198	39,960	41,786	39,960
Medicare	1,730	1,733	1,754	1,848
Workers Compensation	135	206	114	215
Retirement Contributions	4,506	6,579	4,565	7,614
Life/Disability Benefits	410	705	314	813
Total Personnel	126,890	128,917	128,455	138,116
Purchased Services				
Professional Services	205,318	151,680	181,680	226,351
Communication Services	70	162	162	162
Training/Registration	12,609	23,635	23,635	23,635
Mileage/Travel	12,972	-	-	-
Rentals/Leases	-	-	-	-
Total Purchased Services	230,969	175,477	205,477	250,148
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	9,078	11,170	11,170	11,170
Total Supplies/Non-Capital Equipment	9,078	11,370	11,370	11,370
Miscellaneous				
Dues/Fees	56,915	59,216	57,159	59,000
Grants/Donations	545,619	60,455	50,000	60,000
Total Other Expenditures	602,534	119,671	107,159	119,000
Contingency				
Contingency	-	100,000	-	100,000
Total Contingency	-	100,000	-	100,000
Total Expenditures	\$ 969,471	\$ 535,435	\$ 452,461	\$ 618,634

Expenditure Detail

City Council Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	79,911	79,734	79,922	87,666
Allowances	40,198	39,960	41,786	39,960
Medicare	1,730	1,733	1,754	1,848
Workers Compensation	135	206	114	215
Retirement Contributions	4,506	6,579	4,565	7,614
Life/Disability Benefits	410	705	314	813
Total Personnel	126,890	128,917	128,455	138,116
Purchased Services				
Professional Services	204,618	150,000	180,000	224,671
Communication Services	70	100	100	100
Training/Registration	12,299	21,960	21,960	21,960
Mileage/Travel	12,972	-	-	-
Rentals/Leases	-	-	-	-
Total Purchased Services	229,959	172,060	202,060	246,731
Supplies/Non-Capital Equipment				
Office Supplies	-	200	200	200
Operating Supplies	8,173	9,500	9,500	9,500
Total Supplies/Non-Capital Equipment	8,173	9,700	9,700	9,700
Miscellaneous				
Dues/Fees	56,915	59,216	57,159	59,000
Grants/Donations	545,619	60,455	50,000	60,000
Total Other Expenditures	602,534	119,671	107,159	119,000
Contingency				
Contingency	-	100,000	-	100,000
Total Contingency	-	100,000	-	100,000
Total Expenditures	\$ 967,556	\$ 530,348	\$ 447,374	\$ 613,547

Expenditure Detail

Boards & Authorities Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	700	1,680	1,680	1,680
Communication Services	-	62	62	62
Training/Registration	310	1,675	1,675	1,675
Total Purchased Services	1,010	3,417	3,417	3,417
Supplies/Non-Capital Equipment				
Operating Supplies	905	1,670	1,670	1,670
Total Supplies/Non-Capital Equipment	905	1,670	1,670	1,670
Total Expenditures	\$ 1,915	\$ 5,087	\$ 5,087	\$ 5,087

Expenditure Detail

Legislative Department - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	5,379	84,000	3,800	10,000
Total Purchased Services	5,379	84,000	3,800	10,000
Total Expenditures	\$ 5,379	\$ 84,000	\$ 3,800	\$ 10,000

Expenditure Detail

City Council Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	5,379	84,000	3,800	10,000
Total Purchased Services	5,379	84,000	3,800	10,000
Total Expenditures	\$ 5,379	\$ 84,000	\$ 3,800	\$ 10,000

City Manager

David Willett, Acting 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).

2015 Achievements

- Engaged in Regional Government Authorities: NATA, RTD, FasTracks, I-25, Adams Co. Council of Govts., North Metro Chamber
- Expand Business Retention & Expansion Programs (Lunch & Learns, Business After Hours Events, Marketing Opportunities)
- 4th Annual Business Appreciation Event
- NURA Amendments to Plan 2 to start TIF Clocks
- Developed New Business Directory (Shop Northglenn) and ED Business, Prospect and Business Retention Databases
- Implemented Capital Improvement Program

Goals & Objectives

- Continue to optimize the city's website for users (Council Goal #4)
- Implement Branding Initiative process (Council Goal #2)
- Have all Connections delivered to homes by the 3rd of the month (Council Goal #4)
- 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)
- Increase marketing efforts to both Businesses and Residents (Council Goal #3 & #5)
- Develop new business tracking system (Council Goal #3)
- Redesign Economic Development Website (Council Goal #2)
- Assist with the Planning of Karl's Farm and other related City Planning Projects (Council Goal #3)
- Implementation of Strategic Plan

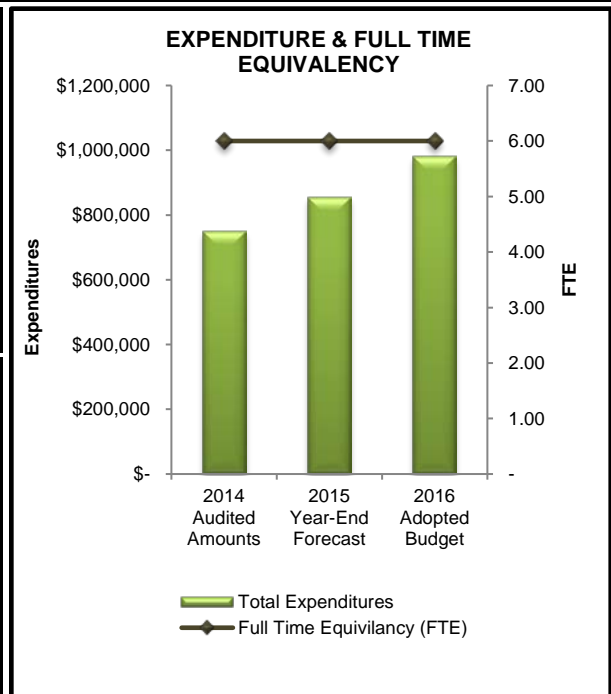
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
Original Video Productions	#4	3	10	10	30 - 40
# of News Releases	#4	144	138	138	140
# of Business Retention Visits	#3	50	60	85	80
New Commercial s/f Absorption	#3	111,100	150,000	90,000	100,000
Unemployment Rate	#3	8%	4%	5%	5%
New Businesses	#3	58	77	75	80
Event Attendance - Breakfast	#4	250	275	285	295

City Manager

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 980,351	6.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	980,351	6.00

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 321,129	2.00
Public Communications	355,698	2.00
Economic Development	303,524	2.00
Total	980,351	6.00



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	6.00	6.00	6.00	6.00
Expenditures:				
Personnel	\$ 550,768	\$ 574,846	\$ 539,207	\$ 619,540
Purchased Services	173,778	254,741	225,975	266,911
Supplies/Non-Capital Equipment	15,352	33,278	22,900	31,000
Capital Outlay	-	25,000	23,189	20,000
Miscellaneous	8,859	43,370	42,315	42,900
Total Expenditures	\$ 748,757	\$ 931,235	\$ 853,586	\$ 980,351

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 4,134
2. Personnel Merit Allowance	6,388
3. Professional Services - Restore "Eye on Northglenn" on Channel 8	14,000
4. Technology Supplies - Live Streaming & Broadcast from Council Chambers	5,000
5. Technical Services - Website Re-Design	40,000
6. Capital Equipment - Channel 8	20,000
	\$ 89,522

Expenditure Detail

City Manager Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	450,519	470,368	443,608	514,975
Seasonal/Temporary Wages	-	-	-	-
Overtime	1,352	-	-	-
Allowances	3,698	3,745	4,413	6,600
Medicare	6,352	6,874	6,272	7,562
Workers Compensation	756	822	611	884
Retirement Contributions	37,746	39,339	37,233	42,985
Medical Benefits	47,730	49,478	44,370	41,914
Life/Disability Benefits	2,615	4,220	2,700	4,620
Total Personnel	550,768	574,846	539,207	619,540
Purchased Services				
Professional Services	73,238	90,000	70,000	74,000
Technical Services	1,170	10,000	9,000	49,000
General Services	335	-	62	-
Communication Services	83,639	122,316	120,113	108,786
Training/Registration	9,622	19,090	16,300	20,090
Mileage/Travel	3,333	11,635	6,500	10,835
Rentals/Leases	2,441	1,700	4,000	4,200
Total Purchased Services	173,778	254,741	225,975	266,911
Supplies/Non-Capital Equipment				
Office Supplies	995	1,500	1,500	1,500
Technology Supplies	4,419	15,200	6,200	13,200
Operating Supplies	9,748	16,400	15,000	16,100
Non-Capital Equipment	-	-	-	-
Motor Vehicle Fuels	190	178	200	200
Total Supplies/Non-Capital Equipment	15,352	33,278	22,900	31,000
Capital Outlay				
Capital Equipment	-	25,000	23,189	20,000
Total Capital Outlay	-	25,000	23,189	20,000
Miscellaneous				
Dues/Fees	8,859	23,370	22,315	22,900
Grants/Donations	-	20,000	20,000	20,000
Total Other Expenditures	8,859	43,370	42,315	42,900
Total Expenditures	\$ 748,757	\$ 931,235	\$ 853,586	\$ 980,351

Expenditure Detail

City Manager Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	450,519	470,368	443,608	514,975
Seasonal/Temporary Wages	-	-	-	-
Overtime	1,352	-	-	-
Allowances	3,698	3,745	4,413	6,600
Medicare	6,352	6,874	6,272	7,562
Workers Compensation	756	822	611	884
Retirement Contributions	37,746	39,339	37,233	42,985
Medical Benefits	47,730	49,478	44,370	41,914
Life/Disability Benefits	2,615	4,220	2,700	4,620
Total Personnel	550,768	574,846	539,207	619,540
Purchased Services				
Professional Services	73,238	90,000	70,000	74,000
Technical Services	1,170	10,000	9,000	49,000
General Services	335	-	62	-
Communication Services	83,639	122,316	120,113	108,786
Training/Registration	9,622	19,090	16,300	20,090
Mileage/Travel	3,333	11,635	6,500	10,835
Rentals/Leases	2,441	1,700	4,000	4,200
Total Purchased Services	173,778	254,741	225,975	266,911
Supplies/Non-Capital Equipment				
Office Supplies	995	1,500	1,500	1,500
Technology Supplies	4,419	15,200	6,200	13,200
Operating Supplies	9,748	16,400	15,000	16,100
Non-Capital Equipment	-	-	-	-
Motor Vehicle Fuels	190	178	200	200
Total Supplies/Non-Capital Equipment	15,352	33,278	22,900	31,000
Capital Outlay				
Capital Equipment	-	25,000	23,189	20,000
Total Capital Outlay	-	25,000	23,189	20,000
Miscellaneous				
Dues/Fees	8,859	23,370	22,315	22,900
Grants/Donations	-	20,000	20,000	20,000
Total Other Expenditures	8,859	43,370	42,315	42,900
Total Expenditures	\$ 748,757	\$ 931,235	\$ 853,586	\$ 980,351

Expenditure Detail

Administration/Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	193,793	196,435	201,859	228,126
Overtime	1,352	-	-	-
Allowances	3,698	3,745	3,916	4,200
Medicare	2,842	2,903	2,962	3,368
Workers Compensation	326	347	292	394
Retirement Contributions	16,724	16,904	17,370	19,512
Medical Benefits	15,804	16,427	16,827	20,860
Life/Disability Benefits	1,126	1,761	1,211	2,044
Total Personnel	235,665	238,522	244,437	278,504
Purchased Services				
Professional Services	-	-	-	-
Communication Services	768	800	1,010	1,000
Training/Registration	5,106	11,090	6,000	11,090
Mileage/Travel	1,483	6,635	2,500	6,635
Rentals/Leases	367	200	1,000	1,200
Total Purchased Services	7,724	18,725	10,510	19,925
Supplies/Non-Capital Equipment				
Office Supplies	297	500	500	500
Technology Supplies	1,386	1,600	1,600	1,600
Operating Supplies	3,026	4,000	4,000	4,000
Non-Capital Equipment	-	-	-	-
Motor Vehicle Fuels	190	178	200	200
Total Supplies/Non-Capital Equipment	4,899	6,278	6,300	6,300
Capital Outlay				
Capital Equipment	-	25,000	23,189	-
Total Capital Outlay	-	25,000	23,189	-
Miscellaneous				
Dues/Fees	5,179	17,600	15,815	16,400
Total Other Expenditures	5,179	17,600	15,815	16,400
Total Expenditures	\$ 253,467	\$ 306,125	\$ 300,251	\$ 321,129

Expenditure Detail

Public Communications Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	118,359	125,685	90,319	130,827
Allowances	-	-	373	1,200
Medicare	1,580	1,822	1,186	1,914
Workers Compensation	196	218	114	224
Retirement Contributions	9,953	10,575	7,749	10,991
Medical Benefits	15,773	16,270	11,700	10,581
Life/Disability Benefits	680	1,129	578	1,175
Total Personnel	146,541	155,699	112,019	156,912
Purchased Services				
Professional Services	67,613	74,600	60,000	64,000
Communication Services	68,399	71,486	67,103	55,786
Training/Registration	1,465	3,000	3,000	3,000
Mileage/Travel	664	1,000	-	-
Rentals/Leases	693	500	500	500
Total Purchased Services	138,834	150,586	130,665	163,286
Supplies/Non-Capital Equipment				
Office Supplies	429	500	500	500
Technology Supplies	1,647	12,000	3,000	10,000
Operating Supplies	5,831	3,300	2,000	2,000
Non-Capital Equipment	-	-	-	-
Total Supplies/Non-Capital Equipment	7,907	15,800	5,500	12,500
Miscellaneous				
Dues/Fees	2,200	3,000	3,000	3,000
Total Other Expenditures	2,200	3,000	3,000	3,000
Total Expenditures	\$ 295,482	\$ 325,085	\$ 251,184	\$ 355,698

Expenditure Detail

Economic Development Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	138,367	148,248	151,430	156,022
Seasonal/Temporary Wages	-	-	-	-
Allowances	-	-	124	1,200
Medicare	1,930	2,149	2,124	2,280
Workers Compensation	234	257	205	266
Retirement Contributions	11,069	11,860	12,114	12,482
Medical Benefits	16,153	16,781	15,843	10,473
Life/Disability Benefits	809	1,330	911	1,401
Total Personnel	168,562	180,625	182,751	184,124
Purchased Services				
Professional Services	5,625	15,400	10,000	10,000
Technical Services	1,170	10,000	9,000	9,000
General Services	335	-	-	-
Communication Services	14,472	50,030	52,000	52,000
Training/Registration	3,051	5,000	7,300	6,000
Mileage/Travel	1,186	4,000	4,000	4,200
Rentals/Leases	1,381	1,000	2,500	2,500
Total Purchased Services	27,220	85,430	84,800	83,700
Supplies/Non-Capital Equipment				
Office Supplies	269	500	500	500
Technology Supplies	1,386	1,600	1,600	1,600
Operating Supplies	891	9,100	9,000	10,100
Total Supplies/Non-Capital Equipment	2,546	11,200	11,100	12,200
Miscellaneous				
Dues/Fees	1,480	2,770	3,500	3,500
Grants/Donations	-	20,000	20,000	20,000
Total Other Expenditures	1,480	22,770	23,500	23,500
Total Expenditures	\$ 199,808	\$ 300,025	\$ 302,151	\$ 303,524



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, and pawnbroker licenses. The Department is also responsible for updates to the Municipal Code, citywide records management, and provides support to the City Council, Liquor Licensing Authority (LLA), and the Citizens' Affairs Board.

2015 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 November 3, 2015 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 revenue for the City

Goals & Objectives

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

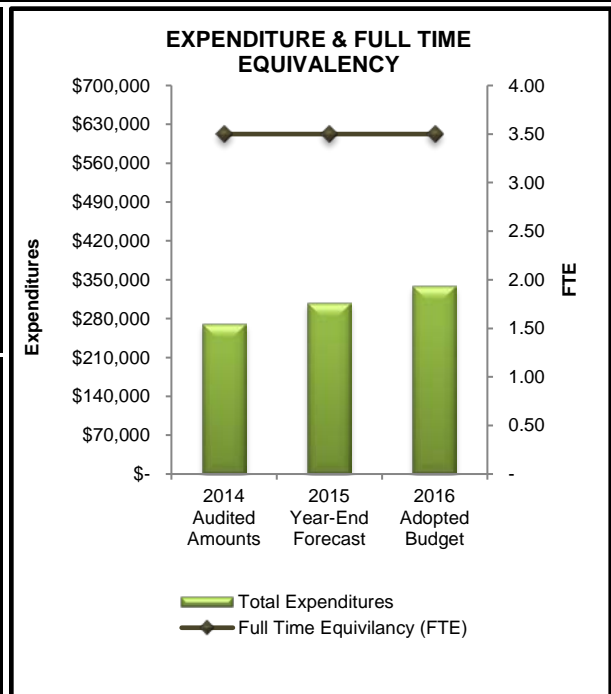
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
Action agendas posted to the website and available to the public within 24 hours	#4	100.0%	100.0%	100.0%	100.0%
Number of City Council meetings staffed	#4	53	54	51	52
Number of legislative items processed (Ordinances/Resolutions)	#4	174	177	186	180
Public record requests fulfilled within 3 days	#4	100%	100%	100%	100%
Passport Applications	#2	1,548	1,908	2,404	2,600

City Clerk

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 338,531	3.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	338,531	3.50

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 338,531	3.50
Total	338,531	3.50



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	3.50	3.50	3.50	3.50
Expenditures:				
Personnel	\$ 220,576	\$ 242,005	\$ 223,911	\$ 249,686
Purchased Services	39,319	73,920	69,300	73,520
Supplies/Non-Capital Equipment	10,376	14,100	14,100	14,500
Capital Outlay	-	-	-	-
Miscellaneous	375	825	825	825
Contingency	-	-	-	-
Total Expenditures	\$ 270,646	\$ 330,850	\$ 308,136	\$ 338,531

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 1,671
2. Personnel Merit Allowance	2,791
	\$ 4,462

Expenditure Detail

City Clerk Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	169,454	187,440	170,989	194,837
Overtime	559	500	500	500
Medicare	2,280	2,717	2,314	2,826
Workers Compensation	284	323	246	330
Retirement Contributions	15,913	17,534	16,241	18,252
Medical Benefits	31,102	31,803	32,578	31,186
Life/Disability Benefits	984	1,688	1,043	1,755
Total Personnel	220,576	242,005	223,911	249,686
Purchased Services				
Professional Services	11,618	28,000	28,000	30,000
Technical Services	-	500	500	1,000
General Services	2,052	4,400	2,000	2,500
Property Services	4,241	8,000	8,000	5,252
Communication Services	4,140	12,220	10,000	12,200
Training/Registration	3,218	5,100	5,100	5,100
Mileage/Travel	562	800	800	800
Rentals/Leases	13,488	14,900	14,900	16,668
Total Purchased Services	39,319	73,920	69,300	73,520
Supplies/Non-Capital Equipment				
Office Supplies	2,292	2,500	2,500	2,500
Technology Supplies	2,164	2,000	2,000	2,400
Operating Supplies	4,313	4,600	4,600	4,600
Non-Capital Equipment	1,607	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	10,376	14,100	14,100	14,500
Miscellaneous				
Dues/Fees	375	825	825	825
Total Other Expenditures	375	825	825	825
Total Expenditures	\$ 270,646	\$ 330,850	\$ 308,136	\$ 338,531

Expenditure Detail

City Clerk Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	169,454	187,440	170,989	194,837
Overtime	559	500	500	500
Medicare	2,280	2,717	2,314	2,826
Workers Compensation	284	323	246	330
Retirement Contributions	15,913	17,534	16,241	18,252
Medical Benefits	31,102	31,803	32,578	31,186
Life/Disability Benefits	984	1,688	1,043	1,755
Total Personnel	220,576	242,005	223,911	249,686
Purchased Services				
Professional Services	11,618	28,000	28,000	30,000
Technical Services	-	500	500	1,000
General Services	2,052	4,400	2,000	2,500
Property Services	4,241	8,000	8,000	5,252
Communication Services	4,140	12,220	10,000	12,200
Training/Registration	3,218	5,100	5,100	5,100
Mileage/Travel	562	800	800	800
Rentals/Leases	13,488	14,900	14,900	16,668
Total Purchased Services	39,319	73,920	69,300	73,520
Supplies/Non-Capital Equipment				
Office Supplies	2,292	2,500	2,500	2,500
Technology Supplies	2,164	2,000	2,000	2,400
Operating Supplies	4,313	4,600	4,600	4,600
Non-Capital Equipment	1,607	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	10,376	14,100	14,100	14,500
Miscellaneous				
Dues/Fees	375	825	825	825
Total Other Expenditures	375	825	825	825
Total Expenditures	\$ 270,646	\$ 330,850	\$ 308,136	\$ 338,531

Expenditure Detail

Administration/Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	169,454	187,440	170,989	194,837
Overtime	559	500	500	500
Medicare	2,280	2,717	2,314	2,826
Workers Compensation	284	323	246	330
Retirement Contributions	15,913	17,534	16,241	18,252
Medical Benefits	31,102	31,803	32,578	31,186
Life/Disability Benefits	984	1,688	1,043	1,755
Total Personnel	220,576	242,005	223,911	249,686
Purchased Services				
Professional Services	11,618	28,000	28,000	30,000
Technical Services	-	500	500	1,000
General Services	2,052	4,400	2,000	2,500
Property Services	4,241	8,000	8,000	5,252
Communication Services	4,140	12,220	10,000	12,200
Training/Registration	3,218	5,100	5,100	5,100
Mileage/Travel	562	800	800	800
Rentals/Leases	13,488	14,900	14,900	16,668
Total Purchased Services	39,319	73,920	69,300	73,520
Supplies/Non-Capital Equipment				
Office Supplies	2,292	2,500	2,500	2,500
Technology Supplies	2,164	2,000	2,000	2,400
Operating Supplies	4,313	4,600	4,600	4,600
Non-Capital Equipment	1,607	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	10,376	14,100	14,100	14,500
Miscellaneous				
Dues/Fees	375	825	825	825
Total Other Expenditures	375	825	825	825
Total Expenditures	\$ 270,646	\$ 330,850	\$ 308,136	\$ 338,531



Management Services

Paula Jensen, Director of Management Services

Department Description

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

Human Resources is responsible for recruiting, retaining, and training employees. Employees are retained through effective employee relations and competitive compensation and benefits. Risk Management will move to Human Resources as part of the 2013 Budget Process.

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

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

- 2015 Achievements**
- Human Resources - Implemented comprehensive wellness program and employee committee.
 - Human Resources - Updated employee safety manual
 - Community Engagement - Pirate Fest added to community event schedule.
 - Court - Implemented new summons and complaint and fine schedule and point reduction on the ticket
 - Court - Updated the camera recording system to be compatible with the Adams County Jail.

