

# CITY OF GLENWOOD SPRINGS



## 2014 BUDGET

# CITY OF GLENWOOD SPRINGS

## 2014 BUDGET INDEX

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## 2014 BUDGET MESSAGE

Attached is the 2014 Budget. The proposed budget shows that the City will need to deal with a number of financial issues in the immediate future. The 2014 budget does not assume any utility rate increases. Additional analysis will need to be done with the City's enterprise funds to review costs and revenues.

In the Water and Wastewater fund restricted and unrestricted cash has diminished from about \$5 million to about \$3.3 million. This decline is due in part to \$2.4 million in improvement projects. This includes about \$534,000 for water line replacements on 29<sup>th</sup> & Vista Drives. The 2014 budget once again includes a \$800,000 transfer from the Capital Projects Fund to the Water/Wastewater fund to help ensure the City can meet debt coverage requirements.

In the Electric Fund unrestricted cash has declined from \$4.5 million dollars to \$1.9 million dollars. The City will need to review the trend for wholesale power costs, the City's electric rate structure, and its ability to meet long term capital needs. Within the 2014 proposed budget there is \$4 million for a new electric facility. \$3 million of this amount is proposed to be funded with debt.

The City's Landfill shows an operating Cash income of \$270,210. Unrestricted cash has declined from about \$4 million to \$3.77 million. This decline is due in part to \$562,000 to improve the road to the landfill to meet environmental requirements.

The Airport shows a retained earnings at \$5,216 with a negative \$35,363 in unrestricted cash.

Tax supported funds include the General Fund, Street Tax Fund, Capital Projects Fund, Bus Tax Fund, Acquisitions and Improvement Fund, and Tourism Promotion Fund.

In the A& I Fund, there are 3 large projects budgeted for 2014. These include:

- MOC Repairs at \$600,000.
- Community Center Rink Locker Rooms at \$750,000.
- Whitewater Park/RICD at \$300,000.

Smaller items include landscaping at the exit 114 north round-a-bout, river bank planning at Veltus and Two Rivers Parks, and funding for the City's EHOP program. There has been demand for this program, but no funding for the last few years.

In the Capital Projects fund, the two largest expenditures are for the 8<sup>th</sup> Street Extension budgeted at \$1,000,000 and the subsidy for the Water/Wastewater Fund of \$800,000. It should be noted that no contributions are budgeted for vehicle replacement. The City is reviewing its fleet.

In the Street Tax fund the Street reconstruction associated with the water line replacement projects are budgeted. This includes 29<sup>th</sup> & Sopris and Vista Drive. There are grants associated with the 29<sup>th</sup> & Sopris project that show up in revenue. Also included in the revenue and expenses is continued work on the South Bridge. The City anticipates moving forward with design and right of way acquisition with the remaining federal earmark. Additional items of interest include:

- Three Mile Creek Pedestrian Bridge at \$250,000.
- South Midland Engineering Scoping at \$100,000.
- Sunlight Bridge Repairs at \$600,000.
- Transportation Plan update at \$105,000.

The General Fund includes a majority of the operational costs for the City. The 2014 budget shows a \$894,552 shortfall of expenses over revenue. There are a number of reasons for this level of shortfall.

While the 2014 General Fund Budget is \$14,428,611, it was \$15,394,407 in 2008. A number of staffing and expense reductions have occurred, but remaining costs have risen. Not including transfers, expenses have increased in the General Fund from 2013 to 2014 (\$11,653,368 to \$12,257,670). On the revenue side:

- Property taxes have increased with passage of the Fire Levy \$267,062.
- Mineral Lease revenue has declined \$46,762
- Severance Tax receipts have declined \$189,737
- Actual sales tax receipts from 2012 are still 14% less than actual receipts from 2008.

Sales taxes receipts for all funds are budgeted at 2% above the budgeted amount for 2013. At the end of July, the City was almost meeting its forecast of 2% growth in sales tax receipts from 2012 to 2013. With passage of the Fire Levy for both the Rural District and the City, the budget situation has improved.

The City will need to re-evaluate the condition of the General Fund after the election and after year end numbers are available.

From a legal perspective Colorado law requires the following statement be included in the Budget Message.

Budgets are adopted on the basis consistent with generally accepted accounting principals, except for the Water, Sewer, Electric, Airport and Landfill Funds. Annual appropriated budgets are adopted for all funds. The level of control in the budget at which expenditures exceed appropriation is at the fund level. The modified accrual basis of accounting is used by all governmental fund types and expendable trust funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period. The accrual basis of accounting is utilized by proprietary fund types and pension trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Where the expenditures of funds is the prime factor for determining eligibility for grant funds, revenue is recognized at the time the expenditure is incurred.

Jeff Hecksel  
City Manager

# **SUPPLEMENTAL INFORMATION**

# CITY OF GLENWOOD SPRINGS – 2014 BUDGET

This 2014 budget provides information to citizens of Glenwood Springs about the programs and resource requirements of their city. It contains the City Manager's Budget Message, summaries and schedules of the City's operating and capital budgets.

## CITY COUNCIL

### MAYOR

Leo McKinney

### COUNCILMAN

Stephen Bershenyi

### COUNCILMAN

Todd Leahy

### COUNCILMAN

Dave Sturges

### MAYOR PRO TEM

Ted Edmonds

### COUNCILMAN

Michael Gamba

### COUNCILMAN

Matthew Steckler

## FINANCIAL ADVISORY BOARD

Cheryl Cain

Jason Keenan

Ken Murphy

Cindy Svatos

Matthew Steckler – Council Representative

Scott Grosscup

Terri Miller

Jerry Pradier

Chris Treese

## CITY STAFF

### CITY MANAGER

Jeff Hecksel

### CITY ATTORNEY

Jan Shute

### COMMUNITY DEVELOPMENT DIRECTOR

Andrew McGregor

### HUMAN RESOUCE DIRECTOR

Susan Kurk

### PARKS AND RECREATION DIRECTOR

Tom Barnes

### PUBLIC WORKS DIRECTOR

Robin Millyard

### FINANCE DIRECTOR

Mike Harman

### CITY CLERK

Robin Unsworth

### FIRE CHIEF

Gary Tillotson

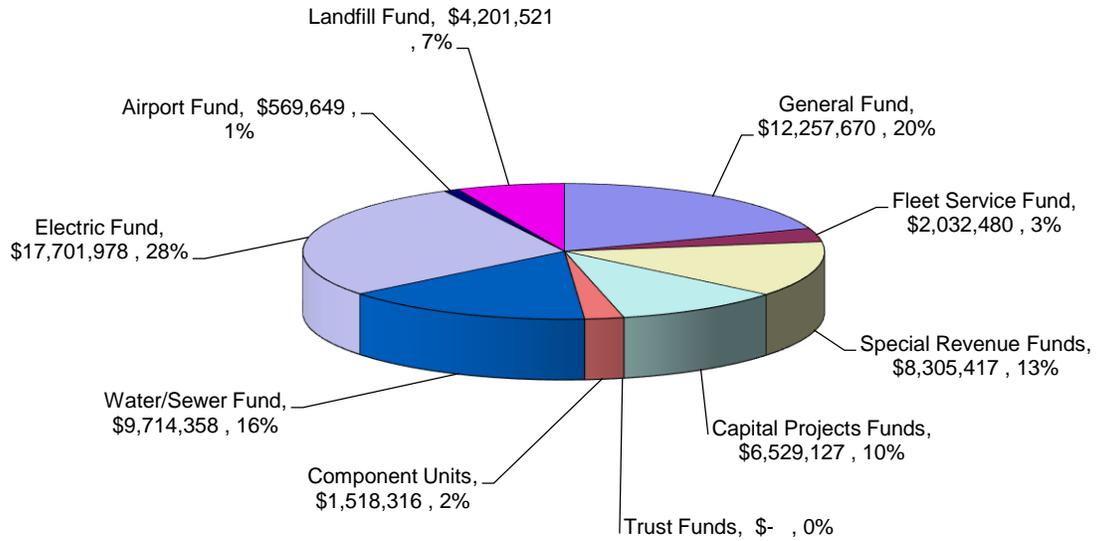
### INFORMATION SYSTEMS DIRECTOR

Bob Farmer

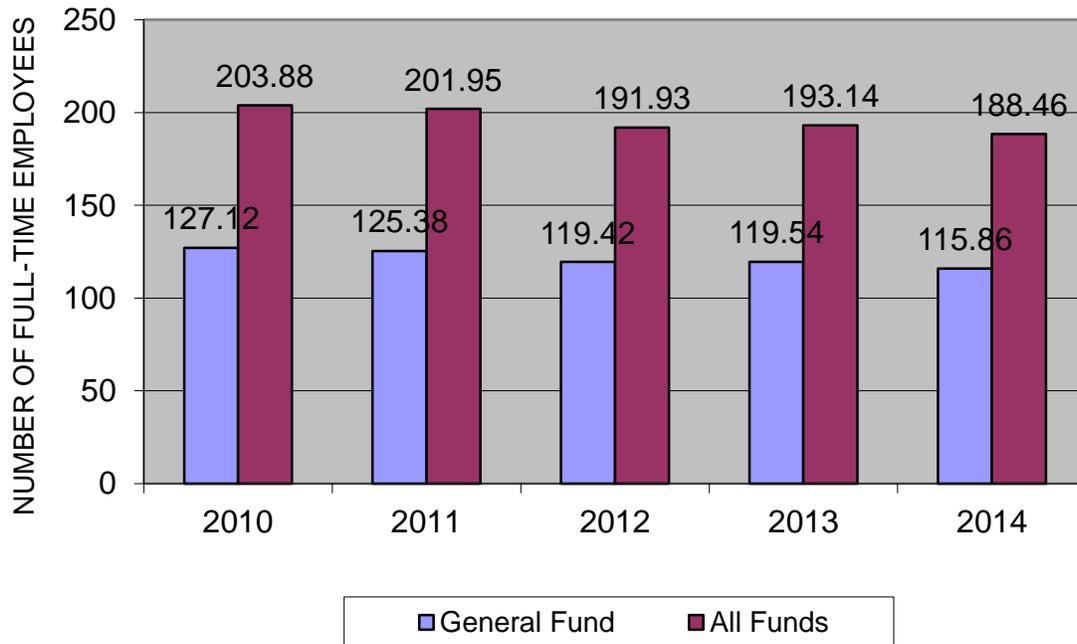
### POLICE CHIEF

Terry Wilson

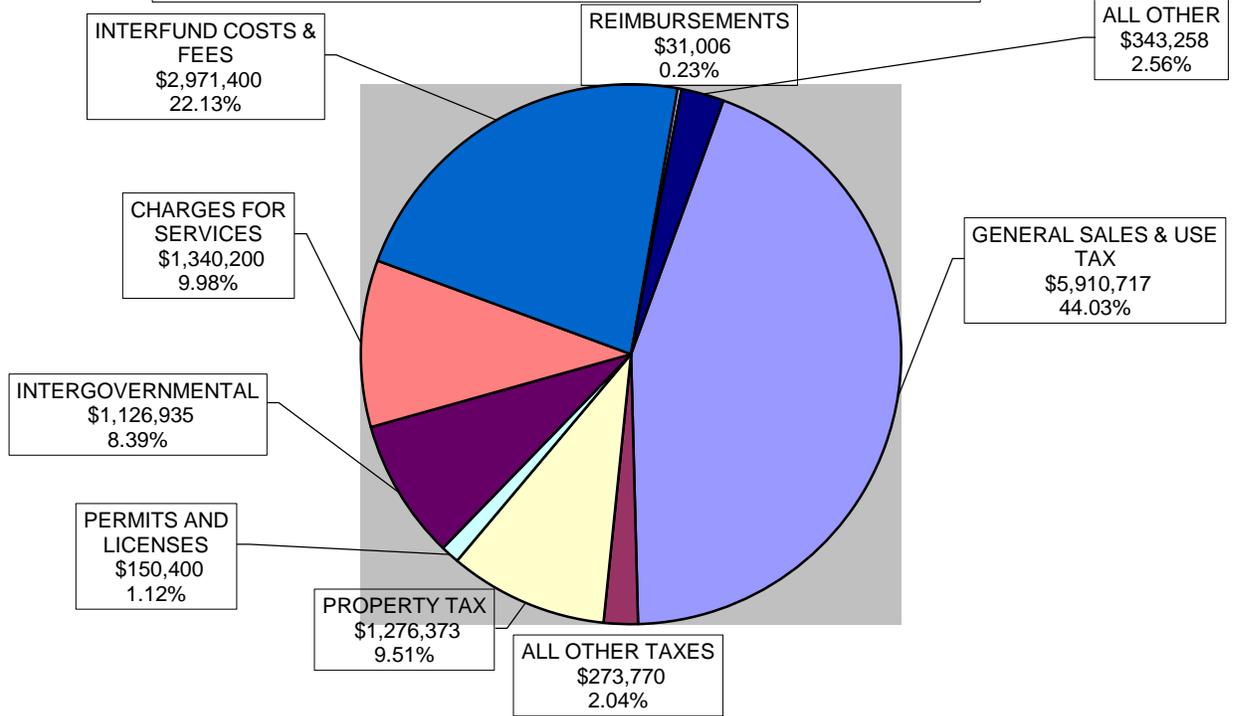
## 2014 BUDGET EXPENDITURES ALL FUNDS - \$62,830,516



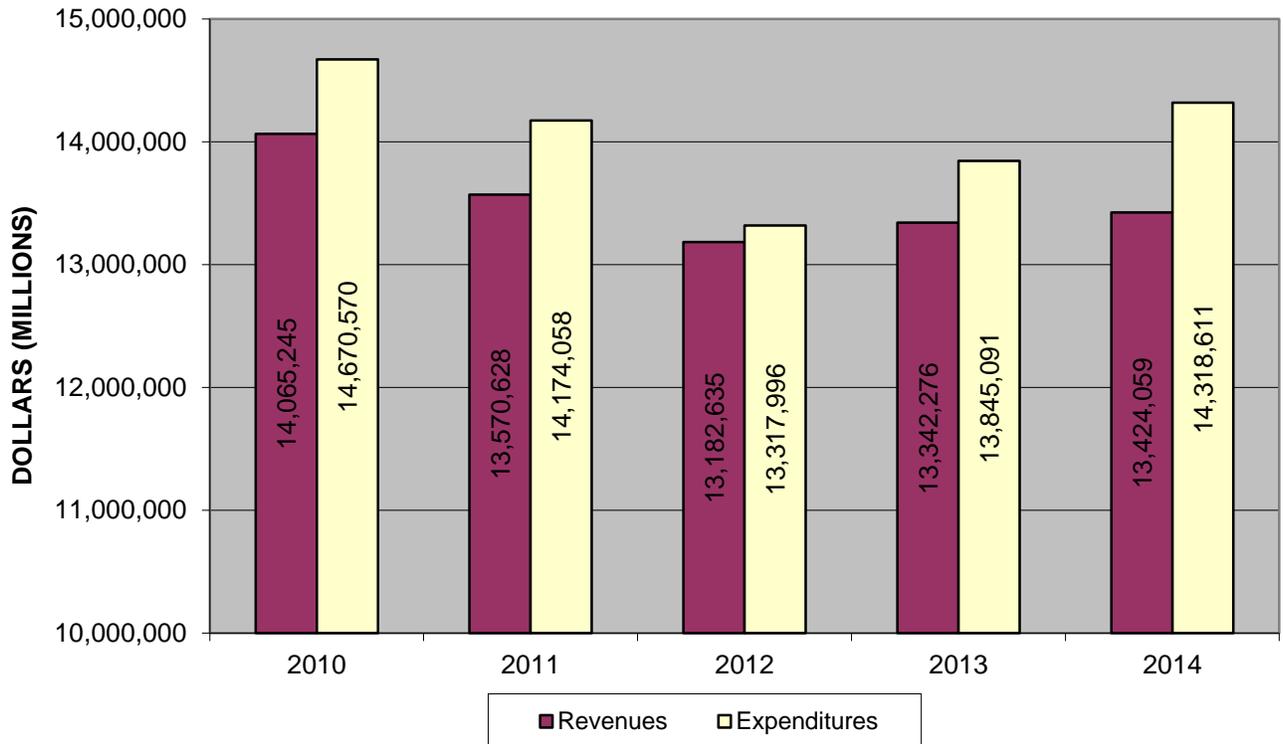
## FULL-TIME EQUIVALENT PERSONNEL



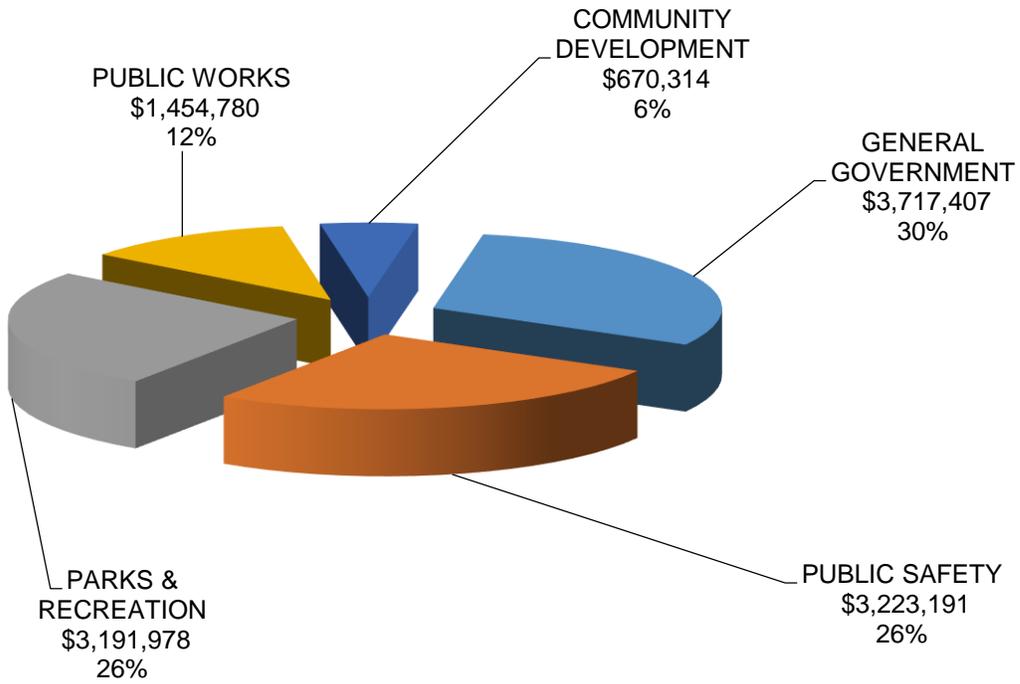
**2014 ESTIMATED GENERAL FUND REVENUE:  
TOTAL \$13,424,059**



