

# 2014 BUDGET

## MAYOR

Ron Engels

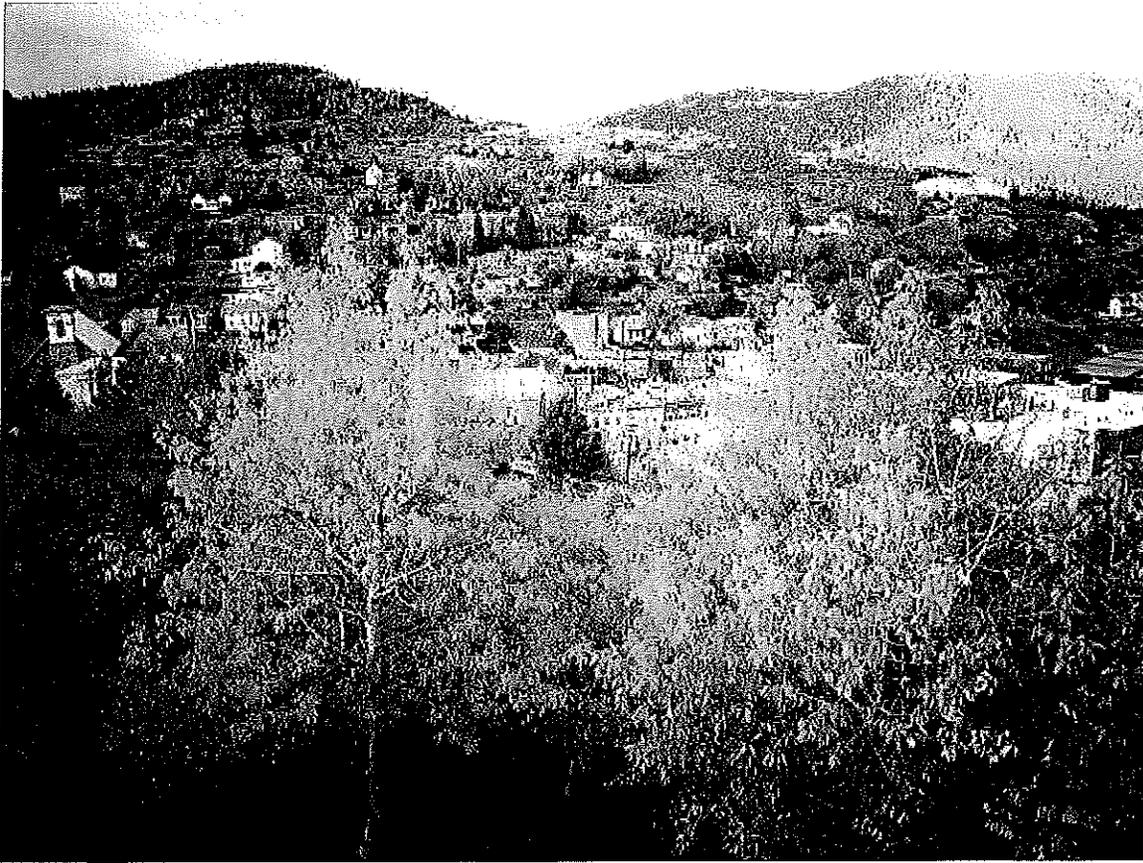
## COUNCIL

Gloria Gaines

Kathryn Heider

Bob Spain

Shirley Voorhies



*Photo Courtesy of Eric Miller*

## CITY MANAGER

Alan Lanning

## FINANCE DIRECTOR

Shannon Flowers



**STATE OF COLORADO  
CITY OF CENTRAL  
ORDINANCE NO. 13-16**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CENTRAL  
ADOPTING AND APPROPRIATING THE 2014 BUDGET,  
ADOPTING THE CAPITAL IMPROVEMENT PLAN,  
AND SETTING A PROPERTY TAX MILL LEVY.**

*WHEREAS*, the City Manager has submitted the proposed 2014 Budget pursuant to City Charter and Colorado law; and notice has been published and City Council has conducted a public hearing on the proposed 2014 Budget pursuant to City Charter and Colorado law; and

*WHEREAS*, there are sufficient revenues and fund balances to pay for the 2014 budgeted expenditures; and

*WHEREAS*, the City Charter, Section 10.6(d), specifies that adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property, sales, gaming and other taxes and fees therein proposed; and

*WHEREAS*, adoption of the 2014 Budget is necessary for the certification of the mill levy to Gilpin County for 2013 taxes, paid in 2014.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CENTRAL, COLORADO, THAT:**

**Section 1.** The City of Central hereby adopts and appropriates the following 2014 budget expenditure amounts:

• General Fund	\$ 4,469,610
• Historical Preservation	\$ 433,794
• Public Property Trust	\$ 103,628
• Water	\$ 785,658
Total Appropriations	\$ 4,914,899

**Section 2.** The 2014 property tax mill levy shall remain at 9.631 mills.

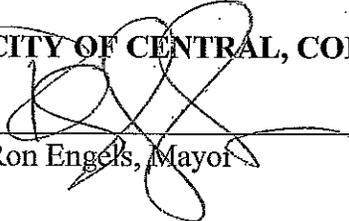
**Section 3.** The Capital Improvement Plan included in the 2014 Budget document is adopted

**Section 4. Severability.** If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

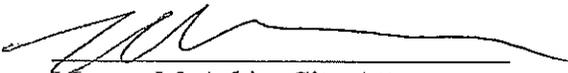
**Section 5. Effective Date.** This Ordinance shall become effective immediately following publication, public hearing and the approval of City Council following second reading in accordance with Sections 5.9 and 5.10 of the City Charter.

**INTRODUCED AND READ** by title only on first reading at the regular meeting of the City Council of the City of Central on the 5<sup>th</sup> day of November, 2013, at Central City, Colorado.

**CITY OF CENTRAL, COLORADO**

  
\_\_\_\_\_  
Ron Engels, Mayor

Approved as to form:

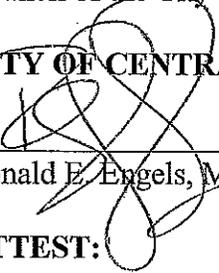
  
\_\_\_\_\_  
Marcus McAskin, City Attorney

ATTEST:

  
\_\_\_\_\_  
Reba Bechtel, City Clerk

**PASSED AND ADOPTED** on second reading, at the regular meeting of the City Council of the City of Central on the 19<sup>th</sup> day of November, 2013.

**CITY OF CENTRAL, COLORADO**

  
\_\_\_\_\_  
Ronald E. Engels, Mayor

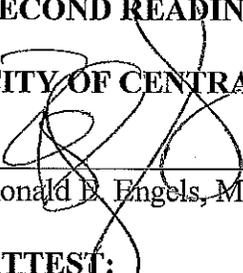
ATTEST:

  
\_\_\_\_\_  
Reba Bechtel, City Clerk

**POSTED IN FULL AND PUBLISHED BY TITLE AND SUMMARY** in the Weekly Register Call newspaper on November 7, 2013.

**POSTED AND PUBLISHED BY TITLE [AND SUMMARY IF AMENDED ON SECOND READING]** in the Weekly Register Call newspaper on November 21, 2013.

**CITY OF CENTRAL, COLORADO**

  
\_\_\_\_\_  
Ronald E. Engels, Mayor

ATTEST:

  
\_\_\_\_\_  
Reba Bechtel City Clerk

2014 BUDGET  
TABLE OF CONTENTS

	<u>Pages</u>
2014 Introduction	1-6
Budget Calendar	7
2014 Budget Message	8-12
Organizational Chart	13
2008-2014 Budgeted Position by Dept.	14
2013-2018 Pay Plan with 2014 Actuals	15
Consolidated Fund Statement	16
 <u>General Fund</u>	
General Fund Statement	17
General Fund Summary	18
General Fund Revenues By Source	19-20
City Clerk's Department	21-22
Judicial Department	23-24
City Manager Department	25-27
Finance Department	28-29
Community Devel. Department	30-31
Police Department	32-34
Fire Department	35-37
Public Works Department	38-40
Public Relations Department	41-42
Visitors Center Department	43-44
Historic Preservation Fund	45-47
TABOR Reserve Fund	48-49
Debt Service Fund	50-52
Conservation Trust Fund	53-54
Impact Fees Fund	55-56
Public Property Trust Fund	57-58
Water Fund	59-64
Five Year Capital Improvement Plan	65-67
BID Operating Plan and 2011 Budget	68-74
City of Central Adopted Financial Policies	Appendix A
Glossary of Terms	Appendix B



CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

**THE CITY**

The City of Central is located approximately 35 miles west of Denver, Colorado in Gilpin County. The City encompasses an area of approximately one square mile and serves an estimated population of 663 as of July 2011. The City's approximate average annual growth rate over the past eight (8) years is 1.3%. This population includes single family homes, town homes and an apartment complex. The City was incorporated in 1864 and adopted a home-rule charter by election in November of 1991. In accordance with that Charter, the City has all of the powers granted to local self-governments, municipal corporations and all general laws of the state.

Section 2.1 of the City's Charter establishes the form of government as a Mayor-Alderman-City Manager format. The City's governing body consists of four (4) Alderman and a Mayor, referred to as "Council". All members of the governing body are elected by the Citizens and serve terms of four years. The City Council constitutes the legislative and governing body of the City and therefore has all municipal powers and duties under the City Charter, general law and the constitution. Council meetings are held on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of each month during the year.

While the Council exercises the legislative power over the City, the City Manager oversees the daily operations of the City and is charged with implementing and maintaining policies set by the Council. The City Manager is also the Budget Officer of the City as set out in the City Charter. The departments under the City Manager's direction are as follows: Administration, Judicial, City Clerk, Finance, Planning, Police, Fire, Public Works, Public Relations, Visitors Center and Water. These departments provide a wide range of services to residents and visitors as well as carrying out all policies and procedures adopted by City Council. Below is a table of the City's current elected officials.

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>	<u>Term Expires</u>
Ron Engels	Mayor	6	2014
Bob Spain	Alderman	7	2014
Shirley Voorhies	Alderwoman	3	2014
Gloria Gaines	Alderwoman	1	2016
Kathryn Heider	Alderwoman	1	2016

The Council is assisted in its policy determinations by the recommendations of the Planning Commission and Historic Preservation Board who review development, construction and renovation activity in the City.

**Gaming**

In 1990, Colorado residents voted to allow limited stakes gaming in three Colorado communities; Central City is one of these communities. Legalization of limited stakes gaming was meant to revitalize these communities and as such, has become the City of Central's biggest source of revenue, providing approximately 78% of all revenue for the City. Gaming is also the most significant local industry and employer of residents. In 2008, Colorado residents and City residents

CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

approved Amendment 50 which enhanced gaming opportunities in all three (3) communities. The ballot extended the operating hours to twenty-four hour service, added craps and roulette and increased bet limits. The enhancements were passed in the hopes that the communities could become vacation destinations much like Las Vegas. Additional gaming revenues produced by these enhancements have been earmarked to the State's community colleges.

In accordance with the State Gaming Regulations each business that offers gaming must collect and remit gaming tax upon the adjusted gross proceeds from gaming. The taxes collected from the gaming businesses are allocated toward the Gaming Commission's operating expenses, regulatory expenses and administrative expenses. The remainder is allocated as follows:

% of Amount	Entity or Fund Distributed To
49.8%	State General Fund, 13% to the Gaming Impact Fund and a portion to CDoT
28%	The State Historical Society
12%	Gilpin & Teller Counties in proportion to revenues generated in each county
10%	Black Hawk, Central City & Cripple Creek in proportion to revenues generated by each community
0.20%	Colorado Tourism Promotion Fund

Beginning with the 2010 fiscal year, the tax revenues attributable to the implementation of Amendment 50 will be distributed as follows:

% of Amount	Entity or Fund Distributed To
78%	Colorado Community College System
12%	Gilpin County and Teller County (in proportion to gaming revenues generated in each county).
10%	Central City, Black Hawk, and Cripple Creek (in proportion to gaming revenues generated in each city).

Central City receives its annual gaming distribution in August of each year. The following page charts the City's annual distribution over the last fifteen (15) years. In 2012, the City's annual distribution accounted for 17% of all General Fund revenues.

CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

Year	Annual Gaming Tax Distribution	Incr/Dec Over Prior Yr.
2013	854,573	1.51%
2012	841,881	3.55%
2011	813,000	8.21%
2010	751,350	-2.86%
2009	773,499	-20.48%
2008	972,722	-8.91%
2007	1,067,821	18.13%
2006	903,931	9.66%
2005	824,291	27.82%
2004	644,870	-2.72%
2003	662,896	-6.99%
2002	712,726	-8.83%
2001	781,731	-6.91%
2000	839,794	-24.93%
1999	1,118,607	-8.10%

**Historic District**

Nearly all of the property located within the City was declared a National Historic Landmark Historic District in 1961, by the United States Department of the Interior, National Park Service. Pursuant to the Historic Preservation Ordinance, adopted in 1981 and subsequently amended in 1991, a Historic Preservation Commission was established to, among other things, determine and list all historical and/or architecturally significant structures and areas within the Historic District, to review any request for erection, demolition, moving, reconstruction, restoration or alteration within the Historic District, and to promote the preservation and enhancement of the Historic District. The Commission evaluates all applications for a Certificate of Appropriateness (necessary for the erection, demolition, moving, reconstruction, restoration or alteration within the District), using the Standards and Design Guidelines established in 1981. The Commission is composed of seven members appointed for a four year term, reporting directly to the City Council.

Because of the City's Historical designation, the City receives an annual distribution from the State Historical Society that is to be used towards preserving and promoting the historic nature of the City. In accordance with state and city guidelines, Central City has used this funding in a number of different ways. The most significant among these is the Historical Grant Program the City administers for residents, business and not-for-profits within the City. When appropriated during a budget year, the City offers grants to the three groups mentioned above to do repair or restoration work on their buildings. These grants are made under Historic Preservation Guidelines that adhere to state and city policies that ensure all properties maintain historical standards. The following chart illustrates the City's annual historical distribution over the past fifteen (15) years.

CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

Year	Annual Historical Distribution	Incr/Dec Over Prior Yr.
2013	442,722	1.07%
2012	438,032	1.82%
2011	430,187	2.24%
2010	420,756	-2.86%
2009	433,160	-20.48%
2008	544,724	-8.91%
2007	597,980	18.13%
2006	506,201	9.66%
2005	461,603	27.82%
2004	361,127	-2.72%
2003	371,221	-6.99%
2002	399,127	-8.83%
2001	437,786	-9.01%
2000	481,151	-23.19%
1999	626,419	-8.10%

### Central City Parkway

In order to increase the overall activity and success of both the gaming and historic tourism industries, the City and its component unit, the Business Improvement District (BID) constructed, the Central City Parkway. On November 19, 2004, the 8.4-mile four-lane parkway that runs from Hidden Valley at Interstate 70 Exit 243, straight into downtown Central City, opened. The Parkway was financed and constructed by the Central City Business Improvement District, which consists of commercial core and casino businesses. The City accepted the Central City Parkway as a City asset in 2007 and is responsible for the maintenance and safety (police and fire protection) of the road. Shortly after its opening, the City installed lighting along the first three miles of the Parkway.

Prior to its construction, visitors to the historic cities of Central City and Black Hawk could only arrive via a narrow, two lane canyon road, which was often closed due to rock slides and/or traffic accidents. The Parkway was a vision of the Central City government, its local businesses and property owners that took more than ten years to realize. Since opening, the casinos in both gaming communities have seen increased business and the Parkway's average daily traffic flow has been approximately 4,500 vehicles per day.

### City Finances & Budget Development

The finances and accounts of the City are organized into funds and account groups and are managed to account for specific activities and/or objectives. The 2014 Budget has been prepared in accordance with generally accepted accounting principles (GAAP) and the City's own adopted Financial Policies. The 2014 budget is presented on a *modified accrual basis of accounting* and assumes the *current financial resources* measurement focus for all governmental funds. This basis of accounting means all budgeted revenues are expected to be received during the current budget period and all expenditures allocated are for current operations, capital outlay and debt service payments that will be incurred and payable during the year. The City's sole proprietary enterprise fund, the Water Fund, is presented on an *accrual basis of accounting* and the *economic resources* measurement focus. The Water Fund's accounting basis is similar to that of a private business and

CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

differs from the approach taken with governmental funds in that revenues and expenses related to *both* current and non-current assets and liabilities are accounted for in the budget. Therefore, items like the depreciation of capital assets and revenues related to long-term contracts are recognized. The accounting bases for both the governmental and proprietary funds are the same ones used in the City's annual governmental and fund financial reports so correlations between the two sets of documents, changes in fund balances for example, can be made easily.

For governmental funds, a fund balance is comprised of the *net financial assets* of the fund (Financial Assets – Related Liabilities = Fund Balance) and includes both cash and non-cash, current items. The fund balance for the proprietary fund consists of the fund's net assets (Current Assets + Long-Term Assets – Current Liabilities- Long-Term Liabilities= Net Assets) and as mentioned above, recognizes items that may not be realized in the current accounting period. Central City currently has a total of nine (9)) funds: seven (7) governmental funds, one (1) Proprietary Fund and one (1) Fiduciary Fund. Below is a table identifying each of the City's funds and primary purpose.

<u>Fund Name</u>	<u>Type</u>	<u>Primary Use</u>
General	Governmental	General government activities such as Administration, Court, Finance, Planning, Police, Fire Public Works and Marketing.
Historic Preservation	Governmental	Activities that promote, restore and maintain the historic buildings and places within the City. Grants and maintenance of city properties.
Tabor	Governmental	Required fund that holds a reserve equal to 3% of the City's budgeted expenditures less debt service payments and interfund transfers.
Conservation Trust	Governmental	Proceeds from the CO State Lottery are placed in this fund and used for expenditures that are related to open space and public areas.
Impact Fees	Governmental	Fees collected from developers to be used to defray the cost of City impacts present due to the development.
Public Property	Governmental	Proceeds from the sale of all City owned property. Funds to be used for the purchase and/or restoration of other City properties.
Debt Service	Governmental	Used to account for the revenues pledged toward the payment of principal and interest payments and the payments themselves.
Water	Proprietary	Accounts for the expenses and revenues related to providing water service to City residents and businesses.
FPPA	Fiduciary	A trust fund that is used to account and track the City's volunteer firefighter's retirement account with FPPA.

The City's adopted Financial Policies main objective is to ensure the programs and services mentioned in the fund descriptions above can be maintained at all times. The goal of these Policies is to enable the City to maintain these services, even during unexpected downturns in the local and/or national economies and also be able to preserve healthy fund balances for contingencies while doing so. Based on these objectives, the Financial Policies of the City advocate the following: diversification of revenue sources; conservative revenue projections for future periods; proper cash management; internal controls to properly manage all expenditures; fund balance restrictions that allow the build up of reserves for contingencies and; the adoption of a balanced budget.

CITY OF CENTRAL  
2014 BUDGET  
INTRODUCTION

The City defines a "Balanced Budget" as follows: "One in which expenditures do not exceed available resources. Available resources are defined as annual projected revenues plus any undesignated reserves which are over the Fund Balance Policy minimum requirements and approved by Council. Ongoing operational expenses must be funded by ongoing sources of revenue". To review all of the City's adopted Financial Policies please refer to the end of this budget document.

### **Legal Budget Requirements**

#### Budget Submission

In accordance with C.R.S. § 29-1-105, the budget officer for the City is required to submit a balanced and proposed budget for the following year to the City Council by October 15<sup>th</sup>. Presentation of the proposed budget does not mean the budget has been adopted or that revisions cannot/will not be made prior to actual adoption.

Presentation of a proposed budget to City Council makes the document available for inspection by the public and following this preliminary presentation a "Notice of Budget" will be published in accordance with C.R.S. § 29-1-106. The Notice of Budget must state the budget is available for inspection by the public at City Hall, give the date and time of the budget hearing, and inform interested electors that objections may be filed any time prior to its adoption.

In accordance with Article X, Section 10.2 of the City Charter, the City Manager shall submit a final budget to Council for adoption no later than thirty (30) days prior to any date required by state law for the certification to the county of the tax levy for the following year. The final budget presented for adoption shall include a Budget Message, which discusses revenues and expenditures for the upcoming year.

After the budget has been presented to Council a public hearing on the proposed budget shall be held. During this time all interested and/or concerned individuals are given the opportunity to speak on the budget. After the public hearing has been held, Council may adopt the budget with or without amendments by resolution or ordinance (Article X, Section 10.6 (c)).

#### Budget Amendments

Budget amendments are changes to the original budget ordinance, affecting different funds or departments. If during the fiscal year the City manager certifies there are funds available for appropriation, revenues in excess of those estimated in the budget, the Council by resolution or ordinance may make supplemental appropriations for the year. To meet a public emergency affecting the life, health, property or public peace the City Council may also make emergency appropriations. For more information related to budget amendments, please refer to Article X, Section 10.10 of the City Charter.

#### Public Records

Copies of the budget are public records and are available for public inspection in the City Clerk's office and on the City's website, [www.centralcitycolorado.us](http://www.centralcitycolorado.us), under the Finance Department page.

CITY OF CENTRAL  
BUDGET CALENDAR

January 30	Certified copy of the adopted budget must be filed with the Division of Local Government. C.R.S. 29-1-113 (1) (3)
June	Finance Director begins preparing current year end projections, revising current fiscal year budget and meeting with Department Directors.
July	Departments begin preparing budget requests for the next year. Finance Department begins the process of compiling all requests, refining current fiscal year end projections and calculating next year's revenue projections.
August	Budget meetings between the City Manager, Finance Director and Department Directors take place to review initial requests and preliminary budget figures.
September	Council receives first copy of preliminary budget and budget work sessions are held with Council and staff.
October 15	Statutory deadline by which a proposed budget must be submitted to City Council C.R.S. 29-1-106 (a)
October	Council has more budget work sessions if necessary, staff finalizes budget and all included documents. Public Hearing may be held based upon need for further work sessions.
November	Public Hearing held if not held in October. Council adopts final budget
December 15	Deadline for Certification of Mill Levy to Gilpin County-Council must have budget adopted by this date.
December 31	Deadline for adopting supplemental appropriations for the year. Supplemental appropriations can be put before council at any time during the year.



CITY OF CENTRAL  
2014  
BUDGET MESSAGE

Mayor Engels, Council members, Residents and interested parties,

WHERE WE WERE...

Central City has been working to “catch up” for many years. The City has worked hard to address deficiencies in infrastructure, equipment, personnel and capital projects. The last few years have seen a decline in gaming revenues, increased costs of providing standard services, a number of costly, unanticipated expenditures and an ongoing recession including a very depressed housing and development market. Together, these things have made it extremely challenging for the City to provide consistent levels of service to its residents, businesses and visitors, let alone properly maintain the City’s aged capital assets and infrastructure. Over the past few years, the City was forced to deplete its cash reserves in an effort to provide basic services and purchase needed equipment. As a result, the City has been focused on the short-term, rather than the long-term.

The overall objective has been to stabilize revenue, eliminate debt and focus on strategic purchases. Through a series of strategic financial decisions, such as refinancing debt, increased revenues and a lot of hard work toward strategic planning on the part of City Council, the City has been able to significantly improve its financial position over the past several years. This renewed focus has allowed the City to begin addressing extensive deferred maintenance issues, replacing some critical infrastructure and equipment, striving to replenish its cash reserves and develop some strategic planning documents, such as a Water and Wastewater Master Plans. Council has engaged in three successive years of strategic planning and visioning, working to establish major goals and support major projects. This has become the new foundation for the City. The City has worked very hard to eliminate debt, diversify income and build reserves, all necessary to put the City in a position of strength.