- Goals & Objectives**
- Attract, retain, and reward a talented & diverse workforce with the skills necessary to meet the organization's needs (Council Goal #2)
 - Provide a safe working environment for employees and volunteers through comprehensive safety training and thorough management of worker compensation incidents (Council Goal #2)
 - Provide professional judicial services in a fair and impartial environment
 - Add 2 additional large community events (Council Goal #4)
 - Update the recording system in the Judge's office from recording via microphone to digital
 - Revise the Court policy manual so that all policies and procedures are at the directive of the municipal judge

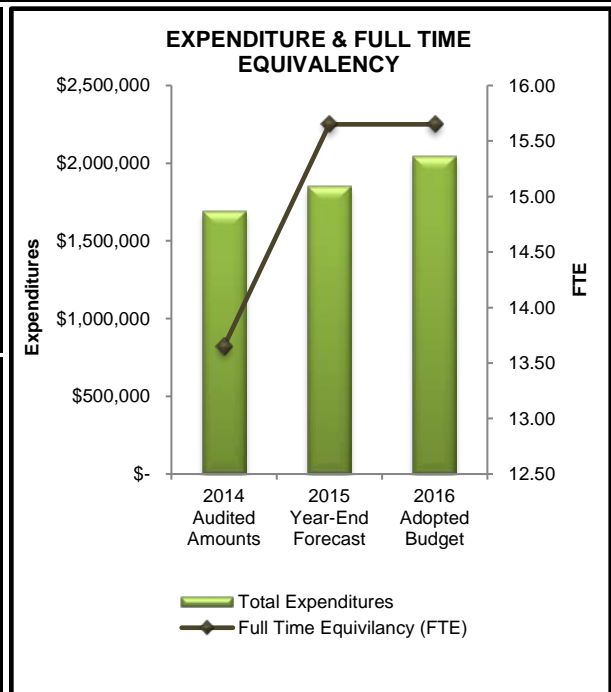
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
# of Applications Screened	#2	2,688	2,693	2,500	2,500
# of New Employee	#2	74	84	89	95
# of Municipal Court Cases	#2	10,662	12,075	9,448	10,500
# of Community Events	#4	5	5	6	8
# of Volunteer Events (not including special projects)	#4	12	12	12	12

Management Services

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,779,945	12.35
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	255,433	1.30
Stormwater Fund	-	-
Sanitation Fund	9,086	-
Total	2,044,464	13.65

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Municipal Court	\$ 499,457	4.85
Human Resources	1,005,456	6.80
Community Engagement	400,551	2.00
VALE	139,000	-
Total	2,044,464	13.65



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	13.65	14.65	15.65	15.65
Expenditures:				
Personnel	\$ 1,098,212	\$ 1,210,290	\$ 1,162,868	\$ 1,229,331
Purchased Services	451,059	495,977	497,342	526,186
Supplies/Non-Capital Equipment	48,557	91,584	91,942	145,062
Capital Outlay	-	-	-	-
Miscellaneous	92,220	235,820	98,885	143,885
Total Expenditures	\$ 1,690,048	\$ 2,033,671	\$ 1,851,037	\$ 2,044,464

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 12,339
2. Personnel Merit Allowance	14,992
3. Professional Services - Court - Appointed Attorney	6,000
4. Technical Services - Court - Support Contract for Soniclear	748
5. Training - Court	1,000
6. CIRSA - Human Resources	14,716
7. Operating Supplies - Community Engagement - BBQ Festival	47,500
8. Operating Supplies - Community Engagement - Community Outreach	1,500
9. Operating Supplies - Community Engagement - July 4th Stage	5,000
10. Professional Services - Human Resources - Affordable Care Act	8,000
	\$ 111,795

Expenditure Detail

Management Services Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	833,724	927,358	903,984	945,082
Overtime	1,472	1,000	1,000	1,000
Allowances	3,576	3,600	3,608	3,480
Medicare	10,421	12,606	11,325	13,755
Unemployment Insurance	38,037	30,000	11,092	30,000
Workers Compensation	3,092	3,683	3,332	3,790
Retirement Contributions	79,610	87,948	85,768	89,597
Medical Benefits	92,050	108,320	108,097	106,105
Life/Disability Benefits	4,780	7,775	5,359	8,522
Post-Employment Benefits	31,450	28,000	29,303	28,000
Total Personnel	1,098,212	1,210,290	1,162,868	1,229,331
Purchased Services				
Professional Services	94,763	95,715	95,715	109,715
Technical Services	40,213	50,713	50,713	51,461
General Services	5,613	11,800	10,900	10,900
Property Services	4,246	3,600	3,600	-
Communication Services	22,237	24,185	24,185	28,430
Training/Registration	2,027	10,384	10,384	11,384
Mileage/Travel	346	425	550	550
Rentals/Leases	6,332	7,100	6,975	6,975
Insurance Premiums	275,282	292,055	294,320	306,771
Total Purchased Services	451,059	495,977	497,342	526,186
Supplies/Non-Capital Equipment				
Office Supplies	3,673	3,027	3,027	3,027
Operating Supplies	44,401	88,080	88,271	141,435
Motor Vehicle Fuels	483	477	644	600
Total Supplies/Non-Capital Equipment	48,557	91,584	91,942	145,062
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	5,545	5,885	5,885	5,885
Grants/Donations	86,675	229,935	93,000	138,000
Total Other Expenditures	92,220	235,820	98,885	143,885
Total Expenditures	\$ 1,690,048	\$ 2,033,671	\$ 1,851,037	\$ 2,044,464

Expenditure Detail

Management Services Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	720,971	813,668	788,130	826,255
Overtime	1,472	1,000	1,000	1,000
Allowances	3,095	3,120	3,127	3,000
Medicare	8,800	10,950	9,657	12,025
Unemployment Insurance	38,037	25,000	11,092	25,000
Workers Compensation	2,897	3,485	3,164	3,588
Retirement Contributions	68,335	76,578	74,182	77,714
Medical Benefits	86,496	102,542	102,178	100,432
Life/Disability Benefits	4,106	6,747	4,656	7,449
Post-Employment Benefits	28,930	28,000	28,000	28,000
Total Personnel	963,139	1,071,090	1,025,186	1,084,463
Purchased Services				
Professional Services	94,763	95,715	95,715	109,715
Technical Services	40,213	50,713	50,713	51,461
General Services	5,613	11,800	10,900	10,900
Property Services	4,246	3,600	3,600	-
Communication Services	21,615	23,565	23,565	27,810
Training/Registration	2,027	10,384	10,384	11,384
Mileage/Travel	346	425	550	550
Rentals/Leases	6,332	7,100	6,975	6,975
Insurance Premiums	168,662	178,800	178,800	187,740
Total Purchased Services	343,817	382,102	381,202	406,535
Supplies/Non-Capital Equipment				
Office Supplies	3,673	3,027	3,027	3,027
Operating Supplies	44,401	88,080	88,271	141,435
Motor Vehicle Fuels	483	477	644	600
Total Supplies/Non-Capital Equipment	48,557	91,584	91,942	145,062
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	5,545	5,885	5,885	5,885
Grants/Donations	86,675	229,935	93,000	138,000
Total Other Expenditures	92,220	235,820	98,885	143,885
Total Expenditures	\$ 1,447,733	\$ 1,780,596	\$ 1,597,215	\$ 1,779,945

Expenditure Detail

Municipal Court Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	273,936	302,535	288,705	311,308
Overtime	1,472	1,000	1,000	1,000
Medicare	2,585	4,387	2,738	4,514
Workers Compensation	464	523	416	527
Retirement Contributions	25,450	28,706	26,884	29,605
Medical Benefits	40,611	43,649	44,714	42,332
Life/Disability Benefits	1,513	2,699	1,659	2,812
Total Personnel	346,031	383,499	366,116	392,098
Purchased Services				
Professional Services	55,900	58,217	58,217	64,217
Technical Services	10,713	10,713	10,713	11,461
General Services	5,600	10,000	10,000	10,000
Communication Services	7,500	8,520	8,520	8,520
Training/Registration	350	1,834	1,834	2,834
Mileage/Travel	103	100	100	100
Rentals/Leases	2,669	3,700	3,700	3,700
Total Purchased Services	82,835	93,084	93,084	100,832
Supplies/Non-Capital Equipment				
Office Supplies	1,955	1,277	1,277	1,277
Operating Supplies	7,254	4,700	4,700	4,700
Total Supplies/Non-Capital Equipment	9,209	5,977	5,977	5,977
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	140	550	550	550
Total Other Expenditures	140	550	550	550
Total Expenditures	\$ 438,215	\$ 483,110	\$ 465,727	\$ 499,457

Expenditure Detail

Human Resources Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	323,593	325,792	333,403	339,006
Allowances	1,892	1,920	1,924	1,800
Medicare	4,429	4,752	4,568	4,942
Unemployment Insurance	38,037	25,000	11,092	25,000
Workers Compensation	2,225	2,746	2,516	2,761
Retirement Contributions	31,153	31,386	32,130	32,688
Medical Benefits	39,553	41,646	42,659	41,178
Life/Disability Benefits	1,869	2,935	1,981	3,054
Post-Employment Benefits	28,930	28,000	28,000	28,000
Total Personnel	471,681	464,177	458,273	478,429
Purchased Services				
Professional Services	32,209	30,648	30,648	38,648
General Services	-	-	-	-
Communication Services	859	810	810	810
Training/Registration	1,327	8,000	8,000	8,000
Mileage/Travel	120	75	200	200
Rentals/Leases	2,107	2,200	2,075	2,075
Insurance Premiums	168,662	178,800	178,800	187,740
Total Purchased Services	205,284	220,533	220,533	237,473
Supplies/Non-Capital Equipment				
Office Supplies	418	450	450	450
Operating Supplies	13,958	19,250	19,250	19,250
Total Supplies/Non-Capital Equipment	14,376	19,700	19,700	19,700
Miscellaneous				
Dues/Fees	5,405	5,335	5,335	5,335
Total Other Expenditures	5,405	5,335	5,335	5,335
Total Expenditures	\$ 696,746	\$ 709,745	\$ 703,841	\$ 740,937

Expenditure Detail

Community Engagement - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	123,442	185,341	166,022	175,941
Allowances	1,203	1,200	1,203	1,200
Medicare	1,786	1,811	2,351	2,569
Workers Compensation	208	216	232	300
Retirement Contributions	11,732	16,486	15,168	15,421
Medical Benefits	6,332	17,247	14,805	16,922
Life/Disability Benefits	724	1,113	1,016	1,583
Total Personnel	145,427	223,414	200,797	213,936
Purchased Services				
Professional Services	6,654	6,850	6,850	6,850
Technical Services	29,500	40,000	40,000	40,000
General Services	13	1,800	900	900
Property Services	4,246	3,600	3,600	-
Communication Services	13,256	14,235	14,235	18,480
Training/Registration	350	550	550	550
Mileage/Travel	123	250	250	250
Rentals/Leases	1,556	1,200	1,200	1,200
Total Purchased Services	55,698	68,485	67,585	68,230
Supplies/Non-Capital Equipment				
Office Supplies	1,300	1,300	1,300	1,300
Operating Supplies	23,125	63,130	63,321	116,485
Motor Vehicle Fuels	483	477	644	600
Total Supplies/Non-Capital Equipment	24,908	64,907	65,265	118,385
Total Expenditures	\$ 226,033	\$ 356,806	\$ 333,647	\$ 400,551

Expenditure Detail

VALE Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Supplies/Non-Capital Equipment				
Operating Supplies	64	1,000	1,000	1,000
Total Supplies/Non-Capital Equipment	64	1,000	1,000	1,000
Miscellaneous				
Grants/Donations	86,675	229,935	93,000	138,000
Total Other Expenditures	86,675	229,935	93,000	138,000
Total Expenditures	\$ 86,739	\$ 230,935	\$ 94,000	\$ 139,000

Expenditure Detail

Management Services Department - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	112,753	113,690	115,854	118,827
Allowances	481	480	481	480
Medicare	1,621	1,656	1,668	1,730
Unemployment Insurance	-	5,000	-	5,000
Workers Compensation	195	198	168	202
Retirement Contributions	11,275	11,370	11,586	11,883
Medical Benefits	5,554	5,778	5,919	5,673
Life/Disability Benefits	674	1,028	703	1,073
Post-Employment Benefits	2,520	-	1,303	-
Total Personnel	135,073	139,200	137,682	144,868
Purchased Services				
Communication Services	622	620	620	620
Insurance Premiums	98,682	104,602	106,867	109,945
Total Purchased Services	99,304	105,222	107,487	110,565
Total Expenditures	\$ 234,377	\$ 244,422	\$ 245,169	\$ 255,433

Expenditure Detail

Human Resources Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	112,753	113,690	115,854	118,827
Allowances	481	480	481	480
Medicare	1,621	1,656	1,668	1,730
Unemployment Insurance	-	5,000	-	5,000
Workers Compensation	195	198	168	202
Retirement Contributions	11,275	11,370	11,586	11,883
Medical Benefits	5,554	5,778	5,919	5,673
Life/Disability Benefits	674	1,028	703	1,073
Post-Employment Benefits	2,520	-	1,303	-
Total Personnel	135,073	139,200	137,682	144,868
Purchased Services				
Communication Services	622	620	620	620
Insurance Premiums	98,682	104,602	106,867	109,945
Total Purchased Services	99,304	105,222	107,487	110,565
Total Expenditures	\$ 234,377	\$ 244,422	\$ 245,169	\$ 255,433

Expenditure Detail

Management Services Department - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Insurance Premiums	7,938	8,653	8,653	9,086
Total Purchased Services	7,938	8,653	8,653	9,086
Total Expenditures	\$ 7,938	\$ 8,653	\$ 8,653	\$ 9,086

Expenditure Detail

Human Resources Division - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Insurance Premiums	7,938	8,653	8,653	9,086
Total Purchased Services	7,938	8,653	8,653	9,086
Total Expenditures	\$ 7,938	\$ 8,653	\$ 8,653	\$ 9,086

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.

2015 Achievements

- Upgraded wireless network from 2.4Ghz to 5.0Ghz.D17
- Upgraded to Microsoft Office 2013
- Deployed new internet applications server cluster
- Upgraded to Novell GroupWise 2014

Goals & Objectives

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

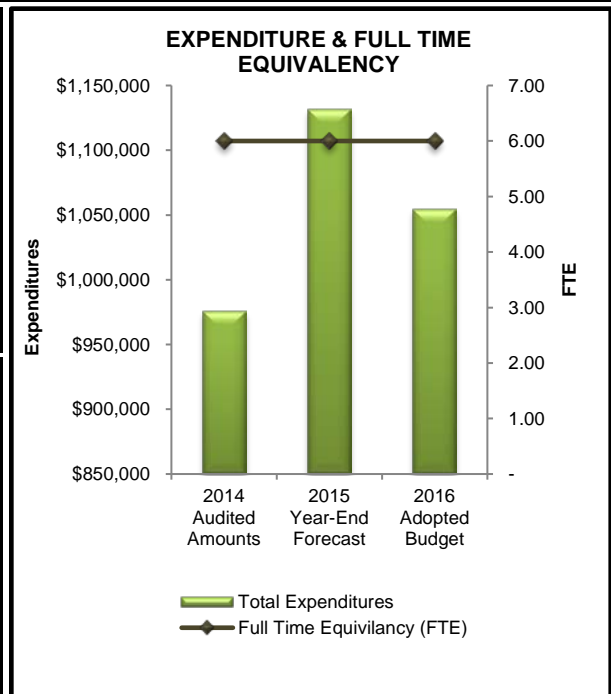
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
Server/network uptime	#2	99.9%	99.7%	99.9%	99.9%
New/replaced Physical Servers	#1	5	13	7	5
New/replaced PC's & Printers	#1	67	62	63	55
Technology Training Sessions/Classes	#2	22	23	15	20
Support Requests Completed	#2	1,031	894	1,000	1,000

Technology

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 840,482	5.20
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	214,035	0.80
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,054,517	6.00

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 1,054,517	6.00
Capital Improvement Projects	-	-
Total	1,054,517	6.00



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	6.00	6.00	6.00	6.00
Expenditures:				
Personnel	\$ 596,266	\$ 615,698	\$ 620,973	\$ 639,617
Purchased Services	230,210	257,350	237,239	250,600
Supplies/Non-Capital Equipment	130,844	215,700	208,343	149,300
Capital Outlay	17,670	56,000	64,000	14,000
Miscellaneous	850	850	910	1,000
Contingency	-	-	-	-
Total Expenditures	\$ 975,840	\$ 1,145,598	\$ 1,131,465	\$ 1,054,517

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 4,258
2. Personnel Merit Allowance	9,542
3. Equipment Replacement - Servers	14,000
	\$ 27,800

Expenditure Detail

Technology Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	474,606	491,549	492,943	508,677
Medicare	6,570	7,126	6,841	7,375
Workers Compensation	801	852	711	862
Retirement Contributions	45,491	47,122	47,211	50,868
Medical Benefits	66,023	64,627	70,254	67,260
Life/Disability Benefits	2,775	4,422	3,013	4,575
Total Personnel	596,266	615,698	620,973	639,617
Purchased Services				
Technical Services	106,930	122,200	115,517	124,000
Communication Services	112,675	121,000	108,797	113,500
Internet Services	8,534	8,500	8,131	7,700
Training/Registration	1,520	5,000	4,280	4,600
Mileage/Travel	98	150	100	100
Rentals/Leases	453	500	414	700
Total Purchased Services	230,210	257,350	237,239	250,600
Supplies/Non-Capital Equipment				
Office Supplies	861	500	1,159	1,400
Technology Supplies	24,490	108,000	103,750	35,200
Operating Supplies	22	200	45	200
Non-Capital Equipment	105,471	107,000	103,389	112,500
Total Supplies/Non-Capital Equipment	130,844	215,700	208,343	149,300
Capital Outlay				
Capital Equipment	17,670	56,000	64,000	14,000
Total Capital Outlay	17,670	56,000	64,000	14,000
Miscellaneous				
Dues/Fees	850	850	910	1,000
Total Other Expenditures	850	850	910	1,000
Total Expenditures	\$ 975,840	\$ 1,145,598	\$ 1,131,465	\$ 1,054,517

Expenditure Detail

Technology Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	399,320	413,546	415,978	428,382
Medicare	5,495	5,995	5,741	6,211
Workers Compensation	673	717	600	726
Retirement Contributions	37,962	39,322	39,514	42,838
Medical Benefits	59,658	59,600	63,484	60,776
Life/Disability Benefits	2,339	3,717	2,543	3,849
Total Personnel	505,447	522,897	527,860	542,782
Purchased Services				
Technical Services	81,131	92,000	86,697	93,000
Communication Services	85,247	90,000	81,450	84,000
Internet Services	8,534	8,500	8,131	7,700
Training/Registration	1,520	5,000	4,280	4,600
Mileage/Travel	98	150	100	100
Rentals/Leases	453	500	414	700
Total Purchased Services	176,983	196,150	181,072	190,100
Supplies/Non-Capital Equipment				
Office Supplies	861	500	1,159	1,400
Technology Supplies	16,951	81,750	79,986	28,000
Operating Supplies	22	200	45	200
Non-Capital Equipment	72,432	73,000	73,633	77,000
Total Supplies/Non-Capital Equipment	90,266	155,450	154,823	106,600
Capital Outlay				
Capital Equipment	8,835	24,000	24,000	-
Total Capital Outlay	8,835	24,000	24,000	-
Miscellaneous				
Dues/Fees	850	850	910	1,000
Total Other Expenditures	850	850	910	1,000
Total Expenditures	\$ 782,381	\$ 899,347	\$ 888,665	\$ 840,482

Expenditure Detail

Administration/Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	399,320	413,546	415,978	428,382
Medicare	5,495	5,995	5,741	6,211
Workers Compensation	673	717	600	726
Retirement Contributions	37,962	39,322	39,514	42,838
Medical Benefits	59,658	59,600	63,484	60,776
Life/Disability Benefits	2,339	3,717	2,543	3,849
Total Personnel	505,447	522,897	527,860	542,782
Purchased Services				
Technical Services	81,131	92,000	86,697	93,000
Communication Services	85,247	90,000	81,450	84,000
Internet Services	8,534	8,500	8,131	7,700
Training/Registration	1,520	5,000	4,280	4,600
Mileage/Travel	98	150	100	100
Rentals/Leases	453	500	414	700
Total Purchased Services	176,983	196,150	181,072	190,100
Supplies/Non-Capital Equipment				
Office Supplies	861	500	1,159	1,400
Technology Supplies	16,951	81,750	79,986	28,000
Operating Supplies	22	200	45	200
Non-Capital Equipment	72,432	73,000	73,633	77,000
Total Supplies/Non-Capital Equipment	90,266	155,450	154,823	106,600
Capital Outlay				
Capital Equipment	8,835	24,000	24,000	-
Total Capital Outlay	8,835	24,000	24,000	-
Miscellaneous				
Dues/Fees	850	850	910	1,000
Total Other Expenditures	850	850	910	1,000
Total Expenditures	\$ 782,381	\$ 899,347	\$ 888,665	\$ 840,482

Expenditure Detail

Technology Department - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	75,286	78,003	76,965	80,295
Medicare	1,075	1,131	1,100	1,164
Workers Compensation	128	135	111	136
Retirement Contributions	7,529	7,800	7,697	8,030
Medical Benefits	6,365	5,027	6,770	6,484
Life/Disability Benefits	436	705	470	726
Total Personnel	90,819	92,801	93,113	96,835
Purchased Services				
Technical Services	25,799	30,200	28,820	31,000
Communication Services	27,428	31,000	27,347	29,500
Total Purchased Services	53,227	61,200	56,167	60,500
Supplies/Non-Capital Equipment				
Technology Supplies	7,539	26,250	23,764	7,200
Operating Supplies	-	-	-	-
Non-Capital Equipment	33,039	34,000	29,756	35,500
Total Supplies/Non-Capital Equipment	40,578	60,250	53,520	42,700
Capital Outlay				
Capital Equipment	8,835	32,000	40,000	14,000
Total Capital Outlay	8,835	32,000	40,000	14,000
Total Expenditures	\$ 193,459	\$ 246,251	\$ 242,800	\$ 214,035

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	75,286	78,003	76,965	80,295
Medicare	1,075	1,131	1,100	1,164
Workers Compensation	128	135	111	136
Retirement Contributions	7,529	7,800	7,697	8,030
Medical Benefits	6,365	5,027	6,770	6,484
Life/Disability Benefits	436	705	470	726
Total Personnel	90,819	92,801	93,113	96,835
Purchased Services				
Technical Services	25,799	30,200	28,820	31,000
Communication Services	27,428	31,000	27,347	29,500
Total Purchased Services	53,227	61,200	56,167	60,500
Supplies/Non-Capital Equipment				
Technology Supplies	7,539	26,250	23,764	7,200
Operating Supplies	-	-	-	-
Non-Capital Equipment	33,039	34,000	29,756	35,500
Total Supplies/Non-Capital Equipment	40,578	60,250	53,520	42,700
Capital Outlay				
Capital Equipment	8,835	32,000	40,000	14,000
Total Capital Outlay	8,835	32,000	40,000	14,000
Total Expenditures	\$ 193,459	\$ 246,251	\$ 242,800	\$ 214,035



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.

2015 Achievements

- Received the Distinguished Budget Presentation Award from the GFOA .
- Received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA .
- Created and deployed financial transparency website (northglenn.org/transparency).
- Implemented electronic accounts payable program to increase efficiency and program rebate revenue.