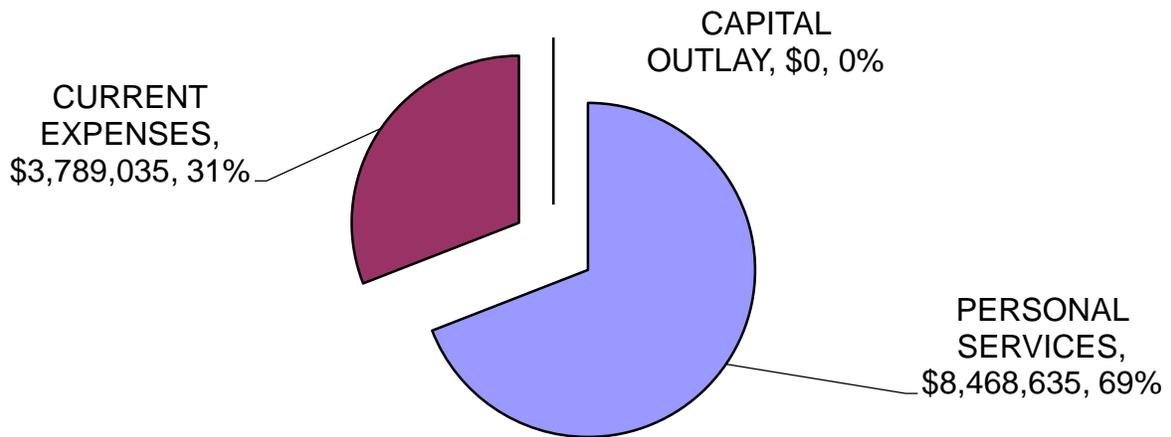
**COMPARISON OF GENERAL FUND REVENUES AND EXPENDITURES/TRANSFERS**



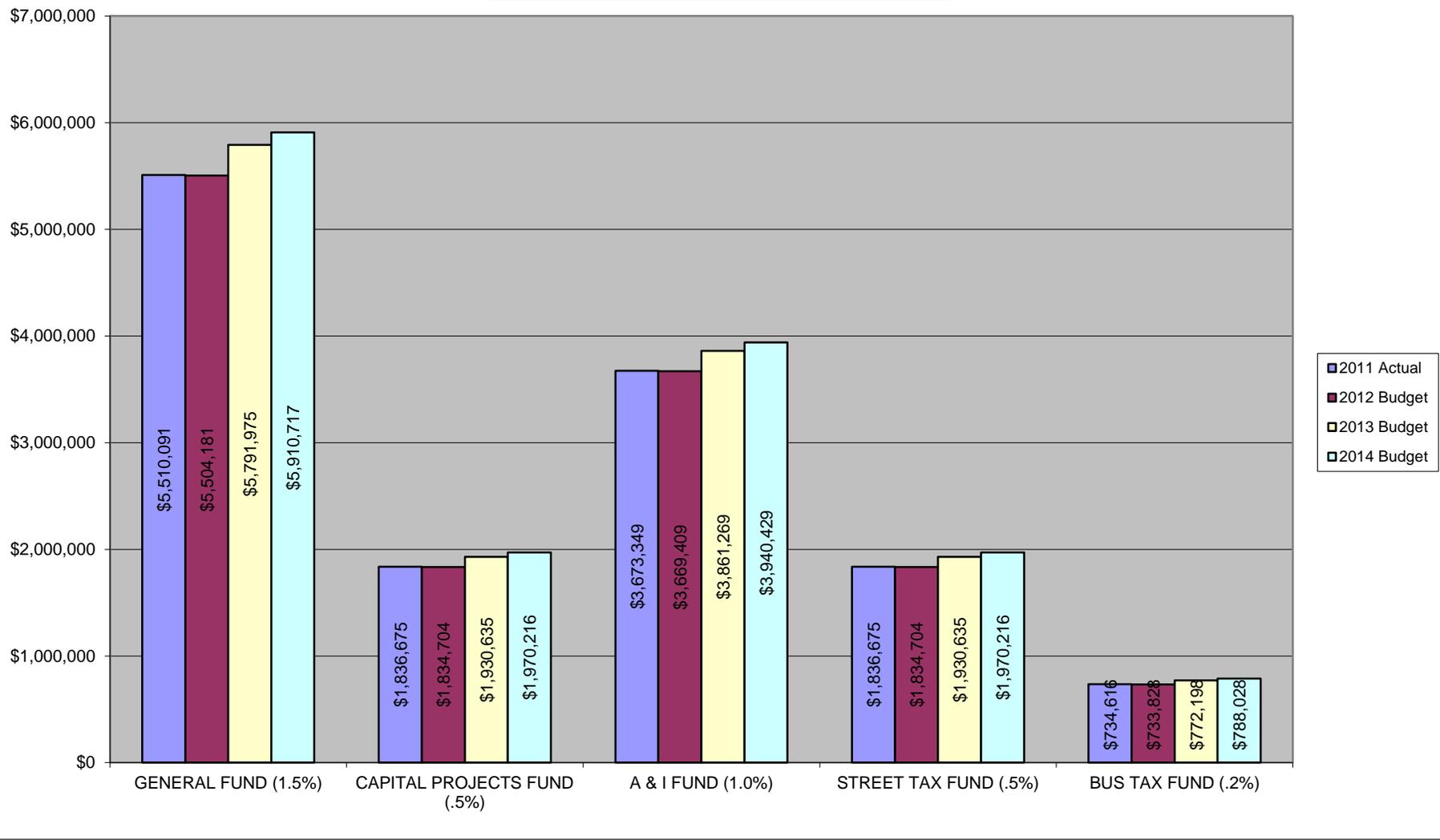
**2014 GENERAL FUND EXPENDITURES  
BY FUNCTION: TOTAL \$12,257,670**



**2014 GENERAL FUND EXPENDITURES  
BY CHARACTER: TOTAL \$12,257,670**



**CITY OF GLENWOOD SPRINGS**  
Sales & Use Tax Collections by Fund



# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Summary of All Funds

	Revenues	Expenditures	Excess Revenues Over (Under) Expenditures	Net Transfers In (Out)	Excess Revenues Over(Under) Expenditures and Transfers
<b>GOVERNMENTAL FUND TYPES</b>					
General Fund	13,424,059	12,257,670	1,166,389	(2,060,941)	(894,552)
Internal Service Funds					
Fleet Service Fund	741,044	2,032,480	(1,291,436)	0	(1,291,436)
Special Revenue Funds					
Tourism Promotion Fund	739,878	739,578	300	0	300
V.A.L.E. Fund	40,300	61,500	(21,200)	0	(21,200)
Conservation Trust Fund	70,300	65,000	5,300	0	5,300
Street Tax Fund	2,927,023	3,042,357	(115,334)	(6,757)	(122,091)
Bus Tax Fund	1,143,780	1,218,729	(74,949)	(2,702)	(77,651)
Fire & EMS Fund	1,182,007	3,178,252	(1,996,246)	1,966,452	(29,794)
Total Special Revenue Funds	6,103,288	8,305,416	(2,202,129)	1,956,993	(245,136)
Capital Projects Funds					
Capital Projects Fund	1,979,473	1,554,037	425,436	(806,757)	(381,321)
Acquisition & Improvement Fund	4,256,943	4,270,090	(13,147)	(93,514)	(106,661)
Emergency Services Equipment Replacement Fund	174,474	705,000	(530,526)	184,219	(346,307)
Total Capital Projects Funds	6,410,890	6,529,127	(118,237)	(716,052)	(834,289)
<b>PROPRIETARY FUND TYPES</b>					
Enterprise Funds					
Utility Enterprise Funds					
Water & Sewer System	5,389,706	9,714,358	(4,324,652)	800,000	(3,524,652)
Electric System	14,074,196	17,701,978	(3,627,782)	0	(3,627,782)
Airport Enterprise Fund	493,605	569,649	(76,044)	0	(76,044)
Landfill Enterprise Fund	3,754,760	4,201,521	(446,761)	0	(446,761)
Total Enterprise Funds	23,712,267	32,187,506	(8,475,239)	800,000	(7,675,239)
<b>FIDUCIARY FUND TYPES</b>					
Trust Funds					
Cemetery Reserve Fund	1,050	0	1,050	0	1,050
Total Trust Funds	1,050	0	1,050	0	1,050
<b>COMPONENT UNITS</b>					
General Improvement District - 1980	40,362	46,938	(6576)	0	(6576)
Downtown Development Authority	404,573	1,471,378	(1,066,805)	20,000	(1,046,805)
Total Component Units	444,935	1,518,316	(1,073,381)	20,000	(1,053,381)
<b>TOTAL ALL FUND TYPES</b>	<b>50,837,533</b>	<b>62,830,516</b>	<b>(11,992,982)</b>	<b>-</b>	<b>(11,992,982)</b>

## **GENERAL FUND**

The **General Fund** is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Summary of General Fund Revenues, Expenditures and Fund Balance

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>Taxes</b>					
Property Taxes - General	572,312	569,313	475,868	836,375	836,375
Property Taxes - Fire Bonds	290,136	255,511	255,779	255,779	255,779
Property Taxes - Fire Capital Improvement	186,299	186,519	184,219	184,219	184,219
Specific Ownership	51,557	56,000	58,000	58,000	58,000
Special Assessment	33,992	34,000	35,000	35,000	35,000
General Sales Tax	5,695,053	5,734,407	5,849,095	5,849,095	5,849,095
Use Tax	109,677	57,568	61,622	61,622	61,622
Audit Revenue	9,358	20,270	20,270	20,270	20,270
Franchise Tax	151,314	160,500	160,500	160,500	160,500
Total Taxes	7,099,698	7,074,088	7,100,353	7,460,860	7,460,860
<b>Permits and Licenses</b>					
Contractors Licenses	24,182	23,000	23,000	23,000	23,000
Liquor Licenses	32,186	25,000	19,000	19,000	19,000
Sales Tax Licenses	67,636	71,000	20,000	20,000	20,000
Dog Licenses	360	500	500	500	500
Building and Vendor Permits	29,134	80,900	87,900	87,900	87,900
Total Permits and Licenses	153,498	200,400	150,400	150,400	150,400
<b>Intergovernmental</b>					
Cigarette Tax	76,060	69,410	65,940	65,940	65,940
County Road and Bridge	271,358	250,000	250,000	250,000	250,000
County Sales Tax	227,329	211,859	218,215	218,215	218,215
Highway Use Tax	283,298	283,020	283,020	283,020	283,020
Severance Tax	274,479	264,156	245,936	217,394	217,394
Grants	94,148	92,366	92,366	92,366	92,366
Total Intergovernmental	1,226,672	1,170,811	1,155,477	1,126,935	1,126,935
<b>Charges for Services</b>					
Plan Check and Record Fees	52,142	40,300	43,600	43,600	43,600
Planning Fees	37,256	15,000	15,000	15,000	15,000
Cemetery Fees	11,000	8,000	8,000	8,000	8,000
Police Fines and Court Fees	182,076	144,000	124,000	124,000	124,000
Impoundment Fees	4,863	5,000	5,000	5,000	5,000
Parking Fees and Fines	48,933	44,200	44,200	44,200	44,200
Recreation Fees	108,256	0	0	0	0
Community Center Fees	1,033,649	1,089,000	1,075,000	1,075,000	1,075,000
Park User Fees	36,478	24,700	25,400	25,400	25,400
Affordable Housing and Airport Road Fees	267	0	0	0	0
Total Charges for Services	1,514,920	1,370,200	1,340,200	1,340,200	1,340,200
<b>Other Revenue</b>					
Nonreciprocal Interfund Activity	451,054	469,479	478,680	478,680	478,680
Interfund Franchise Fees	451,054	469,479	478,680	478,680	478,680
Interfund Cost of Service Allocation	2,170,031	2,024,132	2,014,040	2,014,040	2,014,040
Interest	16,778	5,000	5,000	5,000	5,000
Donations/Contributions	2,175	100	100	100	100
Miscellaneous	27,469	30,000	30,000	30,000	30,000
Police Seizures	612	0	0	0	0
Mineral Lease	484,826	458,895	376,992	269,158	269,158
Other Leases	21,627	34,000	34,000	34,000	34,000
Reimbursement from Other Entities	39,385	30,692	31,006	31,006	31,006
Sales of Assets	13,349	5,000	5,000	5,000	5,000
Total Other Revenue	3,678,360	3,526,777	3,453,498	3,345,664	3,345,664
<b>Total General Fund Revenue</b>	13,673,148	13,342,276	13,199,928	13,424,059	13,424,059

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Summary of General Fund Revenues, Expenditures and Fund Balance

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>EXPENDITURES</b>					
<b>General Government</b>					
Administration	493,307	524,458	580,395	532,395	532,395
Human Resources	326,861	293,505	265,202	265,202	265,202
City Clerk/Elections	321,805	381,308	390,681	390,681	390,681
Finance/Purchasing	1,194,453	1,178,847	1,185,907	1,190,824	1,190,824
Data Processing	240,653	261,088	259,578	259,578	259,578
Judicial	213,711	248,039	234,312	234,312	234,312
Legal	266,260	287,357	291,362	291,362	291,362
Annexation Costs and Rebates	120,036	128,868	140,183	553,053	553,053
<b>Total General Government</b>	<b>3,177,086</b>	<b>3,303,470</b>	<b>3,347,621</b>	<b>3,717,407</b>	<b>3,717,407</b>
<b>Public Safety</b>					
Police Department	3,043,074	3,121,300	3,223,191	3,223,191	3,223,191
Fire Department	-	-	-	-	-
<b>Total Public Safety</b>	<b>3,043,074</b>	<b>3,121,300</b>	<b>3,223,191</b>	<b>3,223,191</b>	<b>3,223,191</b>
<b>Community Development</b>					
Community Development Administration/Planning	371,663	440,293	437,811	437,811	437,811
Building Inspection	209,847	238,361	232,502	232,502	232,502
<b>Total Community Development</b>	<b>581,510</b>	<b>678,654</b>	<b>670,313</b>	<b>670,313</b>	<b>670,313</b>
<b>Public Works</b>					
Engineering/Administration	397,935	441,566	440,161	440,161	440,161
Administration, Streets and Alleys	931,859	989,985	1,014,619	1,014,619	1,014,619
<b>Total Public Works</b>	<b>1,329,794</b>	<b>1,431,551</b>	<b>1,454,780</b>	<b>1,454,780</b>	<b>1,454,780</b>
<b>Parks and Recreations</b>					
Parks and Cemetery Maintenance	1,025,183	979,211	1,000,074	1,000,074	1,000,074
Recreation Programs	2,079,612	2,139,182	2,191,904	2,191,904	2,191,904
<b>Total Parks and Recreation</b>	<b>3,104,795</b>	<b>3,118,393</b>	<b>3,191,978</b>	<b>3,191,978</b>	<b>3,191,978</b>
<b>Total General Fund Expenditures</b>	<b>11,236,259</b>	<b>11,653,368</b>	<b>11,887,883</b>	<b>12,257,670</b>	<b>12,257,670</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>2,436,889</b>	<b>1,688,908</b>	<b>1,312,045</b>	<b>1,166,389</b>	<b>1,166,389</b>
<b>Transfers In</b>					
DDA Fund - Non GAAP loan repayment	30,000	30,000	30,000	30,000	30,000
Acquisition & Improvement Fund for EHOP funding				80,000	80,000
<b>Transfers (Out)</b>					
To Fleet Service Fund	0	0	0	0	0
To Department of Emergency Services	(186,299)	(186,519)	(184,219)	(184,219)	(184,219)
To Fire and EMS Fund	(1,848,666)	(1,984,934)	(1,919,420)	(1,966,452)	(1,966,452)
To DDA for Annual Settlement	(20,270)	(20,270)	(20,270)	(20,270)	(20,270)
Excess Revenues Over (Under) Expenditures and Transfers	381,654	(502,815)	(811,864)	(894,552)	(894,552)
<b>Fund Balance - Beginning</b>	<b>4,230,965</b>	<b>4,612,619</b>	<b>4,109,804</b>	<b>4,109,804</b>	<b>4,109,804</b>
<b>Fund Balance - Ending</b>	<b>4,612,619</b>	<b>4,109,804</b>	<b>3,297,940</b>	<b>3,215,252</b>	<b>3,215,252</b>
Less: Non-Spendable	(569,270)	(569,270)	(569,270)	(569,270)	(569,270)
Less: Restricted	(705,940)	(705,940)	(705,940)	(705,940)	(705,940)
Less: Committed	(205,669)	(205,669)	(205,669)	(205,669)	(205,669)
Less: Unassigned Contingency Reserve	(1,165,337)	(1,165,337)	(1,188,788)	(1,225,767)	(1,225,767)
Less: Unassigned	(1,966,403)	(1,463,588)	(628,300)	(508,600)	(508,600)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **LEGISLATIVE & EXECUTIVE**

**Mission Statement:** Legislative and Executive contains the City Council and City Manager functions. Through these functions the Council and City Manager seek to provide responsive and responsible governance by developing, adopting and implementing public policy consistent with community needs, and in accordance with Federal and State requirements.

**City Council Support:** This includes time spent attending meetings, preparing and reviewing items for the Council packet, and responding to Council inquires.

**Policy Development and Implementation:** This includes communicating with departments to help develop policy alternatives for Council consideration, and coordinating implementation of policy directives from the Council.

**Public Information:** This includes time spent responding to and initiating communication with public groups, and individuals to educate, and inform the public about City policy or to solicit public input. This also includes time spent working to facilitate conflict resolution between groups in the community.

**Department Oversight:** This includes working with various department heads to assist with department issues, or on issues crossing departmental lines. This includes reviewing and administering budgets and internal policies, procedures and practices to ensure the City is operating as efficiently and as effectively as possible.

**Intergovernmental Relations:** This includes time spent with other local governments, as well as State and Federal agencies and legislators to advocate for the interests of Glenwood Springs. This includes efforts to form partnerships to resolve local and regional issues.

**Governance:** This includes time spent at meetings and in the community listening to citizens, developing policy and adopting City policy.

### **Highlights/Goals**

- Council Goals include the following:
  - Eliminate unwarranted process barriers to economic development.
  - Implement a Strategy for New Business Development.
  - Develop a Strategy for Traffic Mitigation.
  - Establish Vision, Goals and Strategy for Confluence Redevelopment.
  - Improve and/or modernize the City's public information system and make information more accessible.
- Funds have been appropriated for teambuilding/goal setting for City Council following elections.
- Funds are appropriated for a contract public information officer (\$48,000).
- Funds are appropriated for the Roaring Fork Business Resource Center (\$10,000) and for GCE (\$43,000) total, \$6,500 L&E).