WHERE WE ARE...

The 2013 budget year marked the turning point, changing from being in a reactive condition, to a proactive condition. In 2013, the City completed a number of projects and activities that directly supported the Council’s overall vision of a financially stable, economically diverse Central City. Through the purchase of new equipment and hiring additional expertise, both the Public Works and Water Departments have completed critical upgrades. The Lawrence St. waterline replacement serves as an example. In addition, the Public Works Department continues to self-perform a wide variety of quality infrastructure projects saving the City thousands of dollars in contractor charges, like completing the majority of paving projects within the City and the sidewalks projects that were completed. The City also completed or began some strategic initiatives, including the Water Study and a new and comprehensive Stormwater Plan. Several important activities were the result of grant awards. Grants have surfaced with a new emphasis going forward in 2013 and will be a strong focus for 2014 and beyond.

CITY OF CENTRAL  
2014  
BUDGET MESSAGE

WHERE WE ARE GOING...

As the City begins 2014, the focus will be on improving in a number of critical areas. They are detailed below:

**Parking:** The City as well as local business has long recognized the need for additional parking. Parking has been the topic of several past meetings and special meetings. While the need has been recognized, the specifics have not been agreed upon and 2014 will have a strong focus on parking needs and a plan to address those needs. However, any solution or plan to address parking will be expensive and a major factor in what solution or plan is developed.

**Business Retention/Attraction:** The City saw the closure of one casino in 2013. Efforts in 2014 will focus on attracting new business and creating a sustainable business environment. This will be particularly important for Main St. The City Planner will lead the effort to attract business and diversify interests.

**Infrastructure:** The City will continue to work on projects as money and time allow. Major projects will include the stabilization of the Nevada Street rock wall and a strong effort to resurface the Central City Parkway. The City may also increase efforts toward a new Public Works facility and recreational improvements around Chase Gulch Reservoir. Paving, sidewalks and patching will continue to be priorities.

**Development:** The City has been working with a number of interested developers and 2014 will see a continued focus on these efforts. Some level of new development will be important for the overall health of the City and diversification of revenue. In late 2013 the City experienced a renewed interest in Central City and will work to capitalize on that interest.

**Information/Communication:** The City has redesigned its website, improved its GIS capability and 2014 will see an increased effort to communicate and provide information.

The 2014 budget remains fairly conservative. This is due primarily to the loss of some revenues, even though the City has retired its bond debt obligations. As an overview, the 2014 budget does not propose any significant changes in operations.

Overall Ending Fund Balances

The explanation in this paragraph is essentially the same as in last year's budget. However, it is important to clarify fund balances and what those specifically mean in budget preparation and how that relates to the overall financial health of the City. It is also important to understand that fund balance does not equal cash on hand. The Fund Balance is comprised of cash, as well as expected receivables, less payables.  $\text{Fund Balance} = \text{Cash} + \text{Accounts Receivable} - \text{Payables}$ . For example, the General Fund currently has a large loan outstanding from the Water Fund that makes up a large portion of the General Fund's overall balance. Therefore, while the General Fund's balance and cash flow has improved significantly, it is important to remember that a large portion of the balance is tied to this outstanding loan. This position makes the following information extremely critical to an overall financial management plan and key to improving the City's financial health.

CITY OF CENTRAL  
2014  
BUDGET MESSAGE

Keeping the above information in mind, the City's overall fund balances are projected to increase by \$139,900 (6%) in 2014. This increase is due entirely to an increase in the General Fund's ending balance of \$361,527 (24%). This significant increase is the result of having no bond payments that require a transfer to the Debt Service Fund or allocation of property taxes and device fees. One of the City Council's financial goals during the 2014 Budget process was to maintain an ending cash reserve in the General Fund of \$700,000. The ending cash reserve is estimated to be \$686,263, close to the Council's objective. Several fixed costs, namely the Gilpin Ambulance Authority contract, caused the General Fund reserve to fall just below \$700,000. The Historical Preservation Fund's balance has decreased significantly due to the funding of the Nevada Street rock wall project as well as a transfer in the amount of \$120,000 to the Water Fund for capital and infrastructure improvements. The Public Property Trust Fund's ending balance is completely diminished in order to fund a portion of the Nevada Street rock wall project.

General Fund Revenues

The General Fund reflects an increase in revenues of approximately 4%, or \$193,290 over the 2013 budgeted amount. This slight increase is the result of all property taxes and device fee collections being allocated directly into the General Fund. In previous years, a portion of both revenue sources have been allocated into the Debt Service Fund for bond payments. The City retired all bonds payments in 2013. Therefore, all device fees and property taxes are fully allocated in the General Fund in 2014. This change in revenue allocations would have been higher, but was countered with expected decreases in sales tax and device fee revenues due to the closure of one casino and a decrease in overall gaming activity during 2013.

General Fund Expenditures

Budgeted General Fund expenditures have increased by 6% or \$266,956 from 2013 to 2014 budgeted amounts. As described above, this Budget allocates funding for small scale capital improvement and infrastructure projects. Additionally, funding has been allocated for the purchase of new accounting software, a new snow plow, one new police vehicle and several much needed items within the Fire Department. The total amount of funding for these capital expenditures is \$160,000. Also allocated is \$85,000 in the Public Works Department for the City's partial portion of a grant match for a Stormwater master plan and associated project costs. The second half of the City's required match will be funded in 2015 for a total overall match of \$170,000. The total amount of the grant was \$100,000. All funding allocations presented in the General Fund's budget are related primarily to continued services, operations and maintenance within all departments. A portion of the increase in General Fund expenditures is related to an increase in personnel costs which are discussed below.

CITY OF CENTRAL  
2014  
BUDGET MESSAGE

Personnel and Benefits

The 2014 proposed budget authorizes 24 full-time positions and 5 part-time positions. Total expenditures for all personnel and associated costs is \$2,074,683. A chart detailing these positions follows the Budget Message. One notable change is the elimination of the Operations Director position. A 2% cost-of-living increase as well as a possible 3% merit increase has been reflected for all employees. The total cost of the 2% cost-of-living and possible 3% merit increase is approximately \$86,500. Minor changes have been made to the employee insurance plans; the City will continue to pay 90% of the insurance premiums for health, dental and vision. The City's continued retirement match of up to 4% is still active and reflected in this budget. Based upon CML salary survey information, the Pay Plan continues to reflect salaries and wages in the mid-range for most employees.

Historic Preservation Fund

Revenues within the Historic Preservation Fund are budgeted to be \$424,205, a decrease of \$1,045 (1%). This decrease is due to a projected decrease in state historical funds in 2014, resulting from a decline in the City's overall gaming tax revenues. This decline is based upon an overall decrease in gaming activity, as well as, the loss of one casino in 2013. Expenditures budgeted within the Historic Preservation Fund are \$433,794. This is a decrease of \$31,506 (7%) over budgeted 2013 expenditures. The Historic Preservation Fund allocates money for the funding of marketing and event initiatives between the City, businesses and non-profits as well as the personnel and operations of the Visitors Center. This fund also allocates expenditures for the annual Ennovate energy performance contract lease payment and repairs to stabilize the rock wall on Nevada Street. A significant change is an allocation of \$120,000 to the Water Fund and the elimination of historical grants for residents in 2014.

Water Fund

In 2013, the City implemented a new tiered rate billing structure for all residential and commercial water accounts. For 2014, neither commercial nor residential water rates will change. Rather, the City Council has elected to further subsidize the Water Fund, with a transfer from the General Fund in the amount of \$27,781 as well as a transfer from the Historic Preservation Fund in the amount of \$120,000 for capital and infrastructure improvements. An explanation of the rate structures can be found in the Water Fund's introduction pages.

The Water Fund revenue is budgeted at \$636,876. This is a decrease of \$182,150 22% over 2013 budgeted revenues. This decrease is partially related to budgeting for the collection of only one half of the residential meter paybacks. The full payback amount from commercial customers is budgeted. Expenses within the Water Fund reflect an increase of \$49,617 (7%) over the 2013 allocation. This increase comes primarily from the allocation of \$120,000 for capital and infrastructure improvements within the water system. The budget also allocates funds to complete a small capital improvement project at Chase Gulch.

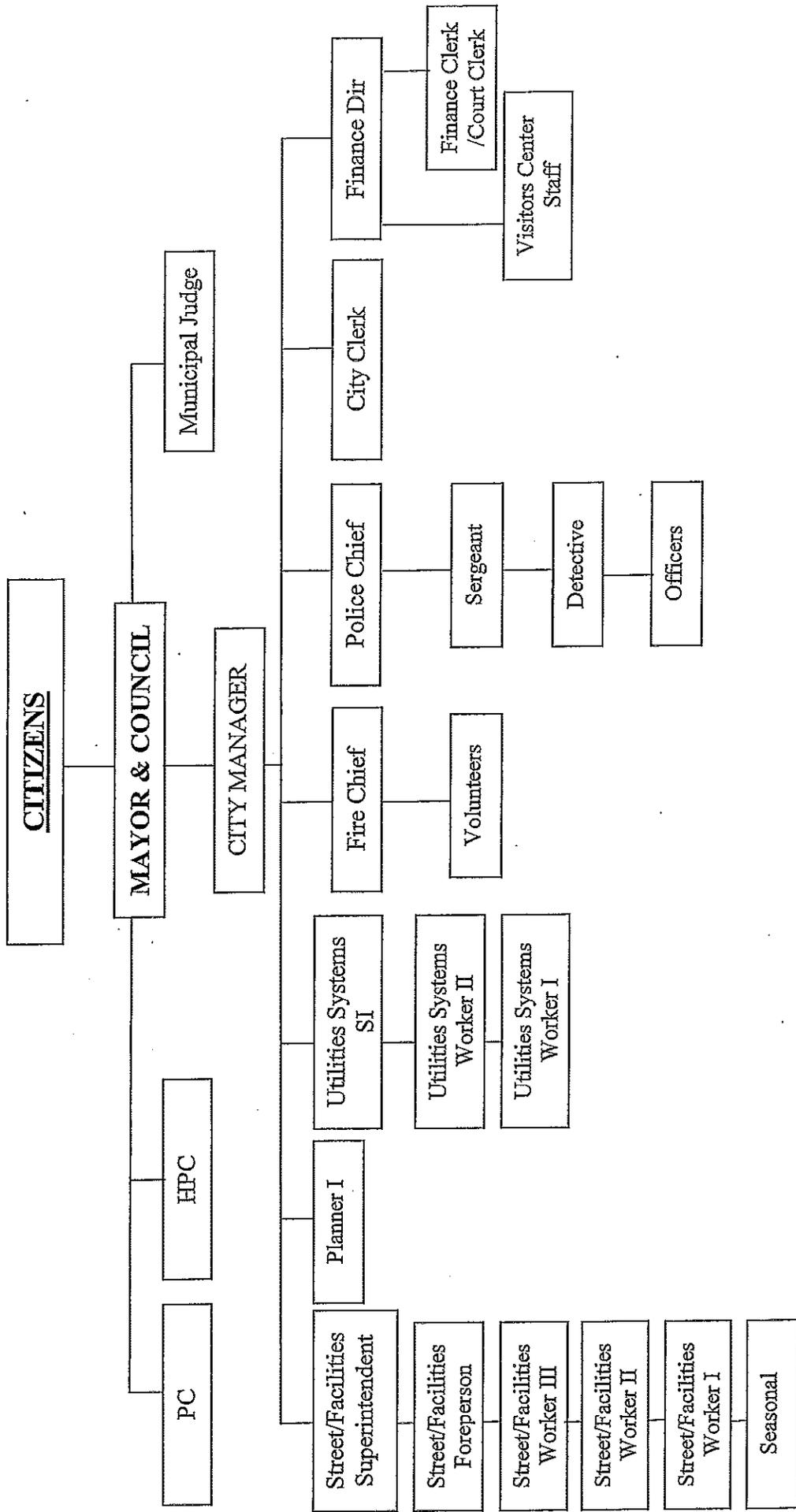
CITY OF CENTRAL  
2014  
BUDGET MESSAGE

Conclusion

The 2013 Budget is reflective of Council's continued goals of building and sustaining healthy cash reserves while upgrading and improving infrastructure and planning for the future of Central City. In following the path that City Council has laid out in its visioning process, the City will continue to become more financially stable, be able to address capital replacement and infrastructure needs as they occur and put plans and projects in place for future years. In doing these things, Central City is well on its way to being a great success as a historical city that just happens to have gaming.



**CITY OF CENTRAL  
ORGANIZATIONAL CHART**



2008-2014 BUDGETED  
POSITIONS BY DEPARTMENT

**FULL TIME POSITIONS**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Judicial Department	-	-	-	-	-	-	-
City Clerk's Department	1.5	1	1	1	1	1	1
City Manager Department	1	1	1	1	1	1	1
Finance Department	1	1	1	1	1	1	1
Planning Department	1.5	1	1	1	1	1	1
Police Department	7	4	4	5	5	8	8
Fire Department	1	1	1	1	1	1	1
Public Works Department	6.65	6.65	6.65	6	9	8	8
Public Relations Department	-	-	-	-	-	-	0
Visitor Center Department	-	-	-	-	-	-	0
Water Department	2.35	1.35	1.35	1	2	3	3
<i>Total Full Time Employees</i>	<i>22</i>	<i>17</i>	<i>17</i>	<i>17</i>	<i>21</i>	<i>24</i>	<i>24</i>

**PART TIME POSITIONS**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Judicial Department	1	2	2	2	1	1	1
City Clerk's Department	-	-	-	-	-	-	-
City Manager Department	-	-	-	-	-	-	-
Finance Department	1	1	1	1	1	1	1
Planning Department	-	-	-	-	-	-	-
Police Department	1	1	1	-	1	-	-
Fire Department	-	-	-	-	-	-	-
Public Works Department	-	-	-	-	-	1.5	-
Public Relations Department	1	1	1	-	-	-	-
Visitor Center Department	3	3	3	3	3	3	3
Water Department	-	-	-	-	-	0.5	-
<i>Total Part-Time Positions</i>	<i>7</i>	<i>8</i>	<i>8</i>	<i>6</i>	<i>6</i>	<i>7</i>	<i>5</i>

<i>Total City Employees</i>	<i>29</i>	<i>25</i>	<i>25</i>	<i>23</i>	<i>27</i>	<i>31</i>	<i>29</i>
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CITY OF CENTRAL  
2013-2018 PAY PLAN  
With 2014 Actuals

Employee Title	Status	Salary	Range		Actual
			Min.	Max.	
<u>Judicial Department</u>					
Judge		Salary	TBD by Council		9,261
Court Clerk	Exempt	Salary	11,980	16,696	18,608
<u>City Clerk's Department</u>					
City Clerk	Exempt	Salary	60,471	83,055	67,473
<u>Finance Department</u>					
Finance Director	Exempt	Salary	81,609	113,567	91,990
Finance Clerk (Pt)	Non-Exempt	Hourly	45,756	62,874	27,354
<u>Planning Department</u>					
Community Devel Dir.	Exempt	Hourly	81,200	113,128	70,613
<u>Police Department</u>					
Police Chief	Exempt	Salary	79,836	110,063	91,483
Sergeant	Non-Exempt	Hourly	58,383	76,354	70,560
Detective	Non-Exempt	Hourly	58,393	76,354	65,264
Officer	Non-Exempt	Hourly	43,429	61,093	49,854
Officer	Non-Exempt	Hourly	43,429	61,093	49,489
Officer	Non-Exempt	Hourly	43,429	61,093	48,308
Officer	Non-Exempt	Hourly	43,429	61,093	48,308
Officer	Non-Exempt	Hourly	43,429	61,093	47,873
<u>Fire Department</u>					
Fire Chief	Exempt	Salary	85,205	117,387	72,913
<u>Public Works Department</u>					
Operations Director	Exempt	Salary	80,600	113,487	-
Streets/Facilities SI	Exempt	Salary	54,905	77,075	71,663
Street/Facilities Foreperson	Non-Exempt	Hourly	39,996	54,442	47,944
Fleet Manager	Non-Exempt	Hourly	38,384	53,007	37,440
Municipal Service Worker III	Non-Exempt	Hourly	35,298	50,398	43,909
Municipal Service Worker III	Non-Exempt	Hourly	35,298	50,398	41,621
Municipal Service Worker III	Non-Exempt	Hourly	35,298	50,398	40,165
Municipal Service Worker I	Non-Exempt	Hourly	28,979	41,038	33,280
Municipal Service Worker I	Non-Exempt	Hourly	28,979	41,038	29,494
Seasonal	Non-Exempt	Hourly	27,893	37,939	-
<u>Water Department</u>					
Utilities Systems SI	Exempt	Salary	55,667	76,875	71,663
Utilities Systems III	Non-Exempt	Hourly	44,147	61,059	49,781
Utilities Systems II	Non-Exempt	Hourly	36,324	50,398	47,015
Utilities Systems I	Non-Exempt	Hourly	32,776	44,836	-
<u>Visitors Center Staff</u>					
VC Attendant	Non-Exempt	Hourly	6,240	16,848	15,039
VC Attendant	Non-Exempt	Hourly	6,240	16,848	9,998
VC Attendant	Non-Exempt	Hourly	6,240	16,848	9,632



2014 PROPOSED BUDGET CONSOLIDATED FUND STATEMENT

	General Fund	Historic Preservation Fund	Debt Service Fund	CTF Fund	Impact Fees Fund	Pub. Property Devel Fund	Water Fund	Tabor Reserve Fund	TOTAL
Beginning Fund Balance	1,557,731	451,750	-	53,871	(129,585)	103,178	-	204,608	2,241,553
<b>Sources of Fund</b>									
<b>REVENUES</b>									
Taxes	1,765,600	-	-	-	-	-	-	-	1,750,600
Tap/Impact Fees	-	-	-	-	-	-	-	-	-
Special Assessments	2,761,133	-	-	-	-	-	-	-	2,761,210
Licenses, Fees, Permits	37,700	-	-	-	-	-	-	-	37,700
Intergovernmental	68,000	415,805	-	5,000	-	-	-	-	469,675
Charges for Services	95,285	500	-	-	-	-	636,876	-	754,383
Fines	40,000	-	-	-	-	-	-	-	40,000
Grants	-	-	-	-	-	-	-	-	-
Interest Income	200	200	-	20	-	450	-	120	990
Miscellaneous	92,000	7,700	-	-	-	-	-	-	99,700
<b>Total Revenue</b>	<b>4,859,918</b>	<b>424,205</b>	<b>-</b>	<b>5,020</b>	<b>-</b>	<b>450</b>	<b>636,876</b>	<b>120</b>	<b>5,914,258</b>
<b>Expenses by Category</b>									
Personnel Services	1,771,703	64,651	-	-	-	-	230,458	-	2,074,683
Operating & Maint.	1,562,805	139,441	-	-	-	-	240,999	-	1,854,512
Professional Services	489,950	-	-	-	-	-	145,000	-	528,650
Council	63,878	-	-	-	-	-	-	-	43,878
CCP	172,269	-	-	-	-	-	-	-	142,269
Grants & Projects	-	229,702	-	-	-	-	-	-	57,702
Debt Principal	-	-	-	-	-	-	-	-	-
Debt Interest	-	-	-	-	-	-	-	-	-
Capital Outlay	409,005	-	-	-	-	103,628	169,200	-	213,205
Miscellaneous	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>4,469,610</b>	<b>433,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,628</b>	<b>785,658</b>	<b>-</b>	<b>4,914,899</b>
Interfund Loans/Transfers	(28,781)	(120,000)	-	-	-	-	148,781	-	-
<b>Ending Fund Balance</b>	<b>1,919,257</b>	<b>322,161</b>	<b>-</b>	<b>58,891</b>	<b>(129,585)</b>	<b>-</b>	<b>(0)</b>	<b>204,728</b>	<b>2,375,452</b>
<i>Reserved for Specific Purposes</i>	-	-	-	-	-	-	-	-	-
<i>Reserved</i>	-	-	-	58,891	-	-	-	-	58,891
<b>Unreserved Balance</b>	<b>1,919,257</b>	<b>322,161</b>	<b>-</b>	<b>-</b>	<b>(129,585)</b>	<b>-</b>	<b>45,050</b>	<b>204,728</b>	<b>2,361,612</b>
Incr (Decr) in Balance	361,527	199,448	-	5,020	-	450	(0)	(204,608)	361,837
<b>Ending Fund Balance</b>	<b>1,919,257</b>								
Water Loan Rcvbl	(1,232,994)								
<b>Approx Ending CASH</b>	<b>686,263</b>								



**2014 PROPOSED BUDGET**  
**GENERAL FUND-FUND STATEMENT**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
Beginning Fund Balance	1,083,488	204,049	919,840	1,153,136	1,594,416	1,557,731
<b>Sources of Fund</b>						
<b>REVENUES</b>						
Taxes	1,532,596	1,865,082	1,669,754	1,645,280	1,521,788	1,765,600
Special Assessments	2,286,153	2,438,660	2,666,889	2,737,774	2,450,563	2,761,133
Licenses, Fees & Permits	39,890	66,600	28,399	26,300	23,810	37,700
Intergovernmental	67,141	69,192	80,471	67,627	64,855	68,000
Charges for Services	46,572	62,932	105,221	90,775	97,998	95,285
Miscellaneous	207,035	311,511	434,877	98,872	206,059	132,200
<b>Total Revenue</b>	<b>4,179,387</b>	<b>4,813,977</b>	<b>4,989,997</b>	<b>4,666,628</b>	<b>4,365,073</b>	<b>4,859,918</b>
<b>Expenditures by Department</b>						
City Clerk	86,338	106,814	98,574	116,469	106,361	115,822
Judicial	41,502	44,382	48,637	55,759	49,104	51,910
City Manager/General Administration	899,570	976,065	812,733	826,631	797,583	854,715
Finance	185,843	186,013	187,901	191,433	196,031	262,956
Community Development	137,962	199,561	213,293	170,944	207,436	130,321
Police	378,771	454,155	755,747	757,893	782,864	844,776
Fire & Ambulance	313,046	357,358	412,039	349,355	419,429	470,864
Public Works	1,401,937	1,770,165	1,812,239	1,678,160	1,528,501	1,602,303
Public Relations	41,344	35,993	207,554	56,010	80,961	135,942
Visitors Center	37,500	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,523,813</b>	<b>4,130,506</b>	<b>4,548,717</b>	<b>4,202,654</b>	<b>4,168,270</b>	<b>4,469,610</b>
Transfers In (Out) of Fund	(307,709)	32,320	-	(17,387)	(233,488)	(28,781)
Previous Period Adjustment	(1,229,715)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>201,638</b>	<b>919,840</b>	<b>1,361,120</b>	<b>1,599,723</b>	<b>1,557,731</b>	<b>1,919,257</b>
Reserved for Specific Purposes	-	-	-	100,602	-	-
Reserved	-	-	-	570,000	-	700,000
Unreserved	201,638	919,840	1,361,120	929,121	1,557,731	1,219,257
<b>Increase (Decrease) in Fund Balance</b>	<b>(881,850)</b>	<b>715,791</b>	<b>441,280</b>	<b>446,587</b>	<b>(36,685)</b>	<b>361,527</b>
Ending Balance		919,840	1,361,120	929,121	1,557,731	1,919,257
Water Fund Loan Amount Owed		(1,089,000)	(1,089,000)	(1,089,000)	(1,089,000)	(1,232,994)
Approximate Cash in GF		(169,160)	272,120	(159,879)	468,731	686,263