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)

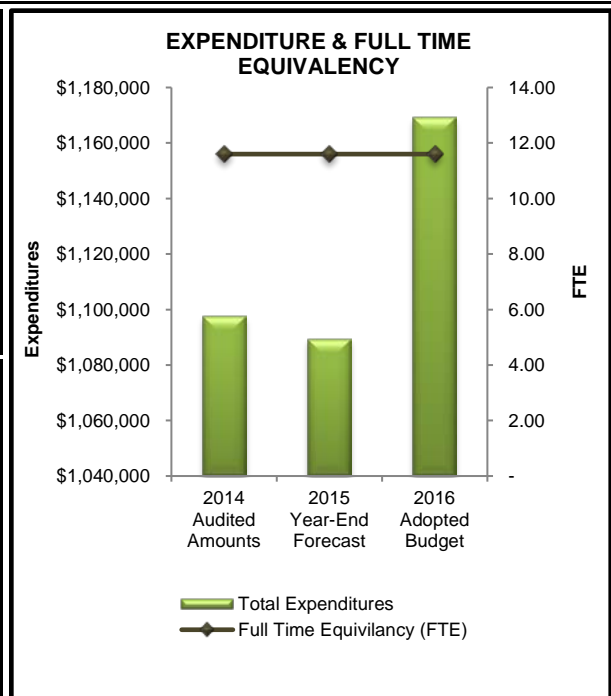
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
% of General Fund actual expenditures versus original budget +/- 3%	#2	-2.7%	2.0%	-2.0%	0.0%
Consecutive Years GFOA Budget Award Received	#2	4	5	6	7
Consecutive Years GFOA CAFR Award Received	#2	25	26	27	28
% of time monthly report completed timely	#2	100%	100%	100%	100%

Finance

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 444,581	4.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	722,465	7.60
Stormwater Fund	-	-
Sanitation Fund	2,000	-
Total	1,169,046	11.60

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 831,081	7.00
Utility Billing	337,865	4.60
Total	1,168,946	11.60



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	11.60	11.60	11.60	11.60
Expenditures:				
Personnel	\$ 796,602	\$ 839,788	\$ 772,909	\$ 840,846
Purchased Services	289,592	294,350	307,295	320,500
Supplies/Non-Capital Equipment	10,306	7,750	6,900	5,750
Miscellaneous	1,060	2,250	2,100	1,850
Total Expenditures	\$ 1,097,560	\$ 1,144,138	\$ 1,089,304	\$ 1,169,046

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 824
2. Personnel Merit Allowance	10,744
3. General Services - Credit Card Processing Fees	11,500
4. Communication Services - Utility Billing Postage	11,500
	\$ 34,568

Expenditure Detail

Finance Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	642,154	673,243	628,187	689,571
Overtime	188	750	-	-
Allowances	3,609	3,600	3,609	3,600
Medicare	8,971	9,815	8,822	10,051
Workers Compensation	1,095	1,170	887	1,174
Retirement Contributions	54,684	59,826	54,124	61,790
Medical Benefits	82,483	85,296	73,659	68,429
Life/Disability Benefits	3,418	6,088	3,621	6,231
Total Personnel	796,602	839,788	772,909	840,846
Purchased Services				
Professional Services	67,460	73,000	82,021	94,400
General Services	92,613	75,750	92,000	92,500
Property Services	419	200	224	225
Communication Services	121,116	136,500	125,900	124,175
Training/Registration	3,092	4,200	3,500	4,200
Mileage/Travel	2,976	2,450	1,500	2,750
Rentals/Leases	1,916	2,250	2,150	2,250
Total Purchased Services	289,592	294,350	307,295	320,500
Supplies/Non-Capital Equipment				
Office Supplies	1,212	2,000	2,900	4,000
Operating Supplies	8,518	5,000	4,000	1,750
Non-Capital Equipment	576	750	-	-
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	10,306	7,750	6,900	5,750
Miscellaneous				
Dues/Fees	1,060	2,250	2,100	1,850
Total Other Expenditures	1,060	2,250	2,100	1,850
Total Expenditures	\$ 1,097,560	\$ 1,144,138	\$ 1,089,304	\$ 1,169,046

Expenditure Detail

Finance Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	242,502	250,173	244,716	259,185
Overtime	-	250	-	-
Allowances	1,504	1,500	1,503	1,500
Medicare	3,370	3,650	3,403	3,780
Workers Compensation	407	435	341	442
Retirement Contributions	20,605	21,548	21,135	22,334
Medical Benefits	31,822	33,336	34,146	32,697
Life/Disability Benefits	1,307	2,263	1,489	2,343
Total Personnel	301,517	313,155	306,733	322,281
Purchased Services				
Professional Services	27,621	30,000	33,000	38,700
General Services	28,566	33,750	32,000	31,000
Property Services	195	100	-	-
Communication Services	40,887	47,000	45,000	43,350
Training/Registration	1,779	2,500	2,500	2,500
Mileage/Travel	972	1,200	1,000	1,500
Rentals/Leases	1,633	2,000	1,900	2,000
Total Purchased Services	101,653	116,550	115,400	119,050
Supplies/Non-Capital Equipment				
Office Supplies	775	2,000	2,900	1,500
Operating Supplies	6,430	1,500	1,500	750
Non-Capital Equipment	397	500	-	-
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	7,602	4,000	4,400	2,250
Miscellaneous				
Dues/Fees	852	1,500	1,500	1,000
Total Other Expenditures	852	1,500	1,500	1,000
Total Expenditures	\$ 411,624	\$ 435,205	\$ 428,033	\$ 444,581

Expenditure Detail

Administration/Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	242,502	250,173	244,716	259,185
Overtime	-	250	-	-
Allowances	1,504	1,500	1,503	1,500
Medicare	3,370	3,650	3,403	3,780
Workers Compensation	407	435	341	442
Retirement Contributions	20,605	21,548	21,135	22,334
Medical Benefits	31,822	33,336	34,146	32,697
Life/Disability Benefits	1,307	2,263	1,489	2,343
Total Personnel	301,517	313,155	306,733	322,281
Purchased Services				
Professional Services	27,621	30,000	33,000	38,700
General Services	28,566	33,750	32,000	31,000
Property Services	195	100	-	-
Communication Services	40,887	47,000	45,000	43,350
Training/Registration	1,779	2,500	2,500	2,500
Mileage/Travel	972	1,200	1,000	1,500
Rentals/Leases	1,633	2,000	1,900	2,000
Total Purchased Services	101,653	116,550	115,400	119,050
Supplies/Non-Capital Equipment				
Office Supplies	775	2,000	2,900	1,500
Operating Supplies	6,430	1,500	1,500	750
Non-Capital Equipment	397	500	-	-
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	7,602	4,000	4,400	2,250
Miscellaneous				
Dues/Fees	852	1,500	1,500	1,000
Total Other Expenditures	852	1,500	1,500	1,000
Total Expenditures	\$ 411,624	\$ 435,205	\$ 428,033	\$ 444,581

Expenditure Detail

Finance Department - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	399,652	423,070	383,471	430,386
Overtime	188	500	-	-
Allowances	2,105	2,100	2,106	2,100
Medicare	5,601	6,165	5,419	6,271
Workers Compensation	688	735	546	732
Retirement Contributions	34,079	38,278	32,989	39,456
Medical Benefits	50,661	51,960	39,513	35,732
Life/Disability Benefits	2,111	3,825	2,132	3,888
Total Personnel	495,085	526,633	466,176	518,565
Purchased Services				
Professional Services	39,839	41,000	47,021	53,700
General Services	64,047	42,000	60,000	61,500
Property Services	224	100	224	225
Communication Services	80,229	89,500	80,900	80,825
Training/Registration	1,313	1,700	1,000	1,700
Mileage/Travel	2,004	1,250	500	1,250
Rentals/Leases	283	250	250	250
Total Purchased Services	187,939	175,800	189,895	199,450
Supplies/Non-Capital Equipment				
Office Supplies	437	-	-	2,500
Operating Supplies	2,088	3,500	2,500	1,000
Non-Capital Equipment	179	250	-	-
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	2,704	3,750	2,500	3,500
Miscellaneous				
Dues/Fees	208	750	600	850
Total Other Expenditures	208	750	600	850
Total Expenditures	\$ 685,936	\$ 706,933	\$ 659,271	\$ 722,465

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	198,311	203,999	203,457	211,599
Overtime	-	-	-	-
Allowances	902	900	903	900
Medicare	2,759	2,971	2,835	3,081
Workers Compensation	340	354	289	360
Retirement Contributions	16,887	17,668	17,646	18,336
Medical Benefits	24,173	25,392	26,008	24,905
Life/Disability Benefits	1,160	1,850	1,259	1,919
Total Personnel	244,532	253,134	252,397	261,100
Purchased Services				
Professional Services	39,839	41,000	47,021	53,700
General Services	64,047	42,000	60,000	61,500
Communication Services	2,895	3,500	2,900	3,500
Training/Registration	1,313	1,200	500	1,200
Mileage/Travel	759	1,000	250	1,000
Total Purchased Services	108,853	88,700	110,671	120,900
Supplies/Non-Capital Equipment				
Office Supplies	437	-	-	1,000
Operating Supplies	971	1,500	1,500	750
Non-Capital Equipment	179	250	-	-
Total Supplies/Non-Capital Equipment	1,587	1,750	1,500	1,750
Miscellaneous				
Dues/Fees	208	750	500	750
Total Other Expenditures	208	750	500	750
Total Expenditures	\$ 355,180	\$ 344,334	\$ 365,068	\$ 384,500

Expenditure Detail

Utility Billing Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	201,341	219,071	180,014	218,787
Overtime	188	500	-	-
Allowances	1,203	1,200	1,203	1,200
Medicare	2,842	3,194	2,584	3,190
Workers Compensation	348	381	257	372
Retirement Contributions	17,192	20,610	15,343	21,120
Medical Benefits	26,488	26,568	13,505	10,827
Life/Disability Benefits	951	1,975	873	1,969
Total Personnel	250,553	273,499	213,779	257,465
Purchased Services				
Property Services	224	100	224	225
Communication Services	77,334	86,000	78,000	77,325
Training/Registration	-	500	500	500
Mileage/Travel	1,245	250	250	250
Rentals/Leases	283	250	250	250
Total Purchased Services	79,086	87,100	79,224	78,550
Supplies/Non-Capital Equipment				
Operating Supplies	1,117	2,000	1,000	250
Motor Vehicle Fuels	-	-	-	-
Total Supplies/Non-Capital Equipment	1,117	2,000	1,000	1,750
Miscellaneous				
Dues/Fees	-	-	100	100
Total Other Expenditures	-	-	100	100
Contingency				
Contingency	-	-	-	-
Total Contingency	-	-	-	-
Total Expenditures	\$ 330,756	\$ 362,599	\$ 294,103	\$ 337,865

Expenditure Detail

Finance Department - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	-	2,000	2,000	2,000
Total Purchased Services	-	2,000	2,000	2,000
Total Expenditures	\$ -	\$ 2,000	\$ 2,000	\$ 2,000

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	-	2,000	2,000	2,000
Total Purchased Services	-	2,000	2,000	2,000
Total Expenditures	\$ -	\$ 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.

2015 Achievements

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

Goals & Objectives

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

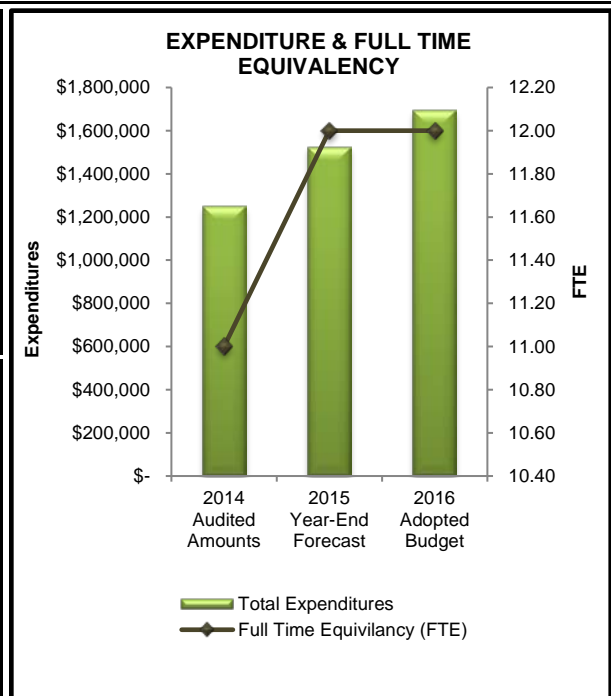
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
# of Permits Issued	#5	1,483	1,483	1,682	1,400
Permit Fee Collection	#2	\$ 236,922	\$ 236,922	\$ 250,000	\$ 215,022
Permit Valuations	#5	\$ 13,222,168	\$ 13,222,168	\$ 26,000,000	\$ 12,000,000
Neighborhood Service Officer Activity (calls)	#5	3,500	3,500	3,583	3,600

Planning & Development

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 1,695,536	12.00
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	1,695,536	12.00

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 141,221	1.00
Operations	1,002,583	4.00
Neighborhood Services	551,732	7.00
Total	1,695,536	12.00



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	11.00	12.00	12.00	12.00
Expenditures:				
Personnel	\$ 769,087	\$ 899,982	\$ 825,410	\$ 923,618
Purchased Services	443,358	810,418	643,287	739,518
Supplies/Non-Capital Equipment	35,748	29,863	31,216	29,400
Capital Outlay	-	27,000	23,189	-
Miscellaneous	-	2,500	2,500	3,000
Total Expenditures	\$ 1,248,193	\$ 1,769,763	\$ 1,525,602	\$ 1,695,536

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ -
2. Personnel Merit Allowance	12,531
3. Professional Services - Carry Over Projects	385,850
4. Professional Services - HEAL/Sustainability Program	100,000
5. Professional Services - Karl's Farm Phase 2	40,000
	\$ 538,381

Expenditure Detail

Planning & Development Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	597,325	700,998	648,400	723,096
Overtime	7,826	-	2,000	8,000
Allowances	419	768	-	-
Medicare	7,577	10,176	8,222	10,484
Workers Compensation	5,584	6,129	5,583	5,249
Retirement Contributions	52,826	60,976	57,025	62,989
Medical Benefits	94,008	114,632	100,187	107,294
Life/Disability Benefits	3,522	6,303	3,993	6,506
Total Personnel	769,087	899,982	825,410	923,618
Purchased Services				
Professional Services	131,781	580,000	379,663	526,000
Technical Services	283,301	165,000	200,000	165,000
General Services	9,978	39,900	39,902	20,000
Communication Services	6,026	8,628	8,358	8,878
Training/Registration	6,816	12,750	10,000	13,000
Mileage/Travel	1,596	840	2,064	3,340
Rentals/Leases	3,860	3,300	3,300	3,300
Total Purchased Services	443,358	810,418	643,287	739,518
Supplies/Non-Capital Equipment				
Office Supplies	4,319	4,200	6,300	5,300
Technology Supplies	902	3,600	3,150	-
Operating Supplies	16,458	13,400	13,986	13,600
Non-Capital Equipment	7,095	2,500	1,500	4,000
Motor Vehicle Fuels	6,974	6,163	6,280	6,500
Total Supplies/Non-Capital Equipment	35,748	29,863	31,216	29,400
Capital Outlay				
Capital Equipment	-	27,000	23,189	-
Total Capital Outlay	-	27,000	23,189	-
Miscellaneous				
Dues/Fees	-	2,500	2,500	3,000
Grants/Donations	-	-	-	-
Total Other Expenditures	-	2,500	2,500	3,000
Total Expenditures	\$ 1,248,193	\$ 1,769,763	\$ 1,525,602	\$ 1,695,536

Expenditure Detail

Planning & Development Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	597,325	700,998	648,400	723,096
Overtime	7,826	-	2,000	8,000
Allowances	419	768	-	-
Medicare	7,577	10,176	8,222	10,484
Workers Compensation	5,584	6,129	5,583	5,249
Retirement Contributions	52,826	60,976	57,025	62,989
Medical Benefits	94,008	114,632	100,187	107,294
Life/Disability Benefits	3,522	6,303	3,993	6,506
Total Personnel	769,087	899,982	825,410	923,618
Purchased Services				
Professional Services	131,781	580,000	379,663	526,000
Technical Services	283,301	165,000	200,000	165,000
General Services	9,978	39,900	39,902	20,000
Communication Services	6,026	8,628	8,358	8,878
Training/Registration	6,816	12,750	10,000	13,000
Mileage/Travel	1,596	840	2,064	3,340
Rentals/Leases	3,860	3,300	3,300	3,300
Total Purchased Services	443,358	810,418	643,287	739,518
Supplies/Non-Capital Equipment				
Office Supplies	4,319	4,200	6,300	5,300
Technology Supplies	902	3,600	3,150	-
Operating Supplies	16,458	13,400	13,986	13,600
Non-Capital Equipment	7,095	2,500	1,500	4,000
Motor Vehicle Fuels	6,974	6,163	6,280	6,500
Total Supplies/Non-Capital Equipment	35,748	29,863	31,216	29,400
Capital Outlay				
Capital Equipment	-	27,000	23,189	-
Total Capital Outlay	-	27,000	23,189	-
Miscellaneous				
Dues/Fees	-	2,500	2,500	3,000
Total Other Expenditures	-	2,500	2,500	3,000
Total Expenditures	\$ 1,248,193	\$ 1,769,763	\$ 1,525,602	\$ 1,695,536

Expenditure Detail

Administrative Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	111,830	114,630	117,876	118,117
Medicare	1,615	1,662	1,703	1,713
Workers Compensation	189	198	170	200
Retirement Contributions	8,946	9,170	9,430	9,449
Medical Benefits	5,873	6,100	6,249	5,983
Life/Disability Benefits	653	1,025	714	1,059
Total Personnel	129,106	132,785	136,142	136,521
Purchased Services				
Technical Services	-	-	-	-
General Services	-	-	-	-
Communication Services	-	360	360	360
Training/Registration	530	1,500	-	1,500
Mileage/Travel	1,596	840	840	840
Rentals/Leases	440	600	600	600
Total Purchased Services	2,566	3,300	1,800	3,300
Supplies/Non-Capital Equipment				
Office Supplies	377	-	1,600	600
Technology Supplies	902	600	-	-
Operating Supplies	400	300	800	300
Non-Capital Equipment	1,301	-	-	-
Total Supplies/Non-Capital Equipment	2,980	900	2,400	900
Miscellaneous				
Dues/Fees	-	500	500	500
Total Other Expenditures	-	500	500	500
Total Expenditures	\$ 134,652	\$ 137,485	\$ 140,842	\$ 141,221

Expenditure Detail

Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	160,565	233,393	198,946	240,063
Allowances	-	-	-	-
Medicare	2,169	3,384	2,716	3,480
Workers Compensation	272	404	286	407
Retirement Contributions	13,596	19,440	16,700	19,998
Medical Benefits	25,401	38,414	26,592	28,176
Life/Disability Benefits	954	2,100	1,238	2,159
Total Personnel	202,957	297,135	246,478	294,283
Purchased Services				
Professional Services	131,781	580,000	379,476	525,850
Technical Services	283,301	165,000	200,000	165,000
General Services	102	19,900	19,902	-
Communication Services	1,888	1,500	1,200	1,750
Training/Registration	1,432	4,250	3,000	4,500
Rentals/Leases	1,126	1,200	1,200	1,200
Total Purchased Services	419,630	771,850	606,002	700,800
Supplies/Non-Capital Equipment				
Office Supplies	81	300	800	800
Operating Supplies	1,220	-	86	200
Non-Capital Equipment	5,794	2,500	1,500	4,000
Total Supplies/Non-Capital Equipment	7,095	2,800	2,386	5,000
Miscellaneous				
Dues/Fees	-	2,000	2,000	2,500
Total Other Expenditures	-	2,000	2,000	2,500
Total Expenditures	\$ 629,682	\$ 1,073,785	\$ 856,866	\$ 1,002,583

Expenditure Detail

Neighborhood Services Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	324,930	352,975	331,578	364,916
Overtime	7,826	-	2,000	8,000
Allowances	419	768	-	-
Medicare	3,793	5,130	3,803	5,291
Workers Compensation	5,123	5,527	5,127	4,642
Retirement Contributions	30,284	32,366	30,895	33,542
Medical Benefits	62,734	70,118	67,346	73,135
Life/Disability Benefits	1,915	3,178	2,041	3,288
Total Personnel	437,024	470,062	442,790	492,814
Purchased Services				
General Services	9,876	20,000	20,000	20,000
Communication Services	4,138	6,768	6,798	6,768
Training/Registration	4,854	7,000	7,000	7,000
Rentals/Leases	2,294	1,500	1,500	1,500
Total Purchased Services	21,162	35,268	35,485	35,418
Supplies/Non-Capital Equipment				
Office Supplies	3,861	3,900	3,900	3,900
Technology Supplies	-	3,000	3,150	-
Operating Supplies	14,838	13,100	13,100	13,100
Motor Vehicle Fuels	6,974	6,163	6,280	6,500
Total Supplies/Non-Capital Equipment	25,673	26,163	26,430	23,500
Capital Outlay				
Capital Equipment	-	27,000	23,189	-
Total Capital Outlay	-	27,000	23,189	-
Total Expenditures	\$ 483,859	\$ 558,493	\$ 527,894	\$ 551,732

Expenditure Detail

Planning & Development Department - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Miscellaneous				
Grants/Donations	-	-	-	-
Total Other Expenditures	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -

Expenditure Detail

Operations Division - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Miscellaneous				
Grants/Donations	-	-	-	-
Total Other Expenditures	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -



Parks, Recreation, & Culture

Amanda Peterson, Director of Parks, Recreation, & Culture

Department Description

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

2015 Achievements

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

Goals & Objectives

- Submit grant requests for applicable projects through Adams County Open Space and other sources as appropriate (Council Goal #2, #4)
- Work with Planning and Development to complete the Civic Center Master Plan and move towards the design of a new recreation center, pending Council direction (Council Goal #1)
- Complete the renovation of Larson Park (Council Goal #1)
- Re-Organize the Parks Division to better manage open space in an active manner and to manage park maintenance activities in a pro-active manner, while undertaking the maintenance of newly improved park and ROW areas (Council Goal #1, #5)

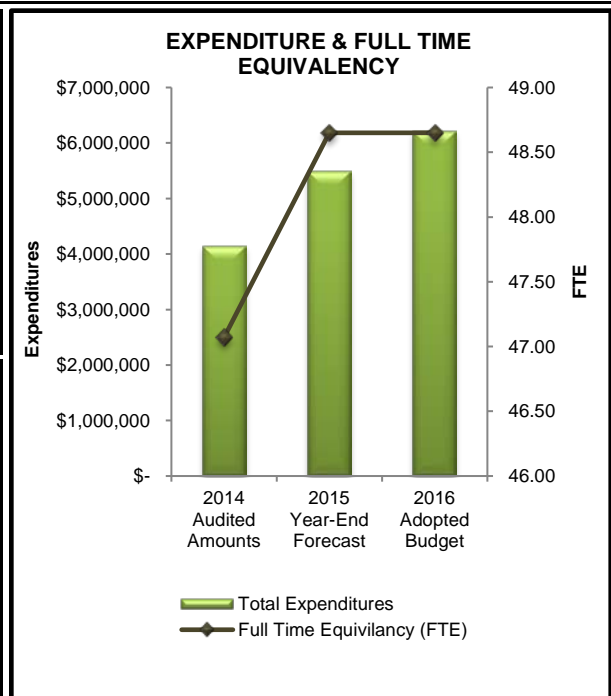
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
# of park acres maintained	#5	337	337	337	337
# of miles of trails maintained	#5	28	28	28	28
Recreation Center attendance	#2	255,000	242,198	240,000	240,000
Number of registered program participants	#2	10,305	10,700	10,700	10,700

Parks, Recreation, & Culture

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 3,882,119	48.65
Conservation Trust Fund	1,050,000	-
CDBG Fund	-	-
Capital Projects Fund	1,285,000	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	6,217,119	48.65

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Park Operations	\$ 1,576,783	16.50
Recreation Operations	2,305,336	30.77
Capital Improvement Projects	2,335,000	-
Total	6,217,119	47.27



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	47.07	47.87	48.65	48.65
Expenditures:				
Personnel	\$ 2,773,807	\$ 2,866,329	\$ 2,912,137	\$ 2,903,964
Purchased Services	302,497	304,725	369,926	309,339
Supplies/Non-Capital Equipment	497,051	527,725	550,152	488,807
Capital Outlay	570,738	3,395,469	1,647,111	2,508,700
Miscellaneous	4,522	6,059	5,781	6,309
Total Expenditures	\$ 4,148,615	\$ 7,100,307	\$ 5,485,107	\$ 6,217,119