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND			
GENERAL GOVERNMENT	ADMINISTRATION	JEFF HECKSEL	01.112	GENERAL			
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>			
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>	
Personal Services		337,270	338,829	349,436	349,436	349,436	
Current Expenses		156,037	185,629	230,959	182,959	182,959	
Capital Outlay		0	0	0	0	0	
<b>Total</b>		<b>493,307</b>	<b>524,458</b>	<b>580,395</b>	<b>532,395</b>	<b>532,395</b>	
<b>Personnel Schedule</b>							
<b>Position Title</b>		<b>Employees</b>					
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
City Manager		1	1	1	1	1101	83
Museum Director		1	1	1	1	1105	49
Executive Director - Arts		1	1	1	1	1107	49
Mayor		1	1	1	1	102	
Council Members		6	6	6	6	102	
<b>Total Personnel</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>		
6110 Full-Time Salaries		266,709		263,163		269,552	269,552
6120 Overtime		0		0		0	0
6130 Part-Time		0		0		0	0
6210 Retirement Contribution		14,697		15,313		15,761	15,761
6220 Police/Fire Retirement		0		0		0	0
6240 FICA		17,914		20,132		20,621	20,621
6250 Worker's Compensation		569		622		639	639
6260 Health and Life Insurance		36,630		38,810		42,054	42,054
6270 Unemployment Insurance		751		789		809	809
<b>Total Personal Services</b>		<b>337,270</b>		<b>338,829</b>		<b>349,436</b>	<b>349,436</b>
<b>Current Expenses and Capital Outlay</b>							
<b>Current Expenses:</b>							
7190 Other Professional Services		23,166		22,500		64,500	16,500
7220 Telephone		15,765		15,564		15,564	15,564
7280 Advertising, Publication		0		1,000		1,000	1,000
7310 Electricity		41,295		42,840		44,880	44,880
7320 Gas		3,274		6,480		6,750	6,750
7330 Water		4,984		5,800		6,380	6,380
7350 Trash Pickup		1,452		2,200		2,640	2,640
7410 Travel and Subsistence		3,320		6,005		6,005	6,005
7420 Business Conferences		1,603		3,485		3,485	3,485
7430 Training		0		0		0	0
7440 Lease Payments		0		0		0	0
7540 Maintenance and Repair - Machinery/Equipment		684		4,700		4,700	4,700
7810 Subscriptions and Memberships		24,362		33,605		33,605	33,605
7857 Channel 12, Valley T.V.		30,000		30,000		30,000	30,000
8060 Office Supplies		64		750		750	750
8080 Gas, Oil, Lubricants		508		1,000		1,000	1,000
8090 Other Operating Expense		5,560		9,700		9,700	9,700
<b>Total Current Expenses</b>		<b>156,037</b>		<b>185,629</b>		<b>230,959</b>	<b>182,959</b>
<b>Capital Outlay:</b>							
9530 Other Equipment		0		0		0	0
<b>Total Capital Outlay</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>

## **CITY CLERK**

Clerk to City Council. Attend meetings, prepare and repository for Council packet for all departments and website. Manage legal publications. Conduct all municipal elections, whether coordinated, polling place, or mail ballot.

Liaison to property and casualty claimants. Initiate and monitor Airport, Landfill and City owned property/casualty insurance policies. Coordinate annual property audit. Monitor all City inventory. As property casualty loss control manager, track employee accidents and record safety training for all departments. Coordinate annual safety audit.

Administrative authority to review and approve minor special events, manager registrations, modifications of premise, and liquor license renewals. Prepare and disseminate packet for meeting and process new and transfer liquor license applications.

Conduct solicitation and update board member lists for all City board members.

Custodian of permanent official records for all departments; authorizing agent for records management; monitor off-site storage of all City records. Provide venue for posting all records of Laser Fiche for ease of access by all departments. Prepare, record and distribute possessory documents for cemetery. Distribute and record annexation petitions, plats, and publishing notices.

Codify Municipal Code. Publish and record ordinances and preserve proof of publications.

Prepare and publish monthly calendar.

Local Authority for Medical Marijuana businesses.

## **PROGRAM/BUDGET HIGHLIGHTS**

7610, 7620 & 7640 – Liability & Casualty Insurance and Property Insurance – The renewal process was completed in June. CIRSA is currently processing the application and will be sending out premium notices on September 1<sup>st</sup>. There is no way to know what the premium will be until after that date.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	CITY CLERK	ROBIN UNSWORTH	01.114	GENERAL		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		149,721	150,191	157,286	157,286	157,286
Current Expenses		172,084	231,117	233,395	233,395	233,395
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>321,805</b>	<b>381,308</b>	<b>390,681</b>	<b>390,681</b>	<b>390,681</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
City Clerk	1	1	1	1	1103	63
Deputy City Clerk	1	1	1	1	5104	42
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		
6110 Full-Time Salaries			115,909	114,785	119,870	119,870
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			8,114	8,035	8,391	8,391
6220 Police/Fire Retirement			0	0	0	0
6240 FICA			8,478	8,781	9,170	9,170
6250 Worker's Compensation			285	310	324	324
6260 Health and Life Insurance			16,602	17,936	19,171	19,171
6270 Unemployment Insurance			333	344	360	360
<b>Total Personal Services</b>			<b>149,721</b>	<b>150,191</b>	<b>157,286</b>	<b>157,286</b>
Current Expenses and Capital Outlay						
<b>Current Expenses:</b>						
7190 Professional Services			4,548	10,800	10,800	10,800
7280 Advertising, Publication			8,373	3,700	3,700	3,700
7410 Travel and Subsistence			180	1,545	1,545	1,545
7420 Business Conferences			0	1,648	1,648	1,648
7430 Training			310	1,185	1,185	1,185
7530 Maintenance - Office Equipment			1,110	6,800	6,800	6,800
7610 Liability and Casualty Insurance			102,637	124,773	134,266	134,266
7620 Property Insurance			27,864	32,554	35,339	35,339
7640 Other Insurance			12,929	11,300	11,300	11,300
7650 Deductibles Paid			7,120	12,000	12,000	12,000
7740 Equipment Lease			0	0	0	0
7810 Subscriptions and Memberships			395	587	587	587
7910 Reimbursable Expenditures			165	0	0	0
8060 Office Supplies			475	2,575	2,575	2,575
8063 Election Expense			203	10,000	0	0
8071 Microfilming			4,299	6,000	6,000	6,000
8090 Other Operating Expense			1,304	5,150	5,150	5,150
8091 Recording Fees			172	500	500	500
<b>Total Current Expenses</b>			<b>172,084</b>	<b>231,117</b>	<b>233,395</b>	<b>233,395</b>
<b>Capital Outlay:</b>						
9520 Council Chambers: Computers and equipment upgrades			0	0	0	0
<b>Total Capital Outlay</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **HUMAN RESOURCES DEPARTMENT**

**Mission:** The Human Resources Department serves the City of Glenwood Springs by focusing efforts on our most valuable asset - the employees. Human Resources does this through recruitment, hiring, and retention of a diverse, qualified workforce. We provide HR direction, technical assistance, training, and equal employment opportunity. The Human Resources Department strives to maintain friendly, honest, and transparent programs while being responsive to all our employee's needs.

### **Services Provided Include:**

#### **Supporting All Departments and Employees of the City with Regard to:**

- **Recruiting** – find the right people for our jobs in the City.
- **Retention and Succession Planning** – plan the future growth of our top performing employees.
- **Onboarding** – support our new employees to find their footing after they are hired.
- **Employee Relations** – help employees cope with their day-to-day duties to the best of their ability by embracing an open door policy... and listening.
- **Benefits Administration** – provide timely and knowledgeable processing of benefits to ensure confidentiality, cost effectiveness, and accuracy in our administration of these plans.
- **Wellness** – manage outcomes-driven programs to address the health concerns of our employees, and recognize/reward employees for taking responsibility for their own well being.
- **Manager Relations** – educate managers on how to communicate with their employees in a constructive, caring and professional manner.
- **Performance Review Cycles** – help managers and employees to communicate about job descriptions and the needs of the City in their respective positions, with the use of performance review tools.
- **Compensation and Salary Plan Development** – provide the knowledge and tools to remain competitive in our respective positions; to retain and attract excellent employees; to become an employer of choice within our community.
- **Personnel Records Administration** – ensure the confidentiality and retention schedules of our personnel records.
- **Risk Management** – support and commit to keep our workforce on the job, and enforce policies that support the safety of our employees.
- **Workers Compensation** – provide accurate administration of policy, track trends to keep costs down, and keep employees on the job are the functions of HR with regard to Workers Compensation.
- **Employee Benefits** - understand what motivates employees to choose to work for the City, while keeping benefits affordable for our employees and their families.
- **Training** – offer training to all Departments with regard to employment law and civil treatment

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	HUMAN RESOURCES	SUSAN KURK	01.115	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		288,411	245,308	217,382	217,382	217,382
Current Expenses		38,450	48,197	47,820	47,820	47,820
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>326,861</b>	<b>293,505</b>	<b>265,202</b>	<b>265,202</b>	<b>265,202</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
HR Director	1	1	1	1	1601	70
HR Generalist	1	1	1	1	1605	42
Admin. Asst. I (HR)	1	1	1	1	2203	37
<b>Total Personnel</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
6110 Full-Time Salaries		224,996	187,523	167,285	167,285	167,285
6120 Overtime		26	0	0	0	0
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		13,993	13,127	11,710	11,710	11,710
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		15,359	14,346	12,797	12,797	12,797
6250 Worker's Compensation		4,150	506	452	452	452
6260 Health and Life Insurance		29,252	29,243	24,636	24,636	24,636
6270 Unemployment Insurance		635	563	502	502	502
<b>Total Personal Services</b>		<b>288,411</b>	<b>245,308</b>	<b>217,382</b>	<b>217,382</b>	<b>217,382</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7190 Other Professional Services		29,739	27,600	27,783	27,783	27,783
7230 Printing and Binding		208	2,420	2,420	2,420	2,420
7280 Advertising, Publication		477	250	250	250	250
7410 Travel and Subsistence		1,189	2,600	2,200	2,200	2,200
7420 Business Conferences		226	1,535	985	985	985
7430 Training		0	0	0	0	0
7540 Maintenance and Repair - Machinery/Equipment		1,110	1,800	1,800	1,800	1,800
7740 Equipment Lease		0	0	0	0	0
7810 Subscriptions and Memberships		902	1,037	1,077	1,077	1,077
8060 Office Supplies		2,432	2,850	2,850	2,850	2,850
8090 Other Operating Expense		847	605	955	955	955
8091 Citywide Training		774	5,000	5,000	5,000	5,000
8092 Substance Testing		0	0	0	0	0
8094 Wellness Program		546	2,500	2,500	2,500	2,500
<b>Total Current Expenses</b>		<b>38,450</b>	<b>48,197</b>	<b>47,820</b>	<b>47,820</b>	<b>47,820</b>
<b>Capital Outlay:</b>						
9520 Office Equipment		0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FINANCE DEPARTMENT

**Mission:** Manage fiscal responsibility of public funds in compliance with the municipal code in a fair and equitable manner for the citizenry of Glenwood Springs.

Services provided include:

**Payroll:** Process a bi-weekly payroll for all city employees including allocation of earnings for health benefits and retirement plans.

**Utility Billing:** Perform the monthly billing service for the City's Enterprise Funds including water and sewer, electric and landfill. This service includes billing for consumption and services provided through the collection of accounts billed whether on time or through the delinquent due process procedures.

**Tax Administration:** Issue sales tax and business licenses to vendors. Monitor the collection of taxes by type and follow-up on delinquent filers.

**Accounts Payable:** This includes processing vendor invoices and ensuring proper authorization and account coding. This service strives to take advantage of available discounts and see that vendors are paid timely.

**Accounts Receivable:** This service involves follow-up to billings to make sure billed services are paid to the City on a timely basis. Delinquent accounts are handled under due process procedures and may be turned over to collection agencies for final resolve.

**Records Management:** This service ensures that assets are safeguarded and handled in an efficient and proper manner. This includes investments, reconciliations, report filings, budget monitoring, purchasing compliance, and debt service administration.

**Purchasing:** This service sees that the City utilizes its revenue sources in an efficient and cost effective manner in the procurement of goods and services. This service also manages the disposition of surplus property for the best return possible.

**Building Maintenance:** Maintain a proactive role in keeping City Hall clean and presentable to the public as well as the employees working there. Maintenance includes daily janitorial duties as well as annual inspections and service of equipment.

### **Highlights/Goals**

- Utilize the expertise of the current purchasing agent for complete contract administration. This involves monitoring contracts from start to finish for compliance according to terms.
- Provide nine hours per work day availability to citizens to conduct business at City Hall.
- Provide professional and timely customer service.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	FINANCE	MIKE HARMAN	01.116	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		687,900	714,951	722,861	727,778	727,778
Current Expenses		506,553	463,396	462,546	462,546	462,546
Capital Outlay		0	500	500	500	500
<b>Total</b>		<b>1,194,453</b>	<b>1,178,847</b>	<b>1,185,907</b>	<b>1,190,824</b>	<b>1,190,824</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>		<b>Employees</b>				
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	
					<b>Position</b>	<b>Grade</b>
Finance Director		1	1	1	1	1201 72
Assistant Finance Director		1	1	1	1	1202 61
Sales Tax Coordinator		1	1	1	1	1204 46
Senior Accounting Technician		4	4	4	4	1205 42
Purchasing Agent		1	1	1	1	1208 57
Janitorial Staff		1	1	1	1	4128 33
Janitorial Staff Sup		1	1	1	1	4121 40
<b>Total Personnel</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	
6110 Full-Time Salaries		480,880	472,255	470,917	470,917	470,917
6120 Overtime		42	500	500	500	500
6130 Part-Time		46,176	68,217	70,233	70,233	70,233
6210 Retirement Contribution		32,146	37,868	32,999	37,916	37,916
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		37,757	41,384	41,436	41,436	41,436
6250 Worker's Compensation		3,330	4,790	4,890	4,890	4,890
6260 Health and Life Insurance		86,088	88,314	100,261	100,261	100,261
6270 Unemployment Insurance		1,481	1,623	1,625	1,625	1,625
<b>Total Personal Services</b>		<b>687,900</b>	<b>714,951</b>	<b>722,861</b>	<b>727,778</b>	<b>727,778</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7020 Bond Interest		54,884	40,406	35,697	35,697	35,697
7030 Debt Service Fees		25,000	150	150	150	150
7040 Bond Principal		240,000	215,000	220,000	220,000	220,000
7143 Treasurer's Fees		26,492	23,227	23,487	23,487	23,487
7160 Auditing/Accounting		35,175	36,581	37,581	37,581	37,581
7210 Postage		59,437	70,507	70,527	70,527	70,527
7230 Printing and Binding		15,552	10,010	10,060	10,060	10,060
7260 Copying		3,406	4,674	4,668	4,668	4,668
7410 Travel and Subsistence		2,954	3,400	3,400	3,400	3,400
7430 Training		1,104	2,400	2,500	2,500	2,500
7530 Maintenance and Repair - Office Equipment		676	3,075	3,075	3,075	3,075
7740 Equipment Lease		4,868	6,400	6,400	6,400	6,400
7810 Subscriptions and Memberships		2,033	1,700	2,135	2,135	2,135
8060 Office Supplies		2,353	2,800	2,800	2,800	2,800
8090 Other Operating Expense		136	700	700	700	700
Building Maintenance Operations:						
7510 Janitorial		8,016	9,500	9,500	9,500	9,500
7520 Maintenance and Repair - Building		24,467	32,866	29,866	29,866	29,866
<b>Total Current Expenses</b>		<b>506,553</b>	<b>463,396</b>	<b>462,546</b>	<b>462,546</b>	<b>462,546</b>
<b>Capital Outlay:</b>						
9520 Office Equipment		0	500	500	500	500
<b>Total Capital Outlay</b>		<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>

## **INFORMATION SYSTEMS 2013-2014 Narrative**

### **MISSION STATEMENT**

The City of Glenwood Springs Information Systems Department provides oversight and technical resources to insure the integrity of technology based services required for day to day municipal operations.

### **SERVICES / PROGRAMS**

#### Application Support and Maintenance

Application support and maintenance for 130 applications including a variety of databases required for day-to-day municipal operations. Implied services include license tracking, software support, contract maintenance, end-user training and software procurement.

#### Network Services

Network support for 20 locations includes management of integrated voice and data network with the objective of maintaining high network availability. Associated duties include periodic replacement of switching and routing equipment and related asset management.

#### Equipment Procurement and Maintenance

All phases of asset management for 185 workstations and servers from procurement to recycling are primary duties for which the Information Systems department is responsible. Additional hardware support for printers, peripheral devices, specialty hardware in support of diverse municipal operations is a routine part of operations.

### **PROGRAM / BUDGET HIGHLIGHTS**

The 2013-14 years will focus on further consolidating Broadband and Information Systems departments. The objective will be to improve resource sharing between departments with similar operational duties. Additionally, equipment and locational resources will be configured for sharing between departments, in limited circumstances, in order to facilitate greater uptime and disaster recoverability.



## MUNICIPAL COURT

**Mission:** To administer justice fairly, efficiently, effectively and to provide excellent customer service to the City of Glenwood Springs.

### **Service Descriptions;**

**Juvenile Municipal Code Violations:** This includes tracking citations and conducting hearings related to Municipal Code violations as well as State laws relating to Juveniles. Juveniles are generally under age 18.

**Adult Municipal Code Violations:** This includes tracking citations and conducting hearings held for non-juvenile cases relating to Municipal Code violations as well as criminal cases related to vandalism, criminal trespass, disorderly conduct, assault, illegal possession of a controlled substance, illegal possession or consumption of alcohol (under the age of 21,) theft (<\$1,000), etc.

**Traffic Court Violations:** This includes hearings and criminal citations written to enforce the State's Uniform Traffic Code.

**Parking Violations:** This includes tracking payment of parking fines and conducting hearings for individuals contesting their citation(s).

**Youth Zone:** This program assists the court in evaluation and sentencing recommendations for juvenile offenders. The court together with Youth Zone, work to educate juveniles through classes, counseling and useful public service in an effort to reduce recidivism.