**2014 PROPOSED BUDGET  
GENERAL FUND SUMMARY**

DEPARTMENT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
CITY CLERK TOTALS	86,338	106,814	98,574	116,469	106,361	115,822
JUDICIAL DEPARTMENT TOTALS	41,502	44,382	48,637	55,759	49,104	51,910
CITY MANAGER/GEN ADMIN TOTALS	899,570	976,065	812,733	826,631	797,583	854,715
FINANCE DEPT TOTALS	185,843	186,013	187,901	191,433	196,031	262,956
COMMUNITY DEVELOPMENT TOTALS	137,962	199,561	213,293	170,944	207,436	130,321
PUBLIC WORKS TOTALS	1,401,937	1,770,165	1,812,239	1,678,160	1,528,501	1,602,303
POLICE DEPARTMENT TOTAL	378,771	454,155	755,747	757,893	782,864	844,776
FIRE & AMBULANCE TOTALS	313,046	357,358	412,039	349,355	419,429	470,864
PUBLIC RELATIONS TOTALS	41,344	35,993	207,554	56,010	80,961	135,942
VISITORS CENTER TOTALS	37,500	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,523,813</b>	<b>4,130,506</b>	<b>4,548,717</b>	<b>4,202,654</b>	<b>4,168,270</b>	<b>4,469,610</b>
<i>Revenues</i>	<i>4,179,387</i>	<i>4,813,977</i>	<i>4,985,611</i>	<i>4,666,628</i>	<i>4,365,073</i>	<i>4,859,918</i>
<i>Expenses</i>	<i>3,523,813</i>	<i>4,130,506</i>	<i>4,548,717</i>	<i>4,202,654</i>	<i>4,168,270</i>	<i>4,469,610</i>
<i>Excess of Revenues Over Expenditures</i>	<i>655,574</i>	<i>683,471</i>	<i>436,894</i>	<i>463,974</i>	<i>196,803</i>	<i>390,308</i>
<i>Transfer Out Debt Service</i>	<i>(304,897)</i>	<i>(34,361)</i>	<i>-</i>	<i>(17,387)</i>	<i>(233,488)</i>	<i>-</i>
<i>Transfers-Other</i>	<i>(2,812)</i>	<i>66,681</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Loan to Water Fund</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(28,781)</i>
<i>Total Other Financing Sources (Uses)</i>	<i>(307,709)</i>	<i>32,320</i>	<i>-</i>	<i>(17,387)</i>	<i>(233,488)</i>	<i>(28,781)</i>
<i>Net Change in Fund Balance</i>	<i>347,865</i>	<i>715,791</i>	<i>436,894</i>	<i>446,587</i>	<i>(36,685)</i>	<i>361,527</i>
Beginning Fund Balance	1,083,488	204,049	1,153,136	1,153,136	1,594,416	1,557,731
Previous Period Adjustment	(1,229,715)	-	-	-	-	-
Ending GF Balance	201,638	919,840	1,590,030	1,599,723	1,557,731	1,919,257
Reserved for Specific Purposes	-	-	-	100,602	-	-
Reserved	-	-	-	570,000	-	-
Unreserved Fund Balance	-	-	-	929,121	1,557,731	1,919,257

**2014 PROPOSED BUDGET**  
**GENERAL FUND REVENUES BY SOURCE**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<b>TAXES</b>						
01-311-1000 General Property Taxes	20,205	22,552	19,114	31,000	21,863	311,000
01-311-0001 Delinquent Tax/Interest	88	3,350	168	120	100	600
01-311-0002 Miscellaneous Prop. Taxes	2,792	210	-	1,000	-	-
01-311-0000 Specific Ownership Tax	966	993	939	1,000	1,000	14,000
01-313-0000 Sales Tax Revenue	600,410	869,433	680,813	672,160	515,000	515,000
01-313-0001 Delinquent Sales Tax Charges	66	-	-	-	-	-
01-313-1000 Use Tax Revenue	18,838	57,264	9,081	20,000	20,097	20,000
01-313-3000 Lodging Tax	33,065	43,977	48,060	45,000	40,181	40,000
01-318-2000 Franchise Tax	49,938	54,618	69,697	60,000	68,974	65,000
01-335-9000 State Gaming Tax	806,228	812,685	841,882	815,000	854,573	800,000
<i>Subtotal Taxes</i>	<u>1,532,596</u>	<u>1,865,082</u>	<u>1,669,754</u>	<u>1,645,280</u>	<u>1,521,788</u>	<u>1,765,600</u>
<b>SPECIAL ASSESSMENTS</b>						
01-318-3000 Device Fees Machine Tax	1,565,659	1,746,974	1,936,649	1,977,991	1,740,649	1,651,795
01-318-3001 Device Fees 2'nd Add'l	156,495	174,618	193,577	197,709	173,985	437,604
01-318-3002 Century Device Fees	563,999	517,068	536,663	562,074	535,929	671,734
<i>Subtotal Special Assessments</i>	<u>2,286,153</u>	<u>2,438,660</u>	<u>2,666,889</u>	<u>2,737,774</u>	<u>2,450,563</u>	<u>2,761,133</u>
<b>LICENSES, FEES &amp; PERMITS</b>						
01-321-1000 Liquor License	3,314	6,139	4,386	4,500	4,500	4,500
01-320-1000 Sales Tax License	3,110	8,910	12,023	3,500	1,603	10,000
01-320-1001 Business Licencse	3,130	2,600	1,125	-	150	1,100
01-320-1002 Dispensary License	7,200	1,200	1,200	2,400	2,400	2,400
01-322-7000 Sign License	1,000	975	350	400	461	500
01-321-6000 Contractors License	3,548	4,738	3,675	2,500	2,811	3,200
01-322-1000 Building Permits	15,436	30,576	6,569	10,000	10,505	13,000
01-341-5000 Other Licenses, Fees & Per	3,152	11,462	3,457	3,000	1,380	3,000
<i>Subtotal Licenses, Permits &amp; Fees</i>	<u>39,890</u>	<u>66,600</u>	<u>28,399</u>	<u>26,300</u>	<u>23,810</u>	<u>37,700</u>
<b>INTERGOVERNMENTAL</b>						
01-334-2000 Grant Revenues	-	-	9,748	-	-	-
01-335-4000 Highway User Tax Fund	48,447	44,979	49,279	48,000	48,000	48,000
01-335-5000 Road & Bridges	13,105	17,305	12,580	15,957	13,000	13,800
01-335-6000 Cigarette Tax	1,449	1,951	1,904	1,569	1,754	1,500
01-335-4002 State Mineral Lease Distribution	704	414	392	601	601	500
01-335-4003 State Severance Tax Distribution	3,436	4,543	6,568	1,500	1,500	4,200
<i>Subtotal Intergovernmental Revenue</i>	<u>67,141</u>	<u>69,192</u>	<u>80,471</u>	<u>67,627</u>	<u>64,855</u>	<u>68,000</u>
<b>CHARGES FOR SERVICES</b>						
01-341-1000 Court Costs	1,240	1,300	3,970	5,000	11,323	9,000
01-341-2000 Other (Pub, Cop, B/D Cert)	768	229	573	863	350	700
01-341-3000 Design Review Fees	9,209	17,933	7,825	5,000	5,153	5,000
01-341-6000 Elevator Inspection Fee	-	-	180	8,616	8,616	9,500
01-342-1000 City Performed Services	-	357	9,265	290	-	500
01-342-1000 Fingerprinting Services	2,875	3,025	2,223	3,281	2,837	2,500
01-347-8000 Marketing Revenues-Events	1,855	1,000	729	-	-	-
01-363-1000 Lease Revenue	30,625	39,088	80,456	67,725	69,719	68,085
<i>Subtotal Charges for Services</i>	<u>46,572</u>	<u>62,932</u>	<u>105,221</u>	<u>90,775</u>	<u>97,998</u>	<u>95,285</u>

**2014 PROPOSED BUDGET**  
**GENERAL FUND REVENUES BY SOURCE**

	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<b>MISCELLANEOUS</b>						
01-351-1000 Fines	44,929	51,643	48,182	55,000	38,654	40,000
01-361-0000 Interest Income	297	(102)	209	100	100	200
01-362-2000 Surplus Sale Revenue	24,095	13,612	88,478	5,000	50,000	10,000
01-390-0000 Other Misc Revenue	9,829	63,242	6,808	10,000	40,000	10,000
01-391-0001 Sale of Property/Transfers In	-	66,720	-	-	-	-
01-390-2003 Deferred Revenue Recog.	2,540	43,449	53,011	5,449	-	-
01-390-0422 Fire Department Revenue	345	2,470	6,085	3,323	9,811	3,000
01-390-2000 Employee Medical Payments	-	-	-	-	27,494	29,000
01-390-2001 BID CCP Maintenance	-	20,000	20,000	20,000	20,000	20,000
01-392-0000 Proceeds of Capital Lease	-	-	152,989	-	-	-
01-396-0000 Lawsuits/Insurance Settlements	125,000	50,477	59,115	-	20,000	20,000
<i>Subtotal Miscellaneous Revenue</i>	<u>207,035</u>	<u>311,511</u>	<u>434,877</u>	<u>98,872</u>	<u>206,059</u>	<u>132,200</u>
<b>TOTAL REVENUES</b>	<b>4,179,387</b>	<b>4,813,977</b>	<b>4,985,611</b>	<b>4,666,628</b>	<b>4,365,073</b>	<b>4,859,918</b>

**CITY CLERK DEPARTMENT  
2014 Budget**

Program Goal

The City Clerk Department maintains orderly and accessible records of all city activities and transactions, posts all public meeting notifications; prepares agendas and minutes for City Council formal meetings, administers liquor license services and is charged with the codification of the municipal code book.

Budget Allowance/Explanation

The City Clerk's budget allocation for 2014 is \$115,822, a decrease of 1% over the 2013 budget allocation. This increase is primarily the result of allocating funds for election expenditures.

Personnel Funded in 2014

City Clerk	<u>\$67,473</u>
Total Funded	\$67,473

2014 PROPOSED BUDGET  
CITY CLERK

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YB PROJECTED	2014 PROPOSED
01-411-1100	SALARIES & WAGES	51,212	61,849	62,397	64,260	64,260	67,473
01-411-1101	EVENT COORDINATION	-	450	-	-	-	-
01-411-2100	HEALTH/DENTAL/VISION/LIFE/D&D	4,242	6,022	6,063	9,785	6,499	7,398
01-411-2200	FICA & MEDICARE	4,432	4,621	4,751	4,916	4,916	5,162
01-411-2210	SUTA	93	174	176	193	193	202
01-411-2300	401K	819	2,448	2,457	2,570	2,570	2,699
01-411-2310	457	1,228	-	-	-	-	-
01-411-2400	TRAINING	165	25	550	1,000	500	1,000
01-411-2600	WORKER'S COMPENSATION	670	1,326	1,980	1,756	1,597	2,634
	<i>Total Personnel Services</i>	<u>62,861</u>	<u>76,915</u>	<u>78,374</u>	<u>84,480</u>	<u>80,535</u>	<u>86,568</u>
01-411-3300	OTHER PROFESSIONAL SERVICES	381	-	-	-	100	-
01-411-3402	CODIFICATION	3,671	4,178	-	5,000	9,349	5,000
01-411-3301	IT SERVICES & SUPPORT	2,683	6,302	5,093	4,000	5,247	5,000
	<i>Total Professional Services</i>	<u>6,735</u>	<u>10,480</u>	<u>5,093</u>	<u>9,000</u>	<u>14,696</u>	<u>10,000</u>
01-411-2100	ELECTRICITY	3,797	3,974	3,245	2,651	3,106	3,417
01-411-3002	ELECTIONS EXPENSE	981	1,034	1,765	10,000	-	3,500
01-411-3401	RECORDS PRESERVATION	-	5,749	-	1,000	-	2,500
01-411-3403	FILING FEES	16	39	143	500	-	-
01-411-4110	SEWER	120	162	128	113	165	182
01-411-4303	BUILDING MAINTENANCE	4,856	2,980	1,165	1,429	770	1,165
01-411-4304	ALARMS MONITORING	194	268	814	275	379	1,000
01-411-5100	POSTAGE	363	720	666	662	825	866
01-411-5200	LIABILITY INSURANCE	92	76	108	187	1,500	1,575
01-411-5300	TELEPHONE	2,530	1,309	1,216	2,000	1,529	1,600
01-411-5410	CLASSIFIEDS	293	358	176	1,000	500	500
01-411-5420	LEGAL PUBLICATIONS	1,044	1,052	637	-	-	500
01-411-5611	CREDIT CARD PROCESSING FEES	104	47	90	100	24	100
01-411-5700	SUBSCRIPTIONS & MEMBERSHIPS	196	254	310	250	250	250
01-411-5800	TRAVEL	10	-	-	-	-	-
01-411-6110	OFFICE SUPPLIES & SMALL EQUIP	544	269	528	1,000	500	500
01-411-6111	STATIONARY/FORMS	445	49	75	250	250	250
01-411-6112	PHOTOCOPIER CHARGES	764	1,019	1,175	1,222	982	1,000
01-411-6114	SOFTWARE	150	60	120	350	350	350
	<i>Total Operating Expenses</i>	<u>16,499</u>	<u>19,419</u>	<u>12,361</u>	<u>22,989</u>	<u>11,130</u>	<u>19,254</u>
01-411-7430	FURNITURE AND FIXTURES	243	-	-	-	-	-
01-411-7431	COMPUTERS & SOFTWARE	-	-	2,746	-	-	-
	<i>Total Capital Outlay</i>	<u>243</u>	<u>-</u>	<u>2,746</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>CITY CLERK TOTALS</b>	<b>86,338</b>	<b>106,814</b>	<b>98,574</b>	<b>116,469</b>	<b>106,361</b>	<b>115,822</b>

**JUDICIAL DEPARTMENT  
2014 Budget**

Program Goal

The Judicial Department/Municipal Court provides equal access, professional and impartial treatment and just resolution of all Court matters to all individuals who come before the Court with integrity.

The City Council appoints the Municipal Judge on a bi-annual basis and the Court Clerk is an employee of the City. Court is held twice per month at the discretion of the Judge. The Court Clerk provides administrative and related support for the Judge during Court sessions, prepares all required paperwork and tracks and maintains all tickets and cases throughout the month.

Budget Allowance/Explanation

The Judicial/Municipal Court budget provides for the operation of the municipal court and is allocated at \$51,910 in 2014. This is a 7% (\$3,849) decrease from the 2013 budget. This increase is a result of allocating money for general services within the department. The Judicial Department budget allocates funds for the salaries of the Court Clerk and Judge and as well funds for the Municipal Court Attorney's contract which is a flat rate of \$600 per month regardless of case load. Also allocated are payroll taxes, insurance costs and minimal supplies.

Personnel Funded in 2014

Judge	\$ 9,261
Court Clerk	<u>\$18,608</u>
<i>Total Funded</i>	\$27,869

**2014 PROPOSED BUDGET  
JUDICIAL DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-412-1100	SALARIES & WAGES	26,280	25,849	27,234	26,545	25,293	27,869
01-412-2100	HEALTH/DENTAL/VISION/LIFE/DS	1,557	1,639	1,771	2,081	1,982	2,527
01-412-2200	FICA & MEDICARE	1,968	1,979	1,962	2,030	1,875	2,132
01-412-2210	SUTA	34	51	52	80	57	84
01-412-2300	401K RETIREMENT	662	675	665	710	692	744
01-412-2600	WORKER'S COMPENSATION	616	521	864	649	660	1,088
01-412-2400	TRAINING	100	20	20	100	50	100
	<i>Total Personnel Expenses</i>	<u>31,217</u>	<u>30,734</u>	<u>32,568</u>	<u>32,195</u>	<u>30,609</u>	<u>34,544</u>
01-412-3001	ATTORNEY/LEGAL	6,600	6,600	7,200	7,500	7,200	7,200
01-412-3301	IT MAINTENANCE	1,355	5,385	6,017	4,000	5,247	5,000
	<i>Total Professional Services</i>	<u>7,955</u>	<u>11,985</u>	<u>13,217</u>	<u>11,500</u>	<u>12,447</u>	<u>12,200</u>
01-412-3330	MUNICIPAL COURT EXPENSE	-	108	540	350	350	500
01-412-4100	ELECTRICITY	-	-	-	2,651	-	-
01-412-4110	SEWER	-	-	-	113	-	-
01-412-4303	BUILDING MAINTENANCE	-	-	-	1,429	-	-
01-412-5100	POSTAGE	-	-	-	662	-	-
0-412-5200	LIABILITY INSURANCE	92	102	106	187	2,206	2,316
01-412-5300	TELEPHONE	-	-	909	2,000	1,392	-
01-412-6110	OFFICE SUPPLIES	-	-	-	1,000	-	-
01-412-6111	STATIONARY/FORMS	233	-	160	500	-	250
01-412-6112	PHOTOCOPIER CHARGES	47	-	-	1,222	-	-
01-412-6114	SOFTWARE	-	-	-	350	-	-
01-412-5611	CREDIT CARD PROCESSING FEES	374	388	623	600	600	600
01-412-6110	OFFICE SUPPLIES	1,584	1,065	514	1,000	1,500	1,500
	<i>Total Operating Expenses</i>	<u>2,330</u>	<u>1,663</u>	<u>2,852</u>	<u>12,064</u>	<u>6,048</u>	<u>5,166</u>
	<b>JUDICIAL DEPARTMENT TOTALS</b>	<b>41,502</b>	<b>44,382</b>	<b>48,637</b>	<b>55,759</b>	<b>49,104</b>	<b>51,910</b>

**CITY MANAGER  
GENERAL ADMINISTRATION  
2014 Budget**

Program Goal

The City Manager provides professional administration of the policies and objectives established by the Mayor and City Council, develops alternative solutions to community problems for Council consideration and plans programs that meet the future public needs of the City. The City Manager also coordinates the City's budget process and serves as the Human Resources coordinator.

Budget Allowance/Explanation

The City Manager's budget for 2014 is \$854,715, an increase of 3% (\$28,084) from the 2012 budget allocation. This department allocates funds for lawsuits and general and specific legal services. A significant portion of the increase of prior year is related to legal service allocations. This department also allocates funds for City Council and Citizen based programs such as Public Education. Both of these areas also contributed to the department's increase over prior year.

Contract employees under Professional Services include: City Attorney

Personnel Funded in 2014

City Manager	\$120,166
Mayor*	\$ 8,400
<u>Alderman (4)*</u>	<u>\$ 25,625</u>
<i>Total Funded</i>	\$154,191

*\*While considered personnel under the City Charter, the Mayor and Council are personnel for federal taxing purposes only.*

2014 PROPOSED BUDGET  
CITY MANAGER/GEN. ADMINISTRATION

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-413-1100	SALARIES	201,294	118,200	115,791	114,444	114,444	120,166
01-413-2100	HEALTH/DENTAL/VISION/LIFE/D&I	8,286	15,779	15,629	18,775	21,495	17,695
01-413-2200	FICA & MEDICARE	11,499	8,306	8,605	8,755	8,755	9,193
01-413-2210	SUTA	427	440	442	343	445	360
01-413-2300	401K	3,043	4,365	-	4,578	-	-
01-413-2310	457	3,043	-	-	-	-	-
01-413-2400	TRAINING/CONFERENCES	654	12	-	2,000	100	1,500
01-413-2600	WORKER'S COMPENSATION	3,814	3,201	4,631	3,706	4,719	6,059
01-413-2901	CAR ALLOWANCE/MILEAGE	-	-	-	3,000	3,000	3,700
	<i>Total Personnel Services</i>	<u>232,060</u>	<u>150,303</u>	<u>145,098</u>	<u>155,601</u>	<u>152,958</u>	<u>158,673</u>
01-413-1101	MAYOR & COUNCIL SALARIES	30,372	29,464	31,701	34,025	34,025	34,025
01-413-2201	FICA & MEDICARE	2,324	2,288	2,359	2,603	2,603	2,603
01-413-2402	COUNCIL CONFERENCES	3,066	2,349	3,538	3,000	4,250	4,250
01-413-2900	EMPLOYEE APPRECIATION	20	69	-	-	-	-
01-413-3211	BOARDS & COMMISSIONS STIPEND	250	200	400	2,000	1,200	3,000
01-413-5990	COUNCIL DISCRETIONARY	2,083	164,214	-	5,000	3,500	5,000
01-413-5991	PUBLIC EDUCATION	7,266	7,500	5,100	15,000	15,000	15,000
	<i>Total Council</i>	<u>45,381</u>	<u>206,084</u>	<u>43,098</u>	<u>61,628</u>	<u>60,578</u>	<u>63,878</u>
01-413-3300	OTHER PROFESSIONAL SERVICES	19,330	-	-	-	556	-
01-413-3301	IT SERVICES & SUPPORT	3,350	6,357	5,218	4,000	5,247	5,000
01-413-3330	CITY ATTORNEY	87,099	112,653	131,028	85,000	93,405	90,000
01-413-3338	BURG SIMPSON LAWSUIT	13,502	-	-	-	-	-
01-413-3339	YOUNG SETTLEMENT	3,201	-	-	-	-	-
01-413-3341	SPECIAL LEGAL COUNSEL	-	-	7,807	15,000	22,552	5,000
01-413-4305	ELEVATOR CONTRACT	-	-	9,070	8,616	8,616	9,500
	<i>Total Professional Services</i>	<u>126,482</u>	<u>119,010</u>	<u>153,123</u>	<u>112,616</u>	<u>130,376</u>	<u>109,500</u>
01-413-4100	ELECTRICITY	5,156	4,626	5,683	2,651	10,197	11,217
01-413-4110	SEWER	171	323	193	113	247	272
01-413-4303	BUILDING MAINTENANCE	9,726	7,655	6,519	1,429	3,355	1,165
01-413-4304	ALARMS MONITORING	194	268	814	275	379	1,000
01-413-4410	RENTAL EXPENSE-BUS STOP	1,733	1,600	1,733	1,600	266	-
01-413-4420	TOLLGATE DEVICE FEE REBATE	454,157	453,736	430,774	450,197	392,773	470,214
01-413-5100	POSTAGE	655	719	666	662	830	872
01-413-5200	LIABILITY INSURANCE	1,190	4,090	1,314	187	6,500	6,825
01-413-5201	LIABILITY INSURANCE DEDUCTIBLES	-	1,000	2,000	3,000	2,000	2,000
01-413-5300	TELEPHONE	2,965	1,356	1,253	2,000	1,529	1,600
01-413-5301	CELLULAR PHONES	659	640	426	550	423	500
01-413-5410	CLASSIFIEDS	1,985	80	-	300	150	250
01-413-5700	SUBSCRIPTIONS & MEMBERSHIPS	10,442	9,965	4,271	12,000	8,335	8,500
01-413-5800	TRAVEL/MEALS	3,570	3,031	5,239	4,000	3,057	3,000
01-413-5997	MANAGER'S DISCRETIONARY	-	8,018	7,095	15,000	15,000	10,000
01-413-6000	MISC EXPENSE	197	1,094	88	-	313	-

**2014 PROPOSED BUDGET**  
**CITY MANAGER/GEN. ADMINISTRATION**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-413-6110	OFFICE SUPPLIES	1,146	607	573	1,000	5,000	1,000
01-413-6111	STATIONARY/FORMS	552	261	75	250	250	250
01-413-6112	PHOTOCOPIER CHARGES	951	1,049	1,175	1,222	982	1,000
01-413-6114	SOFTWARE	198	550	1,523	350	866	1,000
	<i>Total Operating Expenses</i>	<u>495,647</u>	<u>500,668</u>	<u>471,414</u>	<u>496,786</u>	<u>452,452</u>	<u>520,664</u>
01-413-7430	FURNITURE AND FIXTURES	-	-	-	-	-	-
01-413-7431	COMPUTERS & SOFTWARE	-	-	-	-	1,219	2,000
	<i>Total Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,219</u>	<u>2,000</u>
	<b>CITY MANAGER/GEN ADMIN TOTALS</b>	<b>899,570</b>	<b>976,065</b>	<b>812,733</b>	<b>826,631</b>	<b>797,583</b>	<b>854,715</b>



**FINANCE DEPARTMENT  
2014 Budget**

Program Goal

The Finance Department maintains a fiscally sound government organization that conforms to legal requirements and generally accepted accounting principals (GAAP), provides effective treasury management, provides an effective debt management program, develops and maintains the annual budget in conjunction with the City Manager, processes payroll and utility billing and provides financial advisory services for all city departments and administers all employee benefits.