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Adjustment	\$ 43,599
2. Personnel Merit Allowance	40,410
3. Capital - Recreation Sports - Registration Software	80,000
4. Capital - Recreation Sports - Elliptical Trainer	5,700
5. Equipment - Recreation Sports - Video Surveillance System	2,000
6. Equipment - Recreation Senior - Senior Center Furniture	3,700
7. Equipment - Recreation Theatre - Theatre Projection Screen	2,500
8. Operating Supplies - Parks - Additional Operation Funds	15,000
9. Capital - Parks - R.O.W. Mower	32,000
10. Capital - Parks - Infield Groomer Machine	21,000
11. Capital - Parks - Truck Replacement Unit #529	35,000
	\$ 280,909

Expenditure Detail

Parks, Recreation, & Culture Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	1,954,013	1,994,444	2,056,501	2,030,354
Seasonal/Temporary Wages	208,738	211,172	197,560	229,524
Overtime	39,361	31,600	41,736	27,200
Allowances	5,348	5,136	6,522	5,736
Medicare	29,820	32,059	28,730	32,455
Workers Compensation	60,975	63,891	67,859	73,276
Retirement Contributions	148,760	181,898	155,763	179,783
Medical Benefits	317,859	327,172	347,632	306,060
Life/Disability Benefits	8,933	18,957	9,834	19,576
Total Personnel	2,773,807	2,866,329	2,912,137	2,903,964
Purchased Services				
Professional Services	6,613	7,135	9,028	2,535
Technical Services	10,276	10,500	10,600	11,000
General Services	115,995	120,502	185,508	127,820
Property Services	93,087	85,542	90,800	85,542
Communication Services	51,931	57,406	48,901	56,002
Training/Registration	9,699	10,540	11,996	13,340
Mileage/Travel	234	200	173	200
Rentals/Leases	14,662	12,900	12,920	12,900
Total Purchased Services	302,497	304,725	369,926	309,339
Supplies/Non-Capital Equipment				
Office Supplies	1,239	2,240	1,164	2,240
Technology Supplies	3,209	6,500	9,412	6,000
Operating Supplies	255,604	261,984	286,661	274,267
Inventory Supplies	10,575	12,500	10,135	12,500
Non-Capital Equipment	34,258	65,525	65,938	8,200
Gas/Electricity	138,296	124,286	123,216	130,000
Motor Vehicle Fuels	53,870	54,690	53,626	55,600
Total Supplies/Non-Capital Equipment	497,051	527,725	550,152	488,807
Capital Outlay				
Capital Equipment	37,000	460,045	476,080	173,700
Capital Improvement Projects	533,738	2,935,424	1,171,031	2,335,000
Total Capital Outlay	570,738	3,395,469	1,647,111	2,508,700
Miscellaneous				
Dues/Fees	4,522	3,559	5,265	3,809
Bad Debt Expense	-	2,500	516	2,500
Total Other Expenditures	4,522	6,059	5,781	6,309
Total Expenditures	\$ 4,148,615	\$ 7,100,307	\$ 5,485,107	\$ 6,217,119

Expenditure Detail

Parks, Recreation, & Culture Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	1,954,013	1,994,444	2,056,501	2,030,354
Seasonal/Temporary Wages	208,738	211,172	197,560	229,524
Overtime	39,361	31,600	41,736	27,200
Allowances	5,348	5,136	6,522	5,736
Medicare	29,820	32,059	28,730	32,455
Workers Compensation	60,975	63,891	67,859	73,276
Retirement Contributions	148,760	181,898	155,763	179,783
Medical Benefits	317,859	327,172	347,632	306,060
Life/Disability Benefits	8,933	18,957	9,834	19,576
Total Personnel	2,773,807	2,866,329	2,912,137	2,903,964
Purchased Services				
Professional Services	6,613	7,135	9,028	2,535
Technical Services	10,276	10,500	10,600	11,000
General Services	115,995	120,502	185,508	127,820
Property Services	93,087	85,542	90,800	85,542
Communication Services	51,931	57,406	48,901	56,002
Training/Registration	9,699	10,540	11,996	13,340
Mileage/Travel	234	200	173	200
Rentals/Leases	14,662	12,900	12,920	12,900
Total Purchased Services	302,497	304,725	369,926	309,339
Supplies/Non-Capital Equipment				
Office Supplies	1,239	2,240	1,164	2,240
Technology Supplies	3,209	6,500	9,412	6,000
Operating Supplies	255,604	261,984	286,661	274,267
Inventory Supplies	10,575	12,500	10,135	12,500
Non-Capital Equipment	34,258	65,525	65,938	8,200
Gas/Electricity	138,296	124,286	123,216	130,000
Motor Vehicle Fuels	53,870	54,690	53,626	55,600
Total Supplies/Non-Capital Equipment	497,051	527,725	550,152	488,807
Capital Outlay				
Capital Equipment	37,000	460,045	476,080	173,700
Total Capital Outlay	37,000	460,045	476,080	173,700
Miscellaneous				
Dues/Fees	4,522	3,559	5,265	3,809
Bad Debt Expense	-	2,500	516	2,500
Total Other Expenditures	4,522	6,059	5,781	6,309
Total Expenditures	\$ 3,614,877	\$ 4,164,883	\$ 4,314,076	\$ 3,882,119

Expenditure Detail

Park Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	768,395	794,347	767,816	796,325
Seasonal/Temporary Wages	92,583	90,352	86,925	107,645
Overtime	31,520	27,200	36,461	27,200
Allowances	5,239	5,136	5,319	5,136
Medicare	11,725	12,905	10,700	12,836
Workers Compensation	20,924	22,007	24,216	26,117
Retirement Contributions	66,624	71,348	65,867	68,890
Medical Benefits	132,781	147,964	145,959	139,480
Life/Disability Benefits	4,327	8,028	4,573	7,589
Total Personnel	1,134,118	1,179,287	1,147,836	1,191,218
Purchased Services				
Property Services	64,122	59,000	57,198	59,000
Communication Services	10,047	9,950	9,303	10,050
Training/Registration	3,344	2,765	3,494	4,165
Mileage/Travel	76	-	173	-
Rentals/Leases	5,014	3,400	4,047	3,400
Total Purchased Services	83,908	75,115	75,860	76,615
Supplies/Non-Capital Equipment				
Office Supplies	177	250	180	250
Technology Supplies	683	-	412	-
Operating Supplies	125,515	127,597	130,671	141,700
Non-Capital Equipment	3,000	5,000	5,000	-
Gas/Electricity	21,750	23,786	20,799	25,000
Motor Vehicle Fuels	51,571	52,730	51,106	53,000
Total Supplies/Non-Capital Equipment	202,696	209,363	208,168	219,950
Capital Outlay				
Capital Equipment	37,000	338,245	338,245	88,000
Total Capital Outlay	37,000	338,245	338,245	88,000
Total Expenditures	\$ 1,458,142	\$ 1,802,010	\$ 1,771,385	\$ 1,576,783

Expenditure Detail

Recreation Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	1,185,618	1,200,097	1,288,685	1,234,029
Seasonal/Temporary Wages	116,155	120,820	110,635	121,879
Overtime	7,841	4,400	5,275	-
Allowances	109	-	1,203	600
Medicare	18,095	19,154	18,030	19,619
Workers Compensation	40,051	41,884	43,643	47,159
Retirement Contributions	82,136	110,550	89,896	110,893
Medical Benefits	185,078	179,208	201,673	166,580
Life/Disability Benefits	4,606	10,929	5,261	11,987
Total Personnel	1,639,689	1,687,042	1,764,301	1,712,746
Purchased Services				
Professional Services	5,314	7,135	7,383	2,535
Technical Services	10,276	10,500	10,600	11,000
General Services	115,989	120,502	185,508	127,820
Property Services	28,965	26,542	33,602	26,542
Communication Services	41,884	47,456	39,598	45,952
Training/Registration	6,355	7,775	8,502	9,175
Mileage/Travel	158	200	-	200
Rentals/Leases	9,648	9,500	8,873	9,500
Total Purchased Services	218,589	229,610	294,066	232,724
Supplies/Non-Capital Equipment				
Office Supplies	1,062	1,990	984	1,990
Technology Supplies	2,526	6,500	9,000	6,000
Operating Supplies	130,089	134,387	155,990	132,567
Inventory Supplies	10,575	12,500	10,135	12,500
Non-Capital Equipment	31,258	60,525	60,938	8,200
Gas/Electricity	116,546	100,500	102,417	105,000
Motor Vehicle Fuels	2,299	1,960	2,520	2,600
Total Supplies/Non-Capital Equipment	294,355	318,362	341,984	268,857
Capital Outlay				
Capital Equipment	-	121,800	137,835	85,700
Total Capital Outlay	-	121,800	137,835	85,700
Miscellaneous				
Dues/Fees	4,102	3,559	3,989	2,809
Bad Debt Expense	-	2,500	516	2,500
Total Other Expenditures	4,102	6,059	4,505	5,309
Total Expenditures	\$ 2,156,735	\$ 2,362,873	\$ 2,542,691	\$ 2,305,336

Expenditure Detail

Parks, Recreation, & Culture Department - Conservation Trust Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	170,131	609,757	284,757	1,050,000
Total Capital Outlay	170,131	609,757	284,757	1,050,000
Total Expenditures	\$ 170,131	\$ 609,757	\$ 284,757	\$ 1,050,000

Expenditure Detail

Capital Improvement Projects Division - Conservation Trust Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	170,131	609,757	284,757	1,050,000
Total Capital Outlay	170,131	609,757	284,757	1,050,000
Total Expenditures	\$ 170,131	\$ 609,757	\$ 284,757	\$ 1,050,000

Expenditure Detail

Parks, Recreation, & Culture Department - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	-	264,987	-	-
Total Capital Outlay	-	264,987	-	-
Total Expenditures	\$ -	\$ 264,987	\$ -	\$ -

Expenditure Detail

Capital Improvement Projects Division - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	-	264,987	-	-
Total Capital Outlay	-	264,987	-	-
Total Expenditures	\$ -	\$ 264,987	\$ -	\$ -

Expenditure Detail

Parks, Recreation, & Culture Department - Capital Projects Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	363,607	2,060,680	886,274	1,285,000
Total Capital Outlay	363,607	2,060,680	886,274	1,285,000
Total Expenditures	\$ 363,607	\$ 2,060,680	\$ 886,274	\$ 1,285,000

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	363,607	2,060,680	886,274	1,285,000
Total Capital Outlay	363,607	2,060,680	886,274	1,285,000
Total Expenditures	\$ 363,607	\$ 2,060,680	\$ 886,274	\$ 1,285,000

Police

James May, Police Chief

Department Description

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

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

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

2015 Achievements

- Completed initial phase of Emergency Management Operations process/procedures
- Completed advanced training for new Commanders and new Sergeants

Goals & Objectives

- Continue development process for Police Department facility upgrade (Council goal #1)
- Continue development of Emergency Management Operations (Council goal #4)
- Implementation and training of new Records Management System (Council goal # 1)
- Complete property evidence inventory of weapons, drugs, currency and DNA
- Apply fundamental concepts of Community Oriented Policing to reduce crime rates and secure COPS funding (Council goals #2 & #4)

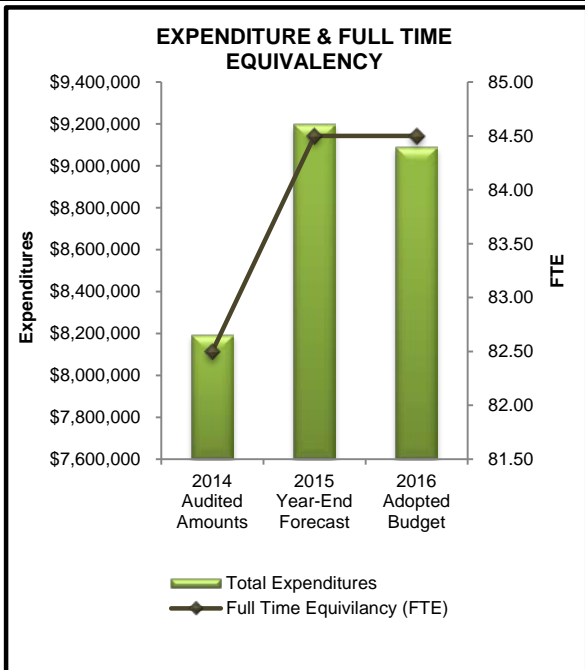
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 Forecast
Calls for Service	#4	53,144	55,425	58,000	60,000
Incident Reports Processed	#4	5,291	6,476	6,700	6,900
# of Arrests	#4	2,470	3,487	4,000	4,400
# of Traffic Accidents Reported	#4	1,256	1,410	1,410	1,450
Municipal Summons Issued	#4	12,239	10,724	10,000	10,500

Police

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 9,086,346	84.50
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	-	-
Water & Wastewater Fund	-	-
Stormwater Fund	-	-
Sanitation Fund	-	-
Total	9,086,346	84.50

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration	\$ 1,544,537	17.50
Support Operations	2,305,710	13.00
Patrol Division	5,023,440	52.00
Animal Control	212,659	2.00
Total	9,086,346	84.50



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	82.50	84.50	84.50	84.50
Expenditures:				
Personnel	\$ 6,774,131	\$ 7,426,026	\$ 7,357,660	\$ 7,370,850
Purchased Services	908,940	1,040,112	1,040,112	1,121,415
Supplies/Non-Capital Equipment	303,812	317,760	313,314	377,892
Capital Outlay	202,659	367,565	481,669	212,889
Miscellaneous	4,168	3,300	3,300	3,300
Total Expenditures	\$ 8,193,710	\$ 9,154,763	\$ 9,196,055	\$ 9,086,346

2016 BUDGET PACKAGES	
	Amount
1. Personnel Market Allowance	\$ 230,489
2. Personnel Step Allowance	35,311
3. Training - Adams County Academy Fee Increase	5,600
4. Communication Services - ADCOM Assessment Increase	28,052
5. General Services - Animal Shelter Impound Fee Increase	25,290
6. Technical Services - Brazos License & Maint. Agreement	2,400
10. Communication Services - Smart Phones for Officers	12,000
11. Professional Services - NMTF Assessment Increase	8,691
12. Personnel - Patrol Overtime Budget increase	30,000
13. Professional Services - Victim Services Unit Budget Increase	980
14. Equipment - Radio Replacement	55,000
15. Capital - Vehicle Replacement Unit #207-09	55,000
16. Capital - Vehicle Replacement Unit #286	25,000
17. Capital - Vehicle Replacement Unit #208-09	55,000
19. Capital - Vehicle Replacement Unit #215-09	55,000
20. Equipment - 5 Tasers	12,280
21. Capital - Automated License Plate Reader	17,000
22. Capital - Simunition Trailer	5,889
	\$ 658,982

Expenditure Detail

Police Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	5,016,074	5,534,286	5,299,181	5,526,348
Overtime	266,136	229,555	244,928	259,555
Allowances	37,806	40,560	43,546	42,984
Medicare	71,847	80,495	75,214	80,404
Workers Compensation	132,181	157,697	134,768	152,235
Retirement Contributions	450,489	497,369	472,548	494,318
Medical Benefits	693,355	771,934	718,813	696,232
Life/Disability Benefits	106,243	114,130	110,540	118,774
Total Personnel	6,774,131	7,426,026	7,357,660	7,370,850
Purchased Services				
Professional Services	161,022	177,453	177,453	184,624
Technical Services	60,623	72,184	72,184	74,584
General Services	37,555	46,630	46,630	71,920
Property Services	32,125	35,650	35,650	35,650
Communication Services	527,082	607,926	607,926	647,978
Training/Registration	77,107	79,739	79,739	86,129
Mileage/Travel	714	600	600	600
Rentals/Leases	12,712	19,930	19,930	19,930
Total Purchased Services	908,940	1,040,112	1,040,112	1,121,415
Supplies/Non-Capital Equipment				
Office Supplies	25,223	25,000	25,000	25,400
Technology Supplies	14,234	6,850	6,850	6,850
Operating Supplies	92,389	79,232	79,232	90,722
Non-Capital Equipment	50,834	78,100	78,100	127,600
Gas/Electricity	1,207	2,000	2,000	2,000
Motor Vehicle Fuels	119,925	126,578	122,132	125,320
Total Supplies/Non-Capital Equipment	303,812	317,760	313,314	377,892
Capital Outlay				
Capital Equipment	202,659	367,565	481,669	212,889
Total Capital Outlay	202,659	367,565	481,669	212,889
Miscellaneous				
Dues/Fees	2,228	3,300	3,300	3,300
Community Incentive	1,940	-	-	-
Total Other Expenditures	4,168	3,300	3,300	3,300
Total Expenditures	\$ 8,193,710	\$ 9,154,763	\$ 9,196,055	\$ 9,086,346

Expenditure Detail

Police Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	5,016,074	5,534,286	5,299,181	5,526,348
Overtime	266,136	229,555	244,928	259,555
Allowances	37,806	40,560	43,546	42,984
Medicare	71,847	80,495	75,214	80,404
Workers Compensation	132,181	157,697	134,768	152,235
Retirement Contributions	450,489	497,369	472,548	494,318
Medical Benefits	693,355	771,934	718,813	696,232
Life/Disability Benefits	106,243	114,130	110,540	118,774
Total Personnel	6,774,131	7,426,026	7,357,660	7,370,850
Purchased Services				
Professional Services	161,022	177,453	177,453	184,624
Technical Services	60,623	72,184	72,184	74,584
General Services	37,555	46,630	46,630	71,920
Property Services	32,125	35,650	35,650	35,650
Communication Services	527,082	607,926	607,926	647,978
Training/Registration	77,107	79,739	79,739	86,129
Mileage/Travel	714	600	600	600
Rentals/Leases	12,712	19,930	19,930	19,930
Total Purchased Services	908,940	1,040,112	1,040,112	1,121,415
Supplies/Non-Capital Equipment				
Office Supplies	25,223	25,000	25,000	25,400
Technology Supplies	14,234	6,850	6,850	6,850
Operating Supplies	92,389	79,232	79,232	90,722
Non-Capital Equipment	50,834	78,100	78,100	127,600
Gas/Electricity	1,207	2,000	2,000	2,000
Motor Vehicle Fuels	119,925	126,578	122,132	125,320
Total Supplies/Non-Capital Equipment	303,812	317,760	313,314	377,892
Capital Outlay				
Capital Equipment	202,659	367,565	481,669	212,889
Total Capital Outlay	202,659	367,565	481,669	212,889
Miscellaneous				
Dues/Fees	2,228	3,300	3,300	3,300
Community Incentive	1,940	-	-	-
Total Other Expenditures	4,168	3,300	3,300	3,300
Total Expenditures	\$ 8,193,710	\$ 9,154,763	\$ 9,196,055	\$ 9,086,346

Expenditure Detail

Administration Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	208,961	218,617	217,865	363,218
Overtime	3,012	6,500	6,500	6,500
Allowances	1,589	1,584	1,605	2,388
Medicare	1,737	3,193	1,811	5,302
Workers Compensation	13,051	5,718	7,411	10,084
Retirement Contributions	20,376	21,328	21,251	35,724
Medical Benefits	11,653	11,846	12,135	26,843
Life/Disability Benefits	2,395	3,061	2,524	4,484
Total Personnel	262,774	271,847	271,102	454,543
Purchased Services				
Professional Services	159,765	173,953	173,953	181,124
Technical Services	60,623	72,184	72,184	72,184
General Services	488	1,200	1,200	1,200
Property Services	31,884	35,650	35,650	35,650
Communication Services	519,638	600,526	600,526	640,578
Training/Registration	68,469	67,739	67,739	73,339
Mileage/Travel	714	600	600	600
Rentals/Leases	3,951	11,280	11,280	11,280
Total Purchased Services	845,532	963,132	963,132	1,015,955
Supplies/Non-Capital Equipment				
Office Supplies	24,837	25,000	25,000	25,000
Technology Supplies	13,744	3,850	3,850	3,850
Operating Supplies	4,667	4,000	4,000	4,000
Non-Capital Equipment	19,792	37,500	37,500	32,000
Total Supplies/Non-Capital Equipment	63,040	70,350	70,350	64,850
Capital Outlay				
Capital Equipment	202,659	358,500	358,500	5,889
Total Capital Outlay	202,659	358,500	358,500	5,889
Miscellaneous				
Dues/Fees	2,228	3,300	3,300	3,300
Community Incentive	1,940	-	-	-
Total Other Expenditures	4,168	3,300	3,300	3,300
Total Expenditures	\$ 1,378,173	\$ 1,667,129	\$ 1,666,384	\$ 1,544,537

Expenditure Detail

Support Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	1,116,610	1,326,996	1,245,822	1,664,572
Overtime	45,600	66,000	66,000	66,000
Allowances	7,266	7,824	10,776	14,616
Medicare	14,742	19,008	16,011	23,998
Workers Compensation	19,719	27,086	20,524	34,915
Retirement Contributions	96,926	117,410	108,046	150,520
Medical Benefits	183,114	229,374	193,805	233,348
Life/Disability Benefits	13,983	19,263	15,024	23,589
Total Personnel	1,497,960	1,812,961	1,934,130	2,211,558
Purchased Services				
Communication Services	6,106	6,700	6,700	6,700
Training/Registration	454	-	-	-
Rentals/Leases	6,199	4,900	4,900	4,900
Total Purchased Services	12,759	11,600	11,600	11,600
Supplies/Non-Capital Equipment				
Office Supplies	327	-	-	-
Operating Supplies	59,781	33,552	33,552	33,552
Non-Capital Equipment	8,805	9,000	9,000	9,000
Gas/Electricity	1,207	2,000	2,000	2,000
Motor Vehicle Fuels	11,584	12,474	10,448	13,000
Total Supplies/Non-Capital Equipment	81,704	57,026	55,000	57,552
Total Expenditures	\$ 1,592,423	\$ 1,890,652	\$ 2,009,795	\$ 2,305,710

Expenditure Detail

Patrol Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	3,597,552	3,896,952	3,741,435	3,404,078
Overtime	215,086	155,255	170,628	185,255
Allowances	28,178	30,384	30,362	25,212
Medicare	54,083	56,953	56,089	49,722
Workers Compensation	97,953	123,202	105,341	105,499
Retirement Contributions	325,214	350,331	334,735	299,524
Medical Benefits	478,269	509,608	491,254	415,341
Life/Disability Benefits	89,327	90,977	92,416	89,849
Total Personnel	4,885,662	5,213,662	5,022,260	4,574,480
Purchased Services				
Professional Services	709	-	-	-
Property Services	241	-	-	-
Communication Services	-	-	-	-
Training/Registration	6,769	11,000	11,000	11,790
Rentals/Leases	2,453	3,500	3,500	3,500
Total Purchased Services	10,172	14,500	14,500	17,690
Supplies/Non-Capital Equipment				
Office Supplies	59	-	-	400
Technology Supplies	490	3,000	3,000	3,000
Operating Supplies	27,101	40,480	40,480	51,970
Non-Capital Equipment	21,884	30,900	30,900	85,900
Motor Vehicle Fuels	104,048	109,758	107,364	108,000
Total Supplies/Non-Capital Equipment	153,582	184,138	181,744	249,270
Capital Outlay				
Capital Equipment	-	-	109,758	182,000
Total Capital Outlay	-	-	109,758	182,000
Miscellaneous				
Dues/Fees	-	-	-	-
Total Other Expenditures	-	-	-	-
Total Expenditures	\$ 5,049,416	\$ 5,412,300	\$ 5,328,262	\$ 5,023,440