### **2014 Budget Request/Highlights**

- Purchase two desk top Fujitus fe-6130Z scanners.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	MUNICIPAL COURT	VICTOR M. ZERBI	01.118	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		179,050	186,639	172,912	172,912	172,912
Current Expenses		34,661	61,400	61,400	61,400	61,400
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>213,711</b>	<b>248,039</b>	<b>234,312</b>	<b>234,312</b>	<b>234,312</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>		<b>Employees</b>				
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>
						<b>Grade</b>
Court Administrator		1	1	1	1	2201 49
Court Clerk		1	1	1	1	2204 39
Municipal Court Judge		0.3	0.3	0.3	0.3	304 N/A
<b>Total Personnel</b>		<b>2.3</b>	<b>2.3</b>	<b>2.3</b>	<b>2.3</b>	
6110 Full-Time Salaries		92,481	93,573	96,348	96,348	96,348
6120 Overtime		94	400	400	400	400
6130 Part-Time		44,568	45,000	45,000	45,000	45,000
6210 Retirement Contribution		5,297	6,550	6,744	6,744	6,744
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		10,006	10,631	10,844	10,844	10,844
6250 Worker's Compensation		337	375	312	312	312
6260 Health and Life Insurance		25,875	29,693	12,839	12,839	12,839
6270 Unemployment Insurance		392	417	425	425	425
<b>Total Personal Services</b>		<b>179,050</b>	<b>186,639</b>	<b>172,912</b>	<b>172,912</b>	<b>172,912</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7140 Legal Services		1,025	2,000	2,000	2,000	2,000
7150 Credit Card Fees		1,914	2,000	2,000	2,000	2,000
7170 Court Reporters		168	300	300	300	300
7190 Professional Services		10,737	15,000	15,000	15,000	15,000
7193 Post-Sentence Jail Fees		0	2,000	2,000	2,000	2,000
7220 Telephone		0	1,000	1,000	1,000	1,000
7230 Printing and Binding		574	1,000	1,000	1,000	1,000
7410 Travel and Subsistence		1,066	2,000	2,000	2,000	2,000
7430 Training		420	1,500	1,500	1,500	1,500
7450 Tuition Reimbursement		0	100	100	100	100
7530 Maintenance and Repair - Office Equipment		1,357	2,000	2,000	2,000	2,000
7550 Miscellaneous Maintenance and Repair		0	2,000	2,000	2,000	2,000
7810 Subscriptions and Memberships		60	300	300	300	300
7850 Court Services (formerly GYS)		16,060	25,000	25,000	25,000	25,000
8020 Educational Supplies		0	200	200	200	200
8060 Office Supplies		995	4,000	4,000	4,000	4,000
8090 Other Operating Expense		285	1,000	1,000	1,000	1,000
<b>Total Current Expenses</b>		<b>34,661</b>	<b>61,400</b>	<b>61,400</b>	<b>61,400</b>	<b>61,400</b>
<b>Capital Outlay:</b>						
9520 Office Equipment		0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CITY ATTORNEY

**MISSION:** The City Attorney's Office seeks to provide the highest quality and cost effective legal representation to the City of Glenwood Springs.

### **SERVICES/PROGRAM:**

**Litigation:** Prosecute and defend all litigation involving the City. Supervise and manage outside counsel as necessary.

**Legislation:** Research and draft all proposed ordinances and resolutions of the City Council. Work with Council, Staff and the public on the formation of new or revised legislation affecting the City.

**General Legal Counsel:** This includes providing legal advice to Council, boards and commissions and Staff on any matter affecting the City. This includes: attending all Council meetings, quasi-judicial boards or commission meetings and any other board or commission meeting as requested or needed; reviewing and preparing City contracts and other documentation; and, analyzing emerging legal principles to determine their effects on the City.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND			
GENERAL GOVERNMENT	LEGAL	JAN SHUTE	01.119	GENERAL			
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>			
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>	
Personal Services		209,792	208,382	211,887	211,887	211,887	
Current Expenses		56,468	78,975	79,475	79,475	79,475	
Capital Outlay		0	0	0	0	0	
<b>Total</b>		<b>266,260</b>	<b>287,357</b>	<b>291,362</b>	<b>291,362</b>	<b>291,362</b>	
<b>Personnel Schedule</b>							
<b>Position Title</b>		<b>Employees</b>					
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
City Attorney		1	1	1	1	1501	78
Legal Assistant IV		1	1	1	1	2208	49
<b>Total Personnel</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		
6110	Full-Time Salaries	164,293					
6120	Overtime	0					
6130	Part-Time	0					
6210	Retirement Contribution	11,080					
6220	Police/Fire Retirement	0					
6240	FICA	12,316					
6250	Worker's Compensation	398					
6260	Health and Life Insurance	21,222					
6270	Unemployment Insurance	483					
<b>Total Personal Services</b>		<b>209,792</b>					
<b>Current Expenses and Capital Outlay</b>							
<b>Current Expenses:</b>							
7140	Legal Services	51,381		62,500	62,500	62,500	62,500
7150	Recording Fees	82		1,000	1,000	1,000	1,000
7210	Postage/Shipping	0		275	275	275	275
7220	Cell Phone	609		700	700	700	700
7230	Printing and Binding	0		0	0	0	0
7410	Travel and Subsistence	124		2,000	2,000	2,000	2,000
7430	Training	117		3,000	3,000	3,000	3,000
7530	Maintenance and Repair - Office Equipment	0		0	0	0	0
7740	Lease Payment	0		0	0	0	0
7810	Library	30		500	500	500	500
7811	Dues and Subscriptions	3,914		6,000	6,500	6,500	6,500
7840	Filing Fees	0		0	0	0	0
7850	Useful Public Service	0		0	0	0	0
8060	Office Supplies	11		500	500	500	500
8090	Other Operating Expense	200		2,500	2,500	2,500	2,500
<b>Total Current Expenses</b>		<b>56,468</b>		<b>78,975</b>	<b>79,475</b>	<b>79,475</b>	<b>79,475</b>
<b>Capital Outlay:</b>							
9520	Office Equipment	0		0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
GENERAL GOVERNMENT	ANNEXATION COSTS AND REBATES	JEFF HECKSEL		01.120	GENERAL	
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		0	0	0	0	0
Current Expenses		120,036	128,868	140,183	553,053	553,053
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>120,036</b>	<b>128,868</b>	<b>140,183</b>	<b>553,053</b>	<b>553,053</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2013	14-D	14-M	14-C	Position	Grade
<b>Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
6110 Full-Time Salaries				0	0	0
6120 Overtime				0	0	0
6130 Part-Time				0	0	0
6210 Retirement Contribution				0	0	0
6220 Police/Fire Retirement				0	0	0
6240 FICA				0	0	0
6250 Worker's Compensation				0	0	0
6260 Health and Life Insurance				0	0	0
6270 Unemployment Insurance				0	0	0
<b>Total Personal Services</b>				<b>0</b>	<b>0</b>	<b>0</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7140 Legal Services		0	0	0	0	0
7141 Annexation Costs		0	0	0	0	0
7142 Taxes and Fees Rebates		1,265	1,500	1,500	1,500	1,500
7144 Sales & Use Tax Refunds		0	2,000	2,000	2,000	2,000
7145 Sales Tax TIF to DDA		83,669	97,800	112,358	120,148	120,148
7160 Economic Incentive Rebate		35,102	27,568	24,325	24,325	24,325
7200 Discretionary Appropriation Pool		0	0	0	405,080	405,080
<b>Total Current Expenses</b>		<b>120,036</b>	<b>128,868</b>	<b>140,183</b>	<b>553,053</b>	<b>553,053</b>
<b>Capital Outlay:</b>						
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## POLICE DEPARTMENT

**Mission:** To protect the personal safety and property of those that live in and visit the City of Glenwood Springs, enforce the laws of the City and State, help maintain a high standard of living in our community and provide all of our services in a fair and professional manner.

Services provided include:

**Uniformed Services:** Response to crimes or citizen assists, traffic enforcement, accident investigation, code and ordinance enforcement, prevention through visibility, traffic control and security for events and projects.

**Support Functions:** Detectives providing case investigation, records management, customer service, training and equipment supply and management, dispatching and call taking, parking enforcement.

**Outreach and Special Programs:** School Resource Officer Program, Drug Enforcement (TRIDENT), Critical Incident Response ( All Hazards Team), Youth Programs - *bike rodeo, school crossing, Crime Prevention - bank training, school presentations, business assessments*, Liquor Establishment Inspections.

**Administration:** Budget preparation and management, policy development and implementation, performance and efficiency evaluation, manpower management and prioritization, assisting other City departments and regional programs, implement direction of City Manager to Department activities, establish and monitor Department philosophies and practices.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC SAFETY	POLICE	TERRY WILSON	01.131	GENERAL		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		2,684,254	2,714,286	2,806,177	2,806,177	2,806,177
Current Expenses		358,820	407,014	407,014	407,014	407,014
Capital Outlay		0	0	10,000	10,000	10,000
<b>Total</b>		<b>3,043,074</b>	<b>3,121,300</b>	<b>3,223,191</b>	<b>3,223,191</b>	<b>3,223,191</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Chief of Police	1	1	1	1	2101	73
Police Lieutenant	2	2	2	2	2104	67
Patrol Sergeant	4	4	4	4	2106	60
Detective Sergeant	1	1	1	1	2108	60
Police Officer II	6	7	7	7	2112	52
Police Officer I	5	6	6	6	2113	50
Code Enforcement Officer	1	1	1	1	2116	45
Parking Enforcement Officer	1	1	1	1	2118	35
Police Officer III	5	3	3	3	2115	56
Police Admin Assistant II	1	1	1	1	5114	48
Senior Police Records Tech	3	3	3	3	5116	42
<b>Total Personnel</b>		<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	
6110 Full-Time Salaries			1,898,593	1,868,182	1,885,091	1,885,091
6120 Overtime			63,387	95,000	95,000	95,000
6121 Leaf Grand - DUI OT			0	0	0	0
6130 Part-Time			4,902	0	0	0
6210 Retirement Contribution			127,493	137,423	138,606	138,606
6220 Police/Fire Retirement			147,254	147,239	148,507	148,507
6240 FICA			25,872	28,466	28,711	28,711
6250 Worker's Compensation			76,990	83,414	73,313	73,313
6260 FPPA Disability			0	25,843	25,843	25,843
6260 Health and Life Insurance			334,101	322,829	405,166	405,166
6270 Unemployment Insurance			5,662	5,890	5,940	5,940
<b>Total Personal Services</b>			<b>2,684,254</b>	<b>2,714,286</b>	<b>2,806,177</b>	<b>2,806,177</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC SAFETY	POLICE	TERRY WILSON	01.131	GENERAL		
		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7190	Other Professional Services	21,018	29,522	29,522	29,522	29,522
7220	Telephone	1,531	1,532	1,532	1,532	1,532
7230	Printing and Binding	3,141	3,000	3,000	3,000	3,000
7410	Travel and Subsistence	14,246	20,000	20,000	20,000	20,000
7430	Training	25,982	20,000	20,000	20,000	20,000
7530	Maintenance and Repair - Office Equipment	309	2,000	2,000	2,000	2,000
7540	Maintenance and Repair - Vehicles	33,083	24,000	24,000	24,000	24,000
7550	Maintenance and Repair - Miscellaneous	942	1,500	1,500	1,500	1,500
7740	Lease Payments	4,532	4,644	4,644	4,644	4,644
7810	Subscriptions and Memberships	1,470	2,000	2,000	2,000	2,000
8030	Chemical and Laboratory	8,562	8,200	8,200	8,200	8,200
8040	Uniforms	18,992	23,000	23,000	23,000	23,000
8060	Office Supplies	7,299	11,000	11,000	11,000	11,000
8080	Gas, Oil, Lubricants	67,167	56,000	56,000	56,000	56,000
8090	Other Operating Expense	12,604	11,850	11,850	11,850	11,850
8135	Youth Activities	3,105	3,900	3,900	3,900	3,900
8145	Communication	13,645	22,000	22,000	22,000	22,000
8210	Crime Prevention	1,756	1,500	1,500	1,500	1,500
8220	Investigations	5,658	14,000	14,000	14,000	14,000
8310	Animal Control	13,428	17,000	17,000	17,000	17,000
8460	Confiscated Funds Expenditures	4,015	10,000	10,000	10,000	10,000
8470	HIDTA Grant Operations	76,885	92,366	92,366	92,366	92,366
8480	Trident Grant Operations	10,000	10,000	10,000	10,000	10,000
8490	Firearms Program	9,450	18,000	18,000	18,000	18,000
<b>Total Current Expenses</b>		358,820	407,014	407,014	407,014	407,014
<b>Capital Outlay:</b>						
9460	Confiscated Funds Equipment	0	0	10,000	10,000	10,000
9470	HIDTA Equipment	0	0	0	0	0
9530	Other Machinery & Equipment	0	0	0	0	0
<b>Total Capital Outlay</b>		0	0	10,000	10,000	10,000

## COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING

**Mission Statement:** The Planning Department serves the citizens by protecting Glenwood's iconic natural environment and by promoting a high quality built environment. With an eye to the past, we help facilitate a vision of the future and assist in guiding the community's transformation towards that future.

**Personnel:** The Planning Department consists of the Community Development Director, a Senior Planner, a Planner II and a shared administrative assistant (with the Building Department).

Services provided by the Planning Division include the following:

**Planning Initiatives:** The Planning Department is responsible for organizing, facilitating and implementing various planning efforts. Anticipated efforts in 2014 include West Glenwood Highway 6 Corridor Plan, continue revisiting the Confluence Plan and implementation of the recently updated Comprehensive Plan.

**Review Land Use Applications:** This function involves the review and processing of various types of land use applications. Planning staff's involvement often spans years from conceptual discussions through the public hearing process to monitoring the construction and completion of projects.

**Zoning Enforcement:** The planning staff, with assistance from the Building and Police Depts., does enforcement actions to maintain compliance with GSMC 070. and other applicable portions of the Municipal Code.

**Public Information:** Planning staff spends considerable time responding to a variety of public inquiries from residents, current and prospective land owners, realtors, builders and design professionals inquiring about various nuances of zoning, property rights and entitlements. Inquiries are in person and remote via phone/e-mail. These inquiries often require significant research on staff's part.

**Administer Various City Programs:** the Community Development Department and the Planning Department specifically, is responsible for administering various City programs. The CDD has been responsible for planning, design and construction oversight for the City's Rivertrail system. The department oversees the administration and implementation of the City's inclusionary housing program. Or staff is also responsible for the implementation of various historic preservation programs and projects.

**Staff/Support City Commissions:** The Community Development Dept. staffs a variety of City Council appointed Commissions. Work includes research, organization, meeting minutes, agenda development, work products and special projects/events dictated by the various commissions. The department is exclusively responsible for staffing the Housing Commission, River Commission, Historic Preservation Commission and the Planning and Zoning Commission.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
COMMUNITY DEVELOPMENT	ADMINISTRATION AND PLANNING	ANDREW MCGREGOR	01.141	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		332,992	336,793	342,811	342,811	342,811
Current Expenses		38,671	103,500	95,000	95,000	95,000
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>371,663</b>	<b>440,293</b>	<b>437,811</b>	<b>437,811</b>	<b>437,811</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>		<b>Employees</b>				
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	
					<b>Position</b>	<b>Grade</b>
Community Develop Director		1	1	1	1	1301 72
Admin Assistant I - CD		0.5	0.5	0.5	0.5	5108 37
Planner II		1	1	1	1	1305 55
Senior Planner		1	1	1	1	1303 60
<b>Total Personnel</b>		<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	
6110 Full-Time Salaries		263,000				263,256
6120 Overtime		192				200
6130 Part-Time		0				0
6210 Retirement Contribution		17,076				18,442
6220 Police/Fire Retirement		0				0
6240 FICA		19,349				20,154
6250 Worker's Compensation		2,523				711
6260 Health and Life Insurance		30,094				33,240
6270 Unemployment Insurance		758				790
<b>Total Personal Services</b>		<b>332,992</b>				<b>336,793</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
6272 Temporary Services		0				3,000
7150 Credit Card Fees		1,932				3,000
7190 Other Professional Services		19,848				50,000
7230 Printing and Binding		345				1,800
7280 Advertising and Publications		1,046				3,000
7410 Travel and Subsistence		77				3,500
7420 Business Conferences		390				3,500
7430 Training		265				2,000
7530 Maintenance and Repair - Office Equipment		3,053				4,000
7810 Subscriptions and Memberships		2,264				2,800
8020 Educational Supplies		109				400
8060 Office Supplies		2,184				4,500
8090 Other Operating Expense		3,961				7,000
8200 Historic Preservation Commission		1,729				15,000
8310 CHS Grant		0				0
8400 Affordable Housing		1,468				0
<b>Total Current Expenses</b>		<b>38,671</b>				<b>103,500</b>
<b>Capital Outlay:</b>						
9520 Other Machinery and Equipment		0				0
<b>Total Capital Outlay</b>		<b>0</b>				<b>0</b>

## **COMMUNITY DEVELOPMENT - Building Division**

**Mission Statement:** To assure that buildings in Glenwood Springs are constructed to the applicable standards while maintaining property values and assuring the public's health, safety and welfare.

**Building permitting:** This function involves both the plan reviewer and the permit technician in the data entry, issuance, and record keeping process in the administration of the building permit program. This function also includes the determination and collection of applicable fees associated with the permitting process. Also includes the maintenance of annual records.

**Plan Review:** This function involves the review of building plans to determine compliance with various building, zoning, and fire regulations. Secondly, the function includes the review of sign permit applications to determine compliance with the GSMC requirements.

**Building/Zoning Inspection:** This area primarily consists of conducting progressive building inspections in an ongoing basis during the construction of residential, commercial and institutional projects. Also, periodic inspections of zoning issues occurs.

**Public Information:** This includes time responding to informational inquiries regarding technical matters pertaining to building codes and sign permits.

**Staff Commissions:** The Building Department staffs the Building and Contractors' Licensing Board which monitors contractors licensing, assists in code development and amendment and appeals/code determination.

**Program/Budget Highlights:** Budget reflects maintenance of the status quo.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND				
COMMUNITY DEVELOPMENT	BUILDING INSPECTION	ANDREW MCGREGOR	01.145	GENERAL				
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>				
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>		
Personal Services		204,095	205,099	199,240	199,240	199,240		
Current Expenses		5,752	33,262	33,262	33,262	33,262		
Capital Outlay		0	0	0	0	0		
<b>Total</b>		<b>209,847</b>	<b>238,361</b>	<b>232,502</b>	<b>232,502</b>	<b>232,502</b>		
<b>Personnel Schedule</b>								
<b>Position Title</b>		<b>Employees</b>						
		<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>	
Building Official		1	1	1	1	1306	61	
Building Inspector I		0	0	0	0	1311	48	
Building Inspector II		1	1	1	1	1312	49	
Admin Assistant I - CD		0.5	0.5	0.5	0.5	5108	37	
<b>Total Personnel</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>			
6110 Full-Time Salaries		147,194				145,126	139,255	139,255
6120 Overtime		58				200	200	200
6130 Part-Time		0				0	0	0
6210 Retirement Contribution		9,653				10,173	9,762	9,762
6220 Police/Fire Retirement		0				0	0	0
6240 FICA		10,428				11,117	10,668	10,668
6250 Worker's Compensation		2,843				2,527	657	657
6260 Health and Life Insurance		33,510				35,520	38,280	38,280
6270 Unemployment Insurance		409				436	418	418
<b>Total Personal Services</b>		<b>204,095</b>				<b>205,099</b>	<b>199,240</b>	<b>199,240</b>
<b>Current Expenses and Capital Outlay</b>								
<b>Current Expenses:</b>								
7130 Consultant Fees		0				5,000	5,000	5,000
7230 Printing and Binding		0				500	500	500
7410 Travel and Subsistence		0				2,300	2,300	2,300
7430 Training		884				2,000	2,000	2,000
7450 Tuition Reimbursement		0				500	500	500
7540 Maintenance and Repair - Vehicles		1,842				5,212	5,212	5,212
7810 Subscriptions and Memberships		255				1,000	1,000	1,000
8020 Educational Supplies		1,627				6,650	6,650	6,650
8060 Office Supplies		72				2,300	2,300	2,300
8080 Gas, Oil, Lubricants		905				2,800	2,800	2,800
8090 Other Operating Expense		167				5,000	5,000	5,000
<b>Total Current Expenses</b>		<b>5,752</b>				<b>33,262</b>	<b>33,262</b>	<b>33,262</b>
<b>Capital Outlay:</b>								
9520 Other Machinery and Equipment		0				0	0	0
<b>Total Capital Outlay</b>		<b>0</b>				<b>0</b>	<b>0</b>	<b>0</b>

## PUBLIC WORKS – ENGINEERING & ADMINISTRATION

**Mission:** The mission of the Engineering Division is to plan and implement projects to improve the City's utility, street and bridge infrastructure, and transportation services and to provide professional and technical support to the City Manager, the Council and all City Departments.