Budget Allowance/Explanation

The Finance Department's budget allocation for 2014 is \$262,956 a 37% (\$71,523) increase over the 2013 allocation. This increase is related primarily to the allocation of \$50,000 for the capital purchase of new accounting software. Other increases include additional allocations for bank charges related to Colorado Business Bank, funding the purchase of a new computer for the Finance Clerk, a slight expected increase for the 2013 audit and the 2% cost of living and merit increases for personnel. Allocations in this department include salaries for the Finance Director and Finance Clerk, funding for the 2013 audit, standard operating costs such as utilities and office supplies.

Personnel Funded in 2014

Finance Director	\$ 91,990
Finance Clerk	\$ 27,353
<i>Total Salaries Funded</i>	\$119,343

**2014 PROPOSED BUDGET**  
**FINANCE DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-415-1100	SALARIES & WAGES	106,927	108,788	109,792	113,660	113,660	119,343
01-415-1101	EVENT COORDINATION	-	5,000	-	-	-	-
01-415-2100	HEALTH/DENTAL/VISION/LIFE/D&	13,194	14,993	14,160	13,880	14,572	16,692
01-415-2200	FICA & MEDICARE	8,174	8,166	8,338	8,695	8,695	9,130
01-415-2210	SUTA	217	481	336	341	341	358
01-415-2300	401K	2,247	1,388	4,106	4,546	4,546	4,774
01-415-2400	TRAINING	215	98	842	2,500	250	2,500
01-415-2600	WORKER'S COMPENSATION	2,517	2,425	3,503	3,027	2,825	4,660
	<i>Total Personnel Services</i>	<u>133,491</u>	<u>141,339</u>	<u>141,077</u>	<u>146,649</u>	<u>144,889</u>	<u>157,457</u>
01-415-3220	ACCOUNTING/AUDITORS	27,500	19,900	19,000	22,000	22,000	25,000
01-415-3301	IT SERVICES & SUPPORT	2,978	6,402	5,193	4,000	5,247	5,000
	<i>Total Professional Services</i>	<u>30,478</u>	<u>26,302</u>	<u>24,193</u>	<u>26,000</u>	<u>27,247</u>	<u>30,000</u>
01-415-2100	ELECTRICITY	4,789	3,974	3,244	2,651	3,106	3,417
01-415-4110	SEWER	170	162	128	113	165	182
01-415-4303	BUILDING MAINTENANCE	4,881	2,976	1,165	1,429	770	1,165
01-415-4304	ALARMS MONITORING	194	268	814	275	379	1,000
01-415-5100	POSTAGE	323	719	667	662	825	866
01-415-5110	COMPUTER NETWORK AGREEMENT	2,830	2,795	2,795	2,795	3,155	2,795
01-415-5200	LIABILITY INSURANCE	92	102	108	187	1,500	1,575
01-415-5300	TELEPHONE	2,915	1,420	1,625	2,000	1,838	1,900
01-415-5410	CLASSIFIEDS	-	-	12	250	250	250
01-415-5600	TREASURER'S FEES	434	549	416	650	693	750
01-415-5610	BANK CHARGES	1,046	1,592	2,139	1,500	6,245	6,200
01-415-5611	CREDIT CARD PROCESSING FEES	57	142	49	400	400	600
01-415-5700	SUBSCRIPTIONS & MEMBERSHIPS	1,495	340	687	800	600	700
01-415-5800	TRAVEL	207	129	-	-	-	-
01-415-6110	OFFICE SUPPLIES	907	1,516	2,229	1,000	1,226	600
01-415-6111	STATIONARY/FORMS	344	484	762	500	454	500
01-415-6112	PHOTOCOPIER CHARGES	950	1,049	1,175	1,222	979	1,000
01-415-6114	SOFTWARE	240	155	160	350	-	-
	<i>Total Operating Expenses</i>	<u>21,874</u>	<u>18,372</u>	<u>18,175</u>	<u>16,784</u>	<u>22,585</u>	<u>23,499</u>
01-415-7430	FURNITURE AND FIXTURES	-	-	-	-	-	-
01-415-7431	COMPUTERS & SOFTWARE	-	-	4,456	2,000	1,310	2,000
01-415-7432	ACCOUNTING SOFTWARE	-	-	-	-	-	50,000
	<i>Total Capital Outlay</i>	<u>-</u>	<u>-</u>	<u>4,456</u>	<u>2,000</u>	<u>1,310</u>	<u>52,000</u>
	<b>FINANCE DEPT TOTALS</b>	<b>185,843</b>	<b>186,013</b>	<b>187,901</b>	<b>191,433</b>	<b>196,031</b>	<b>262,956</b>

**COMMUNITY DEVELOPMENT DEPARTMENT  
2014 Budget**

Program Goals

The Community Development Department is responsible for reviewing land use applications through site improvement plans, providing information to the public regarding zoning, set back requirements, historical preservation and allowable uses. It is also within this department's scope to administer and maintain the City's comprehensive plan, design guidelines and historical preservation grant program. Department staff is also responsible for issuing building permits and contractor's licenses, coordinating building inspections and acting as a liaison between the City and potential development projects. It is this department's duty to provide and manage a proactive planning program that promotes economic vitality and historical preservation.

Budget Allowance/Explanation

The Community Development Department's 2014 budget allocation is \$130,321, a decrease of 24% (\$40,623) over the 2013 allocation. This decrease is due to the elimination of the Community Development Director position, addition of a Planner position and a decrease in the amount of money allocated for planning projects/studies from that which was funded in 2013 for parking garage work. The Planning Department allocates personnel costs for only the Planner. As the Planner also serves as the Historic Preservation Officer of the City, 25% of this position's salary is allocated in the Historic Preservation Fund.

Personnel Funded in 2014

75% from Community Devel.	\$52,959
<u>25% from Historic Preservation</u>	<u>\$17,654</u>
<b>Community Development Dir. Total</b>	<b>\$70,613</b>

**2014 PROPOSED BUDGET  
COMMUNITY DEVELOPEMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YB PROJECTED	2014 PROPOSED
01-419-1100	SALARIES & WAGES	71,064	95,989	69,184	73,238	63,537	52,959
01-419-2100	HEALTH/DENTAL/VISION/LIFE/D&	7,813	8,924	6,153	7,845	8,423	11,481
01-419-2200	FICA & MEDICARE	5,716	7,006	5,340	5,605	4,861	4,036
01-419-2210	SUTA	113	219	192	220	191	158
01-419-2300	401K	2,503	140	2,801	2,930	2,541	2,118
01-419-2400	TRAINING	300	-	53	1,000	1,000	-
01-419-2600	WORKER'S COMPENSATION	1,678	1,582	4,124	1,767	1,500	2,060
	<i>Total Personnel Services</i>	<u>89,187</u>	<u>113,860</u>	<u>87,847</u>	<u>92,605</u>	<u>82,053</u>	<u>72,812</u>
01-419-3301	IT SERVICES & SUPPORT	2,683	6,302	6,643	4,000	5,247	5,000
01-419-3302	PLANNING PROJECTS/STUDIES*	150	7,419	5,125	20,000	10,000	-
01-419-3401	PLANNING AND ENGINEERING	4,669	3,454	41,506	10,000	90,000	25,000
01-419-3402	REIMBURSABLE PLANNING EXP	2,921	30,518	53,399	10,000	(2,457)	-
01-419-3403	CONTRACT SERVICES	3,065	100	-	100	-	-
01-419-3404	DESIGN REVIEW FEES	3,382	7,749	1,138	7,500	5,000	5,000
01-419-4305	BUILDING PERMITS	12,462	14,591	6,814	15,000	6,000	7,000
	<i>Total Professional Services</i>	<u>29,332</u>	<u>70,133</u>	<u>114,625</u>	<u>66,600</u>	<u>113,790</u>	<u>42,000</u>
01-419-2100	ELECTRICITY	4,789	3,540	3,678	2,651	3,106	3,417
01-419-4110	SEWER	171	162	128	113	165	182
01-419-4303	BUILDING MAINTENANCE	5,107	2,854	1,165	1,429	770	1,165
01-419-4304	ALARMS MONITORING	194	298	814	275	379	1,000
01-419-5100	POSTAGE	441	719	666	662	829	870
01-419-5200	LIABILITY INSURANCE	92	102	109	187	1,500	1,575
01-419-5300	TELEPHONE	3,354	1,567	1,216	2,000	1,529	1,600
01-419-5410	CLASSIFIEDS	948	1,661	291	500	200	350
01-419-5611	CREDIT CARD PROCESSING FEES	352	386	346	350	230	350
01-419-5700	SUBSCRIPTIONS & MEMBERSHIPS	726	10	864	1,000	1,000	1,500
01-419-6110	OFFICE SUPPLIES	613	1,833	438	1,000	500	1,000
01-419-6111	STATIONARY/FORMS	57	116	128	-	53	1,000
01-419-6112	PHOTOCOPIER CHARGES	1,775	2,320	858	1,222	982	1,000
01-419-6114	SOFTWARE	150	-	120	350	350	500
01-419-7430	FURNITURE & FIXTURES	674	-	-	-	-	-
	<i>Total Operating Expenses</i>	<u>19,443</u>	<u>15,568</u>	<u>10,821</u>	<u>11,739</u>	<u>11,593</u>	<u>15,509</u>
	<b>COMMUNITY DEVELOPEMENT TOTALS</b>	<b>137,962</b>	<b>199,561</b>	<b>213,293</b>	<b>170,944</b>	<b>207,436</b>	<b>130,321</b>

**POLICE DEPARTMENT  
2014 Budget**

Program Goal

The Police Department provides the community with a law enforcement system that integrates and uses all departmental, civic and community resources for police services and protection of the lives and property of our citizens and visitors.

Budget Allowance/Explanation

The Police Department's 2014 budget request is \$844,776, an increase of 11% (\$86,883) over the 2013 budget. This increase is due to the lease purchase funding of a new police vehicle for approximately \$65,000 as well as increased personnel costs associated with insurance and benefits. The lease purchase will be for a term of three years at approximately \$25,000 annually.

Personnel Funded in 2014

Police Chief	\$ 91,483
Sergeant	\$ 70,560
Detective	\$ 65,264
Officer	\$ 49,854
Officer	\$ 49,140
Officer	\$ 49,849
Officer	\$ 48,308
Officer	\$ 48,308
Officer	\$ 47,873
<i>Total Funded</i>	\$471,141

**2014 PROPOSED BUDGET  
POLICE DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-421-1100	SALARIES & WAGES	247,110	297,832	356,900	447,397	441,636	471,141
01-421-1300	OVERTIME	10,262	7,464	8,919	5,000	18,979	10,000
01-421-2100	HEALTH/DENTAL/VISION/LIFE/D&D	25,066	30,363	50,025	51,570	68,132	85,080
01-421-2200	FICA & MEDICARE	4,413	4,710	8,462	6,487	6,404	6,832
01-421-2210	SUTA	455	802	697	1,342	1,325	1,413
01-421-2310	457	3,276	5,464	7,627	14,109	13,246	16,692
01-421-2320	FPPA	19,297	22,421	25,042	35,792	35,331	37,691
01-421-2400	TRAINING	1,792	154	667	3,500	3,500	5,000
01-421-2401	CONFERENCES	-	-	175	3,000	3,000	4,000
01-421-2600	WORKER'S COMPENSATION	5,798	6,287	11,073	11,205	15,000	18,397
01-421-2901	UNIFORM CLEANING ALLOW	1,456	1,862	-	-	1,848	-
	<i>Total Personnel Services</i>	<u>318,925</u>	<u>377,359</u>	<u>469,587</u>	<u>579,402</u>	<u>608,401</u>	<u>656,246</u>
01-421-3301	IT SERVICES & SUPPORT	3,150	6,377	5,759	4,000	5,419	5,000
01-421-3400	BH IGA PD COVERAGE	750	-	-	-	-	-
01-421-5901	BLOOD ALCOHOL TESTING	720	484	130	500	800	2,000
01-421-6122	ANIMAL CONTROL	12	-	-	250	250	250
01-421-5900	VICTIM SERVICES	2,000	2,000	1,500	3,000	3,000	4,000
	<i>Total Professional Services</i>	<u>6,632</u>	<u>8,861</u>	<u>7,389</u>	<u>7,750</u>	<u>9,469</u>	<u>11,250</u>
01-421-3300	EQUIPMENT REPAIR	810	-	-	2,000	1,000	2,000
01-421-4100	ELECTRICITY	6,116	4,835	3,244	2,651	3,106	3,417
01-421-4110	SEWER	169	162	128	113	230	253
01-421-4303	BUILDING MAINTENANCE	10,140	4,253	1,388	1,429	770	1,165
01-421-4304	ALARMS MONITORING	194	268	814	275	379	1,000
01-421-4309	VEHICLE MAINTENANCE	5,701	12,696	7,786	5,000	10,500	10,500
01-421-5100	POSTAGE	571	810	686	662	835	877
01-421-5111	SLEUTH SUPPORT	4,156	3,960	4,092	4,500	4,500	4,500
01-421-5200	LIABILITY INSURANCE	638	3,151	160	351	24,942	26,222
01-421-5300	TELEPHONE	7,204	4,305	4,613	2,000	5,000	5,200
01-421-5301	CELL PHONES	3,246	3,427	2,568	5,880	5,359	3,650
01-421-5410	CLASSIFIEDS	62	350	588	250	800	500
01-421-5410	RECRUITMENT	-	175	5,366	500	1,500	1,000
01-421-5500	PRINTING	-	-	5,560	1,500	1,000	6,000
01-421-5700	DUES & SUBSCRIPTIONS	1,402	315	1,035	1,500	1,500	1,500
01-421-6000	MISCELLANEOUS/ EMER FOOD & HOUSIN	50	-	3,585	1,000	800	1,000
01-421-6107	RADIO EQUIPMENT	(17)	-	6,724	5,000	4,236	6,000
01-421-6109	EQUIPMENT & SUPPLIES	3,225	4,776	3,415	12,000	13,100	6,000
01-421-6110	OFFICE SUPPLIES	939	2,413	2,280	1,500	4,603	2,800
01-421-6111	STATIONARY/FORMS	161	106	328	500	500	500
01-421-6112	PHOTOCOPIER CHARGES	950	1,049	1,175	1,222	912	1,000
01-421-6113	UNIFORMS	2,170	3,444	7,722	4,500	4,500	6,500
01-421-6114	SOFTWARE/INTERNET	328	172	22,732	350	350	350

**2014 PROPOSED BUDGET  
POLICE DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-421-6121	FIREARMS	95	2,515	10,660	8,000	8,000	4,000
01-421-6123	PROTECTIVE EQUIPMENT	2,276	-	2,342	2,500	2,500	2,500
01-421-6260	GAS AND OIL	-	13,932	23,767	14,000	14,000	15,400
01-421-6400	BOOKS	678	721	982	800	800	700
01-421-8001	PRISONER EXPENSE	-	-	-	4,000	4,000	4,000
	<i>Total Operating Expenses</i>	<u>51,264</u>	<u>67,835</u>	<u>123,740</u>	<u>83,983</u>	<u>119,722</u>	<u>118,533</u>
01-421-7410	VMS BOARD	-	-	2,370	-	-	-
01-421-7415	TASERS	-	-	-	6,000	4,514	-
01-421-7420	LEASE-PURCHASE PAYMENTS	-	-	-	33,758	33,758	58,747
01-421-7430	FURNITURE AND FIXTURES	-	-	620	1,500	1,000	-
01-421-7431	COMPUTERS AND SOFTWARE	-	100	1,582	8,500	5,000	-
01-421-7432	EMERGENCY EQUIPMENT-VEHICLES	-	-	150,459	1,000	1,000	-
01-421-7434	POLE MNTD SPBED SIGNS	1,950	-	-	16,000	-	-
01-421-7435	LICENSE PLATE READER	-	-	-	-	-	-
01-421-7436	TRAILERS	-	-	-	20,000	-	-
	<i>Total Capital Outlay</i>	<u>1,950</u>	<u>100</u>	<u>155,031</u>	<u>86,758</u>	<u>45,272</u>	<u>58,747</u>
	<b>POLICE DEPARTMENT TOTALS</b>	<b>378,771</b>	<b>454,155</b>	<b>755,747</b>	<b>757,893</b>	<b>782,864</b>	<b>844,776</b>



**FIRE DEPARTMENT  
2014 Budget**

Program Goal

The Fire Department provides volunteer fire/emergency service to the community through fire protection, fire control and public education services.

Budget Allowance/Explanation

The Fire Department's 2014 budget request is \$470,864, an increase of 35% (\$121,509) from 2013. This increase is due to the capital lease purchase funding for stabilization, extrication and bunker gear. The expected total amount of the lease purchase for these three items is \$108,000 with an expected lease purchase term of three years of payments of approximately \$40,000 annually. It is the first annual lease payment of \$40,000 that is reflected in the 2014 budget. Increases for the Firefighter Length of Service Award Plan, a required increase to the FPPA Firefighter Retirement contribution and the City's contract with the Gilpin Ambulance Authority in the amount of \$18,832 are also reflected in 2014.

Personnel Funded in 2014

Fire Chief	\$72,913
Volunteer Firefighters	\$15,000
<u>FPPA Firefighter Retirement</u>	<u>\$11,656</u>
<i>Total Funded</i>	<i>\$99,569</i>

**2014 PROPOSED BUDGET**  
**FIRE DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-422-1100	SALARIES & WAGES	66,517	67,419	68,768	70,790	70,790	72,913
01-422-1110	LENGTH OF SERVICE PLAN	4,532	5,403	3,542	5,915	7,500	15,000
01-422-2100	HEALTH/DENTAL/VISION/LIFE/D&D	1,074	1,143	929	2,060	1,480	1,285
01-422-2200	FICA & MEDICARE	1,094	996	1,029	1,030	1,026	1,057
01-422-2210	SUTA	274	168	167	200	212	219
01-422-2310	457	2,657	2,697	2,707	2,835	3,835	5,833
01-422-2320	FPPA	5,313	5,393	5,414	5,665	5,663	5,833
01-422-2321	FPPA VOLUNTEERS	7,600	7,600	7,600	7,600	7,600	11,656
01-422-2400	TRAINING	7,279	5,710	7,616	5,000	5,000	13,000
01-422-2600	WORKER'S COMPENSATION	1,568	1,969	3,182	1,732	2,430	2,847
	<i>Total Personnel Services</i>	<u>97,908</u>	<u>98,498</u>	<u>100,954</u>	<u>102,827</u>	<u>105,536</u>	<u>129,643</u>
01-422-3301	IT SERVICES & SUPPORT	-	-	276	4,000	-	1,000
01-420-5001	DISPATCH CONTRACT	-	60,000	30,000	30,000	30,000	30,000
01-420-5002	AMBULANCE CONTRACT	153,000	153,000	153,000	151,668	151,668	170,500
	<i>Total Professional Services</i>	<u>153,000</u>	<u>213,000</u>	<u>183,276</u>	<u>185,668</u>	<u>181,668</u>	<u>201,500</u>
01-422-4100	ELECTRICITY	2,929	3,111	2,422	2,651	2,067	2,274
01-422-4110	SEWER	-	-	-	113	-	200
01-422-4302	SMALL EQUIPMENT MAINTENANCE	2,145	912	1,334	1,500	1,433	3,000
01-422-4303	BUILDING MAINTENANCE	-	57	-	1,000	500	2,000
01-422-4309	ROUTINE FIRE TRUCK MAINTENANCE	27,595	15,792	26,963	15,000	32,000	15,000
01-422-4310	FIRE TRUCK REPAIRS	-	-	-	-	-	-
01-422-5100	POSTAGE	-	-	-	662	300	300
01-422-5200	LIABILITY INSURANCE	1,623	151	159	234	11,902	12,497
01-422-5300	TELEPHONE	2,531	2,935	2,912	2,000	2,378	2,400
01-422-5301	CELL PHONES	446	460	576	1,000	1,000	1,100
01-422-5410	CLASSIFIEDS	-	-	-	250	250	250
01-422-5700	DUES & SUBSCRIPTIONS	1,610	2,115	499	2,100	2,100	2,200
01-422-6107	SUPPLIES & SMALL EQUIPMENT	3,248	3,529	4,683	3,000	1,802	5,000
01-422-6109	FIRE STATION EQUIPMENT	-	299	1,387	1,000	1,200	1,200
01-422-6110	OFFICE SUPPLIES	146	459	309	500	1,269	1,000
01-422-6113	UNIFORMS	2,296	1,145	4,668	2,000	1,000	7,000
01-422-6114	SOFTWARE/INTERNET	1,169	1,252	1,234	350	754	1,000
01-422-6123	SAFETY GEAR	12,875	-	2,379	7,000	5,000	7,100
01-422-6125	MEDICAL SUPPLIES	317	95	1,550	2,000	1,500	6,000
01-422-6126	FIRE SUPPLIES FOR TRUCKS	-	5,831	6,067	6,000	5,000	6,000
01-422-6127	HOSES AND NOZZLES	379	197	6,034	3,000	3,000	5,000
01-422-6128	FIREFIGHTER HEALTH & SAFETY	-	-	-	-	-	1,000
01-422-6129	FIRE EXTINGUISHERS	1,582	68	1,794	1,800	1,800	4,000
01-422-6130	HIRING PHYSICALS	-	-	-	200	-	600
01-422-6260	FUEL	-	6,630	8,785	6,000	6,000	7,100
01-422-6400	RADIO EQUIPMENT	-	-	510	1,500	2,000	3,000
	<i>Total Operating Expenses</i>	<u>60,891</u>	<u>45,038</u>	<u>74,265</u>	<u>60,860</u>	<u>84,255</u>	<u>96,221</u>

2014 PROPOSED BUDGET  
FIRE DEPARTMENT

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YH PROJECTED	2014 PROPOSED
01-422-7419	EQUIPMENT PURCHASE	-	-	-	-	-	40,000
01-422-7420	COMPUTER EQUIPMENT	-	-	-	-	-	3,500
01-422-7432	RADIOS/RADIO EQUIPMENT	1,247	822	53,544	-	47,970	-
01-422-7433	TRUCK EXHAUST SYSTEM	-	-	-	-	-	-
	<i>Total Capital Outlay</i>	<u>1,247</u>	<u>822</u>	<u>53,544</u>	<u>-</u>	<u>47,970</u>	<u>43,500</u>
	<i>Audit Adjustment</i>						
	FIRE DEPARTMENT TOTAL	313,046	357,358	412,039	349,355	419,429	470,864



**PUBLIC WORKS DEPARTMENT  
2014 Budget**

Program Goal

The Public Works Department provides maintenance services for City facilities, coordinates public improvement projects, maintains the City's fleet of vehicular equipment, maintains the City's water system (Water Fund) and provides street maintenance and repair services including snow removal for the Central City Parkway and all in-city streets.