Expenditure Detail

Animal Control Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	92,951	91,721	94,059	94,480
Overtime	2,438	1,800	1,800	1,800
Allowances	773	768	803	768
Medicare	1,285	1,341	1,303	1,382
Workers Compensation	1,458	1,691	1,492	1,737
Retirement Contributions	7,973	8,300	8,516	8,550
Medical Benefits	20,319	21,106	21,619	20,700
Life/Disability Benefits	538	829	576	852
Total Personnel	127,735	127,556	130,168	130,269
Purchased Services				
Professional Services	548	3,500	3,500	3,500
General Services	37,067	45,430	45,430	70,720
Property Services	-	-	-	-
Communication Services	1,338	700	700	700
Training/Registration	1,415	1,000	1,000	1,000
Rentals/Leases	109	250	250	250
Total Purchased Services	40,477	50,880	50,880	76,170
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	840	1,200	1,200	1,200
Non-Capital Equipment	353	700	700	700
Motor Vehicle Fuels	4,293	4,346	4,320	4,320
Total Supplies/Non-Capital Equipment	5,486	6,246	6,220	6,220
Capital Outlay				
Capital Equipment	-	-	4,346	-
Total Capital Outlay	-	-	4,346	-
Miscellaneous				
Dues/Fees	-	-	-	-
Total Other Expenditures	-	-	-	-
Total Expenditures	\$ 173,698	\$ 184,682	\$ 191,614	\$ 212,659

Public Works

David Willett, Director of Public Works

Department Description

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

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

2015 Achievements

- Implemented PW Department reorganization
- Full utilization of PW Operations tracking protocol: Traffic Operations Request and Facilities Operations Request
- Major improvements at the Wastewater Treatment Plant have begun using an innovative procurement process
- Improved the City's recycling participation rate
- Initiated a month over month Capital Improvement Program tracking protocol

Goals & Objectives

- Utilize infrastructure and facilities problem reporting protocol to more accurately track and document action taken to resolve issue (Council Goal #1)
- Strategically manage infrastructure program to understand and recommend funding required to ensure a safe and high level of service. (Council Goal #1)
- Provide key leadership in the City's Emergency Management Planning - Emergency Support Function #3 - PW/Engineering
- Maintain strong departmental focus on improving effectiveness and promoting public awareness (Council Goal #4)

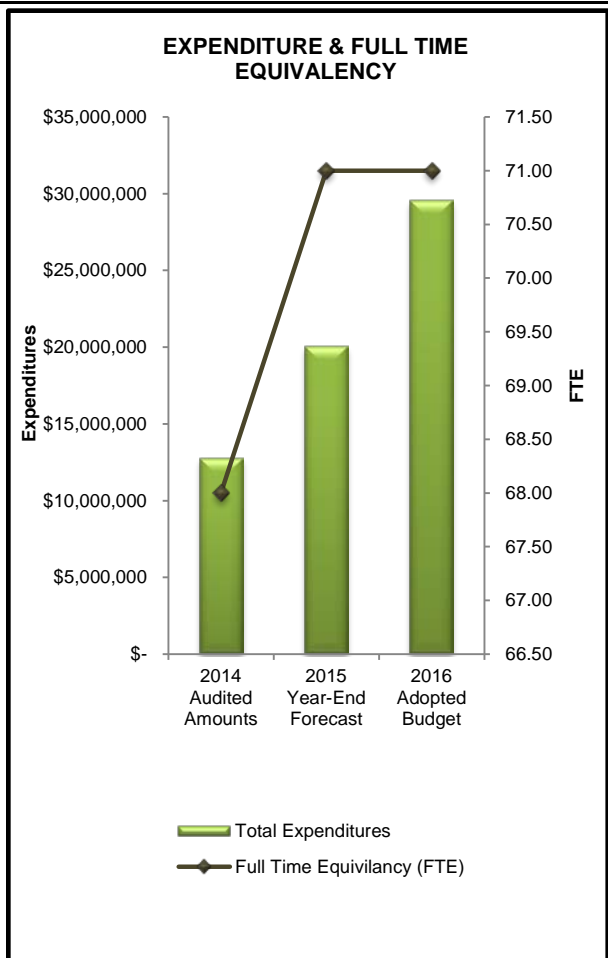
Activity Measures

Category/Measure	Council Goal	2013	2014	2015 Forecast	2016 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	14,000	14,500	15,000	15,000
Waste Hauled to Recycling (Tons)	#5	1,487	1,587	1,770	1,800

Public Works

2016 BUDGET SUMMARY BY FUND		
Fund(s)	Budget	FTE
General Fund	\$ 2,357,144	14.40
Conservation Trust Fund	-	-
CDBG Fund	-	-
Capital Projects Fund	6,363,748	-
Water & Wastewater Fund	18,664,448	45.40
Stormwater Fund	333,194	1.00
Sanitation Fund	1,828,671	10.20
Total	29,547,205	71.00

2016 BUDGET SUMMARY BY DIVISION		
Division/Program(s)	Budget	FTE
Administration/Operations	\$ 406,547	2.00
Facilities	454,954	3.00
Fleet	449,130	4.00
Streets	740,528	8.00
Engineering	1,479,913	5.00
Water Operations	1,258,586	6.50
Lab Operations	530,232	4.00
Electrical & Mechanical	550,571	5.00
Distribution & Collection	1,469,877	9.00
Water Resources Operations	847,724	6.00
Wastewater Operations	1,850,073	6.50
Industrial Pre-Treatment	91,474	1.00
Stormwater Operations	118,194	1.00
Sanitation Operations	1,692,643	10.00
Capital Improvement Projects	17,606,759	-
Total	29,547,205	71.00



EXPENDITURE SUMMARY				
	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Staff - Full Time Equivalency (FTE)*	68.00	71.00	71.00	71.00
Expenditures:				
Personnel	\$ 5,172,363	\$ 5,502,699	\$ 5,324,061	\$ 5,520,285
Purchased Services	1,807,494	1,826,200	1,779,534	1,824,950
Supplies/Non-Capital Equipment	2,995,797	3,172,227	3,130,152	3,222,711
Capital Outlay	2,749,301	21,491,015	9,796,704	18,947,759
Miscellaneous	25,948	30,850	30,950	31,500
Total Expenditures	\$ 12,750,903	\$ 32,022,991	\$ 20,061,401	\$ 29,547,205

2016 BUDGET PACKAGES

	Amount
1. Personnel Market Adjustment	\$ 8,828
2. Personnel Merit Allowance	60,862
3. Capital - Facilities Maint- Utility Vehicle Replacement Unit #541	45,000
4. Capital - Streets Maint - Infrared Paving Unit	39,000
5. Capital - Streets Maint - Snow Plow Blade Replacement Unit #123	15,000
6. Capital - Distribution & Collection - Arrow Board Replacement Unit #797	20,000
7. Capital - Distribution & Collection - Dump Truck/Plow Tandem Replacement Unit #122	235,000
8. Capital - Sanitation - Grappling Hook Collection Truck	150,000
9. Capital - Sanitation - Automated Collection Truck Replacement Unit #168	273,000
10. Capital - Sanitation - Automated Collection Truck Replacement Unit #172	180,000
11. Property Services - Wastewater Ops - Biosolids Program	50,000
12. Capital - WWTP - John Deere 4 Wheeler Replacement	20,000
13. Capital - WWTP - Dodge Truck Replacement	35,000
14. Capital - Industrial Pretreatment - Software	12,000
15. Capital - Water Ops - WTP Truck	35,000
16. Capital - Water Ops - Booster Jockey Pump & VFD	25,000
17. Capital - Water Ops - Booster VFD	25,000
18. Capital - Water Ops - High Zone Tank Generator & ATS	15,000
19. Capital - Water Ops - High Zone Pump & Motor	35,000
20. Capital - Water Ops - High Zone Motor Control Valve	16,000
21. Capital - Water Ops - High Zone Overpressure Valve	11,000
23 Capital - Water Ops - WTP Alum Tank	15,000
24 Capital - Wastewater Ops - Turbine Pump	20,000
25 Capital - Wastewater Ops - Lift Station B Flow Meter	80,000
26 Capital - Wastewater Ops - Lift Station B Muffin Monster	13,000
27 Capital - Wastewater Ops - Lift Station F Submersible Pumps	17,000
28 Capital - Wastewater Ops - WWTP Autosampler	10,000
	\$ 1,460,690

Expenditure Detail

Public Works Department - All Funds

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	3,872,511	4,137,811	3,982,615	4,187,996
Seasonal/Temporary Wages	-	-	-	-
Overtime	119,263	81,000	91,200	79,000
Allowances	28,719	29,232	29,694	28,392
Medicare	47,767	59,114	49,386	59,830
Workers Compensation	121,478	119,701	126,172	109,818
Retirement Contributions	347,624	372,184	357,145	374,344
Medical Benefits	613,221	667,120	664,631	643,903
Life/Disability Benefits	21,780	36,537	23,218	37,002
Total Personnel	5,172,363	5,502,699	5,324,061	5,520,285
Purchased Services				
Professional Services	453,381	252,400	252,150	312,650
Technical Services	106,767	178,100	127,800	96,300
General Services	66,656	105,000	105,000	84,800
Property Services	1,088,227	1,187,200	1,190,200	1,234,550
Repair/Maintenance Services	(120)	-	-	-
Communication Services	58,795	54,900	54,350	52,100
Training/Registration	7,952	17,500	17,100	16,250
Mileage/Travel	1,408	200	200	200
Rentals/Leases	24,428	30,900	32,734	28,100
Total Purchased Services	1,807,494	1,826,200	1,779,534	1,824,950
Supplies/Non-Capital Equipment				
Office Supplies	16,125	14,000	14,100	14,000
Technology Supplies	1,779	3,500	3,500	3,000
Operating Supplies	1,026,997	966,500	968,854	939,500
Chemicals/Compounds	233,518	220,000	220,000	250,000
Maintenance Supplies	1,297	-	-	-
Inventory Supplies	77,848	60,000	75,000	75,000
Uniforms/Clothing	15,373	20,000	20,700	19,100
Non-Capital Equipment	3,191	-	-	-
Gas/Electricity	1,444,019	1,681,162	1,628,469	1,714,063
Motor Vehicle Fuels	175,650	207,065	199,529	208,048
Total Supplies/Non-Capital Equipment	2,995,797	3,172,227	3,130,152	3,222,711
Capital Outlay				
Capital Equipment	752,551	1,648,000	1,648,000	1,341,000
Capital Improvement Projects	1,996,750	17,253,115	7,003,654	17,606,759
Total Capital Outlay	2,749,301	21,491,015	9,796,704	18,947,759
Miscellaneous				
Dues/Fees	5,692	5,850	5,950	6,500
Community Incentive	20,256	25,000	25,000	25,000
Total Other Expenditures	25,948	30,850	30,950	31,500
Total Expenditures	\$ 12,750,903	\$ 32,022,991	\$ 20,061,401	\$ 29,547,205

Expenditure Detail

Public Works Department - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	745,343	793,004	802,108	837,117
Seasonal/Temporary Wages	-	-	-	-
Overtime	27,871	18,000	28,200	18,000
Allowances	6,306	5,292	6,924	6,690
Medicare	8,073	11,194	9,236	11,855
Workers Compensation	27,221	22,898	38,337	23,625
Retirement Contributions	65,504	70,151	70,215	74,572
Medical Benefits	144,865	152,432	173,365	146,797
Life/Disability Benefits	4,159	6,917	4,621	7,316
Total Personnel	1,029,342	1,079,888	1,133,006	1,125,972
Purchased Services				
Professional Services	95,496	25,900	25,900	25,900
Technical Services	12,485	10,300	10,300	10,300
General Services	9	-	-	-
Property Services	205,331	151,200	175,200	151,200
Repair/Maintenance Services	(197,496)	(175,000)	(175,000)	(175,000)
Communication Services	15,268	13,850	13,800	13,850
Training/Registration	1,561	4,000	4,000	4,000
Mileage/Travel	15	-	-	-
Rentals/Leases	3,800	2,000	2,000	2,000
Total Purchased Services	136,469	32,250	56,200	32,250
Supplies/Non-Capital Equipment				
Office Supplies	6,912	5,000	5,000	5,000
Technology Supplies	1,579	2,500	2,500	2,500
Operating Supplies	384,002	287,500	312,500	287,500
Uniforms/Clothing	3,519	5,000	5,000	5,000
Non-Capital Equipment	371	-	-	-
Gas/Electricity	674,252	761,985	761,337	803,574
Motor Vehicle Fuels	6,793	39,038	39,025	40,348
Total Supplies/Non-Capital Equipment	1,077,428	1,101,023	1,125,362	1,143,922
Capital Outlay				
Capital Equipment	226,737	361,000	361,000	54,000
Total Capital Outlay	226,737	361,000	361,000	54,000
Miscellaneous				
Dues/Fees	424	1,000	1,000	1,000
Total Other Expenditures	424	1,000	1,000	1,000
Total Expenditures	\$ 2,470,400	\$ 2,575,161	\$ 2,676,568	\$ 2,357,144

Expenditure Detail

Administration/Operations Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	55,309	58,052	57,311	59,291
Medicare	543	842	568	860
Workers Compensation	94	100	84	101
Retirement Contributions	5,006	5,400	5,332	5,512
Medical Benefits	7,431	7,831	7,914	7,571
Life/Disability Benefits	324	527	351	538
Total Personnel	68,707	72,752	71,560	73,873
Purchased Services				
Professional Services	4,131	-	-	-
General Services	9	-	-	-
Property Services	195	200	200	200
Mileage/Travel	15	-	-	-
Rentals/Leases	-	-	-	-
Total Purchased Services	4,448	200	200	200
Supplies/Non-Capital Equipment				
Office Supplies	6,893	5,000	5,000	5,000
Operating Supplies	448	-	-	-
Gas/Electricity	131,397	135,508	119,838	130,000
Total Supplies/Non-Capital Equipment	138,738	140,508	124,838	135,000
Miscellaneous				
Dues/Fees	-	500	500	500
Total Other Expenditures	-	500	500	500
Total Expenditures	\$ 211,893	\$ 213,960	\$ 197,098	\$ 209,573

Expenditure Detail

Facilities Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	99,720	96,341	124,151	121,781
Seasonal/Temporary Wages	-	-	-	-
Overtime	4,053	3,000	3,000	3,000
Allowances	999	1,212	1,454	810
Medicare	916	1,299	1,235	1,662
Workers Compensation	3,293	3,361	5,151	4,249
Retirement Contributions	8,745	8,597	11,419	11,377
Medical Benefits	12,230	10,659	18,635	17,966
Life/Disability Benefits	520	800	689	1,033
Total Personnel	130,476	125,269	165,734	161,878
Purchased Services				
Professional Services	84,375	200	200	200
Property Services	68,486	23,000	23,000	23,000
Communication Services	1,945	1,850	1,800	1,850
Rentals/Leases	1,600	1,000	1,000	1,000
Total Purchased Services	157,512	26,050	26,000	26,050
Supplies/Non-Capital Equipment				
Operating Supplies	56,301	35,000	40,000	35,000
Uniforms/Clothing	474	1,000	1,000	1,000
Non-Capital Equipment	-	-	-	-
Motor Vehicle Fuels	4,423	4,606	4,848	4,848
Total Supplies/Non-Capital Equipment	61,198	40,606	45,848	40,848
Total Expenditures	\$ 349,186	\$ 191,925	\$ 237,582	\$ 228,776

Expenditure Detail

Fleet Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	230,461	229,970	245,778	236,952
Overtime	3,953	3,000	3,200	3,000
Allowances	2,434	1,224	2,484	2,424
Medicare	2,591	3,179	2,746	3,296
Workers Compensation	9,910	4,048	3,878	3,537
Retirement Contributions	20,778	20,858	21,251	21,508
Medical Benefits	46,492	47,320	62,905	41,190
Life/Disability Benefits	1,276	1,963	1,362	2,023
Total Personnel	317,895	311,562	343,604	313,930
Purchased Services				
Professional Services	176	200	200	200
Technical Services	6,154	5,000	5,000	5,000
Property Services	60,544	36,000	60,000	36,000
Repair/Maintenance Services	(197,496)	(175,000)	(175,000)	(175,000)
Communication Services	1,432	1,500	1,500	1,500
Training/Registration	-	1,000	1,000	1,000
Mileage/Travel	-	-	-	-
Rentals/Leases	426	500	500	500
Total Purchased Services	(128,764)	(130,800)	(106,800)	(130,800)
Supplies/Non-Capital Equipment				
Operating Supplies	103,129	90,000	90,000	90,000
Uniforms/Clothing	532	1,000	1,000	1,000
Motor Vehicle Fuels	(27,846)	-	-	-
Total Supplies/Non-Capital Equipment	75,815	91,000	91,000	91,000
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Expenditures	\$ 264,946	\$ 271,762	\$ 327,804	\$ 274,130

Expenditure Detail

Streets Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	308,405	304,930	317,854	312,250
Overtime	19,865	12,000	22,000	12,000
Allowances	2,873	2,856	2,986	2,856
Medicare	3,289	4,370	3,868	4,479
Workers Compensation	13,334	14,577	28,562	14,328
Retirement Contributions	26,859	26,999	27,651	27,627
Medical Benefits	72,396	75,181	77,662	73,726
Life/Disability Benefits	1,720	2,693	1,873	2,762
Total Personnel	448,741	443,606	482,456	450,028
Purchased Services				
Professional Services	615	500	500	500
Property Services	18,803	20,000	20,000	20,000
Communication Services	4,473	3,500	3,500	3,500
Training/Registration	870	1,000	1,000	1,000
Rentals/Leases	1,774	500	500	500
Total Purchased Services	26,535	25,500	25,500	25,500
Supplies/Non-Capital Equipment				
Operating Supplies	220,589	160,000	180,000	160,000
Uniforms/Clothing	2,513	3,000	3,000	3,000
Non-Capital Equipment	-	-	-	-
Motor Vehicle Fuels	28,157	32,149	32,149	33,000
Total Supplies/Non-Capital Equipment	251,259	195,149	215,149	196,000
Capital Outlay				
Capital Equipment	226,737	361,000	361,000	54,000
Total Capital Outlay	226,737	361,000	361,000	54,000
Total Expenditures	\$ 953,272	\$ 1,025,255	\$ 1,084,105	\$ 725,528

Expenditure Detail

Engineering Division - General Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	51,448	103,711	57,014	106,843
Seasonal/Temporary Wages	-	-	-	-
Allowances	-	-	-	600
Medicare	734	1,504	819	1,558
Workers Compensation	590	812	662	1,410
Retirement Contributions	4,116	8,297	4,562	8,548
Medical Benefits	6,316	11,441	6,249	6,344
Life/Disability Benefits	319	934	346	960
Total Personnel	63,523	126,699	69,652	126,263
Purchased Services				
Professional Services	6,199	25,000	25,000	25,000
Technical Services	5,225	5,300	5,300	5,300
Property Services	57,303	72,000	72,000	72,000
Communication Services	7,320	7,000	7,000	7,000
Training/Registration	691	2,000	2,000	2,000
Mileage/Travel	-	-	-	-
Total Purchased Services	76,738	111,300	111,300	111,300
Supplies/Non-Capital Equipment				
Office Supplies	19	-	-	-
Technology Supplies	1,579	2,500	2,500	2,500
Operating Supplies	3,535	2,500	2,500	2,500
Gas/Electricity	542,855	626,477	641,499	673,574
Motor Vehicle Fuels	2,059	2,283	2,028	2,500
Total Supplies/Non-Capital Equipment	550,418	633,760	648,527	681,074
Miscellaneous				
Dues/Fees	424	500	500	500
Total Other Expenditures	424	500	500	500
Total Expenditures	\$ 691,103	\$ 872,259	\$ 829,979	\$ 919,137

Expenditure Detail

Public Works Department - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -

Expenditure Detail

Capital Improvement Projects Division - CDBG Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	-	-	-	-
Total Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -

Expenditure Detail

Public Works Department - Capital Projects Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,142,868	8,007,585	5,328,654	6,363,748
Total Capital Outlay	1,142,868	8,007,585	5,328,654	6,363,748
Total Expenditures	\$ 1,142,868	\$ 8,007,585	\$ 5,328,654	\$ 6,363,748

Expenditure Detail

Capital Improvement Projects Division - Capital Projects Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	1,142,868	8,007,585	5,328,654	6,363,748
Total Capital Outlay	1,142,868	8,007,585	5,328,654	6,363,748
Total Expenditures	\$ 1,142,868	\$ 8,007,585	\$ 5,328,654	\$ 6,363,748

Expenditure Detail

Public Works Department - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	2,505,405	2,715,038	2,632,098	2,800,181
Overtime	64,814	45,000	45,000	43,000
Allowances	19,120	20,676	19,348	18,438
Medicare	30,857	38,739	32,542	39,941
Workers Compensation	66,333	68,594	64,857	60,914
Retirement Contributions	222,572	242,171	233,122	245,633
Medical Benefits	358,874	403,096	380,982	391,569
Life/Disability Benefits	13,980	23,945	15,262	24,721
Total Personnel	3,281,955	3,557,259	3,423,211	3,624,397
Purchased Services				
Professional Services	355,415	226,000	225,750	286,250
Technical Services	94,282	167,800	117,500	86,000
General Services	65,837	104,000	104,000	83,600
Property Services	690,451	786,000	765,000	848,350
Repair/Maintenance Services	81,361	75,500	75,500	75,500
Communication Services	28,741	31,300	30,800	28,700
Training/Registration	5,906	10,250	11,600	10,500
Mileage/Travel	1,003	200	200	200
Rentals/Leases	12,881	21,100	22,934	16,800
Total Purchased Services	1,335,877	1,422,150	1,353,284	1,435,900
Supplies/Non-Capital Equipment				
Office Supplies	7,643	8,000	8,100	8,000
Technology Supplies	200	1,000	1,000	500
Operating Supplies	568,931	653,000	630,000	626,000
Chemicals/Compounds	233,518	220,000	220,000	250,000
Maintenance Supplies	1,297	-	-	-
Uniforms/Clothing	9,145	12,000	12,700	11,100
Non-Capital Equipment	2,820	-	-	-
Gas/Electricity	760,812	907,190	856,752	899,590
Motor Vehicle Fuels	51,033	51,403	50,424	52,700
Total Supplies/Non-Capital Equipment	1,635,399	1,852,593	1,778,976	1,847,890
Capital Outlay				
Capital Equipment	247,605	752,000	752,000	684,000
Capital Improvement Projects	853,882	9,045,530	1,565,000	11,043,011
Total Capital Outlay	1,101,487	12,387,430	3,462,050	11,727,011
Miscellaneous				
Dues/Fees	4,216	3,600	3,700	4,250
Community Incentive	20,256	25,000	25,000	25,000
Total Other Expenditures	24,472	28,600	28,700	29,250
Total Expenditures	\$ 7,379,190	\$ 19,248,032	\$ 10,046,221	\$ 18,664,448

Expenditure Detail

Administration/Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	110,618	116,104	114,622	118,582
Medicare	1,086	1,684	1,136	1,720
Workers Compensation	197	200	165	202
Retirement Contributions	10,012	10,800	10,664	11,024
Medical Benefits	14,862	15,662	15,828	15,142
Life/Disability Benefits	648	1,054	698	1,076
Total Personnel	137,423	145,504	143,113	147,746
Purchased Services				
Professional Services	4,099	-	-	-
Property Services	390	-	-	200
Communication Services	1,214	-	-	-
Mileage/Travel	1,003	-	-	-
Rentals/Leases	2,687	2,000	2,000	2,000
Total Purchased Services	9,393	2,000	2,000	3,700
Supplies/Non-Capital Equipment				
Office Supplies	7,643	8,000	8,100	8,000
Operating Supplies	1,204	-	-	-
Total Supplies/Non-Capital Equipment	8,847	8,000	8,100	8,000
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	-	-	-
Miscellaneous				
Dues/Fees	-	500	500	1,000
Total Other Expenditures	-	500	500	1,000
Total Expenditures	\$ 155,663	\$ 156,004	\$ 153,713	\$ 160,446