**Services/Programs provided include:**

- **Public Improvements:** The Engineering Division performs design, contract administration and construction management for public improvements including water, sanitary sewer, storm sewer, bridges and streets. The Division manages consultants in preparing plans and project specifications for public improvements, as well as performing some utility designs and project specification development in house.
- **Development:** The Engineering Division reviews and makes recommendations on proposed Planning Commission and Zoning applications.
- **Transportation Management:** The Engineering Division manages the Traffic Control Schedules, which include parking, traffic safety, signage and signalization. We perform transportation planning, including preparing the City's multimodal facility study and working with the State to develop the Access Control Plan. We work to reduce traffic congestion and improve circulation within the City by implementing elements of the SH 82 Corridor Optimization Plan. The division plans for future roadway, bicycle and pedestrian facility improvements.
- **Right-of-way Management:** The Division administers right-of-way permits and inspections to ensure compliance with the Municipal Code. We oversee work performed in the public right-of-way, and other public lands by City residents, private utility companies and developers.
- **Flood Plain and Geologic Hazards Management:** The Engineering Division provides technical assistance and information to the City's flood plain manager for proposed developments and projects within the flood plain and flood ways. We administer the City's geologic hazards regulations.
- **Surveying & mapping:** The division procures and maintains all facets of the City's mapping assets. We update utility and street mapping with as-built information upon completion of projects. Preparing easement deeds and providing legal descriptions for a range of needs.

**Program/Budget Highlights for 2014:**

- Expected completion of the Access Control Plan, jointly sponsored by CDOT and the City of Glenwood Springs. The plan's goal is to define safe and effective access to support the economic viability of Glenwood Springs, while preserving the functionality of the highway as a through roadway.
- Continuation of the South Bridge environmental assessment and property acquisition.
- Roadway maintenance and reconstruction. We plan to design, and as funding allows, to reconstruct the roadways and replace water and sewer systems in Vista Drive, 29<sup>th</sup> Street, Sopris Avenue and in parts of the Red Mountain neighborhood.
- Major maintenance and or preliminary engineering for the replacement of the 27<sup>th</sup> Street Bridge.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC WORKS	ENGINEERING & ADMINISTRATION	ROBIN MILLYARD	01.144	GENERAL		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		360,996	394,403	396,298	396,298	396,298
Current Expenses		36,939	47,163	43,863	43,863	43,863
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>397,935</b>	<b>441,566</b>	<b>440,161</b>	<b>440,161</b>	<b>440,161</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
City Engineer	1	1	1	1	1401	70
Assistant City Engineer	1	1	1	1	1404	61
Transportation Manager	1	1	1	1	1405	55
Admin Assistant II - Engineering	1	1	1	1	5118	45
Asst. Dir. PW	0.35	0.35	0.35	0.35	3104	70
<b>Total Personnel</b>	<b>4.35</b>	<b>4.35</b>	<b>4.35</b>	<b>4.35</b>		
6110 Full-Time Salaries			278,770	296,462	292,304	292,304
6120 Overtime			0	100	100	100
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			12,478	20,759	20,468	20,468
6220 Police/Fire Retirement			0	0	0	0
6240 FICA			20,215	22,687	22,369	22,369
6250 Worker's Compensation			5,320	2,361	2,253	2,253
6260 Health and Life Insurance			43,422	51,144	57,927	57,927
6270 Unemployment Insurance			791	890	877	877
<b>Total Personal Services</b>			<b>360,996</b>	<b>394,403</b>	<b>396,298</b>	<b>396,298</b>
Current Expenses and Capital Outlay						
<b>Current Expenses:</b>						
7110 Architectural and Engineering Services			2,010	2,000	2,000	2,000
7190 Other Professional Services			8	1,000	1,000	1,000
7200 Software			4,001	7,000	4,000	4,000
7220 Telephone			12	600	600	600
7280 Advertising and Publications			0	1,000	1,000	1,000
7410 Travel and Subsistence			883	6,000	6,000	6,000
7430 Training			844	6,375	6,075	6,075
7540 Maintenance and Repairs - Vehicles/Equipment			3,376	4,432	4,432	4,432
7550 Pool Van Expenses			9,856	7,756	7,756	7,756
8060 Office Supplies			938	1,700	1,700	1,700
8070 Photo and Duplicating Supplies			7,015	6,700	6,700	6,700
8080 Gas, Oil, Lubricants			469	800	800	800
8090 Other Operating Expense			7,418	1,500	1,500	1,500
8120 Small Tools and Equipment			109	300	300	300
<b>Total Current Expenses</b>			<b>36,939</b>	<b>47,163</b>	<b>43,863</b>	<b>43,863</b>
<b>Capital Outlay:</b>						
9520 Other Machinery and Equipment			0	0	0	0
Large format plotter-replacement			0	0	0	0
GPS Survey controller-upgrade			0	0	0	0
<b>Total Capital Outlay</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## PUBLIC WORKS – STREETS DEPARTMENT

**Mission:** The Streets Department is a division of the City's Public Works Department. The division seeks to accomplish its responsibilities for all maintenance activities associated with the public right-of-ways in a cost-effective manner.

**Services/Programs provided include:**

- **Street Maintenance:** This activity includes pothole repairs, crack sealing, and repairs to sunken roadway areas, and is done on a regular basis. When necessary, quick temporary repairs are used to make the roadway safe for residents. Permanent repairs replace these as soon as weather and work schedules permit.
- **Snow Removal:** The department performs snow plowing and removal efforts as well as ice control and removal. Deployment of anti-icing agents such as magnesium chloride or Ice Slicer is managed by the department. All snow removal efforts on State Highways are coordinated with CDOT.
- **Drainage Maintenance:** The bulk of this work involves cleaning and maintaining the existing storm water drainage system. There are 265 storm drain inlets and associated culverts currently on the system that are checked and/or cleaned annually and inspected after each significant event. In addition, the roadside ditches and surface water channels must be cleared of vegetation and accumulated debris.
- **Street Cleaning:** The department utilizes a combination of flushing and sweeping the streets in the spring to remove the typical winter accumulation of dirt and debris which is followed by a schedule for street sweeping for the remainder of the year. There are occasional events that require additional effort, such as mudslides and rock fall.
- **Traffic Control:** Approximately 800 street signs, i.e: street name, directional, informational, and traffic control, are maintained by the division. Additionally, pedestrian crosswalks are marked and maintained. Traffic control necessary for work performed by City crews or utilities, emergency or disaster events, and special events is set up and maintained by the division.
- **Excavation and Hauling:** The division performs a variety of excavations within public right-of-ways and on other City owned lands. A variety of material is moved for City departments and the Spring Cleanup event.
- **Program/Budget Highlights:** The 2013 budget requested a 2% increase for electricity and a request to increase travel and subsistence to \$1,000 and training to \$2,000. These requests are for training and meetings for the Assistant Public Works Director and the Traffic Control Supervisor's certifications. The 2014 budget has requested a 3% increase in electricity and all other line items a 5% increase.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC WORKS	STREETS AND ALLEYS	ROBIN MILLYARD	01.153	GENERAL		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		581,949	580,014	586,512	586,512	586,512
Current Expenses		349,910	409,971	428,107	428,107	428,107
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>931,859</b>	<b>989,985</b>	<b>1,014,619</b>	<b>1,014,619</b>	<b>1,014,619</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Streets Superintendent	1	1	1	1	3401	61
Equipment Operator II - PW	1	1	1	1	3403	44
Sign/Traffic/Haz-Mat Coord	1	1	1	1	3405	40
Equipment Operator I - PW	1	1	1	1	3411	40
Maint Worker I/St Sweeper Op	4	4	4	4	3409	40
Asst. Dir. PW	0.19	0.19	0.19	0.19	3104	71
<b>Total Personnel</b>	<b>8.19</b>	<b>8.19</b>	<b>8.19</b>	<b>8.19</b>		
6110 Full-Time Salaries		418,435	403,851	401,396	401,396	401,396
6120 Overtime		5,789	5,000	5,000	5,000	5,000
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		28,656	28,620	28,448	28,448	28,448
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		31,419	31,277	31,089	31,089	31,089
6250 Worker's Compensation		21,543	25,655	21,087	21,087	21,087
6260 Health and Life Insurance		74,875	84,384	98,273	98,273	98,273
6270 Unemployment Insurance		1,232	1,227	1,219	1,219	1,219
<b>Total Personal Services</b>		<b>581,949</b>	<b>580,014</b>	<b>586,512</b>	<b>586,512</b>	<b>586,512</b>
Current Expenses and Capital Outlay						
<b>Current Expenses:</b>						
7220 Telephone		786	1,213	1,273	1,273	1,273
7230 Printing and Binding		0	365	383	383	383
7280 Advertising and Publications		376	2,426	2,547	2,547	2,547
7310 Electricity		119,154	117,862	121,398	121,398	121,398
7320 Gas		4,075	12,913	13,559	13,559	13,559
7330 Water		1,256	6,064	6,367	6,367	6,367
7410 Travel and Subsistence		868	1,000	1,050	1,050	1,050
7430 Training		48	2,000	2,100	2,100	2,100
7520 Maintenance - Building		3,517	4,403	4,623	4,623	4,623
7530 Maintenance - Office Equipment		0	333	349	349	349
7540 Maintenance - Vehicles		92,290	74,712	78,447	78,447	78,447
7740 Equipment Rental - Snow Removal		4,574	24,150	25,358	25,358	25,358
7810 Subscriptions and Memberships		0	834	876	876	876
7830 Landfill Expense		36,688	60,638	63,669	63,669	63,669
8020 Educational Supplies		0	56	58	58	58
8040 Uniforms		2,946	3,473	3,647	3,647	3,647
8060 Office Supplies		783	331	347	347	347
8080 Gas, Oil, Lubricants		63,609	52,062	54,665	54,665	54,665
8090 Other Operating Equipment		7,449	17,610	18,490	18,490	18,490
8120 Small Tools and Equipment		1,047	3,335	3,502	3,502	3,502
8130 Material to Maintain Buildings		0	607	637	637	637
8160 Other Materials		3,952	12,007	12,607	12,607	12,607
8170 Signs		6,492	6,064	6,367	6,367	6,367
8190 Flood Control/Hazardous Waste		0	5,513	5,788	5,788	5,788
<b>Total Current Expenses</b>		<b>349,910</b>	<b>409,971</b>	<b>428,107</b>	<b>428,107</b>	<b>428,107</b>
<b>Capital Outlay:</b>						
9520 Office Equipment		0	0	0	0	0
9530 Other Machinery and Equipment		0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **PARKS AND CEMETERY DEPARTMENT**

**Mission Statement.** The mission of the Parks Department is to provide and administer park services, programs, and facilities that enhance the quality of life through the best and most efficient use of physical, financial, and human resources.

The Goals of the Mission and Department include:

- Maintain and develop park and open space areas to meet the present and future demands of City residents and visitors;
- Ensure sufficient passive and active parkland to meet the leisure needs of present and future populations;
- Maintain park areas and facilities that are clean, safe and aesthetically pleasing;

Vision Statement: The Glenwood Springs Parks Department strives to be a visionary organization – one that becomes a benchmark for other organizations, one that impresses its patrons the first time and every time they use the facilities.

### Department Services

1. **Parks:** The Parks Department maintains grounds and facilities for a clean and safe environment. Staff keeps bathrooms, sidewalks, playgrounds, basketball courts, tennis courts and ball fields safe and free of litter. Ball fields and soccer fields are prepared for youth and adult sports. All turf, trees and improvements on all parks and city owned properties, as well as public rights of way, are maintained by the parks division. All snow removal on trails, pedestrian bridges, park sidewalks and parking lots, including the Community Center, is handled by the Parks Department.
2. **Trails:** All trails in the City are maintained by the Parks division. Trail maintenance includes snow plowing, weeding and maintaining small parks within the trail corridor. Walking, biking, roller blading and some equestrian use is prevalent on our trails. The dog park is located along the Roaring Fork River Trail. Trails are a great place to relax, have a picnic, roller blade or just sit by the river to enjoy the peace and quiet.
3. **Cemetery:** The parks department is responsible for gravesite preparation and grounds maintenance for the cemetery. They also maintain current information on plot availability and burial site records.
4. **Special Projects:** The parks staff installs and maintains flowerpots and flowerbeds in the downtown area for seasonal color and maintains the trees and turf medians. The Parks Superintendent manages the City funded downtown trash removal program, the West Nile prevention program and the City's weed abatement program for South Canyon.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND							
PARKS AND RECREATION	PARKS AND CEMETERY	TOM BARNES	01.154	GENERAL							
Summary		2012 Actual	2013 Budget	2014 Budget							
				Department Request	Manager Recommend	Council Approved					
Personal Services		597,697	626,461	632,124	632,124	632,124					
Current Expenses		427,486	352,750	367,950	367,950	367,950					
Capital Outlay		0	0	0	0	0					
<b>Total</b>		<b>1,025,183</b>	<b>979,211</b>	<b>1,000,074</b>	<b>1,000,074</b>	<b>1,000,074</b>					
Personnel Schedule											
Position Title	Employees										
	2013	14-D	14-M	14-C	Position	Grade					
Parks/Cemetery Superint	1	1	1	1	4103	58					
Maint Worker II - Parks	3	4	4	4	4112	43					
Maint Worker I - Parks	2	2	2	2	4111	42					
Maint Worker III - Parks	2	1	1	1	4113	44					
PT Seasonal Maint Wrkr I	5	5	5	5	0098	42					
<b>Total Personnel</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>							
6110 Full-Time Salaries							358,872	364,735	366,972	366,972	366,972
6120 Overtime							2,154	2,000	2,000	2,000	2,000
6130 Part-Time							87,605	96,000	96,000	96,000	96,000
6210 Retirement Contribution							21,612	25,671	25,828	25,828	25,828
6220 Police/Fire Retirement							0	0	0	0	0
6240 FICA							33,299	35,399	35,570	35,570	35,570
6250 Worker's Compensation							16,595	19,296	31,339	31,339	31,339
6260 Health and Life Insurance							76,254	81,972	73,020	73,020	73,020
6270 Unemployment Insurance							1,306	1,388	1,395	1,395	1,395
<b>Total Personal Services</b>							<b>597,697</b>	<b>626,461</b>	<b>632,124</b>	<b>632,124</b>	<b>632,124</b>
Current Expenses and Capital Outlay											
<b>Current Expenses:</b>											
7190 Professional Services - Spraying Contract							82,585	64,000	66,000	66,000	66,000
7220 Telephone							2,956	3,200	3,400	3,400	3,400
7310 Electricity							11,711	14,000	15,000	15,000	15,000
7320 Gas							4,253	8,000	9,000	9,000	9,000
7330 Water							139,410	92,000	95,000	95,000	95,000
7350 Trash Pickup							4,543	7,500	7,500	7,500	7,500
7410 Travel and Subsistence							846	500	500	500	500
7430 Training							4,257	2,000	2,000	2,000	2,000
7540 Maintenance and Repair - Vehicles							56,363	50,000	55,000	55,000	55,000
7560 Maintenance - Trails							6,019	8,000	8,000	8,000	8,000
7710 Land Rent/Lease							610	650	650	650	650
7740 Equipment Rental							17,714	14,000	14,000	14,000	14,000
7810 Subscriptions and Memberships							287	300	300	300	300
7830 Landfill Expense							1,801	1,000	1,000	1,000	1,000
8010 Agricultural and Horticultural Supplies							15,619	12,000	13,000	13,000	13,000
8040 Uniforms							3,656	3,200	3,200	3,200	3,200
8060 Office Supplies							189	400	400	400	400
8080 Gas, Oil Lubricants							26,402	23,000	24,000	24,000	24,000
8090 Other Operating Expense							28,312	28,000	28,000	28,000	28,000
8120 Small Tools and Equipment							3,525	3,000	3,000	3,000	3,000
8130 Material to Maintain Buildings							15,428	17,000	18,000	18,000	18,000
8600 Repurchase Cemetery Lots							1,000	1,000	1,000	1,000	1,000
<b>Total Current Expenses</b>							<b>427,486</b>	<b>352,750</b>	<b>367,950</b>	<b>367,950</b>	<b>367,950</b>
<b>Capital Outlay:</b>											
9530 Equipment:							0	0	0	0	0
<b>Total Capital Outlay</b>							<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## RECREATION DEPARTMENT

**Mission Statement.** The mission of the Recreation Department is to provide and administer recreation services, programs, and facilities that enhance the quality of life through the best and most efficient use of physical, financial, and human resources. The availability of diversified program opportunities, and recreation facilities not only promotes a healthy community, but allows people to just have fun doing leisure activities of interest; and creates an attractive environment for prospective business and retail growth and development.

The Goals of the Mission and Department include:

- Enhance the quality of life for all residents through the coordination of public recreation programs and services;
- Maintain and develop recreational facilities in a clean and safe environment to meet the present and future demands of the city's residents and visitors;
- Effectively market the Department's services and contribute to the economic growth of the City of Glenwood Springs.

Vision Statement: The Glenwood Springs Recreation Department strives to be a visionary organization – one that becomes a benchmark for other organizations, one that impresses its patrons the first time and every time they use the facilities.

### Department Services

#### Community Center

1. **Community Center Facilities:** The Center provides a central focal point for both individual and family activities and programs. It also has rental space for meetings, clubs, special events and social functions.
2. **Aquatic Center:** The Aquatic Center has an eight-lane lap and competition pool, children's play pool, water slide, diving board and whirl pool.
3. **Ice Skating Rink:** The Ice Rink is open from November through March and provides for public skating, skating lessons, youth and adult hockey, family skate night and special events. Skate rentals and concessions are also available.