Budget Allowance/Explanation

The Public Works Department's 2014 budget request is \$1,602,303, a decrease of 5% (\$75,857) over the 2013 allocation. As many of the City Council's goals and objectives for 2014 revolve around infrastructure improvements, a great deal of the Department's funding allocation is to perform these infrastructure repair and replacement projects. Funding allocations include the lease purchase of a new snow plow at an expected cost of approximately \$175,000. The term of the lease purchase will be three years with expected annual payments of \$45,000 and an initial down payment of \$40,000 which will come from the auction of one of the City's front end loaders in late 2013. Also funded is \$85,000 for one half of the City's required WQIF grant match for the Stormwater Master Plan and construction work. The remaining \$85,000 for the second half of the grant match will be funded in 2015. The total grant awarded was \$100,000.

Services and items allocated within this department are citizen curbside trash pick up, the Central City shuttle service, Central City Parkway maintenance expenses and other standard maintenance/service expenses.

Personnel Funded in 2014

Streets & Facilities Superintendent	\$ 71,663
Street & Facilities Foreperson	\$ 47,944
Fleet Manager	\$ 37,440
Municipal Service Worker III	\$ 43,909
Municipal Service Worker III	\$ 41,621
Municipal Service Worker III	\$ 40,165
Municipal Service Worker I	\$ 33,280
Municipal Service Worker I	\$ 29,494
<i>Total Funded</i>	<i>\$345,516</i>

**2014 PROPOSED BUDGET**  
**PUBLIC WORKS/FLEET**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-431-1100	SALARIES & WAGES	331,029	413,928	392,247	421,086	386,446	345,516
01-431-1300	OVERTIME	9,539	8,755	2,905	5,500	4,980	5,000
01-431-2100	HEALTH/DENTAL/VISION/LIFE/D&D	92,954	102,333	92,565	94,851	71,449	71,356
01-431-2200	FICA & MEDICARE	427	31,051	29,497	32,213	29,563	26,432
01-431-2210	SUTA	25,434	1,242	1,218	1,263	1,159	1,037
01-431-2300	401K	7,695	12,142	10,020	16,820	8,922	6,206
01-431-2310	457	2,008	-	-	-	-	-
01-431-2400	TRAINING	732	852	2,304	2,500	2,500	3,000
01-431-2600	WORKER'S COMPENSATION	7,810	10,011	17,420	10,446	11,603	16,963
01-431-5800	TRAVEL	-	72	401	500	250	250
	<i>Total Personnel Services</i>	<u>477,628</u>	<u>580,386</u>	<u>548,577</u>	<u>585,179</u>	<u>516,872</u>	<u>475,760</u>
01-431-3301	IT SERVICES & SUPPORT	2,990	8,083	6,723	4,000	5,933	5,000
01-431-4210	RECYCLING	12,775	396	-	-	-	-
01-431-4211	CITY TRASH SERVICE	8,130	6,232	11,484	10,000	12,571	13,500
01-431-4212	CITIZEN TRASH SERVICE	<u>39,715</u>	<u>46,460</u>	<u>48,540</u>	<u>50,000</u>	<u>54,492</u>	<u>55,000</u>
	<i>Total Professional Services</i>	<u>63,610</u>	<u>61,171</u>	<u>66,747</u>	<u>64,000</u>	<u>72,996</u>	<u>73,500</u>
01-431-4100	ELECTRICITY	72,046	67,102	73,386	80,000	71,050	78,155
01-431-4110	SEWER & SANITATION	4,614	5,921	4,140	4,600	4,498	4,948
01-431-4303	BUILDING MAINTENANCE	9,006	6,099	5,042	5,000	6,000	6,000
01-431-4304	ALARMS MONITORING	194	268	2,772	275	379	500
01-431-4309	LIGHT EQUIPMENT REPAIR	17,146	28,576	16,701	10,000	8,000	12,000
01-431-4330	STRBETS & CULVERTS	490	2,381	501	15,000	8,000	10,000
01-431-4331	STRIPING	2,715	3,910	2,791	5,000	5,000	5,500
01-431-4332	SMALL EQUIPMENT & TOOLS	221	5,768	28,057	15,000	8,200	12,000
01-431-4345	PARK MAINTENANCE	340	-	4,538	1,000	3,171	2,000
01-431-4420	EQUIPMENT RENTALS	177	1,147	5,040	2,500	15,664	7,000
01-431-5100	POSTAGE	247	565	572	662	917	963
01-431-5200	LIABILITY INSURANCE	40,982	47,108	46,367	59,264	15,902	20,697
01-431-5300	TELEPHONE	3,868	1,908	2,753	2,000	2,160	2,672
01-431-5301	CELL PHONE	3,697	3,619	2,648	3,500	3,869	3,458
01-431-5401	SUMMER FLOWERS	2,696	1,599	3,914	4,000	3,500	4,500
01-431-5402	HOLIDAY DECORATIONS	1,202	712	5,276	4,000	-	2,000
01-431-5403	BANNERS	-	-	429	3,000	650	2,500
01-431-5410	CLASSIFIEDS	654	1,234	660	250	250	250
01-431-5700	DUES & SUBSCRIPTIONS	-	-	55	1,500	1,500	1,500
01-431-6110	OFFICE SUPPLIES	897	1,024	2,955	1,200	907	1,000
01-431-6111	STATIONARY/FORMS	57	116	181	100	-	350
01-431-6112	PHOTOCOPIER CHARGES	950	1,049	1,175	1,222	1,399	1,143
01-431-6113	UNIFORMS	169	3,514	3,100	3,000	3,150	3,500
01-431-6114	SOFTWARE	658	11,749	1,254	350	260	2,500
01-431-6116	MODULAR TRAILER	-	3,669	1,654	2,800	1,874	1,700
01-431-6117	SAFETY EQUIPMENT	-	-	-	5,000	2,500	2,500
01-431-6261	FUEL TANK MAINTENANCE	-	-	-	5,000	-	2,500
01-431-6262	ROUTINE AUTO PARTS/SUPPLIES	-	-	-	6,000	5,187	6,000
01-431-6501	SAND & SALT	22,015	30,881	19,479	15,000	10,000	15,000

**2014 PROPOSED BUDGET**  
**PUBLIC WORKS/FLEET**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-431-6502	SIGNS	2,216	724	1,821	4,000	1,500	2,000
01-431-6503	PAVING MATERIALS	17,270	17,837	11,101	50,000	10,000	
01-431-6504	MECHANIC SERVICES/PREVENTITIVE	-	-	998	-	-	-
	<i>Total Operating Expenses</i>	206,769	248,480	249,360	310,223	195,487	214,836
01-431-7302	CCP STRIPING	1,013	-	177	-	-	
01-431-7303	SAND & SALT	20,907	25,225	27,926	30,000	30,000	30,000
01-431-7304	FUEL	-	6,705	6,826	52,000	52,000	57,200
01-431-7305	HEAVY EQUIPMENT REPAIR	30,892	11,985	9,090	20,000	25,739	20,000
01-431-7306	PLOW BLADES	357	1,533	7,079	5,000	5,000	5,500
01-431-7307	ELECTRICITY-CCP	18,564	18,257	16,830	20,000	9,482	10,430
01-431-7308	GUARDRAIL REPAIR	9,860	10,205	6,416	7,500	25,275	12,939
01-431-7309	CCP SIGNAGE	990	990	1,025	1,000	5,735	3,000
01-431-7311	STURGEON LIGHTING CONTRACT	1,647	1,063	1,494	10,000	10,000	2,000
01-431-7312	CCP CRACK FILLING/PAVING	15,797	227	46,301	-	-	30,000
01-431-7314	CCP FENCING	-	-	55	500	2,000	1,200
	<i>Total CCP Expenses</i>	100,027	76,190	123,219	146,000	165,231	172,269
01-431-7420	LEASE PURCHASE PAYMENTS	11,500	-	88,522	120,258	120,275	165,258
01-431-7424	EQUIPMENT PURCHASE	41,750	343,111	252,171	30,000	18,677	-
01-431-7431	COMPUTER EQUIPMENT	-	2,447	8,264	2,500	2,500	2,500
01-431-7426	STORMWATER MASTER PLAN	-	-	-	-	5,000	85,000
	<i>Total Capital Outlay</i>	53,250	345,558	348,957	152,758	146,452	252,758
	<b>TOTAL PUBLIC WORKS DIVISION</b>	<b>901,284</b>	<b>1,311,785</b>	<b>1,336,860</b>	<b>1,258,160</b>	<b>1,097,038</b>	<b>1,189,123</b>
01-430-6260	GAS AND OIL	62,875	32,261	35,187	-	-	-
01-430-4308	HEAVY EQUIPMENT REPAIR	1,298	10,180	21,140	-	-	-
01-430-4333	SMALL ITEM REPAIRS	759	792	190	-	-	-
01-430-6110	SHUTTLE SERVICE	431,802	414,407	418,862	420,000	431,463	413,180
01-430-4332	EQUIPMENT & TOOLS	3,750	740	-	-	-	-
	<i>Total Operating Supplies</i>	500,653	458,380	475,379	420,000	431,463	413,180
	<b>TOTAL FLEET MAINT DIVISION</b>	<b>500,653</b>	<b>458,380</b>	<b>475,379</b>	<b>420,000</b>	<b>431,463</b>	<b>413,180</b>
	<b>PUBLIC WORKS TOTALS</b>	<b>1,401,937</b>	<b>1,770,165</b>	<b>1,812,239</b>	<b>1,678,160</b>	<b>1,528,501</b>	<b>1,602,303</b>



**PUBLIC RELATIONS DEPARTMENT  
2014 Budget**

Program Goal

The Public Relations Department plans and markets the various City sponsored events throughout the year and acts as a liaison between the City and other municipalities or organizations with common marketing purposes.

Budget Allowance/Explanation

The Public Relations Department 2014 budget request is \$135,942, an increase of 143% (\$79,932) from the 2013 allocation. The significant increase in funding is due to the recognition of the events and marketing expenditures made by the Business Improvement District (BID) related to events and marketing for the City. In 2012 the City Council increase device fees by \$5 per device per month to raise funds with which the BID could fund events and marketing for the City. The City collects the \$5 per device revenues and also recognizes the expenditures for the events. In the previous two years a supplemental budget amendment was done to recognize these expenditures. In addition to the money raised by the device fee increase, the City Council has allocated \$50,000 towards events and marketing for the BID. \$25,000 of that allocation is reflected in the Public Relations Department. The remaining \$25,000 is reflected in the Historic Preservation Fund. Funding for Lou Bunch Day and some miscellaneous marketing expenditures are also reflected in this department's budget.

No Personnel Funded in 2014

2014 PROPOSED BUDGET  
PUBLIC RELATIONS

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YR PROJECTED	2014 PROPOSED
01-450-1100	SALARIES & WAGES	1,783	-	-	-	-	-
01-450-2200	FICA & MEDICARE	95	-	-	-	-	-
01-450-2210	SUTA	5	-	-	-	-	-
01-450-2600	WORKER'S COMPENSATION	317	(103)	-	-	-	-
	<i>Total Personnel Services</i>	2,200	(103)	-	-	-	-
01-450-3301	IT SERVICES & SUPPORT	2,562	6,302	4,817	5,323	5,247	-
01-450-3330	OTHER PROFESSIONAL SERVICES	6,675	-	-	-	-	-
01-450-3410	WEB SITE MAINTENANCE	-	300	-	-	-	-
	<i>Total Professional Services</i>	9,237	6,602	4,817	5,323	5,247	-
01-450-3413	MARKETING EXPENSES	750	750	-	1,500	1,500	1,500
01-450-4100	ELECTRICITY	320	-	-	-	-	-
01-450-4303	BUILDING MAINTENANCE	297	2,066	-	-	-	-
01-450-5100	POSTAGE	466	851	796	1,000	1,005	-
01-450-5200	LIABILITY INSURANCE	92	102	105	187	187	196
01-450-5300	TELEPHONE	2,269	1,249	294	-	120	-
01-450-5400	ADVERTISING	8,583	5,135	257	-	-	-
01-450-5411	MADAM LOU BUNCH EVENT	550	1,500	-	1,500	1,500	1,500
01-450-5413	FREEDOM FEST EVENT	-	5,000	-	-	-	-
01-450-5415	MISC EVENTS	14,868	11,722	5,352	5,000	2,345	2,500
01-450-5416	BUSINESS EVENTS/MARKETING	-	-	191,231	40,000	66,804	128,746
01-450-6110	OFFICE SUPPLIES	51	40	169	-	38	-
01-450-6112	PHOTOCOPIER CHARGES	950	1,049	1,175	-	982	-
01-450-6114	SOFTWARE	150	30	120	-	233	-
01-450-3415	STAGE MAINTENANCE/SUPPLIES	-	-	3,238	1,500	1,000	1,500
	<i>Total Operating Expenses</i>	29,346	29,494	202,737	50,687	75,714	135,942
	<u>Capital Outlay:</u>						
01-450-7432	ELECTRICAL UPGRADE-MAIN ST	561	-	-	-	-	-
	<i>Total Capital Outlay</i>	561	-	-	-	-	-
	<b>PUBLIC RELATIONS DEPT TOTALS</b>	<b>41,344</b>	<b>35,993</b>	<b>207,554</b>	<b>56,010</b>	<b>80,961</b>	<b>135,942</b>

**VISITORS CENTER DEPARTMENT  
2014 Budget**

Budget Allowance/Explanation

The Visitors Center Department has no funding allocations for 2013.

In 2008, the Visitor Center Department was funded through the City's General Fund. However, due to the nature of the Visitors Center, Council and staff determined that it was appropriate to fund the Visitors Center out of the Historical Preservation Fund. Therefore, all personnel and expenditures allocations for operating the Visitors Center are now allocated for out of the Historic Preservation Fund.

2014 PROPOSED BUDGET

VISITORS CENTER

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
01-451-1100	SALARIES & WAGES						
01-451-2200	FICA & MEDICARE						
01-451-2210	SUTA						
01-451-2600	WORKER'S COMPENSATION						
	<i>Total Personnel Services</i>						
01-451-4100	ELECTRICITY	<i>Moved to Historic Preservation Fund</i>					
01-451-4303	BUILDING MAINTENANCE						
01-451-4410	RENTAL EXPENSE						
01-451-5100	POSTAGE						
01-451-5200	LIABILITY INSURANCE						
01-451-5300	TELEPHONE						
01-451-5405	CLASSIFIEDS						
01-451-5611	CREDIT CARD PROCESSING FEES						
01-451-6110	OFFICE SUPPLIES & SMALL EQUIP						
01-451-6111	STATIONARY/FORMS						
01-451-6113	INVENTORY						
01-451-6114	SOFTWARE						
01-451-6115	STATE SALES TAX						
01-451-7431	COMPUTER EQUIPMENT						
01-451-7436	FURNITURE/FIXTURES						
01-451-6114	BH/CC VC & CONVENTION BUREAU	37,500	-	-	-	-	-
	<i>Total Operating Expenses</i>	37,500	-	-	-	-	-
	<b>VISITORS CENTER TOTALS</b>	37,500	-	-	-	-	-

**HISTORIC PRESERVATION FUND  
2014 Budget**

Program Goal

The Historic Preservation Fund was established to fund the promotion, restoration and preservation of Central City's historic structures. As described in the Budget Introduction, the City receives an annual distribution from the State Historical Society that funds these efforts. Since the initial receipt of these funds, the City has used them in a number of ways which include the following: residential grant programs, commercial grant programs, not-for-profit grant programs, rock wall restoration, the purchase and subsequent restoration of historic structures and the promotion of the City's overall historic nature. Resolution 16-10 defines the ways in which historic funding may be used.

Budget Allowance/Explanation

The 2014 Budget allocates funding for the painting of Fire Department building and replacement of garage door (\$25,000) and a portion on the cost to repair the retaining rock wall on Nevada Street (\$147,000). The remainder of the rock wall project is being funded out of the Public Property Trust Fund (\$103,628). Funding allocations have also been made for the coordinated marketing and events effort that was started three years ago between the City, the local businesses and the non-profits in the community at a total of \$110,000. While the City will not be executing the events, staff and Council will continue to be an integral part of the planning process to ensure that the events and ads produced are in line with the Council's continued vision.

Also allocated in the fund are personnel expenses for the City's Visitors Center including three (3) part-time staff members and 25% of the Planner's salary for serving as the Historic Preservation Officer (HPO). The HPO is responsible for overseeing the Historic Preservation Commission, ensuring that building within the City meets Historic Preservation Guidelines and administering grant programs when funded.

Total funds allocated for 2014 are \$433,794, a decrease of \$31,506 (7%) from the amount allocated in 2013.

Personnel Funded in 2014

HPO	\$17,653
Part-Time Staff (3)	\$34,669
<i>Total Funded</i>	\$52,322

**2014 PROPOSED BUDGET  
HISTORIC PRESERVATION FUND**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
02-334-1000	STATE GRANT REVENUES	420,756	430,187	438,032	420,000	445,722	415,805
02-361-0000	INTEREST ON INVESTMENT	244	222	224	250	200	200
02-390-1000	MISC INCOME	-	30,611	6	-	-	-
02-322-1000	GRANT BUILDING PERMIT FEES	-	-	2,261	-	362	500
02-335-0000	DOLA GRANT-BOODLE MILL	126,033	-	-	-	-	-
02-347-8001	VISITORS CENTER REVENUE	7,788	6,655	7,318	5,000	7,725	7,700
02-390-2003	DEFERRED REVENUE RECOGNITION	-	693,363	-	-	-	-
02-396-0000	LAWSUIT/INSURANCE SETTLEMENT	-	14,906	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>554,821</b>	<b>1,175,944</b>	<b>447,841</b>	<b>425,250</b>	<b>454,009</b>	<b>424,205</b>
02-456-1100	SALARIES & WAGES**	47,603	30,703	55,582	57,430	42,000	52,322
02-456-2100	HEALTH/DENTAL/VISION/LIFE/D&D	3,758	3,365	2,025	2,555	2,958	5,094
02-456-2200	FICA & MEDICARE	3,777	2,318	4,094	4,395	3,213	4,003
02-456-2210	SUTA	106	157	160	175	126	157
02-456-2300	401K	834	-	963	975	184	720
02-456-2600	WORKER'S COMPENSATION	1,101	1,037	1,861	1,405	1,106	2,355
	<b>Total Personnel Services</b>	<b>57,179</b>	<b>37,580</b>	<b>64,685</b>	<b>66,935</b>	<b>49,587</b>	<b>64,651</b>
02-456-3000	BUILDING INSPECTIONS/ DESIGN REVIEW	-	200	-	1,500	-	-
02-456-3301	IT MAINTENANCE	-	-	-	4,000	-	5,625
02-456-3201	TRAINING SEMINARS	-	355	-	1,500	1,000	1,500
02-456-3211	HPC COMMISSION STIPENDS	2,900	3,350	2,156	4,200	2,850	4,200
02-456-3330	ATTORNEY LEGAL	-	-	-	-	-	-
02-456-5700	DUES AND SUBSCRIPTIONS	-	-	-	100	100	100
02-456-6110	OFFICE SUPPLIES	15	179	-	1,000	500	1,000
02-456-6112	PHOTOCOPIER LEASE	-	-	-	1,222	1,200	1,200
02-456-5411	HISTORIC TOURISM	-	39,657	34,397	40,000	40,000	45,000
02-456-5412	CC OPERA EVENTS/MARKETING	-	-	25,000	25,000	25,000	25,000
02-456-5413	NON-PROFITS EVENTS/MARKETING	-	-	2,518	15,000	15,000	15,000
02-456-5414	BUSINESS EVENTS/MARKETING	-	-	12,430	10,000	26,000	25,000
02-451-4100	ELECTRICITY-VC	2,858	2,785	3,634	3,500	3,295	3,625
02-451-4110	SEWER	242	182	193	120	247	272
02-451-4303	BUILDING MAINTENANCE-VC	2,379	1,598	1,198	1,429	1,137	1,500
02-451-5100	POSTAGE-VC	-	13	-	662	200	200
02-451-5200	LIABILITY INSURANCE-VC	850	102	106	187	1,330	1,397
02-451-5300	TELEPHONE-VC	1,449	1,940	2,018	2,000	2,863	2,900
02-451-5405	CLASSIFIEDS	-	678	-	200	100	100
02-451-5611	CREDIT CARD PROCESSING FEES-VC	219	460	468	500	499	600
02-451-6110	OFFICE SUPPLIES-VC	204	398	1,048	1,000	288	500
02-451-6113	INVENTORY-VC	2,863	2,936	2,707	5,000	3,500	4,000
02-451-6114	SOFTWARE-VC	849	52	142	100	100	500
02-451-6115	STATE SALES TAX-VC	248	187	209	145	224	223
	<b>Total Operating Expenses</b>	<b>15,076</b>	<b>55,072</b>	<b>88,224</b>	<b>118,365</b>	<b>125,433</b>	<b>139,441</b>

**2014 PROPOSED BUDGET  
HISTORIC PRESERVATION FUND**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
02-456-4304	FIRE DEPT REPAIR	-	-	-	-	965	25,000
02-456-4304	CITY PROPERTY REHAB	-	24,771	595,479	65,000	65,000	57,702
02-456-4390	CITY ROCK WALL RESTORATION	6,800	-	-	75,000	-	147,000
02-456-7200	BOODLE MILL RESTORATION	310,037	259	-	-	-	-
02-456-7201	HISTORIC PROP. RENOVATION	3,700	-	44,618	-	-	-
02-456-7203	MAIN STREET STREETSCAPE	87,704	362,026	47,271	-	-	-
02-456-7204	MACK BREWERY DESIGN & REST	39,715	2,851	-	-	1,958	-
02-456-7207	MONUMENT SIGN	-	-	-	20,000	6,059	-
02-456-8807	SIDEWALKS	1,098	-	17,712	20,000	-	-
02-456-8808	ROW IMPROVEMENTS/PROJECTS	-	-	896	-	-	-
02-456-8809	LAWRENCE STREET WATERLINE	-	-	-	-	162,000	-
<b>HISTORIC PRESERVATION GRANTS</b>							
02-456-8805	PROPERTY GRANTS	-	89,982	99,301	100,000	100,000	-
02-456-8806	BIG T LOT	213,680	3,813	-	-	-	-
	<i>Total Grants &amp; Projects</i>	662,734	483,702	805,277	280,000	335,982	229,702
	<b>TOTAL EXPENDITURES</b>	734,989	576,354	958,186	465,300	511,002	433,794
<i>Increase (Decrease) in Fund Balance</i>		(180,168)	599,590	(510,345)	(40,050)	(56,993)	(9,589)
Beginning Fund Balance		580,053	399,885	243,497	508,743	508,743	451,750
Transfer to Water Fund		-	-	-	-	-	(120,000)
Ending Fund Balance		399,885	999,475	(266,848)	468,693	451,750	322,161
Reserved for Specific Purposes		-	-	-	-	-	-
Reserved		-	-	-	512,872	-	-
Unreserved Fund Balance		-	-	-	(44,179)	-	-



**TABOR RESERVE FUND  
2014 Budget**

Program Goal

The TABOR constitutional amendment was approved statewide by voters in 1992 and established a 3% reserve requirement for all funds. The 3% requirement is calculated based upon the total amount of budgeted expenditures, less debt payments, that the City has budgeted for any given year. These funds are to be used in the event that normal revenues cannot meet operating expenses.