Expenditure Detail

Facilities Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	99,719	96,341	124,151	121,781
Overtime	4,053	3,000	3,000	3,000
Allowances	999	1,212	1,454	810
Medicare	916	1,299	1,235	1,662
Workers Compensation	2,811	3,361	4,049	4,249
Retirement Contributions	8,745	8,597	11,419	11,377
Medical Benefits	12,229	10,659	18,635	17,966
Life/Disability Benefits	520	800	692	1,033
Total Personnel	129,992	125,269	164,635	161,878
Purchased Services				
Property Services	31,834	12,000	12,000	12,000
Communication Services	1,997	1,800	1,800	1,800
Rentals/Leases	-	500	500	500
Total Purchased Services	33,831	14,300	14,300	14,300
Supplies/Non-Capital Equipment				
Operating Supplies	19,588	5,000	5,000	5,000
Non-Capital Equipment	-	-	-	-
Total Supplies/Non-Capital Equipment	19,588	5,000	5,000	5,000
Total Expenditures	\$ 183,411	\$ 144,569	\$ 183,935	\$ 226,178

Expenditure Detail

Fleet Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Repair/Maintenance Services	81,361	75,500	75,500	75,500
Total Purchased Services	81,361	75,500	75,500	75,500
Total Expenditures	\$ 81,361	\$ 75,500	\$ 75,500	\$ 75,500

Expenditure Detail

Engineering Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	209,333	251,628	293,708	414,179
Overtime	(61)	-	-	-
Allowances	138	-	-	600
Medicare	2,912	3,647	4,082	6,016
Workers Compensation	2,627	2,636	3,416	5,446
Retirement Contributions	16,777	20,130	23,756	33,778
Medical Benefits	36,226	42,509	53,984	62,515
Life/Disability Benefits	1,203	2,282	1,794	3,742
Total Personnel	269,155	322,832	380,740	526,276
Purchased Services				
Professional Services	10,344	25,000	25,000	25,000
Technical Services	-	5,300	5,300	1,000
Communication Services	799	1,500	1,000	1,000
Training/Registration	-	2,000	2,000	1,000
Rentals/Leases	2,512	3,000	3,000	2,500
Total Purchased Services	13,655	36,800	36,300	30,500
Supplies/Non-Capital Equipment				
Technology Supplies	-	-	-	-
Operating Supplies	684	3,000	3,000	2,000
Motor Vehicle Fuels	2,260	1,066	1,844	1,500
Total Supplies/Non-Capital Equipment	2,944	4,066	4,844	3,500
Capital Outlay				
Capital Equipment	-	32,000	32,000	-
Total Capital Outlay	-	32,000	32,000	-
Miscellaneous				
Dues/Fees	-	500	500	500
Total Other Expenditures	-	500	500	500
Total Expenditures	\$ 285,754	\$ 396,198	\$ 454,384	\$ 560,776

Expenditure Detail

Water Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	444,170	428,216	480,189	468,511
Overtime	21,291	8,000	8,000	8,000
Allowances	4,869	4,848	5,241	5,256
Medicare	6,014	6,237	6,473	6,827
Workers Compensation	11,842	11,583	12,614	10,885
Retirement Contributions	38,966	38,942	43,405	41,212
Medical Benefits	52,807	54,380	62,319	63,119
Life/Disability Benefits	2,437	3,829	2,705	4,192
Total Personnel	582,396	556,035	620,946	608,002
Purchased Services				
Professional Services	205	500	250	250
Technical Services	21,092	30,000	30,000	20,000
General Services	2,100	6,000	6,000	6,600
Property Services	19,164	11,500	11,500	14,000
Communication Services	7,572	8,000	8,000	8,000
Training/Registration	771	2,000	2,000	1,500
Rentals/Leases	717	1,000	1,000	1,000
Total Purchased Services	51,621	59,000	58,750	51,350
Supplies/Non-Capital Equipment				
Technology Supplies	-	-	-	-
Operating Supplies	41,853	180,000	150,000	150,000
Maintenance Supplies	1,297	-	-	-
Uniforms/Clothing	1,691	3,000	3,000	2,000
Gas/Electricity	242,337	266,109	254,604	267,334
Motor Vehicle Fuels	1,603	1,791	36	1,900
Total Supplies/Non-Capital Equipment	288,781	450,900	407,640	421,234
Capital Outlay				
Capital Equipment	121,033	35,000	35,000	177,000
Total Capital Outlay	121,033	35,000	35,000	177,000
Miscellaneous				
Dues/Fees	567	1,000	1,000	1,000
Total Other Expenditures	567	1,000	1,000	1,000
Total Expenditures	\$ 1,044,398	\$ 1,101,935	\$ 1,123,336	\$ 1,258,586

Expenditure Detail

Lab Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	237,774	312,608	297,157	320,958
Overtime	111	-	-	-
Allowances	2,436	2,832	2,851	2,832
Medicare	3,393	4,575	4,254	4,695
Workers Compensation	5,212	7,453	6,473	6,409
Retirement Contributions	21,771	27,834	26,605	28,589
Medical Benefits	26,036	37,986	33,354	32,765
Life/Disability Benefits	1,392	2,809	1,859	2,884
Total Personnel	298,125	396,097	372,553	399,132
Purchased Services				
Technical Services	28,563	20,000	20,000	20,000
General Services	40,422	70,000	70,000	55,000
Property Services	1,224	2,500	1,500	1,500
Communication Services	2,271	2,400	2,400	2,400
Training/Registration	1,408	2,000	1,600	1,500
Mileage/Travel	-	100	100	100
Rentals/Leases	1,339	1,000	1,000	1,200
Total Purchased Services	75,227	98,000	96,600	81,700
Supplies/Non-Capital Equipment				
Operating Supplies	40,826	46,000	46,000	46,000
Uniforms/Clothing	1,034	1,000	1,700	1,000
Motor Vehicle Fuels	1,849	1,884	3,244	1,900
Total Supplies/Non-Capital Equipment	43,709	48,884	50,944	48,900
Capital Outlay				
Capital Equipment	56,597	-	-	-
Total Capital Outlay	56,597	-	-	-
Miscellaneous				
Dues/Fees	178	500	500	500
Total Other Expenditures	178	500	500	500
Total Expenditures	\$ 473,836	\$ 543,481	\$ 520,597	\$ 530,232

Expenditure Detail

Electrical & Mechanical Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	348,083	358,000	317,625	318,860
Overtime	7,461	8,000	8,000	8,000
Allowances	2,047	2,040	1,714	1,224
Medicare	2,782	4,930	2,324	4,350
Workers Compensation	10,239	10,188	8,267	7,519
Retirement Contributions	32,236	33,110	28,984	29,176
Medical Benefits	52,615	58,914	37,886	36,244
Life/Disability Benefits	1,898	3,054	1,772	2,698
Total Personnel	457,361	478,236	406,572	408,071
Purchased Services				
Technical Services	-	2,000	2,000	2,000
Property Services	-	30,000	10,000	41,000
Communication Services	2,667	2,600	2,600	2,500
Training/Registration	1,082	500	500	500
Rentals/Leases	1,794	6,000	6,000	3,000
Total Purchased Services	5,543	41,100	21,100	49,500
Supplies/Non-Capital Equipment				
Operating Supplies	111,180	86,000	86,000	83,000
Uniforms/Clothing	1,645	1,500	1,500	1,500
Motor Vehicle Fuels	7,855	8,290	8,188	8,500
Total Supplies/Non-Capital Equipment	120,880	95,790	95,688	93,000
Capital Outlay				
Capital Equipment	-	61,000	61,000	-
Total Capital Outlay	-	61,000	61,000	-
Total Expenditures	\$ 583,784	\$ 676,126	\$ 584,360	\$ 550,571

Expenditure Detail

Distribution & Collection Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	458,958	480,234	478,781	494,629
Overtime	26,773	22,000	22,000	22,000
Allowances	5,001	4,872	5,102	4,860
Medicare	6,003	6,772	6,244	6,979
Workers Compensation	14,803	15,000	16,224	12,667
Retirement Contributions	40,658	42,614	42,022	43,216
Medical Benefits	79,415	85,018	74,648	82,638
Life/Disability Benefits	2,599	4,210	2,648	4,343
Total Personnel	634,210	660,720	647,669	671,332
Purchased Services				
Professional Services	915	500	500	500
Technical Services	8,486	15,500	32,700	15,500
Property Services	158,530	140,000	140,000	120,000
Communication Services	5,663	7,000	7,000	5,000
Training/Registration	1,420	2,000	2,000	1,000
Rentals/Leases	2,013	5,500	5,500	3,000
Total Purchased Services	177,027	170,500	187,700	145,000
Supplies/Non-Capital Equipment				
Technology Supplies	-	1,000	1,000	500
Operating Supplies	275,479	275,000	275,000	275,000
Uniforms/Clothing	2,444	3,000	3,000	3,600
Gas/Electricity	72,070	76,761	80,424	84,445
Motor Vehicle Fuels	34,145	34,831	33,284	35,000
Total Supplies/Non-Capital Equipment	384,138	390,592	392,708	398,545
Capital Outlay				
Capital Equipment	17,675	600,000	600,000	255,000
Total Capital Outlay	17,675	600,000	600,000	255,000
Miscellaneous				
Dues/Fees	-	250	250	-
Total Other Expenditures	-	250	250	-
Total Expenditures	\$ 1,213,050	\$ 1,822,062	\$ 1,828,327	\$ 1,469,877

Expenditure Detail

Water Resources Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	275,151	279,320	195,081	164,345
Overtime	3,566	1,500	1,500	-
Allowances	1,117	1,224	854	408
Medicare	3,793	4,068	2,689	2,389
Workers Compensation	6,354	6,751	5,146	4,373
Retirement Contributions	26,691	27,100	18,292	15,264
Medical Benefits	39,830	43,476	33,384	22,439
Life/Disability Benefits	1,545	2,510	1,157	1,481
Total Personnel	358,047	365,949	258,103	210,699
Purchased Services				
Professional Services	329,085	150,000	150,000	250,000
Technical Services	-	-	-	-
General Services	-	3,000	3,000	3,000
Property Services	236,736	340,000	340,000	340,000
Communication Services	3,493	4,000	4,000	4,000
Training/Registration	640	1,000	1,000	1,000
Rentals/Leases	1,615	1,000	1,000	1,000
Total Purchased Services	571,569	499,000	499,000	599,000
Supplies/Non-Capital Equipment				
Operating Supplies	5,417	15,000	15,000	10,000
Uniforms/Clothing	476	500	500	500
Gas/Electricity	7,260	16,963	1,452	1,525
Total Supplies/Non-Capital Equipment	15,973	32,463	16,952	12,025
Capital Outlay				
Capital Equipment	-	-	-	-
Total Capital Outlay	-	2,589,900	1,145,050	-
Miscellaneous				
Dues/Fees	616	500	600	1,000
Community Incentive	20,256	25,000	25,000	25,000
Total Other Expenditures	20,872	25,500	25,600	26,000
Total Expenditures	\$ 966,461	\$ 3,512,812	\$ 1,944,705	\$ 847,724

Expenditure Detail

Wastewater Operations Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	269,660	343,262	282,484	327,505
Overtime	1,426	2,000	2,000	2,000
Allowances	2,103	3,240	1,705	2,040
Medicare	3,203	4,806	3,405	4,560
Workers Compensation	10,465	9,932	7,489	7,880
Retirement Contributions	22,757	29,098	24,159	27,931
Medical Benefits	38,981	48,392	44,695	52,758
Life/Disability Benefits	1,449	2,954	1,632	2,813
Total Personnel	350,044	443,684	367,569	427,487
Purchased Services				
Professional Services	10,767	45,000	45,000	10,000
Technical Services	30,661	20,000	20,000	20,000
General Services	23,315	25,000	25,000	19,000
Property Services	242,573	250,000	250,000	317,650
Communication Services	3,065	3,500	3,500	3,500
Training/Registration	225	500	2,000	2,000
Rentals/Leases	119	1,000	2,834	2,500
Total Purchased Services	310,725	345,000	348,334	374,650
Supplies/Non-Capital Equipment				
Operating Supplies	69,034	38,000	45,000	50,000
Chemicals/Compounds	233,518	220,000	220,000	250,000
Uniforms/Clothing	1,855	3,000	3,000	2,500
Gas/Electricity	439,145	547,357	520,272	546,286
Motor Vehicle Fuels	3,321	3,541	3,828	3,900
Total Supplies/Non-Capital Equipment	746,873	811,898	792,100	852,686
Capital Outlay				
Capital Equipment	52,300	24,000	24,000	195,000
Total Capital Outlay	52,300	24,000	24,000	195,000
Miscellaneous				
Dues/Fees	2,855	250	250	250
Total Other Expenditures	2,855	250	250	250
Total Expenditures	\$ 1,462,797	\$ 1,624,832	\$ 1,532,253	\$ 1,850,073

Expenditure Detail

Industrial Pre-Treatment Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	51,939	49,325	48,300	50,831
Overtime	194	500	500	-
Allowances	410	408	427	408
Medicare	755	721	700	743
Workers Compensation	1,783	1,490	1,014	1,284
Retirement Contributions	3,959	3,946	3,816	4,066
Medical Benefits	5,873	6,100	6,249	5,983
Life/Disability Benefits	289	443	305	459
Total Personnel	65,202	62,933	61,311	63,774
Purchased Services				
Professional Services	-	5,000	5,000	-
Technical Services	5,480	75,000	7,500	7,500
General Services	-	-	-	-
Communication Services	-	500	500	500
Training/Registration	360	250	500	500
Mileage/Travel	-	100	100	100
Rentals/Leases	85	100	100	100
Total Purchased Services	5,925	80,950	13,700	10,700
Supplies/Non-Capital Equipment				
Operating Supplies	3,666	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	3,666	5,000	5,000	5,000
Miscellaneous				
Dues/Fees	-	100	100	-
Total Other Expenditures	-	100	100	-
Total Expenditures	\$ 74,793	\$ 148,983	\$ 80,111	\$ 91,474

Expenditure Detail

Capital Improvement Projects Division - Water & Wastewater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	853,882	9,045,530	1,565,000	11,043,011
Total Capital Outlay	853,882	9,045,530	1,565,000	11,043,011
Total Expenditures	\$ 853,882	\$ 9,045,530	\$ 1,565,000	\$ 11,043,011

Expenditure Detail

Public Works Department - Stormwater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	59,598	59,293	61,741	61,697
Medicare	805	860	824	895
Workers Compensation	3,103	103	89	105
Retirement Contributions	5,960	5,929	6,173	6,170
Medical Benefits	8,286	6,212	10,941	10,473
Life/Disability Benefits	351	532	378	554
Total Personnel	78,103	72,929	80,146	79,894
Purchased Services				
Professional Services	25	-	-	-
General Services	810	1,000	1,000	1,200
Property Services	28,952	30,000	30,000	30,000
Communication Services	1,252	750	750	550
Training/Registration	200	500	500	500
Mileage/Travel	-	-	-	-
Rentals/Leases	866	300	300	300
Total Purchased Services	32,105	32,550	32,550	32,550
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	17,567	20,000	20,000	20,000
Non-Capital Equipment	-	-	-	-
Total Supplies/Non-Capital Equipment	17,567	20,000	20,000	20,000
Capital Outlay				
Capital Equipment	(1)	-	-	-
Capital Improvement Projects	-	200,000	110,000	200,000
Total Capital Outlay	(1)	200,000	110,000	200,000
Miscellaneous				
Dues/Fees	600	750	750	750
Total Other Expenditures	600	750	750	750
Total Expenditures	\$ 128,374	\$ 326,229	\$ 243,446	\$ 333,194

Expenditure Detail

Streets Division - Stormwater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Professional Services	25	-	-	-
Training/Registration	200	-	-	-
Rentals/Leases	561	-	-	-
Total Purchased Services	786	-	-	-
Supplies/Non-Capital Equipment				
Operating Supplies	14,316	15,000	15,000	15,000
Non-Capital Equipment	-	-	-	-
Total Supplies/Non-Capital Equipment	14,316	15,000	15,000	15,000
Capital Outlay				
Capital Equipment	(1)	-	-	-
Total Capital Outlay	(1)	-	-	-
Total Expenditures	\$ 15,101	\$ 15,000	\$ 15,000	\$ 15,000

Expenditure Detail

Stormwater Operations Division - Stormwater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	59,598	59,293	61,741	61,697
Medicare	805	860	824	895
Workers Compensation	3,103	103	89	105
Retirement Contributions	5,960	5,929	6,173	6,170
Medical Benefits	8,286	6,212	10,941	10,473
Life/Disability Benefits	351	532	378	554
Total Personnel	78,103	72,929	80,146	79,894
Purchased Services				
General Services	810	1,000	1,000	1,200
Property Services	28,952	30,000	30,000	30,000
Communication Services	1,252	750	750	550
Training/Registration	-	500	500	500
Mileage/Travel	-	-	-	-
Rentals/Leases	305	300	300	300
Total Purchased Services	31,319	32,550	32,550	32,550
Supplies/Non-Capital Equipment				
Office Supplies	-	-	-	-
Operating Supplies	3,251	5,000	5,000	5,000
Total Supplies/Non-Capital Equipment	3,251	5,000	5,000	5,000
Miscellaneous				
Dues/Fees	600	750	750	750
Total Other Expenditures	600	750	750	750
Total Expenditures	\$ 113,273	\$ 111,229	\$ 118,446	\$ 118,194

Expenditure Detail

Capital Improvement Projects Division - Stormwater Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Capital Outlay				
Capital Improvement Projects	-	200,000	110,000	200,000
Total Capital Outlay	-	200,000	110,000	200,000
Total Expenditures	\$ -	\$ 200,000	\$ 110,000	\$ 200,000

Expenditure Detail

Public Works Department - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	562,165	570,476	486,668	489,001
Overtime	26,578	18,000	18,000	18,000
Allowances	3,293	3,264	3,422	3,264
Medicare	8,032	8,321	6,784	7,139
Workers Compensation	24,821	28,106	22,889	25,174
Retirement Contributions	53,588	53,933	47,635	47,969
Medical Benefits	101,196	105,380	99,343	95,064
Life/Disability Benefits	3,290	5,143	2,957	4,411
Total Personnel	782,963	792,623	687,698	690,022
Purchased Services				
Professional Services	2,445	500	500	500
Property Services	163,493	220,000	220,000	205,000
Repair/Maintenance Services	116,015	99,500	99,500	99,500
Communication Services	13,534	9,000	9,000	9,000
Training/Registration	285	2,750	1,000	1,250
Mileage/Travel	390	-	-	-
Rentals/Leases	6,881	7,500	7,500	9,000
Total Purchased Services	303,043	339,250	337,500	324,250
Supplies/Non-Capital Equipment				
Office Supplies	1,570	1,000	1,000	1,000
Operating Supplies	56,497	6,000	6,354	6,000
Inventory Supplies	77,848	60,000	75,000	75,000
Uniforms/Clothing	2,709	3,000	3,000	3,000
Gas/Electricity	8,955	11,987	10,380	10,899
Motor Vehicle Fuels	117,824	116,624	110,080	115,000
Total Supplies/Non-Capital Equipment	265,403	198,611	205,814	210,899
Capital Outlay				
Capital Equipment	278,210	535,000	535,000	603,000
Total Capital Outlay	278,210	535,000	535,000	603,000
Miscellaneous				
Dues/Fees	452	500	500	500
Total Other Expenditures	452	500	500	500
Total Expenditures	\$ 1,630,071	\$ 1,865,984	\$ 1,766,512	\$ 1,828,671

Expenditure Detail

Administration/Operations Division - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	18,436	19,351	19,103	19,763
Medicare	181	281	189	287
Workers Compensation	30	33	27	34
Retirement Contributions	1,669	1,800	1,778	1,838
Medical Benefits	2,477	2,610	2,638	2,524
Life/Disability Benefits	108	181	116	183
Total Personnel	22,901	24,256	23,851	24,629
Purchased Services				
Professional Services	2,445	-	-	-
Mileage/Travel	-	-	-	-
Total Purchased Services	2,543	-	-	-
Supplies/Non-Capital Equipment				
Office Supplies	1,570	1,000	1,000	1,000
Gas/Electricity	8,955	11,987	10,380	10,899
Total Supplies/Non-Capital Equipment	10,525	12,987	11,380	11,899
Total Expenditures	\$ 35,969	\$ 37,243	\$ 35,231	\$ 36,528

Expenditure Detail

Fleet Division - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Purchased Services				
Repair/Maintenance Services	116,015	99,500	99,500	99,500
Total Purchased Services	116,015	99,500	99,500	99,500
Total Expenditures	\$ 116,015	\$ 99,500	\$ 99,500	\$ 99,500

Expenditure Detail

Sanitation Operations Division - Sanitation Fund

	2014 Audited Amounts	2015 Adopted Budget	2015 Year-End Forecast	2016 Adopted Budget
Personnel				
Regular Wages	543,729	551,125	467,565	469,238
Overtime	26,578	18,000	18,000	18,000
Allowances	3,293	3,264	3,422	3,264
Medicare	7,851	8,040	6,595	6,852
Workers Compensation	24,791	28,073	22,862	25,140
Retirement Contributions	51,919	52,133	45,857	46,131
Medical Benefits	98,719	102,770	96,705	92,540
Life/Disability Benefits	3,182	4,962	2,841	4,228
Total Personnel	760,062	768,367	663,847	665,393
Purchased Services				
Professional Services	-	500	500	500
Property Services	163,493	220,000	220,000	205,000
Communication Services	13,436	9,000	9,000	9,000
Training/Registration	285	2,750	1,000	1,250
Mileage/Travel	390	-	-	-
Rentals/Leases	6,881	7,500	7,500	9,000
Total Purchased Services	184,485	239,750	238,000	224,750
Supplies/Non-Capital Equipment				
Operating Supplies	56,497	6,000	6,354	6,000
Inventory Supplies	77,848	60,000	75,000	75,000
Uniforms/Clothing	2,709	3,000	3,000	3,000
Motor Vehicle Fuels	117,824	116,624	110,080	115,000
Total Supplies/Non-Capital Equipment	254,878	185,624	194,434	199,000
Capital Outlay				
Capital Equipment	278,210	535,000	535,000	603,000
Total Capital Outlay	278,210	535,000	535,000	603,000
Miscellaneous				
Dues/Fees	452	500	500	500
Total Other Expenditures	452	500	500	500
Total Expenditures	\$ 1,478,087	\$ 1,729,241	\$ 1,631,781	\$ 1,692,643

Program Overview

Capital Improvement Program

The City of Northglenn's Capital Improvement Program (CIP) identifies and provides a summary of all planned capital projects and corresponding funding sources for the ensuing five-year period. The 2016 budget includes \$19,941,759 in capital improvement projects.