#### Recreation

1. **Senior Programs:** Programs include fitness, strength training, social functions, community health and safety classes, swim lessons, water aerobics, ice skating, dancing, tennis, yoga, spinning classes and running/walking on the track.
2. **Teen & Adult Programs:** Program offerings for teens are sports, the outdoor club, explorer programs, tennis, skating, swimming, basketball and baseball. Adult sports programs are drop-in volleyball and basketball, soccer, baseball, hockey, volleyball & basketball leagues.
3. **Youth Programs for Ages 6 & Under:** Programs for ages 6 and under are T-Ball, soccer, pre-school crafts, toddler time, child care, skating lessons, swim lessons and special events.
4. **Youth Programs for Ages 7 to 13:** Programs include spring break and summer Kid Kamp, Youth Hoops, baseball, soccer, tennis lessons, swim lessons, scuba diving, track, cheerleading and special sports skills development programs.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PARKS AND RECREATION	RECREATION PROGRAMS	TOM BARNES	01.113	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		1,492,615	1,495,332	1,536,654	1,536,654	1,536,654
Current Expenses		586,997	643,850	655,250	655,250	655,250
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>2,079,612</b>	<b>2,139,182</b>	<b>2,191,904</b>	<b>2,191,904</b>	<b>2,191,904</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
Parks and Recreation Director	1	1	1	1	4101	71
Community Rec Coord. Youth	1	1	1	1	4105	50
Recr. & Wellness Specialist	0	0	0	0	4118	45
Office Coordinator	1	1	1	1	4119	45
Athletics/Fitness Coordinator	1	1	1	1	4117	50
Ice Rink/Program Coordinator	1	1	1	1	4116	50
Facility Coordinator	1	1	1	1	5108	46
Building Maint. Foreman	1	1	1	1	4109	53
Aquatics Coordinator	1	1	1	1	4120	54
PreSch/Rec/Daycare Coord.	0	0	0	0	4122	50
Pool/Ice Rink Manager	0	0	0	0	4123	46
Recreation Coordinator	1	0	0	0	50	50
CSR II	2	2	2	2	4125	37
Janitorial Staff	2	2	2	2	4129	33
Building Supervisor	1	1	1	1	4127	40
<b>Total Personnel</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>		
6110 Full-Time Salaries		592,596	608,548	627,589	627,589	627,589
6120 Overtime		373	1,000	1,000	1,000	1,000
6130 Part-Time		618,454	585,613	603,181	603,181	603,181
6210 Retirement Contribution		34,778	42,668	44,001	44,001	44,001
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		91,135	91,430	94,230	94,230	94,230
6250 Worker's Compensation		51,882	55,004	52,066	52,066	52,066
6260 Health and Life Insurance		99,823	107,484	110,892	110,892	110,892
6270 Unemployment Insurance		3,574	3,585	3,695	3,695	3,695
<b>Total Personal Services</b>		<b>1,492,615</b>	<b>1,495,332</b>	<b>1,536,654</b>	<b>1,536,654</b>	<b>1,536,654</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
<b>Operating Expense</b>						
7190 Professional Services		6,266	8,900	9,000	9,000	9,000
7221 Postage		2,515	2,900	2,900	2,900	2,900
7220 Telephone		6,571	9,100	9,100	9,100	9,100
7230 Printing and Binding		5,561	7,500	7,500	7,500	7,500
7280 Advertising		15,924	12,000	12,000	12,000	12,000
7310 Electrical		109,489	110,000	110,000	110,000	110,000
7320 Natural Gas		70,298	70,000	70,000	70,000	70,000
7330 Water and Sewer		19,444	18,000	19,000	19,000	19,000
7350 Disposal Costs		2,921	5,500	5,500	5,500	5,500
7410 Travel and Subsistence		2,007	2,000	2,000	2,000	2,000
7430 Training		7,528	12,000	12,000	12,000	12,000
7520 Maintenance - Building		85,783	90,000	92,000	92,000	92,000
7530 Maintenance - Ice Rink		42,342	40,000	41,000	41,000	41,000
7540 Maintenance and Repair - Vehicles		8,458	15,000	15,000	15,000	15,000
7740 Equipment Rent/Lease		5,087	6,000	6,000	6,000	6,000
7750 Security		962	3,000	3,000	3,000	3,000
7810 Subscriptions and Memberships		3,388	3,500	3,500	3,500	3,500
<b>Operating Expenses - Sub Total</b>		<b>394,544</b>	<b>415,400</b>	<b>419,500</b>	<b>419,500</b>	<b>419,500</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
PARKS AND RECREATION	RECREATION PROGRAMS	TOM BARNES		01.113	GENERAL	
		2012 Actual	2013 Budget	<b>2014 Budget</b>		
				Department Request	Manager Recommend	Council Approved
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
<b><u>Operating Expense - Continued</u></b>						
7840	Bank Services	26,855	25,000	26,000	26,000	26,000
7960	Sale and Rental Items	15,804	17,000	17,000	17,000	17,000
7964	Food Items	3,598	3,500	3,500	3,500	3,500
8040	Uniforms	3,661	2,500	3,000	3,000	3,000
8060	Office Supplies	4,216	7,500	7,500	7,500	7,500
8061	Background checks/Ads/Drug Test	13,129	12,000	12,000	12,000	12,000
8063	Recreation Program Supplies	7,819	29,000	30,000	30,000	30,000
8064	Fitness/Enrichment programs	8,884	8,000	8,000	8,000	8,000
8067	Community Rooms	9,333	7,000	7,000	7,000	7,000
8068	Subcontractor Programs	17,159	20,000	20,000	20,000	20,000
8080	Gas, Oil Lubricants	4,219	2,500	2,800	2,800	2,800
8090	Other Operating Expense	2,594	10,000	11,000	11,000	11,000
8263	Pool Maintenance Equipment & Supply	43,459	35,000	36,500	36,500	36,500
<b>Total Operating Expenses</b>		<b>555,274</b>	<b>594,400</b>	<b>603,800</b>	<b>603,800</b>	<b>603,800</b>
<b><u>Youth Programs</u></b>						
8103	Kid Kamp - Summer	12,637	23,500	24,500	24,500	24,500
8109	Scholarships	749	1,700	1,700	1,700	1,700
<b><u>Sports</u></b>						
8200	Adult Leagues	6,828	7,500	8,000	8,000	8,000
8210	Youth Leagues	8,150	8,000	8,500	8,500	8,500
8240	Tennis	516	2,250	2,250	2,250	2,250
<b><u>Adults and Seniors</u></b>						
8310	Senior Programming	12	1,500	1,500	1,500	1,500
8320	Special Events	2,831	5,000	5,000	5,000	5,000
<b>Total Current Expenses</b>		<b>586,997</b>	<b>643,850</b>	<b>655,250</b>	<b>655,250</b>	<b>655,250</b>
<b>Capitla Outlay:</b>						
9530	Equipment	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **INTERNAL SERVICE FUND**

Internal Service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other governmental units, on a cost reimbursement basis.

**Fleet Service Fund** - This fund is used to account for vehicles and equipment maintained by City fleet service employees.

## PUBLIC WORKS-FLEET MAINTENANCE DEPARTMENT

**Mission:** The Fleet Maintenance Department is a division of the City's Public Works Department. The department seeks to accomplish its responsibilities related to maintenance activities associated with the public's vehicle and equipment fleet in a cost-effective and efficient manner.

**Services/Programs** provided include:

**Preventative Maintenance:** The primary focus of the department is to perform routine and preventative maintenance on all City vehicles and equipment to allow the City to complete its mission in providing service to our citizens.

**Mechanical Repairs:** Provides mechanical expertise in performing all types of mechanical repairs, unscheduled maintenance, electrical diagnosis and repair for all City vehicles and equipment.

**Welding and Fabrication:** Maintenance welding and numerous modifications and/or additions are required by other departments to assist in the discharge of their duties. The department also ensures that alterations to vehicles or equipment are made in a manner that will not interfere with or compromise the safe operation of the unit.

**Parts and Tools Warehousing:** The department must maintain an inventory of parts routinely needed to provide timely maintenance and repair of City vehicles. The department maintains the proper diagnostic tools and equipment to provide cost-effective service.

**Technical Support:** The department prepares specifications for the purchase of new vehicles/equipment for the City. It furnishes technical information for specialty equipment. Identify and correct vehicle and operator error problems causing excess maintenance requirements. It also directs the disposal of surplus vehicles and equipment.

**Record Maintenance:** Maintain accurate records of fleet maintenance costs on each vehicle to help determine and recommend replacement schedules. Provide support to the various departments regarding the probable costs of replacement vehicles. This information helps to extend vehicle/equipment life and lower operating costs.

**External Services:** The department coordinates outside service needs such as body shop repairs, glass replacement, and various other items.

### **Program/Budget Highlights**

Continue to fine tune the Vehicle and Equipment Replacement program for all City departments.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## FLEET SERVICE FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>SERVICE CHARGES</b>					
General Government	1,192	1,569	1,569	1,569	1,569
Public Safety	9,849	167,895	167,895	167,895	167,895
Public Transportation	167,763	10,000	10,000	10,000	10,000
Community and Economic Development	2,747	600	600	600	600
Public Works	167,171	182,220	182,220	182,220	182,220
Culture and Recreation	93,135	89,553	89,553	89,553	89,553
Water/Sewer Enterprise Fund	106,568	109,055	109,055	109,055	109,055
Electric Enterprise Fund	56,742	63,080	63,080	63,080	63,080
Airport Enterprise Fund	3,465	4,160	4,160	4,160	4,160
Landfill Enterprise Fund	5,317	8,712	8,712	8,712	8,712
<b>EQUIPMENT REPLACEMENT CHARGES</b>					
General Government	0	0	0	0	0
Public Safety	0	0	0	0	0
Public Transportation	0	0	0	0	0
Community and Economic Development	0	0	0	0	0
Public Works	0	0	0	0	0
Culture and Recreation	0	0	0	0	0
Water/Sewer Enterprise Fund	0	0	0	0	0
Electric Enterprise Fund	0	0	0	0	0
Airport Enterprise Fund	0	0	0	0	0
Landfill Enterprise Fund	0	0	0	0	0
Interest	24,823	42,100	44,200	44,200	44,200
Sale of Assets	41,602	50,000	50,000	50,000	50,000
Miscellaneous Income	15,769	10,000	10,000	10,000	10,000
Contributed Capitals	0	0	0	0	0
<b>Total Revenues</b>	<b>696,143</b>	<b>738,944</b>	<b>741,044</b>	<b>741,044</b>	<b>741,044</b>
<b>EXPENDITURES</b>					
Fleet Maintenance Operations	1,265,350	1,469,310	1,527,480	1,553,480	1,553,480
Equipment Needs	0	723,000	479,000	479,000	479,000
<b>Total Expenditures</b>	<b>1,265,350</b>	<b>2,192,310</b>	<b>2,006,480</b>	<b>2,032,480</b>	<b>2,032,480</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(569,207)</b>	<b>(1,453,366)</b>	<b>(1,265,436)</b>	<b>(1,291,436)</b>	<b>(1,291,436)</b>
<b>TRANSFERS</b>					
From Capital Projects Fund - seed money	0	0	0	0	0
From Other Funds	0	261,647	0	0	0
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>(569,207)</b>	<b>(1,191,719)</b>	<b>(1,265,436)</b>	<b>(1,291,436)</b>	<b>(1,291,436)</b>
<b>Fund Balance - Beginning</b>	<b>7,976,345</b>	<b>7,407,138</b>	<b>6,215,419</b>	<b>6,215,419</b>	<b>6,215,419</b>
<b>Fund Balance - Ending</b>	<b>7,407,138</b>	<b>6,215,419</b>	<b>4,949,983</b>	<b>4,923,983</b>	<b>4,923,983</b>
<b>Non-GAAP:</b>					
Loan to DDA Fund for Parking Structure	(1,000,000)				

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY FLEET	DEPARTMENT HEAD	BUDGET CODE	FUND		
INTERNAL SERVICE	MAINTENANCE	ROBIN MILLYARD	64.110	GENERAL		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		335,981	335,871	353,397	353,397	353,397
Current Expenses		929,369	1,103,013	1,144,983	1,144,983	1,144,983
Capital Outlay		0	29,100	29,100	55,100	55,100
<b>Total</b>		<b>1,265,350</b>	<b>1,467,984</b>	<b>1,527,480</b>	<b>1,553,480</b>	<b>1,553,480</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Fleet Maint Superintendent	1	1	1	1	3501	60
Repair Tech I - Fleet	1	1	1	1	3504	53
Maintenance Tech II - Fleet	1	1	1	1	3505	50
Mechanic/Welder - Fleet	1	1	1	1	3508	45
Asst. Dir. PW	0.17	0.22	0.22	0.22	3104	71
<b>Total Personnel</b>	<b>4.17</b>	<b>4.22</b>	<b>4.22</b>	<b>4.22</b>		
6110 Full-Time Salaries						
6120 Overtime						
6130 Part-Time						
6210 Retirement Contribution						
6220 Police/Fire Retirement						
6240 FICA						
6250 Worker's Compensation						
6260 Health and Life Insurance						
6270 Unemployment Insurance						
<b>Total Personal Services</b>						
		251,219	247,801	255,161	255,161	255,161
		0	0	0	0	0
		0	0	0	0	0
		17,135	17,346	17,861	17,861	17,861
		0	0	0	0	0
		17,811	18,957	19,520	19,520	19,520
		7,180	6,788	6,989	6,989	6,989
		41,938	44,236	53,101	53,101	53,101
		698	743	765	765	765
<b>Total Personal Services</b>		<b>335,981</b>	<b>335,871</b>	<b>353,397</b>	<b>353,397</b>	<b>353,397</b>
Current Expenses and Capital Outlay						
<b>Current Expenses:</b>						
7190 Other Professional Services		10,231	11,000	11,000	11,000	11,000
7220 Telephone		1,390	1,320	1,440	1,440	1,440
7310 Electricity		4,611	8,500	8,500	8,500	8,500
7320 Gas		4,075	10,000	10,000	10,000	10,000
7330 Water		431	600	600	600	600
7350 Disposal Costs		826	2,200	2,200	2,200	2,200
7410 Travel and Subsistence		31	2,415	2,415	2,415	2,415
7430 Training		1,238	3,025	3,025	3,025	3,025
7520 Maintenance & Repair - Building		5,647	12,000	12,000	12,000	12,000
7540 Maintenance and Repair - Machinery and Equipment		3,000	6,655	6,655	6,655	6,655
7570 Depreciation		438,234	495,428	554,634	554,634	554,634
7572 Loss on Asset Disposal		0	15,000	0	0	0
7610 Liability Insurance		2,841	3,495	3,803	3,803	3,803
7620 Property Insurance		3,294	4,028	4,364	4,364	4,364
7650 Deductibles Paid		4,623	3,000	0	0	0
7810 Subscriptions and Memberships		1,500	2,000	2,000	2,000	2,000
7900 Interfund Cost of Service		44,280	47,660	47,660	47,660	47,660
8020 Educational Supplies		0	1,210	1,210	1,210	1,210
8040 Uniforms		5,186	6,314	6,314	6,314	6,314
8060 Office Supplies		737	1,600	1,600	1,600	1,600
8080 Gas, Oil, Lubricants		1,689	3,025	3,025	3,025	3,025
8090 Other Operating Supplies		3,485	4,235	4,235	4,235	4,235
8120 Small Tools and Equipment		1,018	3,000	3,000	3,000	3,000
8140 Material - Vehicle Maintenance		200	303	303	303	303
8160 Other Materials and Supplies		120,599	175,000	175,000	175,000	175,000
8170 Gas, Oil, Lubricants		270,203	280,000	280,000	280,000	280,000
<b>Total Current Expenses</b>		<b>929,369</b>	<b>1,103,013</b>	<b>1,144,983</b>	<b>1,144,983</b>	<b>1,144,983</b>
<b>Capital Outlay:</b>						
9530 Other Machinery and Equipment:						
Shop Tools		0	8,800	8,800	8,800	8,800
Air Conditioning Equip		0	7,700	7,700	7,700	7,700
Truck diagnostic equipment		0	6,000	6,000	6,000	6,000
Transmission flush/refill equipment		0	6,600	6,600	6,600	6,600
Fleet Management computer equipment and software		0	0	0	26,000	26,000
<b>Total Capital Outlay</b>		<b>0</b>	<b>29,100</b>	<b>29,100</b>	<b>55,100</b>	<b>55,100</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Equipment

### FLEET SERVICE EQUIPMENT ACQUISITION NEEDS

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate
<b>EQUIPMENT NEEDS</b>								
Unit #736: Police 4x4 SUV (Ghost)	50,000							
Unit #750: Police 4x4 SUV (unmarked)	48,000							
Unit #700: Polic 4x4 SUV (former Sgts)	50,000							
Unit #778: Police 4x4 SUV (unmarked)	48,000							
Unit #804: Electric Large Auger truck	180,000							
Unit #68: Whirlwing Street Sweeper	275,000							
Unit #145: Streets V-Box Sander (#16)	30,000							
Unit #152: Parks Infield Groomer with drag	22,000							
Landfill 4x4 utility vehicle	20,000							
Unit #702: Police 4x4 SUV (marked unit)		50,000	50,000					
Unit #738: Police 4x4 SUV (marked unit)		50,000	50,000					
Unit #748: Police 4x4 SUV (marked unit)		50,000	50,000					
Unit #777: Police 4x4 SUV (marked unit)		50,000	50,000					
Unit #67: Street 1 ton 4x4 dually utility sign truck		45,000	45,000					
Unit #809: Electric 3/4 ton 4x4 utility truck		34,000	34,000					
Unit #817: Electric Tandem Crane truck		200,000	200,000					
Unit #700: Police 4x4 interceptor				50,000				
Unit #737: Police 4x4 SUV K9 unit				55,000				
Unit #739: Police Interceptor Sedan				45,000				
Unit #740: Police 4x4 SUV K9 unit				55,000				
Unit #602: Broadband small SUV, Hybrid?				30,000				
Unit #127: Backhoe with concreter breaker				120,000				
Unit #2: Engineering down valley van - City Hall				25,000				
Unit #97: Bldg. Insp. Small SUV/Hybrid?Elect.?				30,000				
Unit #16: Streets large tandem dump w/plow				200,000				
Unit #129: Streets 35 CZTS mini-excavator				50,000				
Unit #151: Parks small 4x4 tractor w/blade				40,000				
Unit #30: Water Admin. 3/4 T 4x4 X-cab w/plow				35,000				
Unit #801: Electric 3/4 T 4x4 pickup					28,000			
Unit #43: Bldg. Insp. Small SUV/Hybrid/Elect?					30,000			
Unit #22: Streets Large Tandem Dump Truck					160,000			
Unit #24: Streets Large Tandem Dump Truck					160,000			
Unit #71: Streets Equipment Trailer					25,000			
Unit #85: Streets message display sign trailer					20,000			
Unit #153: Parks mid-size 4x4 tractor w/blade					45,000			
Unit #181: Parks Cemetery mower					20,000			
Unit #65: Recreation Zamponi ice resurfacers					95,000			
Unit #25: Water Maint. 1T dually 4x4 utility					40,000			
Unit #124: W/W Maint. Backhoe w/ext. boom					100,000			
Unit #115: Parks Bobcat Toolcat						60,000		
Unit #116: Parks Cushman turf track or equal						20,000		
Unit #220: Water Maint. Large air compressor						35,000		
Unit #4: W/W maint. 1T 4x4 large utility						38,000		
Unit #55: W/W maint. Vactor sewer truck						350,000		
Unit #808: Electric 3/4 T 4x4 utility						32,000		
Unit #818: Electric 3/4 T 4x4 utility						32,000		
Unit #819: Electric Mid-size bucket truck						120,000		
Unit #820: Elecstric 3/4 T 4x4 utility w/plow						38,000		
Unit #823: Electric Mini Excavator						42,000		
Unit #38: Engineering down valley van - Public Works						26,000		
<b>Total Equipment</b>	<b>723,000</b>	<b>479,000</b>	<b>479,000</b>	<b>735,000</b>	<b>723,000</b>	<b>793,000</b>	<b>0</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Equipment

### FLEET SERVICE EQUIPMENT ACQUISITION NEEDS

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
<b>EQUIPMENT NEEDS</b>								
Unit #816: Electric 3/4 T 4x4 utility							34,000	
Unit #58: SWAT 1T 4x4 large utility							38,000	
Unit #12: Streets large tandem flusher truck							200,000	
Unit #53: Streets large plow/sand truck							200,000	
Unit #125: Streets large loader							170,000	
Unit #150: Streets asphalt roller							75,000	
Unit #19: Water Plant 3/4 T 4x4 ext. cab pickup							30,000	
Unit #75: Water Maint. 3/4 T 4x4 utility							32,000	
Unit #126: Water Maint. Backhoe w/ext. boom							110,000	
Unit #803: Electric small pickup for meter dept.								26,000
Unit #813: Electric 2T dump truck								130,000
Unit #815: Electric small SUV for P/W Admin.								34,000
Unit #821: Electric skidsteer								30,000
Unit #8: Streets 3/4T 4x4 pickup w/plow								34,000
Unit #128: Streets Skidsteer								30,000
Unit #10: Water plant 3/4T 4x4 ext. cab w/plow								35,000
Unit #35: Water Maint. Cargo van (meter van)								30,000
Unit #118: Water Maint. Skidsteer								30,000
<b>Total Equipment</b>	723,000	479,000	479,000	735,000	723,000	793,000	889,000	379,000

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

**Tourism Fund** - accounts for funds received from a two and one-half percent rent tax on accommodations. Expenditures are restricted to tourism promotion purposes.