Budget Allowance/Explanation

The 2014 proposal is in accordance the 3% requirement. As the 3% requirement for the 2014 Budget is below the TABOR Reserve's current fund balance, the excess funds will remain in the fund as a contingency for unexpected expenditures that may occur throughout the year that would increase the required reserved amount.

Total Expenditures Used to Calculate TABOR Requirement	\$ 4,914,899
<b>Required 3% Reserve</b>	<b>\$ 147,447</b>
Excess Reserves Left in Fund	\$ 57,161

**2014 PROPOSED BUDGET  
TABOR RESERVE FUND**

ACCOUNT	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<i>Revenues:</i>						
TRANSFER FROM GENERAL FUND	-	-	-	-	-	-
TRANSFER FROM HP FUND	-	-	-	-	-	-
TRANSFER FROM TAXPAYER RELIEF	-	-	-	-	-	-
TRANSFER FROM DEBT SERVICE	-	-	-	-	-	-
TRANSFER FROM CAPITAL IMPR.	-	-	-	-	-	-
TRANSFER FROM WATER	-	-	-	-	-	-
TRANSFER FROM CONSER. TRUST	-	-	-	-	-	-
INTEREST INCOME	76	118	478	120	120	120
TRANSFER FROM PUBLIC PROP TRUST	-	-	-	-	-	-
<i>Total Transfers In &amp; Revenue</i>	<u>76</u>	<u>118</u>	<u>478</u>	<u>120</u>	<u>120</u>	<u>120</u>
<i>Transfers:</i>						
TRANSFER TO GENERAL FUND	-	-	-	-	-	-
TRANSFER TO HP FUND	-	-	-	-	-	-
TRANSFER TO TAXPAYER RELIEF	-	-	-	-	-	-
TRANSFER TO DEBT SERVICE	-	-	-	-	-	-
TRANSFER TO CAPITAL IMPR.	-	-	-	-	-	-
TRANSFER TO WATER	-	-	-	-	-	-
<i>Total Transfers Out</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Increase (Decrease) in Fund Balance</i>	76	118	478	120	120	120
Beginning Fund Balance	204,054	204,130	204,374	204,368	204,488	204,608
Ending Fund Balance	204,130	204,248	204,852	204,488	204,608	204,728
						Total Expenditures used to calculate required 3%
						3% Requirement
						Ending Fund Balance
						Excess Amount left in Fund
						4,914,899
						147,447
						204,608
						57,161

**DEBT SERVICE FUND**  
**2014 Budget**

Program Goal

The Debt Service Fund is used to accumulate the funding necessary to service the City's debt payments each year and issue those payments. The City retired all outstanding bonds during the 4<sup>th</sup> quarter of 2013. Therefore, no revenues or expenditures are needed in this fund.

**CITY OF CENTRAL**  
**Existing Lease-Purchase/Financed Debt**  
**Schedule**

Year	MSG-Snowplow		Ally-PD Vehicles		Tymco- Streetsweeper		Ally-PW Trucks		Ennovate-Energy Performance		Total Debt		Grand Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2014	54,482	2,724	31,795	1,952	28,055	902	30,379	3,716	44,914	12,788	189,625	22,083	211,707
2015					28,313	644	32,183	1,912	46,414	11,288	106,911	13,843	120,754
2016									47,965	9,737	47,965	9,737	57,702
2017									49,568	8,135	49,568	8,135	57,702
2018									51,224	6,478	51,224	6,478	57,702
2019									52,935	4,767	52,935	4,767	57,702
2020									54,704	2,998	54,704	2,998	57,702
2021									56,531	1,171	56,531	1,171	57,702
<b>TOTALS</b>	<b>54,482</b>	<b>2,724</b>	<b>31,795</b>	<b>1,952</b>	<b>56,368</b>	<b>1,545</b>	<b>62,562</b>	<b>5,628</b>	<b>404,255</b>	<b>56,192</b>	<b>609,462</b>	<b>69,212</b>	<b>678,674</b>

2014 Budget allocates funding for three (3) new lease purchases. All funded out of the General Fund.

1. (1) New Police Department vehicle with equipment. Total expected cost \$65,000. 3 yr. term with expected annual payment of \$25,000
2. (1) New snowplow with equipment. Total expected cost of \$175,000. Down payment of \$40,000 from sale of front end loader. 3 yr. term with expected annual payment of \$45,000
3. Lease purchase of extrication equipment (\$56,000), stabilization equipment (\$14,000) and bunker gear (\$38,000). Total expected cost of \$108,000. 3 yr. term with expected annual payment of \$40,000.

2014 PROPOSED BUDGET  
DEBT SERVICE FUND

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YR PROJECTED	2014 PROPOSED
<u>Revenues:</u>							
40-311-0000	SPECIFIC OWNERSHIP TAX	13,774	14,156	13,390	13,000	13,000	-
40-311-0001	DELINQUENT TAX/INTEREST	1,251	47,624	2,390	1,600	500	-
40-311-1000	PROPERTY TAXES	288,192	321,663	272,620	300,566	309,000	-
40-318-3001	DEVICE FEES REVENUES	258,289	288,200	319,493	326,313	287,157	-
40-318-3002	TOLLGATE DEVICE FEES	84,589	77,550	80,489	84,300	80,379	-
40-361-0000	INTEREST EARNED ON INVESTMENTS	1	144	536	300	341	-
	<b>TOTAL REVENUE</b>	<b>646,096</b>	<b>749,337</b>	<b>688,918</b>	<b>726,079</b>	<b>690,377</b>	<b>-</b>
<u>Expenses:</u>							
40-471-8204	GO WATER REFUNDING 2010 PRINCIPAL	-	425,000	420,000	680,000	680,000	-
40-471-8204	EXCISE TAX REFUNDING 2010 PRINCIPAL	-	210,000	215,000	225,000	225,000	-
40-472-8205	GO WATER REFUNDING SERIES 2006-INT	33,044	-	-	-	-	-
40-472-8203	EXCISE TAX REFUNDING SERIES 200-INT	20,025	-	-	-	-	-
40-472-8204	GO WATER REFUNDING 2010 INTEREST	4,429	35,550	35,563	21,450	21,976	-
40-472-8205	EXCISE TAX REFUNDING 2010 INTEREST	2,089	11,394	15,963	8,437	8,436	-
40-472-8204	CCP LIGHTING & FENCE LOAN	133,533	-	-	-	-	-
40-472-8206	CCNB SHORT TERM LOAN INTEREST	-	5,223	2,638	-	-	-
40-475-1000	BOUND COUNSEL/DISCLOSURE	55,260	-	-	-	-	-
40-475-3100	TRUSTEE FEES & SERVICES	2,085	1,200	1,410	4,000	1,000	-
40-475-3101	TREASURERS FEES	5,789	7,386	5,500	7,500	9,432	-
40-476-1000	ISSUANCE COSTS	-	-	-	-	-	-
40-493-0000	BOND DISCOUNT	21,750	-	-	-	-	-
40-493-0001	PAYMENT TO REFUNDING AGENTS	-	24,449	-	-	-	-
	<b>TOTAL BOND COST</b>	<b>278,004</b>	<b>720,202</b>	<b>696,074</b>	<b>946,387</b>	<b>945,844</b>	<b>-</b>
	Beginning Fund Balance	(1,229,715)	-	-	66,502	21,979	-
	Revenues	646,096	749,337	688,918	726,079	690,377	-
	Expenditures	278,004	720,202	696,074	946,387	945,844	-
	Transfers In	2,487,068	-	-	153,806	233,488	-
	Transfers (Out)	(2,855,160)	-	-	-	-	-
	Prior Period Adjustment	1,229,715	-	-	-	-	-
	Ending Fund Balance	-	29,135	(7,156)	-	-	-



**CONSERVATION TRUST FUND  
2014 Budget**

Program Goal

The Conservation Trust Fund was established according to state requirements to manage and maintain funding that the City receives from Colorado State Lottery proceeds. Monies within this fund are to be used for the acquisition, development and/or maintenance of recreational areas within the City.

Budget Allowance/Explanation

The 2014 budget does not allocate any funding for projects. However, Council has chosen to reserve the entire fund balance to be available for a possible grant match if the GOCO grant is awarded for the Chase Gulch Reservoir Trail System Phase I.

*Fund Balance Amount Reserved \$58,891*

**2014 PROPOSED BUDGET  
CONSERVATION TRUST FUND**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<i>Revenues</i>							
73-335-0001	Lottery Income	5,120	5,785	6,706	5,000	5,000	5,000
73-361-0000	Interests on Deposits	10	21	96	20	20	20
	<b>Total Revenues</b>	<b>5,130</b>	<b>5,806</b>	<b>6,802</b>	<b>5,020</b>	<b>5,020</b>	<b>5,020</b>
<i>Expenses:</i>							
73-431-7422	RESERVOIR TRAIL SYSTEM PH. I	-	-	-	-	-	-
73-342-7423	SUMMER FLOWERS	-	-	-	-	-	-
73-342-7425	PARK MAINTENANCE	-	-	-	-	-	-
73-342-7426	STREETSCAPE BENCHES	-	-	-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<i>Other Financing Sources (UseS)</i>	<i>2,812</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
	<b>Increase (Decrease) in Fund Balance</b>	<b>7,942</b>	<b>5,806</b>	<b>6,802</b>	<b>5,020</b>	<b>5,020</b>	<b>5,020</b>
	Beginning Fund Balance	25,063	33,005	13,015	43,831	48,851	53,871
	<b>Ending Fund Balance</b>	<b>33,005</b>	<b>38,811</b>	<b>19,817</b>	<b>48,851</b>	<b>53,871</b>	<b>58,891</b>
	Reserved for Specific Purposes	-	-	-	-	49,351	58,891
	Reserved	-	-	-	-	-	-
	Unreserved Fund Balance	-	-	-	-	4,520	-

\*2014 Fund Balance reserved for possible match on GOCO Chae gulch Grant

**IMPACT FEES FUND  
2014 Budget**

Program Goal

This fund was established to monitor and maintain the impact fees collected by the City related to development projects. Impact Fees are collected and used to repair and/or maintain City infrastructure and/or related property and equipment that are impacted as result of a development's presence within the City. To date, the City has collected Impact Fees from only one development, Prospectors Run. In 2008, the City Council adopted Ordinance 08-05 to further clarify the intent, amount and use of impact fees received by projects. Further, in 2009 the City had an Impact Fee Study done in order to determine the appropriate fees to be charged and define for what those fees should be used.

The Prospectors Run development was grandfathered into this study and Impact Fees for this project will remain at \$2,512 per unit. All new developments will be charged fees in accordance with the 2009 Impact Fee Study.

Also in 2009, the use of all Impact Fees collected was reviewed and based upon that review, the 2009 Audit re-stated Impact Fee balances. This Fund currently has a negative balance and an amount outstanding to the City's General Fund of \$129,585 until such time as sufficient fees are collected.

Budget Allowance/Explanation

Based on the above, no allocations have been made for the Impact Fees Fund. The City does not expect Prospectors Run to have any activity which would require Impact Fees during 2014 and no other developments are expected during 2014.

2014 PROPOSED BUDGET  
IMPACT FEES FUND

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<i>Revenues</i>							
74-342-0001	Transportation Impact fees	-	-	-	-	-	-
74-342-0002	Public Works Impact Fees	-	(2,980)	-	-	-	-
74-342-0003	Fire Protection Impact Fees	-	-	-	-	-	-
74-342-0004	Police Impact Fees	-	-	-	-	-	-
74-342-0005	Impact Fees Income	-	15,644	-	-	14,496	-
74-361-0000	Interests on Deposits	31	-	-	-	-	-
	<i>Total Revenues</i>	31	12,664	-	-	14,496	-
<i>Expenses</i>							
74-390-0001	Street Paving	-	-	-	-	-	-
74-421-0004	Police Expenses	-	-	-	-	-	-
74-422-0003	Fire Protection Expenses	-	-	-	-	-	-
74-430-0001	Transportation Expenses	-	-	-	-	-	-
74-431-0002	Public Works Expenses	-	-	-	-	-	-
	<i>Total Expenditures</i>	-	-	-	-	-	-
	<i>Other Financing Sources (Uses)</i>	-	-	-	-	-	-
	<i>Increase (Decrease) in Fund Balance</i>	31	12,664	-	-	14,496	-
	Beginning Fund Balance	(156,776)	(156,745)	(151,329)	(144,081)	(144,081)	(129,585)
	Ending GF Balance	(156,745)	(144,081)	(151,329)	(144,081)	(129,585)	(129,585)

**PUBLIC PROPERTY DEVELOPMENT TRUST FUND  
2014 Budget**

Program Goal

The Public Property Development Trust Fund (PTTF) was created to hold all funds received for the sale of City owned properties. Monies within this fund can be used to improve upon or obtain other City properties and/or City infrastructure as deemed appropriate by the City Council.

Budget Allowance/Explanation

The 2014 budget allocates \$103,628 for partial funding for the repair of the retaining rock wall on Nevada Street. The remainder of funding for this project has been allocated in the Historic Preservation Fund. No other projects have been funded out of this fund in 2014.

**2014 PROPOSED BUDGET  
PUBLIC PROPERTY DEVELOPMENT  
TRUST FUND**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<i>Revenues</i>							
75-342-0000	RV PARK SALE	-	-	-	-	-	-
75-361-0000	INTEREST ON DEPOSITS	1,037	737	631	750	750	450
75-342-0001	CITY PROPERTY SALE	722,642	-	-	-	-	-
	<i>Total Revenues</i>	723,679	737	631	750	750	450
<i>Expenditures</i>							
75-431-6505	MAIN STREET STREETSCAPE	-	700,000	-	-	-	-
75-431-6506	LAWRENCE STREET WATER LINE	-	-	-	-	125,000	-
75-431-6507	NEVADA ST ROCK WALL	-	-	-	-	-	103,628
	<i>Total Public Projects Expenses</i>	-	700,000	-	-	125,000	103,628
	<i>Total Expenditures</i>	-	700,000	-	-	125,000	103,628
<i>Other Financing Sources (Uses)</i>							
		-	-	-	-	-	-
	<i>Increase (Decrease) in Fund Balance</i>	723,679	(699,263)	631	750	(124,250)	(103,178)
	Beginning Fund Balance	201,512	925,191	225,991	226,678	227,428	103,178
	Ending GF Balance	925,191	225,928	226,622	227,428	103,178	-
	Reserved for Specific Purposes	-	-	-	-	127,424	-
	Reserved	-	-	-	-	100,000	-
	Unreserved Fund Balance	-	-	-	-	-	-

## WATER FUND 2014 Budget

### Program Goal

The Water Fund is responsible for the production, delivery and maintenance of quality water in Central City. The water program provides a safe and efficient domestic water supply to all residents and businesses within the City. The City also allows out-of-city customers to purchase treated water at designated locations.

In accordance with TABOR and Generally Accepted Accounting Standards (GAAP), the Water Fund is accounted for as an Enterprise Fund. As such, all costs associated with the production, delivery and maintenance of the water system should be *fully* supported through the collection of user fees.

### Water Rates

In 2011, the City began the process of trying to get the Water Fund to be self-supporting. Since that time, a number of things have been done with that goal in mind. Water meters were installed for all residential users and new water meters installed for all commercial properties. This was done so that the City could institute a tiered rate billing structure based upon actual usage for all residential customers. Further, by replacing all commercial meters it ensured that all meters were reading accurately and commercial accounts were being properly billed for gallons of water used. A tiered rate billing structure that charges both businesses and residents for the water they actual use creates equity in the system and proper revenue streams financially. For example, if residential customers overall are using 40% of the water produced, then 40% of the revenues to support the system should be collected from residential users.

The tiered rate structure was instituted in 2013 and while it decrease the difference between revenues collected from users and the cost of running the water system, there is still a deficit of revenues to expenses in the Water Fund. City Council has chosen to leave the rate structure the same as in 2013 for the 2014 Budget. City Council has chosen to allocate \$120,000 from the Historic Preservation Fund for capital repairs and infrastructure improvements within the water system. The General Fund will be subsidizing the cost of operating the system by \$28,781 in 2014.

### Residential Rates

Below is a table that shows the 2014 tiered water rate structure for residential users.

<b>Tier 1</b>	Base Rate \$60	For up to 3,000 gallons used
<b>Tier 2</b>	Base Rate \$60 + \$4.84 per thousand gallons used	from 3,001 to 5,000
<b>Tier 3</b>	Base Rate \$60 + \$5.81 per thousand gallons used	from 5,001 to 7,000
<b>Tier 4</b>	Base Rate \$60 + \$6.97 per thousand gallons used	over 7,001

**WATER FUND  
(continued)  
2014 Budget**

Residents who are aged sixty-five (65) or older and who resides in the water using unit will be eligible for the Senior Discount. The Senior Discount reduces the base rate charged to \$48 per month. The Senior Discount applies to the base rate only. Amounts for usage will be charged as shown above.

Regardless of the amount of water used, the base rates of either \$60 or \$48 will be charged.

Commercial Rates

Below is a table that shows the 2014 tiered water rate structure for commercial users.

- Tier 0** Base Rate of \$60 for those who use less than 10,000 gallons per month
- Tier 1** Base Rate of \$95 + \$7.26 per thousand gallons used from 10,001-15,000
- Tier 2** Base Rate of \$95 + \$10.89 per thousand gallons used from 15,001-20,000
- Tier 3** Base Rate of \$95 + \$13.61 per thousand gallons used from 20,001-30,000
- Tier 4** Base Rate of \$95 + \$14.97 per thousand gallons used from 30,001-50,000
- Tier 5** Base Rate of \$95 + \$16.47 per thousand gallons used over 50,000

Budgeted Expenses and Explanations

The 2013 Budget allocates funding in the amount of \$785,658. This is an increase of 7% (\$49,617) over the 2013 allocation. This increase is due primarily to the allocation of \$120,000 for capital and infrastructure improvements. The projects and improvements to be completed will be chosen and prioritized based upon the distribution and raw water system assessments that were completed in 2013.

Personnel Funded in 2014

Utilities Systems Superintendant	\$ 71,663
Utilities Systems Worker II	\$ 49,781
<u>Utilities Systems Worker II</u>	<u>\$ 47,015</u>
<i>Total Funded</i>	\$168,459

2014 PROPOSED BUDGET  
WATER REVENUE

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
50-340-0001	HYDRANT REVENUE	8,969	9,568	11,788	10,000	9,326	9,913
50-340-0002	WATER SALES RESIDENTIAL	203,151	269,942	308,181	424,514	219,971	220,000
50-340-0003	WATER SALES COMMERCIAL	100,824	105,775	123,414	303,528	337,901	337,901
50-340-0005	TURN ON/OFF FEES	-	209	168	500	343	300
50-340-0006	TAP FEES	-	85,640	-	-	42,820	-
50-340-0007	LATE FEES	-	-	-	3,600	-	3,600
50-340-0008	COMMERCIAL METER PAYBACK	-	-	-	42,721	-	42,721
50-340-0009	RESIDENTIAL METER PAYBACK	-	-	-	43,443	-	21,722
50-361-0000	INTEREST ON DEPOSITS	-	-	-	-	-	-
50-361-1000	INTEREST ON WATER BILLS	41	210	-	720	-	720
50-390-0000	MISC REVENUE*	20,382	225	-	-	1,430	-
	TOTAL REVENUES	333,367	471,569	443,551	829,026	611,791	636,876

**2014 PROPOSED BUDGET**  
**WATER DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
50-433-1100	SALARIES & WAGES	48,496	97,475	173,068	173,933	116,610	168,459
50-433-1300	OVERTIME	415	2,813	1,202	3,000	2,250	3,000
50-433-2100	HEALTH/DENTAL/VISION/LIFE/D&D	5,668	8,523	17,743	33,705	26,262	28,791
50-433-2200	FICA & MEDICARE	3,894	7,853	12,802	13,306	8,920	12,887
50-433-2210	SUTA	139	108	352	522	350	505
50-433-2300	401K	1,163	3,662	5,542	6,957	5,952	6,738
50-433-2400	TRAINING	242	2,551	2,787	3,500	3,000	3,500
50-433-2600	WORKER'S COMPENSATION	1,923	32	5,141	4,256	4,504	6,578
	<i>Total Personnel Services</i>	<i>61,940</i>	<i>123,017</i>	<i>218,637</i>	<i>239,179</i>	<i>167,848</i>	<i>230,458</i>
50-433-3300	RAMBY-PROFESSIONAL SERVICES	82,846	-	-	-	-	-
50-433-3301	IT MAINTENANCE	-	-	5,822	4,000	5,625	5,000
50-433-3330	GENERAL LEGAL COUNSEL/LITIGATION	20,334	11,683	39,315	120,000	120,000	100,000
50-433-3331	TEMP SUPPLY PLAN	1,361	563	1,654	-	-	-
50-433-3334	FOREST SERVICE ROW	8,712	6,109	-	-	-	-
50-433-3335	AUGMENTATION CASE	56	-	-	-	-	-
50-433-3342	AGRICULTURAL DITCH	70	92	-	-	-	-
50-433-3343	CO WATER BOARD	214	-	-	-	-	-
50-433-3348	STATEMENT OF OPP	540	-	-	-	-	-
50-433-3349	JAMES PEAK	4,372	-	-	-	-	-
50-433-3353	WATER RIGHTS ACQ.	203	79	-	-	-	-
50-433-3356	FREI WATER CONTRACT	225	1,103	-	-	-	-
50-433-3391	MISC. GENERAL CONSULTING	19,633	2,991	25,734	10,000	10,000	10,000
50-433-3392	GILPIN SCHOOLS/FREI/CNTY LEASES	820	(113)	-	-	-	-
50-433-3393	FALL RIVER FACILITIES DESIGN	-	-	-	-	-	-
50-433-3394	TRIAL & PREP CWCB	-	-	-	-	-	-
50-433-3395	WETLANDS MITIGATION	5,013	563	343	-	-	-
50-433-3398	NEW WATER LEASES	-	-	4,899	-	-	-
50-433-3399	AQUAPURA AUG PLAN	-	-	80,099	-	-	-
50-433-3400	AQUAPURA SURFACE RIGHTS	-	360	-	-	-	-
50-433-3432	WATER ACCOUNTING/ADMIN.	22,960	19,490	14,773	30,000	50,000	30,000
50-433-3433	COMP. MODELING/ENGINEERING	-	-	232	-	-	-
50-433-3435	OPPOSITION TO WATER RIGHTS	14,528	10,478	1,733	-	-	-
50-433-3495	DILIGENCE APPLICATIONS	-	605	-	-	60,518	-
50-433-3496	BH TRIAL & PREP	-	-	-	-	-	-
50-433-3497	BH WATER PROJECT FEDERAL REV	-	-	-	-	-	-
50-433-3398	RAW WATER ASSESSMENT	-	-	-	-	-	-
50-433-3399	DISTRIBUTION ASSESSMENT	-	-	-	-	-	-
	<i>Total Professional Services</i>	<i>181,887</i>	<i>54,003</i>	<i>174,604</i>	<i>164,000</i>	<i>246,143</i>	<i>145,000</i>
50-433-4100	ELECTRICITY	43,681	30,893	30,204	35,000	33,202	38,182
50-433-4250	CHEMICAL TESTING	3,379	8,790	8,574	12,000	13,413	14,754
50-433-4303	BUILDING MAINTENANCE	367	2,093	1,335	5,000	806	5,000
50-433-4309	VEHICLE MAINTENANCE	8	2,727	4,091	5,000	6,000	8,000
50-433-4350	SPRING LINE COLLECTION	-	2,892	-	-	-	-
50-433-4351	PUMP STATION	14	14,834	12,381	15,000	12,000	15,000
50-433-4352	TOOLS	6,565	2,878	768	3,000	3,100	3,000
50-433-4353	PLANT	6,052	11,828	6,558	15,000	10,000	15,000