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

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

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

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

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

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

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

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

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

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

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



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Conservation Trust Fund

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 868,047	\$ 831,572		\$ 745,322	\$ 68,829	\$ 91,709	\$ 418,540	\$ 502,398		
Revenue Projections:										
Lottery Proceeds	\$ 368,043	\$ 368,507		\$ 368,507	\$ 372,192	\$ 375,914	\$ 379,673	\$ 383,470	\$ 1,879,756	
Investment Earnings	1,500	5,000		5,000	688	917	4,185	5,024	15,814	
Total	369,543	373,507		373,507	372,880	376,831	383,858	388,494	1,895,570	
Capital Expenditures:										
Greenway Trail Replacement	50,000	50,000	-	50,000	50,000	50,000	50,000	50,000	250,000	CTF
Sensory Playground Repair	-	-	-	-	-	-	250,000	-	250,000	CTF
Locker Room Renovations	234,757	234,757	-	-	-	-	-	-	-	CTF
Parks Barn Replacement	-	-	-	-	-	-	-	-	-	CTF
Recreation Center Pool Rehabilitation	150,000	150,000	-	-	-	-	-	-	-	CTF
Pedestrian Bridge Repair	25,000	25,000	-	-	-	-	-	-	-	CTF
Boiler Replacement	150,000	-	-	-	-	-	-	-	-	CTF
Kiwanis Splash Pad	-	-	-	-	300,000	-	-	-	300,000	CTF
NW Open Space Facility Improvement	-	-	-	1,000,000	-	-	-	-	1,000,000	CTF
Total Capital Expenditures	609,757	459,757	-	1,050,000	350,000	50,000	300,000	50,000	1,800,000	
Ending Fund Balance	\$ 627,833	\$ 745,322		\$ 68,829	\$ 91,709	\$ 418,540	\$ 502,398	\$ 840,892		
Unassigned Fund Balance	\$ 627,833	\$ 745,322		\$ 68,829	\$ 91,709	\$ 418,540	\$ 502,398	\$ 840,892		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Greenway Trail Concrete Replacement Program

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

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

Project Rationale: Maintenance Program

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

Description/Justification:

This is an annual program to maintain the Greenway Trails.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Conservation Trust Fund	50,000	50,000	50,000	50,000	50,000	\$ 250,000
						-
						-
						-
Total Revenue	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	50,000	50,000	50,000	50,000	50,000	250,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Sensory Playground Repair

Project Dates: **Begin:** Jan-2013 **Finish:** _____

Comprehensive Project Cost: \$290,000.00

Project Rationale: Parks and Recreation Master Plan

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

Description/Justification:
Renovation of the playground equipment at Sensory Park.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Conservation Trust Fund				250,000		\$ 250,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000

Expenditures:	2016	2017	2018	2019	2020	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: Kiwanis Splash Pad
Project Dates: **Begin:** Jan-2017 **Finish:** Dec-2017
Comprehensive Project Cost: \$300,000.00
Project Rationale: Facility Improvement
Future Operational Impact: Yes No **Operational Impact Category:** Negative

Description/Justification:

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

Source of Funding:	2015	2016	2017	2018	2019	5 - Year Total
Conservation Trust Fund			300,000			\$ 300,000
Adams County Open Space Grant			300,000			300,000
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000

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

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: NWOS Facility Improvements

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

Comprehensive Project Cost: \$1,120,000.00

Project Rationale: Facility Improvements

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Conservation Trust	1,000,000					\$ 1,000,000
						-
						-
						-
						-
Total Revenue	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	1,000,000					1,000,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

CDBG Fund

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Revenue Projections:										
CDBG Proceeds	\$ 264,987	\$ -		\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000	
Investment Earnings	-	-		-	-	-	-	-	-	
Total	264,987	-		-	200,000	200,000	200,000	200,000	800,000	
Help for Homes Program	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000	
Capital Expenditures:										
Pedestrian Mobility	-	-	-	-	-	-	-	-	-	CDBG
Grange Hall Creek	-	-	-	-	-	-	-	-	-	CDBG
Larson Park Playground	264,987	-	-	-	-	-	-	-	-	
Total Capital Expenditures	-	-	-	-	-	-	-	-	-	
Ending Fund Balance	\$ 264,987	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned Fund Balance	\$ 264,987	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 12,450,438	\$ 13,032,773		\$ 12,495,285	\$ 12,356,246	\$ 15,493,192	\$ 18,854,891	\$ 21,812,474		
Revenue:										
Property Tax (4.000 Mills)	\$ 944,710	\$ 944,710		\$ 1,081,146	\$ 1,091,957	\$ 1,102,877	\$ 1,113,906	\$ 1,125,045	\$ 5,514,931	
Sales/Use Tax (1/2%)	2,439,201	2,613,903		2,674,736	2,701,483	2,728,498	2,755,783	2,783,341	13,643,841	
Marijuana Sales Tax	450,000	454,337		454,337	458,880	463,469	468,104	472,785	2,317,575	
Open Space Tax (ADCOO)	343,506	354,404		354,404	357,948	361,527	365,142	368,793	1,807,814	
Transportation Tax (ADCOT)	924,986	1,070,086		1,070,086	1,080,787	1,091,595	1,102,511	1,113,536	5,458,515	
County Grant	534,829	-		-	-	-	-	-	-	
Investment Earnings	34,000	40,000		40,000	30,891	38,733	47,137	54,531	211,292	
Miscellaneous Revenue	-	-		135,000	-	-	-	-	135,000	
Transfers From General Fund	200,000	200,000		1,700,000	-	-	-	-	1,700,000	
Total	5,871,232	5,677,440		7,509,709	5,721,946	5,786,699	5,852,583	5,918,031	30,788,968	
4.000 Mill Funded Projects	5,567,917	3,500,000	2,067,917	-	-	-	600,000	-	2,667,917	
1/2% Sales/Use Tax Funded Projects	1,683,001	316,987	960,831	2,500,000	1,300,000	1,800,000	1,300,000	1,300,000	9,160,831	
Marijuana Sales Tax	-	-		-	-	-	-	-	-	
ADCOO Funded Projects	648,662	408,662	240,000	55,000	525,000	25,000	295,000	25,000	1,165,000	
ADCOT Funded Projects	692,667	722,667	-	975,000	600,000	600,000	700,000	600,000	3,475,000	
General Fund Projects	675,892	583,072	130,000	720,000	160,000	-	-	-	1,010,000	
Grant Funded Projects	283,540	283,540	-	-	-	-	-	-	-	
Total Capital Expenditures*	10,068,265	6,214,928	3,398,748	4,250,000	2,585,000	2,425,000	2,895,000	1,925,000	9,778,748	
Ending Fund Balance	\$ 8,253,405	\$ 12,495,285		\$ 12,356,246	\$ 15,493,192	\$ 18,854,891	\$ 21,812,474	\$ 25,805,505		
Restrictions, Commitments, & Assignments:										
4.000 Mill Restricted Fund Balance	\$ (2,055,183)	\$ (1,023,222)		\$ (2,009,993)	\$ (918,036)	\$ 184,841	\$ 698,747	\$ 1,823,792		
1/2% Sales/Use Tax Restricted Balance	8,652,503	10,428,909		9,642,814	11,044,297	11,972,795	13,428,578	14,911,919		
Marijuana Sales Tax	-	454,337		908,674	1,367,554	1,831,023	2,299,127	2,771,912		
ADCOO Restricted Fund Balance	339,871	310,500		369,904	202,852	539,379	609,521	953,314		
ADCOT Restricted Fund Balance	692,317	914,223		1,009,309	1,490,096	1,981,691	2,384,202	2,897,738		
Assigned Fund Balance	-	-		-	-	-	-	-		
Unassigned Fund Balance	\$ 623,897	\$ 1,410,538		\$ 2,435,538	\$ 2,306,429	\$ 2,345,162	\$ 2,392,299	\$ 2,446,830		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Projects Fund (Project Listing)

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Recreation Center HVAC	13,000	13,000	-	-	-	-	-	-	-	ADCOO
Emergency Park Repairs	25,000	25,000	-	25,000	25,000	25,000	25,000	25,000	125,000	ADCOO
Irrigation Central Control	10,000	10,000	-	20,000	-	-	-	-	20,000	ADCOO
Webster Lake Trail Stabilization	11,892	44,072	-	-	-	-	-	-	-	GENERAL
Locker Room Renovations	283,540	283,540	-	-	-	-	-	-	-	GRANT
Larson Park Playground Replacement	76,586	-	-	-	-	-	-	-	-	GRANT
Larson Park Playground Replacement	80,000	80,000	-	-	-	-	-	-	-	ADCOO
Recreation Center Theatre Seats	136,950	136,950	-	-	-	-	-	-	-	ADCOO
NWOS Facilities Improvements	120,000	-	120,000	-	-	-	-	-	120,000	ADCOO
Senior Fitness Equipment	-	-	-	-	-	-	100,000	-	100,000	ADCOO
Theatre and Rec Center Marquee	120,000	-	120,000	-	-	-	-	-	120,000	ADCOO
Rec Restroom Renovation	143,712	143,712	-	-	-	-	-	-	-	ADCOO
Citywide Fence Maintenance	-	-	-	-	160,000	-	-	-	160,000	GENERAL
Kiwanis Bath House Renovation	-	-	-	-	500,000	-	-	-	500,000	ADCOO
Parks Barn Replacement	850,000	-	850,000	-	-	-	-	-	850,000	1/2% SALES TAX
Fox Run Open Space	40,000	-	40,000	-	-	-	-	-	40,000	GENERAL
Recreation Center Pool Rehabilitation	150,000	150,000	-	-	-	-	-	-	-	GRANT
Rotary Park Dugout Replacement	-	-	-	-	-	-	-	-	-	ADCOO
Tennis Court Repair & Construction	-	-	-	10,000	-	-	170,000	-	180,000	ADCOO
Parking Lot Repairs	-	-	-	100,000	-	-	-	-	100,000	GENERAL
Residential Street Program	542,667	542,667	-	825,000	450,000	450,000	550,000	450,000	2,725,000	ADCOT
Traffic Signal Program	100,000	100,000	-	100,000	100,000	100,000	100,000	100,000	500,000	ADCOT
Concrete Program	50,000	80,000	-	50,000	50,000	50,000	50,000	50,000	250,000	ADCOT
East 112th Ave Expansion	5,567,917	3,500,000	2,067,917	-	-	-	-	-	2,067,917	4.000 MILLS
Huron Street Rehabilitation	-	-	-	-	-	-	600,000	-	600,000	4.000 MILLS
TIGER HOV Lane	184,000	184,000	-	-	-	-	-	-	-	GENERAL
Garland Reconstruction	340,000	310,000	-	-	-	-	-	-	-	GENERAL
North Mor School	40,000	35,000	-	-	-	-	-	-	-	GENERAL
120th Widening Design	483,001	77,818	-	-	-	500,000	-	-	500,000	1/2% SALES TAX
Civic Center Master Plan	350,000	239,169	110,831	-	-	-	-	-	110,831	1/2% SALES TAX
99th Ave. Reconstruction	-	-	-	350,000	-	-	-	-	350,000	GENERAL
Community Center Drive Design	250,000	250,000	-	-	-	-	-	-	-	GENERAL
School Zone Safety Assessment	100,000	10,000	90,000	-	-	-	-	-	90,000	GENERAL
Marketplace Ped Bridge Assessment	-	-	-	50,000	-	-	-	-	50,000	NURA
Utility Studies	-	-	-	150,000	-	-	-	-	150,000	GENERAL/NURA
Ralston House Development	-	-	-	35,000	-	-	-	-	35,000	GENERAL
104th and Grant Intersection Analysis	-	-	-	35,000	-	-	-	-	35,000	NURA
Police & Courts Facility	-	-	-	2,500,000	1,300,000	1,300,000	1,300,000	1,300,000	7,700,000	1/2% SALES TAX
Total	\$ 10,068,265	\$ 6,214,928	\$ 3,398,748	\$ 4,250,000	\$ 1,285,000	\$ 1,125,000	\$ 1,595,000	\$ 625,000	\$ 9,778,748	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Emergency Park Equipment Repairs

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

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

Project Rationale: Emergency Facility Maintenance

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

Description/Justification:
Emergency replacement of the playground equipment throughout the City.

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

Source of Funding:	2015	2016	2017	2018	2019	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:	2015	2016	2017	2018	2019	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	25,000	25,000	25,000	25,000	25,000	125,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Irrigation System Central Control

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

Comprehensive Project Cost: \$40,000.00

Project Rationale: Water Conservation

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Open Space Tax (ADCOO)	20,000					\$ 20,000
						-
						-
						-
						-
Total Revenue	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	20,000					20,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: NWOS Facility Improvements

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

Comprehensive Project Cost: \$120,000.00

Project Rationale: Facility Improvements

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Open Space Tax (ADCOO)	120,000					\$ 120,000
						-
						-
						-
Total Revenue	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design	120,000					120,000
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Senior Fitness Equipment

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

Comprehensive Project Cost: \$25,000.00

Project Rationale: Parks and Recreation Master Plan

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

Description/Justification:
Design and Construction of new "Playground".

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Open Space Tax (ADCOO)				100,000		\$ 100,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction				100,000		100,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Theater and Recreation Center Marquee Replacement

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

Comprehensive Project Cost: \$120,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
ADCOO	120,000					\$ 120,000
						-
						-
						-
						-
Total Revenue	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	120,000					120,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Citywide Fence Maintenance

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

Comprehensive Project Cost: \$160,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Cleaning and staining of citywide fences.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund		160,000				\$ 160,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		160,000				160,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ 160,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Kiwanis Bath House Renovation

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

Comprehensive Project Cost: \$500,000.00

Project Rationale: Facility Maintenance

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
ADCOO		500,000				\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		500,000				500,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Parks Barn Replacement

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

Comprehensive Project Cost: \$850,000.00

Project Rationale: Facility Improvement

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

Description/Justification:

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

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

Source of Funding:	2016	2016	2016	2016	2016	5 - Year Total
1/2% Sales Tax	850,000					\$ 850,000
						-
						-
						-
						-
Total Revenue	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000

Expenditures:	2016	2016	2016	2016	2016	5 - Year Total
Plans/Studies						\$ -
Design	50,000					50,000
Construction	800,000					800,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Fox Run Open Space

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

Comprehensive Project Cost: \$80,000.00

Project Rationale: Maintenance

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Suncor Funding	40,000					\$ 40,000
Adams County Open Space Grant	40,000					40,000
						-
						-
						-
Total Revenue	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

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

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Tennis Courts

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

Comprehensive Project Cost: \$180,000.00

Project Rationale: Safety and Functionality

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Adams County Open Space	10,000			170,000		\$ 180,000
						-
						-
						-
Total Revenue	\$ 10,000	\$ -	\$ -	\$ 170,000	\$ -	\$ 180,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	10,000			170,000		180,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 10,000	\$ -	\$ -	\$ 170,000	\$ -	\$ 180,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Parking Lot Repairs

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

Comprehensive Project Cost: \$100,000.00

Project Rationale: Safety and Functionality

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

Description/Justification:

The parking lots at both the Recreation Center and E.B. Rains Jr. Memorial Park are in disrepair with multiple potholes, cracks and an uneven surface. This project includes in-house patching of the potholes, crack sealing and gutter repairs, as well as the application of a slurry seal on the entire surface by a contractor.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	100,000					\$ 100,000
						-
						-
						-
						-
Total Revenue	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	40,000					40,000
Materials	60,000					60,000
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Residential Street Program

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

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

Project Rationale: PCI Rating - Maintenance Program

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Transportation Tax (ADCOT)	550,000	450,000	450,000	550,000	450,000	\$ 2,450,000
						-
						-
						-
						-
Total Revenue	\$ 550,000	\$ 450,000	\$ 450,000	\$ 550,000	\$ 450,000	\$ 2,450,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	550,000	450,000	450,000	550,000	450,000	2,450,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 550,000	\$ 450,000	\$ 450,000	\$ 550,000	\$ 450,000	\$ 2,450,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Traffic Signal Program

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

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

Project Rationale: Maintenance Program

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	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:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Neighborhood Concrete Program

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

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

Project Rationale: Maintenance Program

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

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Transportation Tax (ADCOT)	50,000	50,000	50,000	50,000	50,000	\$ 250,000
						-
						-
						-
Total Revenue	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	50,000	50,000	50,000	50,000	50,000	250,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: East 112th Avenue Expansion
Project Dates: **Begin:** Jan-2013 **Finish:** Apr-2016
Comprehensive Project Cost: \$4,929,745.00
Project Rationale: Capacity and Safety Improvements
Future Operational Impact: Yes No **Operational Impact Category:** Negative

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
4.0 Mill Levy	2,067,917					\$ 2,067,917
						-
						-
						-
						-
Total Revenue	\$ 2,067,917	\$ -	\$ -	\$ -	\$ -	\$ 2,067,917

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	2,067,917					2,067,917
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 2,067,917	\$ -	\$ -	\$ -	\$ -	\$ 2,067,917

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Huron Street Rehabilitation

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

Comprehensive Project Cost: \$600,000.00

Project Rationale: Roadway Rehabilitation

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

Description/Justification:
Rehabilitation of Huron Street South of 104th.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Mill Levy	-			600,000		\$ 600,000
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design				600,000		600,000
Construction	-					-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: East 120th Avenue Eastbound Widening Design

Project Dates: **Begin:** Jan-2014 **Finish:** Dec-2019

Total Project Costs: \$600,000.00

Project Rationale: Roadway Capacity Improvements

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	Total
1/2% Sales Tax			500,000			\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

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

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: 99th Ave. Reconstruction

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

Total Project Costs: \$350,000.00

Project Rationale: Roadway Rehabilitation

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	Total
General	350,000					\$ 350,000
						-
						-
						-
Total Revenue	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

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

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: School Zone Safety Assessment

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

Comprehensive Project Cost: \$100,000.00

Project Rationale: School Zone Safety Assessment

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	90,000					\$ 90,000
						-
						-
						-
Total Revenue	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	90,000					\$ 90,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Market Place Pedestrian Bridge Assessment

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

Comprehensive Project Cost: \$50,000.00

Project Rationale: Bridge Assessment

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

Description/Justification:

The assessment is to prepare an investigative study including data gathering in accordance with the National Bridge Inspection Standards (NBIS) to visually inspect the 104th Avenue and I-25 Marketplace Pedestrian bridge and ramps.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	50,000					\$ 50,000
						-
						-
						-
Total Revenue	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	50,000					\$ 50,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Utility Studies - Market Place and Karls Farm

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

Comprehensive Project Cost: \$150,000.00

Project Rationale: Utility Studies

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	150,000					\$ 150,000
						-
						-
						-
Total Revenue	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	150,000					\$ 150,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Ralston House Development

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

Comprehensive Project Cost: \$35,000.00

Project Rationale: Development

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	35,000					\$ 35,000
						-
						-
						-
Total Revenue	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	35,000					\$ 35,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: 104th and Grant Intersection Assessment

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

Comprehensive Project Cost: \$35,000.00

Project Rationale: Intersection Assessment

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

Description/Justification:

The intersection at 104th and Grant will be assessed to determine if improvements can be made to increase traffic flow and relieve congestion. Analysis will include collection of traffic counts, level of service, intersection queue lengths, traffic signal operations and geometry of the intersection. Concept designs will be provided.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
General Fund	35,000					\$ 35,000
						-
						-
						-
Total Revenue	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	35,000					\$ 35,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Police and Municipal Court Complex

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

Comprehensive Project Cost: \$18,000,000.00

Project Rationale: Facility

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

Description/Justification:

A Master Plan was completed in 2015 to better understand the needs for the Police and Municipal Court Complex. In 2016 plans will include hiring of an Architectural/Engineering firm to complete building and site improvement documents. Construction of the complex will begin in 2017.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
1/2% Sales Tax - Capital Projects	2,500,000	15,500,000				\$ 18,000,000
						-
						-
						-
Total Revenue	\$ 2,500,000	\$ 15,500,000	\$ -	\$ -	\$ -	\$ 18,000,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design	2,500,000					2,500,000
Construction		15,500,000				15,500,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 2,500,000	\$ 15,500,000	\$ -	\$ -	\$ -	\$ 18,000,000

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water & Wastewater Fund

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 15,946,746	\$ 17,432,680		\$ 16,874,230	\$ 10,128,502	\$ 10,466,760	\$ 13,763,560	\$ 17,345,628		
Revenue Projections:										
Sales Tax	\$ 2,906,392	\$ 3,192,813		\$ 3,754,952	\$ 3,792,502	\$ 3,830,427	\$ 3,868,731	\$ 3,907,418	\$ 19,154,030	
Use Tax	429,451	436,452		442,849	447,277	451,750	456,268	460,831	2,258,975	
Berthoud Pass IGA	3,500	2,500		3,500	3,500	3,500	3,500	3,500	17,500	
Church Ditch IGA	150,000	100,000		-	-	-	-	-	-	
Administrative Fees	14,912	15,465		15,465	15,465	15,465	15,465	15,465	77,325	
FRICO Agreement	2,600	2,600		2,600	2,600	2,600	2,600	2,600	13,000	
Past Due Penalties/Interest	90,025	86,614		86,614	86,614	86,614	86,614	86,614	433,070	
Contracted Lab Services	5,165	9,184		9,184	9,184	9,184	9,184	9,184	45,920	
Water Use Charges	6,315,430	5,781,987		5,984,357	6,044,201	6,104,643	6,165,689	6,227,346	30,526,236	
Construction Water Sales	5,000	5,000		5,000	5,000	5,000	5,000	5,000	25,000	
Water Lease Revenue	30,000	55,000		55,000	55,000	55,000	55,000	55,000	275,000	
Sewer Use Charges	3,410,595	3,546,850		3,670,990	3,854,540	3,873,813	3,893,182	3,912,648	19,205,173	
Tap Connection Fees	-	-		-	-	-	-	-	-	
Investment Earnings	57,000	73,000		73,000	50,643	52,334	68,818	86,728	331,523	
Miscellaneous Revenue	-	2,670	-	-	-	-	-	-	-	
Total	13,420,070	13,310,135		14,103,511	14,366,526	14,490,330	14,630,051	14,772,334	72,362,752	
Operating Expenditures	\$ 11,244,108	\$ 9,632,161		\$ 8,823,270	\$ 8,999,735	\$ 9,179,730	\$ 9,363,325	\$ 9,550,592	\$ 45,916,652	
Water Right Purchases	1,686,349	1,686,349		-	-	-	-	-	-	
Debt Expenditures	983,386	983,385		979,458	977,033	979,300	976,158	976,158	4,888,107	
Other	3,500	3,500		3,500	3,500	3,500	3,500	3,500	17,500	
Total Capital Expenditures*	9,045,530	1,565,000	6,887,770	4,155,241	4,048,000	1,031,000	705,000	455,000	17,282,011	
Ending Fund Balance	\$ 6,403,943	\$ 16,872,420		\$ 10,128,502	\$ 10,466,760	\$ 13,763,560	\$ 17,345,628	\$ 21,132,712		
Restrictions, Commitments, & Assignments:										
3% TABOR Reserve Restriction	\$ 269,451	\$ 288,648		\$ 221,152	\$ 303,802	\$ 306,245	\$ 309,152	\$ 312,123		
Debt Service Reserve Restriction	(80,441)	149,127		692,780	665,747	686,447	710,289	734,131		
Water Right Purchase Restriction	448,704	2,093,129		4,767,819	7,167,819	9,567,819	11,967,819	14,367,819		
Capital/Infrastructure Commitment	2,000,000	2,000,000		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000		
Operating Reserve Commitment	2,027,552	1,923,778		2,031,317	2,249,934	2,294,933	2,340,831	2,387,648		
Unassigned Fund Balance	\$ 1,738,677	\$ 10,417,738		\$ 415,434	\$ (1,920,542)	\$ (1,091,884)	\$ 17,537	\$ 1,330,991		

*See following page for project listing

CAPITAL IMPROVEMENT PROGRAM SUMMARY

Water & Wastewater Fund (Project Listing)

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Capital Expenditures:										
Water Line Replacement	50,000	-	50,000	80,000	50,000	50,000	50,000	50,000	330,000	WF
Standley Lake Pipeline	202,700	160,000	-	155,000	128,000	131,000	155,000	155,000	724,000	WF
Chemical Building Impr	-	-	-	-	-	-	-	-	-	WF
Install PLC for SCADA	229,314	-	229,314	-	-	-	-	-	229,314	WF
Standley Lake Bypass	-	-	-	-	-	-	-	-	-	WF
High Zone Storage Tank Painting	265,560	255,000	10,500	100,000	-	-	-	-	110,500	WF
Berthoud Pass Ditch Maintenance	-	-	-	-	-	350,000	-	-	350,000	1/2% Tax
Collection System Rehab	250,000	250,000	-	250,000	250,000	250,000	250,000	250,000	1,250,000	WWF
Bunker Hill Lift Station	300,000	-	-	-	-	-	-	-	-	WWF
Lift Station A Assessment	-	-	-	390,241	-	-	-	-	390,241	WWF
Lift Station B Assessment	-	-	-	-	-	250,000	250,000	-	500,000	WWF
WWTP BNR Improvements	-	-	-	-	-	-	-	-	-	WWF
WWTP Headworks & Clarifier	7,257,956	900,000	6,357,956	3,180,000	2,420,000	-	-	-	11,957,956	WWF
Forcemain Assessment	250,000	-	-	-	-	-	-	-	-	WWF
Decommission Southern Lagoon	240,000	-	240,000	-	1,200,000	-	-	-	1,440,000	WWF
Total	\$ 9,045,530	\$ 1,565,000	\$ 6,887,770	\$ 4,155,241	\$ 4,048,000	\$ 1,031,000	\$ 705,000	\$ 455,000	\$ 17,282,011	

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Water Line Replacement Program

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

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

Project Rationale: Maintenance Program

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

Description/Justification:
Rehabilitation of Water Lines throughout the City.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	80,000	50,000	50,000	50,000	50,000	\$ 280,000
						-
						-
						-
Total Revenue	\$ 80,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 280,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	80,000	50,000	50,000	50,000	50,000	280,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 80,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 280,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Standley Lake Pipeline Program

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

Comprehensive Project Cost: \$726,000 (5 Year Total)

Project Rationale: Facility Maintenance

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	155,000	128,000	133,000	155,000	155,000	\$ 726,000
						-
						-
						-
						-
Total Revenue	\$ 155,000	\$ 128,000	\$ 133,000	\$ 155,000	\$ 155,000	\$ 726,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies	25,000	25,000				\$ 50,000
Construction - Replacement Sections	55,300	27,100	30,600	51,100	48,700	212,800
Construction - Additional Joint Repairs	23,200	23,600	24,300	25,000	25,000	121,100
Construction - Cath. Prot. Repairs						-
Equipment						-
Other - Electromagnetic Survey/Engineering	25,000	25,000	50,000	78,900	50,000	228,900
Other - Engineering	26,500	27,300	28,100		31,300	113,200
Total Expenditures	\$ 155,000	\$ 128,000	\$ 133,000	\$ 155,000	\$ 155,000	\$ 726,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: High Zone Tank Storage Painting

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

Comprehensive Project Cost: \$100,000.00

Project Rationale: Facility Improvements

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

Description/Justification:

In 2015 the engineering assessment, design and interior tank painting was completed. Year two of the project will include exterior painting.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	100,000					\$ 100,000
						-
						-
						-
Total Revenue	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	100,000					100,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Updated PW 8/1/14

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Berthoud Pass Ditch Maintenance - Pipe Design Only

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

Comprehensive Project Cost: \$350,000.00

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

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund			350,000			\$ 350,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design			350,000			350,000
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Collection System Rehabilitation Program

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

Comprehensive Project Cost: \$1,250,000.00 (5 Year Total)

Project Rationale: Maintenance Program

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

Description/Justification:
Rehabilitation of Wastewater Lines throughout the City.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
						-
						-
						-
						-
Total Revenue	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000

Expenditures:	2016	2017	2018	2019	2020	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 A Facility Assessment and Rehabilitation

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

Comprehensive Project Cost: \$390,241.00

Project Rationale: Facility Maintenance

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

Description/Justification:
Rehabilitation of Lift Station A.