**Victim's Assistance and Law Enforcement (V.A.L.E.) Fund** - accounts for funds received from a 37% surcharge for violation of all municipal ordinances and violations of the Model Traffic Code. These funds are restricted for use primarily in the areas of victim's and witnesses services and reimbursements and for the purchase of Police Department equipment, training programs and additional personnel.

**Conservation Trust Fund** - accounts for funds received and restricted as to use in the acquisition, development and maintenance of new conservation sites pursuant to Colorado Revised Statutes.

**Street Tax Fund** - accounts for revenues received from a one-half (1/2)% sales tax levied for transportation related projects and programs.

**Bus Tax Fund** - accounts for revenues received from a two tenths (2/10)% sales tax levied for operation of the in City bus service.

**Fire & Ambulance Fund** - accounts for fire and ambulance services performed for the City and Rural Fire District.

2014

**Glenwood Springs Tourism Promotion Advisory Board**

**Vision: Be the preferred regional tourism destination.**

**Mission: To promote regional activities, attractions and events to increase tourism spending in Glenwood Springs.**

Tourism Marketing in Glenwood Springs, Colorado, utilizes funding from the 2.5% Accommodations Tax. The City of Glenwood Springs manages this fund and guides its direction through a City appointed commission (Tourism Promotion Advisory Board) and through City Council funding appropriation. The Glenwood Springs Chamber Resort Association (GSCRA) serves as the vendor for the tourism promotion contract and is responsible for tourism budget management, with input from the City of Glenwood Springs. Lisa Langer is the current Vice President of Tourism Marketing for GSCRA.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## TOURISM PROMOTION FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
Accommodations Tax	721,787	730,000	739,578	739,578	739,578
Interest Income	622	300	300	300	300
Miscellaneous Income	1,016	0	0	0	0
<b>Total Revenues</b>	<b>723,425</b>	<b>730,300</b>	<b>739,878</b>	<b>739,878</b>	<b>739,878</b>
<b>EXPENDITURES</b>					
7190 Salary - Marketing Director	55,000	65,000	65,000	65,000	65,000
7192 IT and Design Director	0	0	0	0	0
7193 Marketing Assistant	0	10,000	5,000	5,000	5,000
7194 Payroll Tax & Benefits	13,750	16,250	16,250	16,250	16,250
7196 Visitor Services	70,000	75,947	75,947	75,947	75,947
7220 Public Relations	34,331	37,800	39,000	39,000	39,000
7230 Printing/Distribution (Brochures, etc.)	26,001	36,121	35,100	35,100	35,100
7280 Print Advertising	76,033	104,909	117,365	120,365	120,365
7281 T.V./Radio	51,663	63,000	58,000	58,000	58,000
7282 Ad Production Expense	29,279	30,000	22,200	22,200	22,200
7283 Internet Listings & Links	115,035	104,025	135,375	135,375	135,375
7284 VIP Central/Online Reservations	1,752	1,500	11,485	11,485	11,485
7285 Direct Mail and Fulfillment	12,944	17,000	17,000	17,000	17,000
7286 Trade Shows	5,097	6,100	4,400	4,400	4,400
7287 Association Memberships	2,500	4,175	2,285	2,285	2,285
7288 Transit Billboard	15,850	30,000	25,000	22,000	22,000
7289 Miscellaneous Expense	1,065	1,800	1,250	1,250	1,250
7290 Building Costs & Equipment	3,000	4,500	3,000	3,000	3,000
7291 Travel	4,595	10,720	12,900	12,900	12,900
7415 Research and Tracking	2,928	0	0	0	0
7420 Bookkeeping Services	9,000	9,000	9,000	9,000	9,000
7292 Event Marketing	17,952	59,600	15,000	15,000	15,000
7900 Interfund Cost of Service	6,368	7,553	7,553	7,553	7,553
8200 Consultantants	20,815	5,000	6,000	6,000	6,000
8400 Community Promotion	38,950	146,000	55,468	55,468	55,468
Contingency	0	0	0	0	0
<b>Total Expenditures</b>	<b>613,908</b>	<b>846,000</b>	<b>739,578</b>	<b>739,578</b>	<b>739,578</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>109,517</b>	<b>(115,700)</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Fund Balance - Beginning</b>	<b>346,707</b>	<b>456,224</b>	<b>340,524</b>	<b>340,524</b>	<b>340,524</b>
<b>Fund Balance - Ending</b>	<b>456,224</b>	<b>340,524</b>	<b>340,824</b>	<b>340,824</b>	<b>340,824</b>
Less: Restricted - Tabor Reserve	(21,703)	(21,703)	(22,196)	(22,196)	(22,196)
Less: Committed - Resolution #2012-24	(104,821)	(104,821)	(110,937)	(110,937)	(110,937)
Less: Assigned - Future Years	(329,700)	(214,000)	(207,691)	(207,691)	(207,691)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **VICTIM'S ASSISTANCE AND LAW ENFORCEMENT FUND**

### **Budget Narrative**

The VALE Fund is operated through a surcharge collected on all fines and penalties assessed for a violation of the Glenwood Springs municipal Code. The surcharge of 25% accrues within the City finance system, and funding is requested through application to the VALE Board, a group of citizen volunteers who are appointed by City Council.

The primary mission of the VALE program is to provide reimbursement to victims of crime, most often in cases where an arrest is unlikely, thus precluding court ordered restitution. Victims of these crimes are notified by the Officer taking the report, or through a follow-up letter sent by the Police Department as part of the case review process.

The reimbursements are predominantly made to victims of property crimes, such as thefts, criminal mischief, or hit and run accidents. Although capped at \$500 per incident in reimbursement, victims are often made whole or a substantial portion of their loss offset through this funding process.

A secondary function of the VALE fund and Board is to consider funding requests for training and equipment by the Police Department. Such requests are brought before the Board at the monthly meetings and presented by the Chief of Police or his/her designee. Equipment and training requests granted in the past have supplied updated ballistic vests, a traffic radar monitoring trailer, polygraph equipment and training, and many other pieces of equipment and advanced training.

The Police Department currently staffs the VALE Board with an administration person to keep records, take minutes, and assist victims in the application process. This staffing has relieved the fund of its former payment to a paid position for these purposes. The Chief of Police sits on the Board in an advisory position and has no voting authority.

The VALE Board annually is approached by non-profit organizations with ties to crime victim services for grants that exceed the \$500 limit. Grants of \$5,000 or more have been approved to organizations such as: Riverbridge Childhelp Center, Sex Assault Nurse Examiners, Youth Zone, Alpine Legal Services, and other local non-profits.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## V.A.L.E. FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
V.A.L.E. Assessment	38,353	40,000	40,000	40,000	40,000
Interest	318	300	300	300	300
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>38,671</b>	<b>40,300</b>	<b>40,300</b>	<b>40,300</b>	<b>40,300</b>
<b>EXPENDITURES</b>					
7190 Professional Fees	1,132	0	0	0	0
7194 Victim/Witness Assistance	33,960	45,000	45,000	45,000	45,000
7411 Board Expense	0	0	0	0	0
7430 Training	0	500	500	500	500
8060 Office Supplies	98	1,000	1,000	1,000	1,000
9530 Police Equipment	3,452	15,000	15,000	15,000	15,000
<b>Total Expenditures</b>	<b>38,642</b>	<b>61,500</b>	<b>61,500</b>	<b>61,500</b>	<b>61,500</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>29</b>	<b>(21,200)</b>	<b>(21,200)</b>	<b>(21,200)</b>	<b>(21,200)</b>
<b>Fund Balance - Beginning</b>	<b>83,137</b>	<b>83,166</b>	<b>61,966</b>	<b>61,966</b>	<b>61,966</b>
<b>Fund Balance - Ending</b>	<b>83,166</b>	<b>61,966</b>	<b>40,766</b>	<b>40,766</b>	<b>40,766</b>
Less: Restricted - Tabor Reserve	(1,160)	(1,845)	(1,209)	(1,209)	(1,209)
Less: Assigned - Future Years	(82,006)	(60,121)	(39,557)	(39,557)	(39,557)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CONSERVATION TRUST FUND

**Mission:** To use the City's share of lottery proceeds for eligible uses established by the Colorado State Lottery Commission and the Division of Local Governments. Eligible uses are restricted to the acquisition, maintenance and designated operational costs pertaining to conservation sites, television translator facilities and public recreational facilities and purposes.

**History:** The Conservation Trust Fund was established pursuant to CRS 29-21-101 to receive the City's apportioned share of Colorado Lottery proceeds. The apportioned shares are based on the City's population percentage to the County's population total.

**Program/Budget Highlights:** The 20113 budget includes murals in high traffic areas to reduce vandalism, a LOVA Trail subsidy and park improvement focusing on ADA compliance.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## CONSERVATION TRUST FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
Colorado State Lottery	95,751	85,000	70,000	70,000	70,000
Interest Income	418	300	300	300	300
Other Income	0	0	0	0	0
Total Revenues	96,169	85,300	70,300	70,300	70,300
<b>EXPENDITURES</b>					
Unallocated	48.500.0000 0	54,069	25,000	30,000	30,000
Park Improvements and Equipment	48.154.9530 51,604	40,000	30,000	30,000	30,000
WhiteWater Park	48.154.9437 0	5,000	5,000	5,000	5,000
Lova Trail	48.154.9460 0	75,000	0	0	0
Murals (designated high traffic areas)	48.154.9438 0	5,000	5,000	0	0
Total Expenditures	51,604	179,069	65,000	65,000	65,000
<b>Excess Revenues Over (Under) Expenditures</b>	44,565	(93,769)	5,300	5,300	5,300
<b>Fund Balance - Beginning</b>	213,519	258,084	164,315	164,315	164,315
<b>Fund Balance - Ending</b>	258,084	164,315	169,615	169,615	169,615
Less: Restricted - Tabor Reserve	(2,885)	(5,372)	(2,109)	(2,109)	(2,109)
Less: Assigned - Future Years	(255,199)	(158,943)	(167,506)	(167,506)	(167,506)
Fund Balance - Unreserved	0	0	0	0	0

## **STREET TAX FUND**

**Purpose:** The purpose of the Street Tax Fund is to maintain the City's vehicular and pedestrian transportation facilities and to plan, design, and construct new transportation infrastructure for both vehicles and pedestrians.

**History:** The Street Tax Fund was established by voter initiative effective January 1, 1996 whereby a 0.25% sales and use tax rate was imposed. The tax rate was increased, again by voter approval, to 0.50% effective January 1<sup>st</sup>, 2006 for twenty one years. It will expire on December 31, 2026, unless it is extended at that time by voter approval.

**Services/Programs:** The Street Tax Fund includes the following budgeted services and programs for 2013-2014:

- Improvements to pedestrian and bicycle paths (no specific paths designated)
- Annual traffic signal maintenance
- Annual street striping
- Traffic calming improvements in Grand Avenue
- Improvements to South Midland
- South Bridge environmental process, preliminary design and right of way acquisition
- Safe routes to schools improvements (relocated or new bridge across Three Mile Creek near Sopris Elementary)
- Three Mile Creek Culvert repairs (study to define the flood plain required by FEMA)
- Street Maintenance, including reconstruction or major overlay on a series of City streets, street patching, de-icing compound for winter maintenance and crack sealing
- 27<sup>th</sup> Street Bridge major maintenance or engineering for replacement

### **Program/Budget Highlights:**

- The South Bridge Project-environmental process will be completed in 2013, and preliminary design and right-of-way acquisition will begin.
- A new bridge will be built, or an existing bridge relocated to improve pedestrian across Three Mile Creek.
- Major maintenance or reconstruction projects are planned for Vista Drive, a portion of West 10<sup>th</sup> Street, a portion of Red Mountain, a portion of 29<sup>th</sup> Street and Sopris Avenue.
- The 27<sup>th</sup> Street Bridge (Sunlight Bridge) is currently being evaluated for major maintenance or replacement.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Summary of Revenues, Expenditures and Fund Balance

### STREET TAX FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
Sales Tax	1,898,328	1,911,446	1,949,675	1,949,675	1,949,675
Use Tax	36,559	19,189	20,541	20,541	20,541
Interest Income	414	50	50	50	50
Traffic Impact Fees	3,629	0	0	0	0
Cost Reimbursement	0	50,000	0	0	0
Miscellaneous Income	0	0	0	0	0
Grants	190,429	600,000	950,000	950,000	950,000
Audit Revenue	3,119	6,757	6,757	6,757	6,757
Total Revenues	2,132,478	2,587,442	2,927,023	2,927,023	2,927,023
<b>EXPENDITURES</b>					
Sales Tax TIF to DDA	27,889	32,600	37,452	40,049	40,049
Economic Incentive Rebate	11,701	9,189	8,108	8,108	8,108
Interfund Cost of Service	267,842	99,673	99,673	99,673	99,673
TDM Services	8,791	30,000	30,000	30,000	30,000
Traffic Claming/Efficiencies	0	5,000	5,000	5,000	5,000
Audit Fees	0	2,027	2,027	2,027	2,027
Other Expenditures	3,225				
Street Projects:					
Pedestrian & Bicycle Path Improvements 13.300.3593		10,000	10,000	10,000	10,000
Maintenance - Traffic Signals 13.300.3700	4,654	7,500	7,500	7,500	7,500
Street Maintenance 13.300.3579	116,407	916,000	916,000	670,000	670,000
Donegan Road Reconstruction Phase 3 of 4	60,764	0	0	0	0
Street Striping 13.300.3591	30,038	55,000	60,000	60,000	60,000
Bridge, R.F. River S. Glenwood 13.300.3586	81,478	500,000	500,000	500,000	500,000
Grand Avenue Traffic Calming 13.300.3710	86,381	105,000	105,000	0	0
Crack seal/patching 13.300.3572	73,739		0	0	0
South Midland Improvements 13.300.3600		75,000	75,000	100,000	100,000
Safe Routes to Schools Improvements 13.300.3601		135,000	135,000	250,000	250,000
Three Mile Creek Culvert	323,219	6,000	0	0	0
27th Street Bridge maintenance 13.300.3588		400,000		600,000	600,000
29th & Sopris 13.300.3603				405,000	405,000
Vista Drive 13.300.3604				150,000	150,000
Long Range Transportation Plan Update 13.300.3715				105,000	105,000
Rose Property Installment	99,596	0	0	0	0
Colorado SIB Loan Payment	166,990	0	0	0	0
Total Expenditures	1,362,714	2,387,989	1,990,760	3,042,357	3,042,357
<b>Excess Revenues Over (Under) Expenditures</b>	769,764	199,453	936,263	(115,334)	(115,334)
Transfer to DDA Fund for Annual Settlement	(6,757)	(6,757)	(6,757)	(6,757)	(6,757)
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	763,007	192,696	929,506	(122,091)	(122,091)
<b>Fund Balance - Beginning</b>	74,767	837,774	1,030,470	1,030,470	1,030,470
<b>Fund Balance - Ending</b>	837,774	1,030,470	1,959,976	908,379	908,379
Less: Restricted - Tabor Reserve	(48,961)	(71,640)	(59,311)	(59,311)	(59,311)
Less: Committed - Various	(145,374)	(145,374)	(145,374)	(145,374)	(145,374)
Less: Assigned - Future Years	(643,439)	(813,456)	(1,755,291)	(703,694)	(703,694)
Unassigned - Negative Residual	0				
<b>Fund Balance - Unreserved</b>	0	0	0	0	0

## **PUBLIC WORKS – TRANSPORTATION DIVISION**

### **Bus Tax Fund**

**Mission:** The mission of the Transportation Division is to provide transportation facilities and services for the City of Glenwood Springs emphasizing cost-effective, safe, and efficient movement of people, goods and information in a manner that protects the community's economic vitality and enhances all natural environments and quality of life and to provide support to the Traffic Engineer, City Manager, the Council, City Boards, and all City Departments.

#### **Services/Programs provided include:**

- **Meeting Management Support:** The Transportation Division provides administrative support to the Transportation Commission. Support includes meeting coordination, including development of meeting minutes and agendas, research as related to the Commission's mission, special event coordination, and other tasks as identified by the Commissions or the City.
- **Transportation Management:** The Transportation Division administers and oversees the Bus Tax Fund and makes recommendations regarding activities associated with this Fund. The Division manages the Traffic Control Schedules, which include parking, traffic safety, signage and signalization. We perform transportation planning, including preparing the City's multimodal facility study and working with the State to develop the Access Control Plan. We work to reduce traffic congestion and improve circulation within the City by implementing elements of the SH 82 Corridor Optimization Plan. We plan for future roadway, bicycle and pedestrian facility improvements.