**2014 PROPOSED BUDGET  
WATER DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YR PROJECTED	2014 PROPOSED
50-433-4354	DISTRIBUTION	26,392	12,856	15,918	30,000	30,000	30,000
50-433-4355	RESERVOIR MAINTENANCE	-	-	-	3,000	5,400	3,000
50-433-4356	METER MAINTENANCE	-	-	3,152	3,000	3,000	5,300
50-433-4357	FIRE HYDRANT REPAIR & MAINT	-	-	4,726	10,000	2,500	10,000
50-433-4401	DITCH FEES	22,422	23,382	15,761	23,000	21,363	21,363
50-433-4501	CO PUBLIC WATER SYSTEM	-	-	-	300	-	-
50-433-5100	POSTAGE	-	82	24	662	500	1,800
50-433-5200	LIABILITY INSURANCE	10,099	11,105	11,627	17,128	10,818	11,359
50-433-5300	TELEPHONE	3,766	2,744	1,731	2,000	2,429	2,700
50-433-5301	CELL PHONE	50	772	1,313	1,500	1,709	1,800
50-433-5410	CLASSIFIEDS	550	240	550	500	300	500
50-433-5611	CREDIT CARD PROCESSING FEES	214	560	824	750	1,027	1,200
50-433-5700	SUBSCRIPTIONS & MEMBERSHIPS	3,560	3,725	2,549	1,500	1,000	2,100
50-433-5701	LICENSING & MAINTENANCE	-	-	1,699	4,500	5,000	5,000
50-433-5800	TRAVEL	-	17	12	-	100	100
50-433-6000	MISCELLANEOUS	-	212	-	-	-	-
50-433-6110	OFFICE SUPPLIES	7,884	339	816	1,000	1,000	1,000
50-433-6111	STATIONARY/FORMS	-	102	53	500	-	-
50-433-6112	PHOTOCOPIER CHARGES	950	1,007	1,175	1,222	982	1,000
50-433-6113	SMALL EQUIPMENT	-	-	-	3,000	1,500	1,500
50-433-6114	SOFTWARE/INTERNET	4,547	5,891	2,282	3,000	3,191	4,000
50-433-6115	UNIFORMS	-	223	597	1,000	651	750
50-433-6260	FUEL	-	9,108	12,956	3,000	3,000	17,491
50-433-6270	CHEMICALS	15,130	10,090	12,677	12,000	18,000	20,000
50-433-8900	BAD DEBTS	35	144	33	100	-	100
<i>Total Operating Expenses</i>		155,665	159,534	154,386	212,662	191,991	240,999
50-433-7001	DEPRECIATION	-	-	327,351	-	-	-
50-433-7420	WATER GENERAL	830	369	-	1,200	1,200	1,200
50-433-7421	CAPITAL REPAIRS/IMPROVEMENTS	-	-	20,240	40,000	25,000	120,000
50-433-7422	CHASE GULCH DAM CIP	-	-	-	25,000	27,500	35,000
50-433-7431		-	-	6,818	8,000	8,000	8,000
50-433-7421	BACKWASH/SANITARY PIPELINE	-	-	-	-	-	-
50-433-7422	RESIDENTIAL METERS/INSTALLATION	-	42,795	44,318	-	11,400	5,000
50-433-7423	COMMERCIAL METERS/INSTALLATION	2,056	41,300	1,881	-	-	-
50-433-7426	VEHICLE PURCHASE	-	-	-	46,000	38,015	-
<i>Total Capital Outlay</i>		2,886	84,464	400,608	120,200	111,115	169,200
<b>TOTAL EXPENSES</b>		<b>402,378</b>	<b>421,018</b>	<b>948,235</b>	<b>736,041</b>	<b>717,097</b>	<b>785,658</b>
<b>OPERATING INCOME (LOSS)</b>		<b>(69,011)</b>	<b>50,551</b>	<b>(504,684)</b>	<b>92,985</b>	<b>(105,306)</b>	<b>(148,781)</b>

**2014 PROPOSED BUDGET**  
**WATER DEPARTMENT**

ACCOUNT	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 YE PROJECTED	2014 PROPOSED
<b>Non-Operating Revenues (Expenses)</b>							
	Loan Principal-1981 USDA Loan	-	-	-	-	-	-
	Loan Interest-1981 USDA Loan	(5,892)	-	-	-	-	-
	Proceeds of Capital Lease	-	-	-	-	-	-
	Transfer from Historic Preservation	-	-	-	-	-	120,000
	Transfer from Debt Service Fund	289,000	-	-	-	-	-
	Loan from General Fund-Advanced (Repaid)	-	-	-	-	-	28,781
	<b>Total Non-Operating Revenues (Expenses)</b>	<b>283,108</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>148,781</b>
	<b>Contributed Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>214,097</b>	<b>50,551</b>	<b>(504,684)</b>	<b>92,985</b>	<b>(105,306)</b>	<b>(0)</b>
<b>Reconciliation to GAAP Basis:</b>							
	Principal Payments	-	-	-	-	-	-
	Proceeds of capital leases	-	-	-	-	-	-
	Depreciation	(306,200)	(325,307)	(340,000)	(350,000)	(350,000)	(350,000)
	Loan Repayment-General Fund	-	-	-	-	-	-
	<b>Net Income (Loss) GAAP Basis</b>	<b>(92,103)</b>	<b>(274,756)</b>	<b>(844,684)</b>	<b>(257,015)</b>	<b>(455,306)</b>	<b>(350,000)</b>

CITY OF CENTRAL  
 FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 2013-2017

	2013	2014	2015	2016	2017	Total Est. Expenditures 2013-2018	25% Impact Fee Allocation
<b>Historic Preservation</b>							
Re-Survey Historic District*	15,000		15,000			15,000	3,750
Levada Street Rock Wall	300,000	250,000				300,000	75,000
Remedial Restoration	100,000		25,000	25,000	50,000	100,000	25,000
O.W. Re-Survey	100,000		100,000			100,000	25,000
Paint in Remainder of Wash Hall	70,000			70,000		70,000	17,500
Repaint Fire Department	15,000	15,000				15,000	3,750
Garage Door at Fire Department	10,000	10,000				10,000	2,500
Sidewalk Replacement	300,000		75,000	100,000	75,000	257,000	64,250
<b>Total Historic Preservation</b>	<b>910,000</b>	<b>275,000</b>	<b>215,000</b>	<b>195,000</b>	<b>75,000</b>	<b>867,000</b>	<b>216,750</b>
<b>Public Works Department</b>							
Chipseal and re-stripe CCP*	1,300,000		1,300,000			1,300,000	-
Spring Street Complete Reconstruction	1,500,000					700,000	700,000
Public Works Facility*	700,000			700,000		250,000	250,000
Virginia Canyon Chipseal/Curb & Gutter	250,000		250,000				
Lureka Street Complete Reconstruction	1,500,000						
Levada Street Settlement/Reconstruction	500,000						
SCP Lighting Completion	2,000,000						
Resurface/Widen Residential Streets	200,000			100,000	100,000	200,000	
Opera House Storm Drainage	23,000			23,000		23,000	
Replace Kenworths	350,000	175,000			175,000	350,000	
Replace 1 ton PW Truck	45,000					58,175	
Replace 2 3/4 Ton PW Trucks	70,000					70,000	
Replace 1 ton PW Truck	45,000					42,497	
Replace Front End Loader	170,000		170,000			170,000	
Stormwater Management Program	275,000	85,000	85,000			175,000	
<b>Total Public Works Department</b>	<b>8,928,000</b>	<b>260,000</b>	<b>1,805,000</b>	<b>893,000</b>	<b>275,000</b>	<b>3,338,672</b>	<b>N/A</b>
<b>Police Department</b>							
Replace 1 Vehicle	80,000	45,000		45,000	45,000	135,000	33,750
Equipment & Graphics for above	35,000	20,000		20,000	20,000	60,000	15,000
Pole Mounted Speed Signs	16,000		16,000			16,000	4,000
License Plate Reader	25,000			25,000		25,000	6,250
Trailers	20,000		20,000			20,000	5,000
Radio Upgrade	115,000		115,000			115,000	28,750
VMS Board	50,000			25,000		25,000	6,250
<b>Total Police Department</b>	<b>341,000</b>	<b>65,000</b>	<b>151,000</b>	<b>115,000</b>	<b>65,000</b>	<b>396,000</b>	<b>99,000</b>

CITY OF CENTRAL  
FIVE YEAR CAPITAL IMPROVEMENT PLAN  
2013-2017

	Estimated Cost	2013	2014	2015	2016	2017	Total Est. Expenditures 2013-2018	25% Impact Fee Allocation
<b>Fire Department</b>								
3,500 Gallon Tender/Tanker	385,000							
Type 3 Engine	300,000							
Replace Fire Pump on Brush #1	50,000							
75 ft. Ladder Truck/Elevated Water Way	800,000							
4x4 2,000 Gallon Tender/Tanker	300,000							
4x4 Tahoe or Pickup	55,000							
4x4 Engine	325,000							
Type 4 or 5 Rescue Engine	275,000							
Extrication Equipment			55,000				55,000	
Stabilization Equipment			14,000				14,000	
Bunker Gear			38,000				38,000	
Purchase 114 Lawrence	175,000							
Radio Upgrade	97,000			100,000				
<b>Total Fire Department</b>	<b>2,762,000</b>		<b>107,000</b>				<b>100,000</b>	
<b>Water</b>								
PRV Replacement	100,000		30,000	40,000			80,000	
Fire Hydrant	20,000	2,500	10,000				12,500	
Stilling Chamber	20,000						20,000	
Plant Improvements	500,000	35,000	100,000	150,000	145,000		460,000	
Backwash/Sanitary Pipeline	30,000						30,000	
Chase Gulch Toe Drain	25,000	27,500					52,500	
Lawrence St. Water Line Replacement	250,000	287,000		250,000			537,000	
New Transmission Lines from MNR*	2,500,000							
Microfiltration and WP Upgrades	2,500,000							
Distribution on High Streets	10,000,000							
Truck Purchase	46,000	38,015					38,015	
San. Sewer Connection at WP	300,000							
Upgrade SCADA 1	12,000		12,000				12,000	
Valve Exerciser (split with PW?) 2	45,000		45,000				45,000	
Pecks Raw Water Intake * 3	65,000		65,000				65,000	
Repair Intake at HITG 4	5,000			5,000			5,000	
Upgrade two PRV vaults 5	12,000			12,000			12,000	
PM VTP at Chase 6	5,500			5,500			5,500	
Miners Raw Water Intake* 7	130,000			130,000			130,000	
R&R Raw Water Transmission 8	50,000				50,000		50,000	
Solar Mixer at Chase 9	75,000				75,000		75,000	

CITY OF CENTRAL  
 FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 2013-2017

	Estimated Cost	2013	2014	2015	2016	2017	Total Est. Expenditures 2013-2018	25% Impact Fee Allocation
Booster Pumps @ Spring 10	16,000				16,000		16,000	
VFD Drives for Spring 11	15,000				15,000		15,000	
roomfield Raw Water Intake* 12	31,000					31,000	31,000	
Weir @ Chase 13	7,000					7,000	7,000	
	16,291,000	392,028	264,014	594,515	303,016	40,017	1,698,515	

**TOTALS** 29,232,000 447,028 974,014 2,765,515 1,506,016 4,808,672 315,750

Denotes Projects for which grants have or may be received



**OPERATING PLAN  
AND BUDGET FOR FISCAL YEAR 2014  
OF THE  
CITY OF CENTRAL  
BUSINESS IMPROVEMENT DISTRICT  
in the City of Central, Colorado  
As of September 30, 2013**

**OPERATING PLAN  
AND BUDGET FOR FISCAL YEAR 2014  
OF THE  
CITY OF CENTRAL  
BUSINESS IMPROVEMENT DISTRICT**

Purpose. The City of Central Business Improvement District (“District”) was organized on December 15, 1998 within the commercial area of the City of Central (“City”) to provide various public services and improvements, particularly the completion of the Central City Parkway (“Parkway”) connecting the City street system to Interstate 70, in accordance with the provisions of the “Business Improvement District Act”, Part 12 of Article 25, Title 31, C.R.S. (“Act”), and City Ordinance No. 98-29 (“Ordinance”) establishing the District. The validity of the District organizational proceedings was challenged in Central City Development Company et al. v. City of Central, Case No. 99CV11, District Court, Gilpin County (“Litigation”). The District Court subsequently entered judgment validating the organizational proceedings. After a notice of appeal was filed, the District and plaintiffs reached a settlement on August 24, 2000, and the Litigation was dismissed by the District Court terminating the legal challenge of the District’s validity.

The District electors authorized incurring indebtedness at the TABOR election on November 2, 1999. The Board of Directors (“Board”) of the District was, however, unable to implement the Operating Plan until June 2003 because it could not secure financing for the construction of the Parkway (“Project”) due to a declining property tax base within the District. The Board obtained financing to construct the Parkway in June 2003 through the private placement of its Limited Tax General Obligation Bonds, Series 2003A (“Series 2003A Bonds”) in the principal amount of \$45,200,000. Actual construction of the Parkway was commenced in July 2003. The Project was completed on schedule at the contract price of \$38,395,000, and the Parkway opened for public use on November 19, 2004.

Operating Plan. Section 31-25-1211, C.R.S., requires that the District file with the City an operating plan and proposed budget for the next fiscal year no later than September 30 of each year. The information in this Operating Plan and Budget may be amended, modified or supplemented by the District from time to time in accordance with the provisions of the Act.

Board of Directors. Current members of the Board are Steve Boulter, Ross Grimes, Tom Kiahtipes, Tom Robb and John Zimpel. The members of the Board were duly elected by the electors of the District or appointed by the City Council and constitute the governing body of the District. Members of the Board must be electors of the District (as defined in the Act). The next election of directors will be held in May 2014. Among other powers, the Board is authorized to enter into agreements affecting the affairs of the

District, including without limitation intergovernmental agreements with the City, and to formulate the provisions of this Operating Plan and Budget.

Boundaries. The boundaries and service area of the District include all commercial property as described in the Ordinance. The commercial businesses within the service area benefit from the services and improvements furnished by the District. District boundaries may be changed from time to time in accordance with the provisions of the Act. City property may be included within the District, including without limitation any Parkway rights-of-way. All Parkway rights-of-way were included into the District by City Ordinance No. 07-01 on February 6, 2007 pursuant to the Act. The City previously established in the Ordinance that any property annexed into or zoned for commercial development in the City must, as a condition of approval, be included into the District.

Description of Services and Improvements. As set forth in the Ordinance, the District was organized to provide various services and improvements authorized under the Act, including without limitation streets, streetlights, landscaping, and pedestrian malls, together with curb, gutters, drainage facilities, sidewalks and other improvements ("Improvements"). The primary purpose of the District is to facilitate the financing, completion and operation of the Parkway. The District has completed the Parkway and other Improvements in cooperation with the City and other public agencies. The Parkway has been installed within City rights-of-way and is operated and maintained by the City in accordance with the Intergovernmental Agreement dated January 11, 2001, as amended by Amendment No. 1 to Intergovernmental Agreement dated April 1, 2003 and Amendment No. 2 to Intergovernmental Agreement dated November 9, 2004 (together, "IGA"), between the City and District.

Under Amendment No. 2 to the IGA, the City and District cooperated in completing certain Parkway enhancements, including Parkway lighting, rumble grinding, additional guardrails, a maintenance building, and improvements to the intersection of Nevada, Main, Spring and Bride Streets. The City funded the Parkway lighting enhancement and the maintenance building used for snowplows, equipment and materials, and the District funded the other enhancement projects and completed all of the enhancement projects in accordance with plans approved by the City. In accordance with the IGA, the City assumed the responsibility for operating and maintaining the Parkway commencing with its opening on November 19, 2004, and the District agreed to participate in the funding of operational costs of the Parkway by paying \$20,000 per year to the City commencing in the 2007 fiscal year through the 2016 fiscal year. The District also discharged the City's escrow account repayment obligation in the amount of \$145,550, which was due to the District.

The District may provide certain services authorized under the Act, including without limitation the maintenance of Improvements, the promotion or marketing of District activities, and the promotion, marketing and management of public events within

the District (collectively, "Services"). The Board may authorize and implement a program of Services which generally benefit commercial properties within the District.

During 2014, it is anticipated that various public events and promotional activities relating to the Parkway and the business area may be coordinated by the District, provided that sufficient funding is available. If other Services not specified in the Budget are approved by the Board, the Operating Plan and Budget will, if necessary, be supplemented with a more specific identification of such Services. All Services and Improvements provided by the District shall generally conform so far as practicable to this Operating Plan and Budget.

Costs of Improvements. The cost of the Parkway, including rights-of-way and other Project-related expenses (such as costs of District organization, issuing Bonds, capitalized interest, permitting, and enhancement projects), was approximately \$45,200,000. The City has assumed operational responsibility for the Parkway in accordance with the IGA.

Financing Plan. At the public election on November 2, 1999, District electors approved a ballot question to incur indebtedness in the amount of \$45,200,000 at a rate not to exceed 7.75% for the purpose of financing the completion of the Parkway. At the public election on November 6, 2001, District electors approved a ballot question effectively authorizing an increase in the interest rate on such indebtedness to 9.75% to reflect then current market rates for similar securities.

On June 18, 2003, the District issued its Series 2003A Bonds to finance the Project in accordance with the terms of the Indenture of Trust dated as of June 18, 2003 ("Bond Indenture"). The Series 2003A Bond proceeds were used as follows: (i) \$39,395,000 for Project completion, including payments due under the Ames Agreement; (ii) approximately \$5,100,000 for Project-related expenses and capitalized interest on the Series 2003A Bonds; and (iii) \$705,000 for costs of issuance of the Series 2003A Bonds. In order to comply with debt service requirements of the Bond Indenture, the Board must impose property taxes against all taxable commercial property within the District at a levy of 80 mills (the "Limited Mill Levy") until such time as (a) the assessed valuation of all taxable property within the District is at least \$70,000,000 and (b) all interest accruals and unpaid principal amounts due on the Series 2003A Bonds have been made current, at which time the mill levy may be reduced. Any unpaid interest on the Series 2003A Bonds is accrued (at the bond interest rate of 9.75%) until payment can be made in accordance with the terms of the Bond Indenture. As long as the Limited Mill Levy is imposed, there can be no default on the Series 2003A Bonds because of insufficient debt service funds. The Series 2003A Bonds are redeemable in 2013.

The District may also assess fees and other charges, if appropriate, to pay for the Improvements and Services provided by the District. The District may raise revenue by any other authorized means. No debt incurred by the District shall constitute a debt of the

City, and no property outside the boundaries of the District will be responsible for the repayment of the Series 2003A Bonds.

2014 Budget. Property taxes will be levied in the 2014 tax collection year (i) at the rate of 80 mills in order to pay in part the interest due on the Series 2003A Bonds in accordance with the terms of the Bond Indenture and (ii) at the rate of 5 mills for operating purposes per the electoral authorization obtained at the public election on May 8, 2012. Any unpaid interest on the 2003A Bonds will accrue until paid in full. As preliminarily reported by the Gilpin County Assessor, the assessed valuation of all taxable real and personal property within the District for 2013 collectible in 2014 is \$24,176,617 (down from \$26,522,420 in 2012). The Board may amend, modify or supplement the Operating Plan and Budget as presented herein at any time as necessary to balance District budgetary requirements with available District revenues, including without limitation any adjustments necessitated by changes in the assessed valuation of properties within the District as certified by the County Assessor.

The proposed Budget for the 2014 fiscal year is based upon the following assumptions: (i) a property tax of the full Limited Mill Levy (80 mills) in accordance with the terms of the Bond Indenture, (ii) a property tax of 5 mills for operations, and (iii) a District contribution of \$20,000 toward Parkway operational costs. The District has had discussions with representatives of the owners of the Series 2003A Bonds regarding restructuring of the bonds. At this time, there is not sufficient certainty that the Series 2003A Bonds will be refinanced, so the preliminary 2014 budget reflects obligations payable on the outstanding bonds.

**PRELIMINARY 2014 BUDGET**

	<u>2014</u>	
<u>Revenues</u>	<u>General Fund</u>	<u>Debt Service</u>
Property Taxes	\$ 120,883	\$ 1,934,129
Specific Ownership Taxes	83,000	
City Payments	170,000	
Interest Earnings	200	2,000
Miscellaneous	10,000	
<b>TOTAL REVENUE</b>	<b>384,083</b>	<b>1,936,129</b>
Beginning Fund Balance	20,000	17,250
<b>TOTAL AVAILABLE FUNDS</b>	<b>404,083</b>	<b>1,953,379</b>

	<u>2014</u>	
<u>Expenditures</u>	<u>General Fund</u>	<u>Debt Service</u>
Administration	\$114,000	\$10,000
Maintenance	20,000	
Marketing	225,000	
Bond Principal		0
Bond Interest		1,875,000
Trustee Fees		4,000
County Treasurer Fees		41,000
Emergency Reserve	11,445	
<b>TOTAL EXPENSES</b>	<b>370,445</b>	<b>1,930,000</b>
Ending Fund Balance	33,638	23,379

The Board will conduct a public hearing and adopt the final Budget for the 2014 fiscal year sometime prior to December 15, 2013. The final Budget will be filed with the City. The Board may amend, modify or supplement the Budget as provided herein. Any amendment of the Budget will be filed with the City for approval.

Additional Information. The Operating Plan and Budget of the District will be filed annually with the City in accordance with Section 31-25-1211, C.R.S., and shall be subject to the provisions of the Act. The District may, from time to time, provide written notification to the City of any activity proposed to be undertaken by the District during the fiscal year not described herein. The Operating Plan and Budget may be amended, modified or supplemented in accordance with the provisions of the Act. It is intended that the District will be dissolved after the Series 2003A Bonds and all other obligations have been paid in accordance with all requirements set forth in the Act.



## CITY OF CENTRAL BUDGET POLICY

The budgetary policies described below are governed by the budgetary rules and regulations as stated in Article X of the City Charter and are meant to reinforce and maintain the Charter's requirements. The City will adopt the budget in accordance with State, Charter and other requirements as well as certify the mill levy to the County by the required date.

### Balanced Budget

The City of Central defines a balanced budget as one in which expenditures do not exceed available resources. Available resources are defined as annual projected revenues plus any undesignated reserves which are over the Fund Balance Policy minimum requirements and approved by Council. Ongoing operational expenses must be funded by ongoing sources of revenue. The City does not use one-time revenues to fund ongoing operations or services. The City will avoid using reserves and fund balances to fund ongoing operations and/or services whenever possible.