Lift Station A is a critical component in the sanitary sewer system since it pumps approximately 95% of the City's wastewater to the Wastewater Treatment Facility. The integrity of the lift station must be maintained to provide continued service and to avoid bypassing wastewater flow to the Metro Wastewater Reclamation District via the City of Thornton sewer inter-connect. This project includes replacement of the pump valves, meter, isolation valves, and modification to the electrical system.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	390,241					\$ 390,241
						-
						-
						-
						-
Total Revenue	\$ 390,241	\$ -	\$ -	\$ -	\$ -	\$ 390,241

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	390,241					390,241
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 390,241	\$ -	\$ -	\$ -	\$ -	\$ 390,241

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Lift Station B Facility Rehabilitation

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

Comprehensive Project Cost: \$500,000.00

Project Rationale: Maintenance Program

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

Description/Justification:

Completing facility assessment and rehabilitation of Lift Station B.

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund			250,000	250,000		\$ 500,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 500,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction			250,000	250,000		500,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 500,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: WWTP Headworks and 3rd Secondary Clarifier

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

Comprehensive Project Cost: \$13,000,000.00

Project Rationale: Wastewater Utility Plan Update

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

Description/Justification:

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

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	9,537,956					\$ 9,537,956
						-
						-
						-
						-
Total Revenue	\$ 9,537,956	\$ -	\$ -	\$ -	\$ -	\$ 9,537,956

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	9,537,956					9,537,956
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 9,537,956	\$ -	\$ -	\$ -	\$ -	\$ 9,537,956

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: Decommission Southern Lagoon

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

Comprehensive Project Cost: \$1,440,000.00

Project Rationale: Facility Improvements

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

Description/Justification:

Decommission Existing Southern Lagoon at Wastewater Treatment Facility.

As part of the design and construction of the full mechanical wastewater treatment facility in 2014 and 2015 the southern lagoon will no longer be required. In 2015 the design and process of how the south lagoon will be decommissioned will take place and construction is anticipated to start in 2016.

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Water & Wastewater Fund	240,000	1,200,000				\$ 1,440,000
						-
						-
						-
						-
Total Revenue	\$ 240,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,440,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design	240,000					240,000
Construction		1,200,000				1,200,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 240,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 1,440,000



CAPITAL IMPROVEMENT PROGRAM SUMMARY

Stormwater Fund

	2015 Adopted Budget	2015 Year-End Forecast	2015 Estimated Carry Over	2016 Adopted Budget	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	5-Year Total	Funding Source
Beginning Fund Balance	\$ 775,824	\$ 730,786		\$ 926,662	\$ 1,032,790	\$ (58,395)	\$ 44,445	\$ 247,236		
Revenue Projections:										
Stormwater Charges	\$ 453,863	\$ 437,322		\$ 437,322	\$ 439,509	\$ 441,707	\$ 443,916	\$ 446,136	\$ 2,208,590	
Investment Earnings	2,000	2,000		2,000	5,164	(292)	222	1,236	8,330	
Total	455,863	439,322		439,322	444,673	441,415	444,138	447,372	2,216,920	
Operating Expenditures	\$ 126,229	\$ 43,446		\$ 133,194	\$ 135,858	\$ 138,575	\$ 141,347	\$ 144,174	\$ 693,148	
Debt Expenditures	-	-		-	-	-	-	-	-	
Capital Expenditures:										
Grange Hall Creek MDP & FHAD	100,000	100,000	100,000	-	-	-	-	-	100,000	SWF
Storm Drainage Improvements	100,000	-	-	100,000	100,000	100,000	100,000	100,000	500,000	SWF
Brantner Gulch MDP & FHAD	-	-	-	-	-	100,000	-	-	100,000	SWF
Grange Hall Creek Phase I - Larson	-	-	-	-	1,300,000	-	-	-	1,300,000	SWF
Total Capital Expenditures	200,000	200,000	100,000	100,000	1,400,000	200,000	100,000	100,000	600,000	
Ending Fund Balance	\$ 905,458	\$ 926,662		\$ 1,032,790	\$ (58,395)	\$ 44,445	\$ 247,236	\$ 450,434		
Unassigned Fund Balance	\$ 905,458	\$ 926,662		\$ 1,032,790	\$ (58,395)	\$ 44,445	\$ 247,236	\$ 450,434		

5-YEAR CAPITAL IMPROVEMENT PROGRAM

Project Name: City-Wide Storm Drainage System Improvements

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

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

Project Rationale: Necessary Improvements & Preventative Maintenance

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	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:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

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

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

Comprehensive Project Cost: \$100,000.00

Project Rationale: FEMA Mapping Updates

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

Description/Justification:

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

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

Source of Funding:	2015	2016	2017	2018	2019	5 - Year Total
Stormwater Fund				100,000		\$ 100,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

Expenditures:	2015	2016	2017	2018	2019	5 - Year Total
Plans/Studies				100,000		\$ 100,000
Design						-
Construction						-
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

5-YEAR CAPITAL IMPROVEMENT PROGRAM

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

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

Comprehensive Project Cost: \$1,300,000.00

Project Rationale: Drainage System Improvements & Upgrades

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

Description/Justification:

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

Source of Funding:	2016	2017	2018	2019	2020	5 - Year Total
Stormwater Fund		1,300,000				\$ 1,300,000
						-
						-
						-
						-
Total Revenue	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000

Expenditures:	2016	2017	2018	2019	2020	5 - Year Total
Plans/Studies						\$ -
Design						-
Construction		1,300,000				1,300,000
Materials						-
Equipment						-
Other -						-
Other -						-
Total Expenditures	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000



Financial Policies

The following policies were developed to provide guidance to the City of Northglenn regarding financial matters. The City's intent is to support a sound and efficient financial management system which best utilizes available resources and provides an acceptable level of service to the citizens of Northglenn. The following statements are not intended to restrict the City Council's authority when determining service requirements or the activities of the City. The 2016 budget for the City of Northglenn was prepared based on these policies where applicable.

Financial Goals

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

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

Financial Policies

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

Budget Policies

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

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

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

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

Operating Position Policies

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

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

Revenue Policies

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

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

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

Expenditure/Expense Policies

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

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

Capital Expenditure/Expense Policy

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

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

Capital Improvement Projects (CIP) Policies

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

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

Reserve Policies

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

Cash Management and Investment Policies

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

Debt Management Policies

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

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

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

Periodic Review

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

Personnel Summary

Full-Time Equivalency (FTE)

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

Department/Position	2014 Audited Amounts	2015 Adopted Budget	2015 Year End Estimate	2016 Proposed Budget
<u>City Manager</u>				
City Manager	1.00	1.00	1.00	1.00
Communications Manager	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Economic Development Coord.	1.00	1.00	1.00	1.00
Executive Asst. To City Manager	1.00	1.00	1.00	1.00
Public Communications Spec.	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00
<u>City Clerk</u>				
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk/Licensing Spec	1.00	1.00	1.00	1.00
Central Records Specialist	1.00	1.00	1.00	1.00
Admin (I,II,III)	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50
<u>Management Services</u>				
Director Of Management Svcs	1.00	1.00	1.00	1.00
Municipal Court Supervisor	1.00	1.00	1.00	1.00
Probation Officer	0.40	0.40	0.40	0.40
Community Services Coordinator	0.15	0.15	0.15	0.15
Court Clerk	4.00	4.00	4.00	4.00
Clerical Assistant	0.30	0.30	0.30	0.30
Sr. Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Neighborhood Programs Spclst.	1.00	1.00	-	-

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

Total	14.65	15.65	15.65	15.65
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Technology

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

Total	6.00	6.00	6.00	6.00
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Finance

Director Of Finance	1.00	1.00	1.00	1.00
Controller/Acct Manager	1.00	1.00	1.00	1.00
Revenue Supervisor	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Sales Tax Auditor II	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	-	-	-
Accounting Specialist	2.00	3.00	3.00	3.00
Sales Tax Specialist	1.00	1.00	1.00	1.00
Customer Svc Representative	1.60	1.60	1.60	1.60
Sales Tax Manager	1.00	1.00	1.00	1.00

Total	11.60	11.60	11.60	11.60
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Planning & Development

Director Of Planning & Dev.	1.00	1.00	1.00	1.00
City/Urban Planner	1.00	-	-	-
Planning Manager	-	1.00	1.00	1.00
Planner	1.00	2.00	2.00	2.00

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

Total	11.00	12.00	12.00	12.00
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Parks, Recreation, & Culture

Director Of Parks And Recreation	1.00	1.00	1.00	1.00
Specialized Fitness Instructor	0.10	0.10	0.10	-
Foreman - Parks	1.00	1.00	1.00	1.00
Parks Project Coordinator	1.00	1.00	1.00	1.00
Recreation Programs Supervisor	3.00	3.00	3.00	3.00
Parks Maint. Worker (I,II,III)	14.00	14.00	14.00	14.00
Customer Solutions Specialist	0.80	0.80	0.80	0.80
Recreation Coordinator	-	6.05	6.05	6.05
Recreation Specialist	5.85	-	-	-
Theatre Tech	1.00	1.00	1.00	1.00
Admin (I,II,III)	1.00	1.00	1.00	1.00
Aquasize Instructor	0.51	0.51	0.51	0.51
Fitness Instructor (Certified/Specialized)	0.92	0.92	0.92	1.02
Weight Training Instructor	0.30	0.30	0.30	0.30
Custodian	2.50	2.80	2.80	2.80
Guest Relations Specialist	3.73	4.03	4.03	4.03
Day Camp Assistant Director	0.20	0.20	0.20	0.20
Drop-In Sports Supervisor	1.60	1.60	1.60	1.60
Lifeguard (LGI, WSI)	6.39	6.39	6.39	6.39
Tiny/Teeny Tot Instructor	1.00	1.00	1.00	1.00
Tiny/Teeny Tot Aide	0.39	0.39	0.39	0.39
Recreation Assistant	0.68	0.68	1.00	1.00
Day Camp Aide	0.10	0.10	0.10	0.10

Total	47.07	47.87	48.19	48.19
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Police

Chief Of Police	1.00	1.00	1.00	1.00
Division Commander	3.00	4.00	4.00	4.00
Sergeant	10.00	9.00	9.00	9.00
Police Officer	52.00	52.00	52.00	52.00
Crime Analyst	1.00	1.00	1.00	1.00
Criminalist	1.00	1.00	1.00	1.00
Records Unit Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	2.00	2.00	2.00	2.00
Property/Evidence Custodian	1.00	1.00	1.00	1.00
Police Records Specialist	7.00	8.00	8.00	8.00
Admin (I,II,III)	1.00	2.00	2.00	2.00
Administrative Clerk	1.50	1.50	1.50	1.50
Customer Service Rep	1.00	1.00	1.00	1.00
Total	82.50	84.50	84.50	84.50

Public Works

Director Of Public Works/Utilities	1.00	1.00	1.00	1.00
Operations Manager	-	2.00	2.00	2.00
Public Works Superintendent	2.00	-	-	-
Muni Svcs Foreman - Streets	1.00	1.00	1.00	1.00
Civil Engineer (EIT, PE)	4.00	4.00	5.00	5.00
Electrical/Mechanical Foreman	1.00	1.00	1.00	1.00
Engineering Manager	-	1.00	1.00	1.00
Facilities Maintenance Foreman	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	2.00	2.00	2.00
Fleet Services Foreman	1.00	1.00	1.00	1.00
Lab Supervisor	-	1.00	1.00	1.00
Lead Lab Analyst	1.00	-	-	-
Muni. Svcs Foreman/Sanitation	1.00	1.00	1.00	1.00

Municipal Svcs Foreman/Utilities	1.00	1.00	1.00	1.00
Water Quality Coordinator	1.00	1.00	1.00	1.00
GIS Specialist	1.00	1.00	1.00	1.00
Manager Of Ditch Maintenance	1.00	1.00	-	-
Electrical/Mechanical Tech I	3.00	3.00	3.00	3.00
Indust. Pretreat Prev. Spec.	1.00	1.00	1.00	1.00
Lab Analyst	1.00	2.00	2.00	2.00
Stormwater Coordinator	1.00	1.00	1.00	1.00
Utility Plant Operator (A, B, C, D)	9.00	9.00	9.00	10.00
Admin (I,II,III)	4.00	4.00	4.00	4.00
Water Resources Technician	1.00	1.00	1.00	1.00
Water Resources Administrator	1.00	1.00	1.00	1.00
Fleet Services Technician	2.00	2.00	2.00	2.00
Facilities Maint. Technician I	2.00	3.00	3.00	3.00
MSW/Sanitation (I, II, III)	7.00	7.00	7.00	7.00
MSW/Streets (I, II, III)	7.00	7.00	7.00	7.00
MSW/Collect. & Distrib. (I, II, III)	6.00	6.00	6.00	6.00
Construction Inspector	-	-	1.00	1.00
Utility Locate & Maint. Worker	1.00	1.00	-	-
Utility Technician	1.00	-	-	-
Lab Technician	1.00	1.00	1.00	1.00
Ditch Rider	1.00	1.00	1.00	-
Meter Reader II	1.00	1.00	1.00	1.00
Total	68.00	71.00	71.00	71.00
City-Wide Total	250.32	258.12	258.44	258.44

Glossary of Terms

Acronyms

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

Definitions

Abatement and Refunds

A complete or partial cancellation of a levy.

Accommodation Tax

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

Accounting Period

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

Accounting System

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

Accounts Payable

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

Accounts Receivable

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

Accrual Basis of Accounting

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

Accumulated Depreciation

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

Ad Valorem

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

Amortization

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

Appropriation

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

Assessed Valuation

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

Assets

Resources owned or held by governments which have monetary value.

Audit

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

Balanced Budget

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

Bond

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

Budget

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

Budget Document

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

Budgetary Basis of Accounting

The basis of accounting used to prepare the budget.

Budgetary Control

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

Capital Assets

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

Capital Expenditures/Outlay

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

Capital Improvement Program (CIP)

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

Capital Projects

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

Capital Projects Fund

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

Cash Basis of Accounting

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

Component Unit

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

Comprehensive Annual Financial Report (CAFR)

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

Community Development Block Grant (CDBG)

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

Contingency

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

Debt Reserves

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

Debt Service Fund

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

Deficit

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

Department

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

Depreciation

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

Discrete Presentation

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

Emergency Reserves

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

Encumbrance

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

Enterprise Fund

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

Escrow

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

Excise Tax

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

Expenditure

Decrease in net financial resources other than through interfund transfers.

Fiduciary Funds

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

Fiscal Year

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

Fixed Assets

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

Franchise Fee

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

Full-Time Equivalent (FTE)

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

Fund

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

Fund Balance

Fund balance is the excess of assets over liabilities. A negative fund balance is referred to as a deficit.

Fund Type

Any one of seven types into which all funds are classified in governmental accounting. The seven fund types are general, special revenue, debt service, capital projects, enterprise, internal service, and trust/agency.

General Fund

The General Fund is established to account for the revenues and expenditures necessary to carry out basic governmental activities of the City such as public safety, planning, administrative services, etc., which are not required to be accounted for in another fund.

General Obligation Bonds

Long-term debt backed by the full faith and credit of the issuing government.

Generally Accepted Accounting Principles (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting that govern the form and content of financial statements. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. Generally accepted accounting principles are continually evolving as changes occur in the reporting environment.

Government Finance Officers Association (GFOA)

An organization which administers the Certificate of Achievement program, as well as others to encourage excellence in financial reporting and budgeting by state and local governments.

Governmental Accounting Standards Board (GASB)

The independent agency established as the official body designated to set accounting and financial reporting standards for state and local governments.

Governmental Funds

Used to account for general government activities which benefit the public as a whole such as administration, police protection, and maintenance of streets and roads. There are five types of governmental funds: general, special revenue, capital projects, debt service, and permanent funds.

Grants

Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.

Impact Fees

Fees imposed to fund expenditures on capital facilities needed to serve new development pursuant to CRS 29-20-104.

Highway Users Tax

This revenue is State collected, locally shared revenue that is distributed monthly. These funds are collected through gas taxes and motor vehicle registration fees and are earmarked specifically for the construction, maintenance or improvement of streets, roads and highways. These monies are distributed to municipalities based on a formula that includes the number of vehicles registered and

the miles of streets in each municipality. Distribution percentages are recalculated every year in July based upon the previous year vehicle registrations and the previous year miles of open and maintained streets. A Local Highway Finance Report must be completed and returned to the Colorado Department of Transportation each year in order to receive a portion of this revenue.

Infrastructure

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Interfund Transfers

Amounts transferred from one fund to another within a single government entity.

Interfund Loans

Loans made from one fund to another.

Intergovernmental Revenue

Revenue received from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Fund

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Levy

To impose taxes, special assessments, or service charges for the support of governmental activities.

Long Term Debt

Debt with a maturity of more than one year after the date of issuance.

Marijuana Sales Tax

The City levies 2.0% tax on retail marijuana sales. The sales tax is restricted for the purpose of maintenance and construction of City facilities and acquisition of water rights. The proceeds are tracked in the Capital Projects Fund.

Mill

The rate of tax which results in one dollar of taxes on each \$1,000 of assessed valuation.

Modified Accrual Accounting

A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or are "measurable" and "available for expenditure". Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

Operating Budget

The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for expenditures such as personnel, materials, supplies, capital assets, and debt service.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality.

Property Tax

Taxes levied against both residential and commercial real property located within the City limits. Taxes are levied in the current year and due in the following year, i.e. 2014 receipts are for taxes levied in 2013. Property taxes are restricted by the "TABOR" Amendment and State Statutes. Currently all property taxes are reported in the General Fund.

Proprietary Funds

Account for a government's business-type or commercial activities such as goods or services that are sold to the public, to other governments, or to other departments within the government. There are two types of proprietary funds, enterprise and internal services.

Refunding Bonds

Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Resolution

A special or temporary order of legislative body requiring less legal formality than an ordinance or statute; used by governing boards for taking formal action.

Revenue

Funds that are received as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, and interest earnings.

Revenue Bonds

Bonds whose principal and interest are payable exclusively from earnings of a public enterprise.

Road and Bridge Tax

This revenue is a portion of the highway user taxes which are distributed to the counties. The County shares a portion of the taxes it receives to support City roads and bridges within the county.

Sales Tax

The City levies a 4.0% tax for all local retail sales. Sales taxes on the sale of all non-food items are allocated between funds as follows: General Fund receives 75%, and 25% of the collections (which is equal to a 1% tax rate) have been restricted exclusively for the purposes of increasing the City's water supply (0.5%) and funding of capital improvement projects (0.5%). The food-related sales tax is restricted for the exclusive purpose of reducing water and sewer capital charges and is made up of a 3% tax. The proceeds are used to pay water/wastewater-related debt service.

Special Assessment

A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund

Established to account for the proceeds of specific revenue sources (other than special assessments, pension trusts, proprietary fund operations and revenues received for major capital projects) that are legally restricted for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

Specific Ownership Tax

The County Department of Motor Vehicles collects specific ownership tax when a vehicle is licensed. This tax is collected based on the value of the vehicle when it was new. This taxable value does not change throughout the life of the vehicle; however the tax rate charged on the taxable value continues to decrease until the vehicle is 10 or more years old at which time the

taxes paid are \$3.00 per year. The Adams County Treasurer's Office distributes 29% of this tax to various local districts (including the City) based on their mill levy.

Supplemental Appropriation

An appropriation by the City Council when there is a need to transfer budgeted and appropriated monies from one fund to another fund or, if during the fiscal year, the governing body or any spending agency of such local government received unanticipated revenue or revenues not assured at the time of the adoption of the budget.

Tax

A compulsory charge levied by a government to finance services performed for the common benefit.

Taxpayer's Bill of Rights (TABOR)

An amendment to the Colorado State Constitution passed by Colorado voters in November 1992 which limits the growth of local government revenues equal to that of the rate of inflation plus local growth (assessed valuation).

Tobacco Tax

A \$0.01 tax is levied by the State of Colorado on each cigarette sold. Approximately 27% of this tax is distributed to municipalities based on the percentage of state sales taxes collected in the jurisdiction compared with the statewide collection. The City receives these taxes on or near the 15th of the month; two months after the vendor collects the taxes.

Useful Life

An estimation of the period of time over which machinery, equipment, property, facility, or other capital asset will be of value or use to its owner.

User Fees

Charged to the benefiting party for the direct receipt of a public service.

Working Capital

The amount of current assets that exceeds current liabilities.