### Budget Document

The budget will be prepared annually to illustrate the revenues and expenditures within each Fund and/or Department as well as a comprehensive summary of all financial information presented. Budgetary procedures as well as the budgetary document will conform to all state regulations and generally accepted accounting principles (GAAP). When presented to Council, the budget document should contain the following information:

1. A *Budget Message* from the City Manager that discusses the proposed budget, a review of the previous year's financial activities, significant changes to revenues and expenditures, changes in staffing and any projects or capital expenditures expected.
2. A copy of the City's *Financial Policies* for reference.
3. The *Budget Resolution* presented to Council for adoption
4. A budget document that includes proposed information for Funds and Departments. This document should be prepared in accordance with GFOA recommendations when possible.
5. The Business Improvement District's proposed budget.
6. The City's 5 Year Capital Improvement Plan
7. Glossary of Terms

### Budget Management & Control

The Finance Director shall be responsible for maintaining a budgetary control system to ensure adherence to the adopted budget. The Finance Director shall provide the City Council with a quarterly report that compares actual revenues and expenditures to the budgeted amounts as well as year-end projections based off of the actual figures.

Explanation for any significant deviations from the budget should accompany these reports. These same reports will be updated and given to the City Manager and all department directors on a monthly basis. In accordance with the Fund Balance Policy, these reports shall be given to Council on a monthly basis if reserve balances do not meet the minimum requirements.

It is the responsibility of the department directors to review these reports for accuracy and inform the Finance Director and/or City Manager of any changes that need to be made to year-end projections or the actual figures reported. The department directors are also responsible for ensuring that their budgets stay within the adopted allocations and inform the City Manager and Finance Director if they have reason to believe a line item within their fund will exceed the allocated amount.

#### Deviations from the Adopted Budget

It may become necessary to amend budget appropriations after the adoption of the budget for a variety of reasons. Unexpected expenditures, costly repairs to infrastructure and/or capital equipment, one-time expenditures related to acquisitions, emergencies, economic downturns and increased costs are all situations which could make it necessary to amend the budget. All amendments to the budget must be approved by the City Council prior to the expenditures if possible. Prior to amending the budget, staff should identify where the additional funding for the expense will come from whether it be additional revenues, reduced expenditures in other areas or use of fund balances.

#### Expenditure Regulations

- A. *Invoices*: In order to maintain accurate records, ensure that all expenditures are appropriate, and issue payment in a timely manner, Department Directors are required to sign and code all invoices generated by their Department. Invoices should be coded and turned in to the Finance Department as soon as possible after the Director has received them. It is not the responsibility of the Finance Department to code invoices generated from other departments.
- B. *Credit Card Receipts*: The City recognizes that it is at times not possible to have an invoice issued for services performed or supplies purchased. Therefore, Department Directors are allowed to use City issued credit cards at these times. The Department Director may also designate one (1) to two (2) other departmental employees to use the credit card if necessary. A coded and signed receipt *must* be turned in for any purchases made with a city credit card. If a receipt is not submitted than the employee shall become responsible for paying the amount of the charge.
- C. *Expenditures over \$5,000*: In order to manage cash flow and monitor monthly expenditures, Department Directors shall inform the City Manager when purchases in amounts over five-thousand (\$5,000) dollars are made whether budgeted or not.
- D. *Over-Budget Expenditures*: For budgetary control and maintenance, all Department Directors will seek the approval of the City Manager before making expenses that will put any line item within their departmental budget over its annual allocation. At the close of the year, Department Directors shall provide

written explanations for all line items within their budgets that went over the annual allocation, regardless of whether or not their overall budget is still within allocation.

- E. *Accurate Coding*: All expenses shall be coded to the appropriate line item, regardless of whether or not the expense exceeds the line item's budget. No Department Director shall code an expense to an inappropriate line item for the purposes of staying within allocations.

#### Expenditure Restrictions (Spending Freezes)

The City Manager has the authority to restrict the Department Directors' ability to make expenditures as described in the above Sections, specifically *Section C*. As financial conditions or other circumstances require, the City Manager may initiate a spending freeze in order to safeguard available funding and preserve the City's financial integrity. In the case of a spending freeze, directors are required to have *all* expenditures approved by the City manager *prior* to making the purchase or committing funds for any reason. This expenditure process shall remain in effect until such time as the City Manager lifts the spending freeze.

**CITY OF CENTRAL  
FUND BALANCE & RESERVE POLICY**

Fund balance is the amount in any given fund that represents the difference between the fund assets and the fund liabilities. Certain portions of a fund balance may be reserved for liabilities or designated purposes of the government. Unreserved fund balance serves as a measure of a governmental fund's financial viability and in some cases current spendable resources.

Prudent fiscal management entails that a city shall not expend all cash and/or reserves on hand during any given year and instead maintains a reserve in its fund balances from year to year. In doing so, the city is better able to handle downturns in revenue as well as deal with unanticipated expenditures without a decrease in services to citizens and businesses within the community. Healthy fund balances also make it possible for the city to capitalize on opportunities that were not anticipated during the budget process.

Undesignated Reserves

Pursuant to Article X, Section 20 of the Colorado Constitution, the City shall have a reserve of 3% of budgeted expenditures for emergencies. This 3% reserve will be kept and accounted for in a separate fund called the Tabor Reserve Fund. The use of this reserve is restricted and can be used solely in the event of an emergency.

Designated Reserves-General Fund

In order to ensure financial stability at all times and protect the City against shortfalls in revenue or unanticipated expenditures, the City has determined it is necessary to designate reserves in addition to the required undesignated reserves as described above.

The City shall always strive to have a minimum General Fund reserve of 5% of the total budgeted expenditures for any given year. At no time shall the General Fund reserve fall below one (1) month of expenditures as averaged out over three (3) years. In the event that the General Fund reserve is below the 5% minimum, the City shall allocate all unbudgeted, additional revenues to the General Fund reserve as well as unexpended funds approved in the budget until the 5% minimum is reached.

If the General Fund balance reserve is projected to be less than the required minimum for any given budget year, Council should:

1. Require close monitoring of all revenues and expenditures on a monthly basis rather than quarterly basis.
2. Decrease budget allocations for programs within reasonable means
3. Require that a mandatory mid-year budget meeting and update be held so that the budget can be re-evaluated and revised if necessary.
4. Require cash flow reports on a monthly or quarterly basis as is necessary

5. Defer all requests for significant funding or additional projects until after the minimum reserve can be met.

Once the General Fund reserve of at least 5% has been met and can be maintained, the Council may allocate any additional funds over the 5% to finance capital improvements, replace equipment and complete other projects that are considered *one-time* expenditures and will not incur ongoing expenses with no source of funding. Use of additional reserve funds must be approved through a Resolution of the City Council.

The City will always attempt to avoid appropriating fund balance reserve for recurring service and/or operating expenditures. However, in the event that it is necessary to do so, the City will include an explanation of the appropriation, why it is necessary and how the Council and staff plan to avoid doing so in future budgets.

The General Fund reserve may be used to cover significant revenue shortfalls, significant unanticipated expenditures or debt service requirements if other solutions such as expenditure reductions are not possible. The use of reserves for these purposes requires Council approval, but not necessarily adoption by Resolution.

#### Designated Reserves-All other Governmental Funds

The City shall strive to maintain a minimum balance reserve of 2% of the total budgeted expenditures for all other governmental funds. In the event that a fund's balance reserve goes below the 2% requirement, the same actions as listed for the General Fund should be taken to correct the situation. The funds for which this applies are as follows:

- Historic Preservation Fund
- Capital Improvement Fund
- Conservation Trust Fund
- Impact Fees Fund
- Public Property Trust Fund
- \*Any other governmental funds that may be created

**CITY OF CENTRAL  
CASH MANAGEMENT & INVESTMENT POLICY**

**I. Intent and Governing Authority**

In order to maintain and protect the City's investments, Cash Flow and services and programs made possible by such, it is the policy of the City of Central and the duty of the City Treasurer and Finance Director to invest public funds in the City's custody in a way that provides the highest return on investment in the most secure manner while continuing to meet the daily cash flow needs of the City.

This Investment Policy shall be operated and maintained in conformance with all federal and state requirements as set out in CRS § 31-20-303(1) (b) and the City Charter of the City of Central.

**II. Scope**

This Policy applies to the investment of *all* funds except for Fiduciary Funds (Fire & Police Pension funds) and any other employee retirement funds.

Pooling of Funds: Except for cash in certain restricted (Bond Reserve) or special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with Generally Accepted Accounting Principles (GAAP).

**III. Standard of Care**

The Standard of Care used by the City of Central and its staff and officials when managing public operating funds shall be made in accordance with CRS §24-75-601.1 and follow the "Prudent Man Standard" of CRS §15-1-304. This Standard requires that trustees, such as government officials and staff, who make investments or deposits for local governments, are obligated to exercise,

*"the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital"* (CRS §15-1-304)

Officers and employees involved in the investment of City funds shall refrain from personal business activity that could create a conflict of interest regarding the proper execution and management of investments or could affect the person's ability to make impartial decisions. Employees and investment officials shall disclose any interests in the financial institutions with which they wish to conduct business. Employees and

officials should also refrain from using the same financial institutions that the City used for personal investments.

#### **IV. Investment Authority**

Authority to manage the funds and investments of the City is delegated to the City Treasurer, hereinafter referred to as the Investment Officer, by the Central City Charter, Section 7.7. The Investment Officer shall also be charged with the duty of establishing, implementing and upholding written procedures and internal controls consistent with this Policy. The Investment Officer shall also establish a system of controls to regulate the activities of subordinate officials and is responsible for all transactions undertaken.

#### **V. Objectives**

The primary objectives of all investment activities undertaken shall be Safety, Liquidity and Yield.

- A. Safety: Investments shall be made in a manner that seeks to ensure the preservation of principal in the overall portfolio and mitigate credit and interest rate risks.
  - i. The City will minimize credit risk by: 1. Limit investments to the types of securities listed in Section VII, 2. Pre-qualify financial institutions, brokers and advisers with which the City wishes to do business and 3. Diversify investments to minimize the impact of any potential losses from any one security type.
  - ii. The City will minimize interest rate risk by: 1. Structure the portfolio so that securities mature to meet cash flow requirements to avoid selling prior to maturity, 2. Invest operating funds in shorter-term securities such as investment pools.
- B. Liquidity: City funds shall remain sufficiently liquid in order to meet all of the City's operating requirements that can be reasonably anticipated. This can be achieved by structuring investments and their maturity rates to coincide with anticipated operating costs and maintaining a portion of City funds in money market mutual funds or local government investments pools.
- C. Return on Investments: The investments shall be designed with the goal of obtaining a market rate of return throughout the budgetary and economic cycles that consider the safety and liquidity of the investments as described above. Safety and Liquidity will be the main objectives of this Plan.

## **VI. Authorized Financial Institutions, Depositories & Broker/Dealers**

No public deposit of funds shall be made except in a qualified public depository authorized to do business in the State of Colorado and located within the State of Colorado. The Investment Officer shall approve, designate and maintain a list of authorized financial institutions. The Investment Officer shall qualify institutions based upon generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management) using available public agency and private rating services as appropriate. An annual review of all qualified institutions and broker/dealers will be conducted by the Investment Officer. A signed Certification sheet acknowledging receipt and understanding of the City's Investment Policy will be kept on file in the Finance Department.

## **VII. Authorized and Suitable Investments**

Investments of the City's funds will be limited to those investment types authorized by the City Charter and C.R.S. §24-75-601.1. Eligible investments include the following:

- i. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- ii. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- iii. Certificates of deposit and other evidences of deposit at financial institutions;
- iv. Banker's acceptances-must meet capital and surplus requirement and their deposits must be secured and their debt must be rated;
- v. Revenue obligations of any state in the U.S., the District of Columbia, territorial possessions of the U.S. or political subdivisions of any state/ these securities must be rated in the highest two rating categories;
- vi. Commercial paper, rated in the highest tier (e.g. A-1, P-1, F-1, D-1 or higher) by a nationally recognized rating agency;
- vii. Investment-grade obligations of state, provincial and local governments and public authorities;
- viii. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- ix. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- x. Local government investment pool either state administered or developed through powers of statutes and other intergovernmental agreement legislation.
- xi. U.S. dollar denominated corporate or bank debt, issued by a corporation or bank organized and operating within the U.S. with a net worth in excess of \$250,000,000. The debt must mature within three (3) years and must carry at least two ratings not below AA- or Aa3. The City's investment shall at no time exceed 30% of the

City's investment portfolio or 5% of the book value if the debt is issued by a single corporation or bank.

Repurchase Agreements and Reverse Repurchase Agreements shall be allowed when in accordance with state law and use of such shall always adhere to GFOA recommended practices. All repurchase agreements shall be collateralized at a minimum of 102% of the value of the City's investment. The Investment Officer may require a higher amount based upon the time until completion and nature of the securities involved.

Full Collateralization shall be required on all public deposits as required under state law, specifically the Public Deposit Protection Act, C.R.S. §11-10.5-101 and the Savings and Loan Association Public Deposit Protection Act, C.R.S. § 11-47-101 and as set out by the Colorado Banking Board.

### **VIII. Factors of Investment**

- i. Diversification-The City shall diversify its investments to eliminate the risk of loss and balance the effect of interest rate and changes affecting different types of securities. Investments shall be diversified by:
  1. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excludes U.S. Treasury securities);
  2. Limiting investment in securities that have higher credit risks;
  3. Investing in securities with varying maturities; and
  4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to protect the liquidity of the City's investments.
- ii. Maximum Maturities- Core investments will be limited to low risk securities in order to earn a fair rate of return. To the extent possible, the City will attempt to match the maturity of its investments to anticipated cash flow requirements. Unless, matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. Securities shall be held until maturity unless one of the following exceptions applies:
  1. The security has a declining credit and should be sold to minimize loss of principle
  2. A security swap would improve the quality or yield of the investment
  3. The City's liquidity needs outweigh the potential earnings to be lost
- ii. Competitive Bids-The Investment Officer shall obtain competitive bids from at least two (2) brokers or financial institutions on all

purchases of investment instruments purchased on the secondary marker.

#### **IX. Reporting & Performance Standards**

The Investment Officer shall prepare a quarterly report for the City Manager and City Council that provides analysis of the current investment portfolio and discussion of the transactions that were executed over the last quarter as well as information regarding gains and/or losses experienced in the portfolio and other information as deemed necessary by the Investment Officer, City Manager or City Council.

The investment portfolio will be managed in accordance with the factors as described in Section VIII of this Policy and should obtain a market average rate of return during a market/economic environment of stable interest rates. The Investment Officer will develop a series of benchmarks reflective of the actual securities being purchased and by which the portfolio will be compared on a quarterly basis. Adjustments to the portfolio will be made to reach benchmarks as necessary and benchmarks will be adjusted in reference to the current market and portfolio holdings.

#### **X. Safekeeping & Custody**

- A. *Delivery vs. Payment*-All trades of marketable securities shall be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
- B. *Safekeeping*-Securities shall be held by a centralized and independent third-party custodian selected by the City as evidenced by safekeeping receipts issued in the City's name. The custodian shall provide the City with a copy of their most recent report on internal controls on an annual basis.
- C. *Internal Controls*-The Investment Officer is responsible for establishing and maintaining a structure of internal control designed to ensure that the City's assets are protected from loss, theft or misuse. Internal Control Procedures shall be documented and reviewed annually during the City audit process.

#### **XI. Policy Exemptions, Review & Amendments**

- A. *Exemptions*-Any investments held by the City at the time of this Policies adoption that do not conform to this Policies guidelines shall be exempted from the requirements of the Policy. Upon maturity or liquidation or such assets, the monies shall be reinvested in conformance with Policy standards.
- B. *Amendments*-This policy shall be reviewed for its appropriateness and effectiveness at least every three (3) years by the Investment Officer and City Manager. Recommended changes and/or revisions shall be presented to the City council for adoption by Resolution.

## **CITY OF CENTRAL REVENUE POLICY**

The following revenue policy has been developed to work in conjunction with the City's other financial policies to ensure that the City is able to maintain a stable and healthy financial status in order to provide residents and visitors with services. These policies should serve as a framework that elected officials, staff and residents can use to guide their decision making processes and assist them in determining actions beneficial to the City at large.

The Finance Department shall formulate and abide by a set of standardized procedures for the receipt and management of revenue and accounts receivable. These procedures will be formulated to support and maintain the policies set forth below as well as provide prudent internal controls, timely recording and accurate reporting of revenues and accounts receivable.

### Diversity and Stabilization

1. The City shall strive to achieve and maintain a diverse revenue stream that does not rely solely on any one source of revenue. In doing so, the City's revenue sources will not be adversely affected by short-run fluctuations in any one source of revenue.
2. The City recognizes that gaming device fees and gaming taxes are unpredictable and shall strive to find a balance between gaming related revenue and other revenue sources to lessen the impact of negative changes within the gaming industry on the City.

### One-Time Revenues

1. In order to preserve and maintain services and operations of the City, one-time revenues shall not be used to fund on-going expenditures or services. Revenues that are of a one-time nature shall be used only for the following purposes:
  - a. Funding of special projects when the cost of the project is less than or equal to the amount of the one-time revenue.
  - b. The purchase of capital equipment and/or infrastructure for which the cost to maintain will not adversely affect the City's financial status.
  - c. Decreasing the City's debt level
  - d. Funding debt reserve accounts, or fund balances that are below the minimum required at the time that the revenue is received.

### New Revenues

1. The City Council and staff will evaluate opportunities for new streams of revenue as they become apparent and shall determine the appropriateness of any potential new revenue based upon the City's current short and long-term objectives, the

diversity of the City's overall revenue and the possible tax burden upon Citizens. City Council and staff may use additional criteria as deemed necessary.

### Revenue Estimation

1. Revenues will be estimated conservatively using objective and analytical approaches to estimates. Historical trending, current knowledge of the economy and expected or known changes regarding the revenue will be used to reach accurate projections.
2. Any assumptions used to reach estimates should be noted in financial data or reports in which the estimates are used.

### User Fees

1. The City shall establish user charges and fees that attempt to recover a significant portion of the cost of providing the service.
  - a. In regard to enterprise funds, the City shall strive to achieve user fees that fully support the total direct and indirect costs of operation including the cost of depreciation.
2. The City shall review the user fees and charges that it has in place as well as the services provided on an annual basis to identify the impacts of inflation or other cost increases and ensure cost recovery for services.

### Collection of Revenues

When at all possible all revenues should be received by Finance Department staff. However, the City recognizes that this is not always possible; therefore, City employees who collect any City revenues whether it be in the form of cash, check, money order or credit card, must write a receipt for the funds and turn the revenue in to the Finance Department as soon as possible. Funds should not be held longer than five (5) days if the regardless of the circumstances.

In the case of Municipal Court, the Court Clerk shall collect all fines remitted and keep them in a secure location until such time as she/he can enter the collections into the Court system and reconcile the funds received. Court revenues shall be remitted to the Finance Department with a reconciliation at least once per month.

When feasible the Finance Department should use wire transfers and ACH deposits to receive revenues directly into City accounts. By doing this, the City can maximize its interest earnings and decrease processing time.

CITY OF CENTRAL  
GLOSSARY OF BUDGET TERMS

**ACCRUAL BASIS:** The basis of accounting under which revenues are recorded when earned and measurable and expenditures are recorded as soon as they result in liabilities for benefits received.

**APPROPRIATIONS:** An authorization granted by the legislative body (e.g. City Council) to make expenditures and to incur obligations for specific purposes.

**ASSESSED VALUATION:** A value that is established for real or personal property for use as a basis for levying taxes.

**ASSETS:** Property owned by the government that has a monetary value.

**AUDIT:** The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for the purpose of ascertaining fair presentation of financial statements, determining propriety, legality and accuracy of transactions.

**BOND:** A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying usury or interest at a fixed rate, usually payable periodically.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**CAFR:** Comprehensive Annual Financial Report.

**CAPITAL IMPROVEMENTS PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of years to meet the capital needs of the government.

**CAPITAL OUTLAY:** Expenditures which result in the acquisition of or addition to fixed assets. Generally consists of machinery and equipment, furniture and fixtures, etc. costing more than \$500 each and lasting more than three years.

**CASH BASIS:** The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CHART OF ACCOUNTS:** The classification system used by a government to organize the accounting for various funds.

**CIP:** Capital Improvement Program

**DEBT SERVICE:** Cash outlays in the form of debt principal payments, periodic interest payments and related services charges for debt incurred in prior periods.

CITY OF CENTRAL  
GLOSSARY OF BUDGET TERMS

**DEFICIT:** Primarily the excess of expenditures over revenues during a fiscal year; or, in the case of proprietary and fiduciary type funds, the excess of expenses over income.

**DEPRECIATION:** The expiration in the service life of an asset generally attributable to wear and tear through use, lapse of time or obsolescence. Depreciation is generally not budgeted; however, it is accounted for on the financial statements.

**ENTERPRISE FUND:** A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominantly self-supporting by user charges. Examples include utility services, airports, and transit systems.

**EXPENDITURES:** Where the accounts are kept on the accrual basis or modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability in the fund form which it is retired, and capital outlays. This expression is generally used for governmental type funds such as the general fund, special revenue funds, capital project funds, and debt service funds.

**EXPENSES:** Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period. This expression is generally used for proprietary type funds such as enterprises, trust and agencies.

**FIDUCIARY FUND TYPES:** Trust and agency funds used to account for assets held by a government in a trustee capacity or as an agent on behalf of others.

**FISCAL PERIOD:** Any period (generally twelve months) at the end of which a governmental unit determines its financial position and the results of its operations. The City of Central's fiscal period is January 1 to December 31.

**FUND:** A self-balancing accounting entity segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations (e.g. General Fund, Utility Fund, etc.)

**FUND BALANCE:** Resources remaining from prior years which are available to be budgeted in the current year. This expression is generally used for governmental type funds.

**GAAP:** Generally accepted accounting principles

**GENERAL FIXED ASSETS:** Those fixed assets of a governmental unit which are not accounted for in a specific Enterprise, Trust, or Agency Fund.

CITY OF CENTRAL  
GLOSSARY OF BUDGET TERMS

**GENERAL FUND:** A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

**GENERAL LONG-TERM DEBT:** Long-term debt legally payable from general revenues and backed by the full faith and credit of the government.

**GENERAL OBLIGATION BONDS:** Bonds for whose payments the full faith and credit of the issuing body are pledged.

**GOVERNMENTAL ACCOUNTING:** The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

**MODIFIED ACCRUAL BASIS:** A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. Generally used for certain governmental type funds.

**ORDINANCE:** A formal legislative enactment by the governing body of a municipality and carrying the force of law.

**PROPRIETARY FUND TYPES:** A classification used to denote those type of funds that account for organizations and activities that are similar to those often found in the private sector (e.g. enterprises, internal services, trusts and agencies).

**REFUNDING BONDS:** Bonds issued solely to retire bonds already outstanding.

**RESERVE:** An account which records a portion of the fund balance which must be segregated for some specific use and which is, therefore, not available for further appropriation or expenditure.

**RESOLUTION:** A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

**REVENUE:** For those revenues which are recorded on the accrual basis, this term designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, do not represent the cancellation of certain liabilities, and do not represent contributions of a Fund in proprietary type funds.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from earnings of a public enterprise.

**SURPLUS:** The excess of the assets of a fund over its liabilities or its resources over its disbursements.

CITY OF CENTRAL  
GLOSSARY OF BUDGET TERMS

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common good.

**TAXPAYER'S BILL OF RIGHTS (T.A.B.O.R):** An amendment to the constitution of Colorado enacted in 1992 that limits the powers of governments in Colorado to levy taxes and incur debt. It also sets forth revenue limits for non-enterprise systems.

**TRUST FUND:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.