#### **Program/Budget Highlights for 2013-2014:**

- Expected completion of the Access Control Plan, the Multimodal Facility Study and the Parking Study. The access plan is jointly sponsored by the City, CDOT and Garfield County and will define safe and effective access to support the economic viability of Glenwood Springs, while preserving the functionality of the highway as a through roadway. The Multimodal Facility Study will identify the ideal area for the location of a City multimodal facility that moves people and goods, provides modal choices, and promotes economic vitality. The Parking Study will examine past and current parking use, regulations and restrictions governing City parking and will make recommendations addressing the availability of convenient parking for the public (present and future), the economic vitality of the business/commercial areas, and the increased use of alternative modes of transportation.
- City will look at conducting signature events in 2014. Some of these may include: Strawberry Days, Ride-To-Work, Trails Day, and Rider Appreciation Day (Spring & Fall). Additional, co-joint events with other entities may also be entertained in the upcoming year.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## BUS TAX FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
Sales Tax	759,275	764,522	779,812	779,812	779,812
Use Tax	14,622	7,676	8,216	8,216	8,216
Audit Revenue	1,248	2,702	2,702	2,702	2,702
Interest Income	186	50	50	50	50
Bus Fares	128,473	144,000	126,000	126,000	126,000
Advertising Fees	5,066	7,000	7,000	7,000	7,000
Miscellaneous Income	65	0	0	0	0
Grants	317,864	252,000	220,000	220,000	220,000
Total Revenues	1,226,799	1,177,950	1,143,780	1,143,780	1,143,780
<b>EXPENDITURES</b>					
Fixed Labor Costs	313,441	296,400	311,220	311,220	311,220
Direct Labor Costs	258,792	350,853	368,396	368,396	368,396
Sales Tax TIF to DDA	11,155	13,040	14,980	16,018	16,018
TDM Program	0	26,500	0	0	0
Audit Fees	1,107	811	811	811	811
Other Professional Services	43,765	-			
Economic Incentive Rebate	4,680	3,676	3,243	3,243	3,243
Interfund Cost of Service	59,843	101,929	101,929	101,929	101,929
Property Insurance	6,153	6,338	6,465	6,465	6,465
South Route Contract	0	0			
Direct Mileage Costs	218,877	226,827	238,168	238,168	238,168
Allocated Training	40,345	48,614	51,044	51,044	51,044
Other Operating Expense	21,123	15,886	16,680	16,680	16,680
Allocated Capital	51,182	53,040	55,692	55,692	55,692
Machinery & Equipment	54,327	40,000	9,450	9,450	9,450
Employee Bus Passes	4,136	1,686	1,770	1,770	1,770
Bus Security	0	1,210	1,271	1,271	1,271
Para-Transit Service	20,000	30,000	31,500	31,500	31,500
Wrap for One Bus	0	4,830	5,072	5,072	5,072
Total Expenditures	1,108,926	1,221,640	1,217,691	1,218,729	1,218,729
<b>Excess Revenues Over (Under) Expenditures</b>	117,873	(43,690)	(73,911)	(74,949)	(74,949)
Transfer from Street Tax Fund	-	0	0	0	0
Transfer from Capital Projects	0	0	0	0	0
Transfer to DDA Fund for Annual Settlement	(2,702)	(2,702)	(2,702)	(2,702)	(2,702)
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	115,171	(46,392)	(76,613)	(77,651)	(77,651)
<b>Fund Balance - Beginning</b>	89,093	204,264	157,872	157,872	157,872
<b>Fund Balance - Ending</b>	204,264	157,872	81,259	80,221	80,221
Less: Non-Spendable - Prepaid RFTA passes	(2,061)	(2,061)	(2,061)	(2,061)	(2,061)
Less: Restricted - Tabor Reserve	(27,433)	(36,649)	(23,933)	(23,933)	(23,933)
Less: Assigned - Future Years	(174,770)	(119,162)	(55,265)	(54,227)	(54,227)
<b>Fund Balance - Unreserved</b>	0	0	0	0	0

## FIRE DEPARTMENT

**Mission Statement:** The Glenwood Springs Fire Department is bound together by trust and confidence to provide fire, EMS and rescue services to the city and district that we serve. The Glenwood Springs Fire Department encompasses 8 square miles of the City of Glenwood Springs and 64 square miles of the Glenwood Springs Rural Fire Protection District. The fire department provides first response on all calls for fires and EMS, responds to rescue and hazardous material incidents, and provides fire and code enforcement services to approximately 201,000 people. The three fire stations are staffed by 21 career and 21 reserves/volunteers. The two administrative personnel and the Deputy Fire Marshal are housed at Station #2.

Services/Programs:

**Administration:** The administration division is comprised of the chief and our administrative assistant. This division is responsible for department oversight, budget, ambulance billing and interdepartmental policy and procedure compliance. The chief provides supervision through the fire officers located at the three stations ensuring efficient and effective delivery of our service to the public. The chief also represents the department and the city at all meetings such as the Garfield County Local Emergency Planning Council, the Garfield County Public Safety Council, the Garfield County Combined Emergency Communications Board and other intergovernmental boards and committees in order to ensure better training and cooperation between local fire and police agencies.

**Fire Prevention and Public Ed. :** The Deputy Fire Marshal, under supervision of the chief, coordinates, reviews, and approves all commercial and residential building plans for fire code compliance and oversees the fire prevention division. With support from the operational officers and firefighters, the fire prevention division provides fire code inspections and enforcement in all commercial buildings and fire prevention and public education programs throughout the city and the district.

**Operations:** The operations division comprises the 6 fire officers, the 15 firefighters and the reserve/ volunteers that man the three fire stations 24/7. They provide first response to all fires and all EMS calls.

First responses to fires include all building fires, brush fires and vehicle fires. First responses to other fire calls include fire alarms, explosions and hazardous spills and leaks. First responses to EMS calls include advanced life support response to medical calls. Other rescue calls include vehicle accidents, vehicle extrications and rescue services on both land and water.

### 2014 Program/Budget Highlights

👉 Provide exceptional fire, EMS and rescue services to the City and District.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## FIRE AND EMS FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>SERVICE CHARGES</b>					
Glenwood Springs Rural Fire Protection District	530,948	504,784	628,102	565,867	565,867
<b>OTHER INCOME</b>					
Interest	38	40	40	40	40
Miscellaneous Income	1	100	0	0	0
Grants	26,739	0	0	0	0
Ambulance Fees	430,954	600,000	600,000	600,000	600,000
Fire Permit Fees	13,000	10,000	10,000	10,000	10,000
Chenoa Payment	0	0	0	0	0
Bad Debt Recovery	10,138	6,000	6,000	6,000	6,000
Donations	1,950	100	100	100	100
<b>Total Revenues</b>	<b>1,013,768</b>	<b>1,121,024</b>	<b>1,244,242</b>	<b>1,182,007</b>	<b>1,182,007</b>
<b>EXPENDITURES</b>					
Fire and EMS Operational Costs	2,922,667	3,109,103	3,178,252	3,178,252	3,178,252
<b>Total Expenditures</b>	<b>2,922,667</b>	<b>3,109,103</b>	<b>3,178,252</b>	<b>3,178,252</b>	<b>3,178,252</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(1,908,899)</b>	<b>(1,988,079)</b>	<b>(1,934,011)</b>	<b>(1,996,246)</b>	<b>(1,996,246)</b>
<b>TRANSFERS</b>					
From City of Glenwood Springs General Fund per IGA	1,848,666	1,984,934	1,904,217	1,966,452	1,966,452
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>(60,233)</b>	<b>(3,145)</b>	<b>(29,794)</b>	<b>-29,794</b>	<b>(29,794)</b>
<b>Fund Balance - Beginning</b>	93,172	32,939	29,794	29,794	29,794
<b>Fund Balance - Ending</b>	32,939	29,794	0	0	0
Less: Restricted - Tabor and Grant Proceeds	(30,102)	(29,552)	(37,475)	(31,739)	(31,739)
Less: Assigned - Future Years	(2,837)	(242)			
Less: Unassigned - Negative Residual	0		37,475	31,739	31,739
<b>Fund Balance - Unreserved</b>	0	0	0	0	0

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
SPECIAL REVENUE	FIRE & EMS	GARY TILLOTSON	43.133	GENERAL		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		2,288,919	2,318,076	2,413,313	2,413,313	2,413,313
Current Expenses		633,748	757,027	764,939	764,939	764,939
Capital Outlay		0	34,000	0	0	0
<b>Total</b>		<b>2,922,667</b>	<b>3,109,103</b>	<b>3,178,252</b>	<b>3,178,252</b>	<b>3,178,252</b>
<b>Personnel Schedule</b>						
<b>Employees</b>						
<b>Position Title</b>	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
Fire Chief	1	1	1	1	2302	73
Fire Battalion Chief	3	3	3	3	2304	64
Fire Lieutenant	3	3	3	3	2305	53
Fire Marshal	1	1	1	1	2318	59
Firefighter II/Engineer	7	7	7	7	2306	49
Firefighter II/EMT-P	8	8	8	8	2309	51
Part-Time Reserve Firefighters	5.34	5.34	5.34	5.34	99	99
Admin Assistant II - Fire	0	0	0	0	5113	45
Admin Assistant I - Fire	1	1	1	1	5110	37
<b>Total Personnel</b>	<b>29.34</b>	<b>29.34</b>	<b>29.34</b>	<b>29.34</b>		
6110 Total Base Salaries					1,400,446	1,356,296
6120 Overtime					133,885	120,000
6130 Part-Time					135,801	187,207
6190 Director's Fees					0	0
6210 Retirement Contribution					103,445	103,341
6220 Police/Fire Retirement					115,463	110,722
6240 FICA					31,921	35,727
6250 Worker's Compensation					103,570	116,132
6260 FPPA Disability					28,793	28,793
6260 Health and Life Insurance					230,689	254,867
6270 Unemployment Insurance					4,906	4,991
<b>Total Personal Services</b>					<b>2,288,919</b>	<b>2,318,076</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
6280 Other Pensions - Volunteer Fire					21,000	21,000
7060 Bad Debts					124,195	180,000
7160 Auditing/Accounting					0	0
7190 Other Professional Services					9,158	16,000
7195 Collection Expense					24,371	24,000
7220 Telephone					10,768	14,000
7310 Electric					12,177	18,000
7320 Gas					13,965	21,000
7330 Water					2,418	2,000
7410 Travel and Subsistence					8,867	13,500
7430 Training					11,842	19,000
7520 Maintenance and Repair - Building					21,703	20,000
7540 Maintenance and Repair - Vehicles					45,768	48,000
7550 Maintenance and Repair - Equipment					8,060	8,800
7910 Liability and Casualty Insurance					24,146	24,226
7620 Property Insurance					3,732	3,917
7740 Lease Payment					0	0
7810 Subscriptions and Memberships					2,732	3,800
7900 Interfund Cost of Service					151,305	178,534
8020 Educational Supplies					1,150	3,500
8030 Chemicals					256	3,000
8040 Uniforms					7,348	20,000
8045 Personal Protective Equipment					13,907	18,000
8050 Medical Supplies					24,266	26,250
8060 Office Supplies					3,487	4,500
8080 Gas, Oil, Lubricants					29,746	26,000
8090 Other Operating Expense					10,123	15,000
8091 Volunteer Recruiting/Incentive					0	0
8120 Small Tools and Equipment					2,918	4,000
8140 Communications Equipment/Repair					7,134	10,000
8160 Miscellaneous Maintenance Supplies					10,660	11,000
8470 Grant Costs					26,546	0
<b>Total Current Expenses</b>					<b>633,748</b>	<b>757,027</b>
<b>Capital Outlay:</b>						
9530 Other Machinery and Equipment					0	34,000
<b>Total Capital Outlay</b>					<b>0</b>	<b>34,000</b>

## **CAPITAL PROJECTS FUND**

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

**Capital Projects Fund** - accounts for revenues received from a one-half (1/2)% sales tax and used for major infrastructure type projects and special work activity team projects.

**Acquisition and Improvement Fund** - accounts for revenues received from a one (1)% sales tax and special assessments levied for capital improvement purposes.

**Emergency Services Equipment Replacement Fund** - accounts for revenues received on a pro-rated bases from the Glenwood Springs Rural Fire Protection District and transfers from the General Fund for the purchase of emergency equipment.

## CAPITAL PROJECTS FUND

Mission: To provide dedicated resources for the acquisition of buildings, equipment, land and the improvement and construction of public works, including all costs and expenses incidental thereto.

History: The Capital Projects Fund was established via Ordinance #15, Series 1973 for the purposes identified in the Mission above. On November 4, 1975 the citizens of Glenwood Springs voted to dedicate a “one half cent” (.5%) sales and use tax for the purpose of providing a revenue source to accomplish the fund mission. This tax is restricted for use within the Capital Projects Fund. This fund supports the Special Activities Work Team (SWAT) for the city as well as pay for capital needs. This dedicated tax is perpetual and the rate has not changed since enacted.

Program/Budget Highlights: For 2013 the primary uses of fund revenues will be for General Fund equipment and improvement needs including a new roof on City Hall and Fire Station #2. In addition to the customary funding of the Special Work Activities Team and funding for equipment replacement in the Fleet Service Fund this fund is once again contributing \$800,000 to the Water and Sewer Enterprise Fund to help defray the increase in user fees to citizens now that the new wastewater treatment plant is in operation.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## CAPITAL PROJECTS FUND

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate
		<b>REVENUES</b>						
Sales Tax	1,911,446	1,949,675	1,949,675	1,969,172	1,988,864	2,008,753	2,028,840	2,049,128
Use Tax	19,189	20,541	20,541	20,500	21,500	22,500	23,500	24,500
Interest Income	2,500	2,500	2,500	3,000	5,000	5,000	5,000	5,000
Audit Revenue	6,757	6,757	6,757	5,000	5,000	5,000	5,000	5,000
Grants	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,939,892</b>	<b>1,979,473</b>	<b>1,979,473</b>	<b>1,997,672</b>	<b>2,020,364</b>	<b>2,041,253</b>	<b>2,062,340</b>	<b>2,083,628</b>
<b>EXPENDITURES</b>								
Sewer Projects	0	0	0	0	0	0	0	0
Equipment Needs	453,505	68,310	68,310	0	0	0	0	0
Special Work Activities Team	380,318	390,974	390,974	398,793	406,769	410,837	414,945	419,095
Interfund Cost of Service	64,753	64,753	64,753	65,401	66,055	66,715	67,382	68,056
Maintenance	0	0	0	0	0	0	0	0
8th Street Construction		1,000,000	1,000,000					
Centennial Park repairs		30,000	30,000					
<b>Total Expenditures</b>	<b>898,576</b>	<b>1,554,037</b>	<b>1,554,037</b>	<b>464,194</b>	<b>472,824</b>	<b>477,552</b>	<b>482,327</b>	<b>487,151</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>1,041,316</b>	<b>425,436</b>	<b>425,436</b>	<b>1,533,478</b>	<b>1,547,540</b>	<b>1,563,701</b>	<b>1,580,013</b>	<b>1,596,477</b>
<b>Transfers In (Out):</b>								
Water /Sewer Fund	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)	(800,000)
Fleet Service Fund	(143,408)	0	0	0	0	0	0	0
DDA Fund for Annual Settlement	(6,757)	(6,757)	(6,757)	(6,757)	(6,757)	0	0	0
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>91,151</b>	<b>(381,321)</b>	<b>(381,321)</b>	<b>726,721</b>	<b>740,783</b>	<b>763,701</b>	<b>780,013</b>	<b>796,477</b>
<b>Fund Balance - Beginning</b>	<b>3,627,568</b>	<b>3,718,719</b>	<b>3,718,719</b>	<b>3,337,398</b>	<b>4,064,120</b>	<b>4,804,903</b>	<b>5,568,604</b>	<b>6,348,617</b>
<b>Fund Balance - Ending</b>	<b>3,718,719</b>	<b>3,337,398</b>	<b>3,337,398</b>	<b>4,064,120</b>	<b>4,804,903</b>	<b>5,568,604</b>	<b>6,348,617</b>	<b>7,145,094</b>
Less: Restricted - Tabor Reserve	(26,957)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)
Less: Committed - Various	(406,565)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)
Less: Assigned - Future Years	(3,285,197)	(2,922,431)	(2,922,431)	(3,649,153)	(4,389,936)	(5,153,637)	(5,933,650)	(6,730,127)
<b>Fund Balance - Unreserved</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Project Listing

## CAPITAL PROJECTS FUND

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate
		Sewer Projects:						
WWTP Relocation								
Total Sewer Projects	0	0	0	0	0	0	0	0
<b>Equipment Needs: 31.183._____</b>								
9510 Parks - Irrigation system upgrade	20,000	20,000	20,000					
9530 Council Chambers computers and equipment	81,000							
9520 IS - Computer Equipment	80,735							
Lova Trail	-							
9512 Veltus Park Restroom	-							
9514 Whitewater Park/RICD	-							
9520 IS - Workstations (31 units)		18,450	18,450					
9520 IS - Cisco Phone (8 units)		2,800	2,800					
9520 IS - Printer Replacement		6,800	6,800					
9520 IS - Other unscheduled replacements		5,000	5,000					
9520 IS - Data backup server		5,000	5,000					
9520 IS - VM Server		10,260	10,260					
9530 City Hall - Roof, Tile and Carpet	113,610							
9516 Police - vests	48,860							
9530 Muni Court system upgrade	10,000							
9530 Engineering - hardware/software	44,300							
9518 Fire Station #2 - roof	55,000							
<b>Total Equipment Needs</b>	453,505	68,310	68,310	-	-	-	-	-

**PUBLIC WORKS  
SPECIAL WORK ACTIVITIES TEAM (SWAT) DEPARTMENT**

**Mission:** The SWAT Department is a division of the City's Public Works Department. The department seeks to accomplish its responsibilities related to construction and maintenance activities associated with the public's infrastructure and improvements in a cost-effective and efficient manner.

**Services/Programs** provided include:

**Sidewalk, Curb & Gutter:** Provides expertise in performing all types of repair, and replacement throughout the City. SWAT provides the City the ability to respond to deficiencies requiring a timely correction.

**Framing and Fabrication:** The department provides repair, alteration, and various improvements to existing structures and facilities throughout the City, for all departments. Fabrication of special needs type of office cabinetry and furnishing.

**Supplemental Improvements:** Allows the City to complete its mission in providing improved service and enhanced improvements to our citizens. On occasion, improvements within, or adjacent to, scheduled Capital Improvements Projects are desirable, but outside the scope of the project, or exceed the project's budget. SWAT is often able to fill those voids.

**Assistance and Support:** The department provides assistance to various other Public Works Departments on an as-needed and availability basis. Examples include snow removal, and coverage of temporary personnel deficiencies.

**Construction Assistance:** The department works in conjunction with other City departments to fulfill overall City goals. Examples include installation of light bases for street lights, basic engineering investigations and survey leveling work.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
MISCELLANEOUS CAPITAL PROJECTS	SPECIAL WORK ACTIVITIES	ROBIN MILLYARD	31.390	CAPITAL PROJECTS		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		236,069	240,094	241,487	241,487	241,487
Current Expenses		81,950	140,224	146,890	149,487	149,487
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>318,019</b>	<b>380,318</b>	<b>388,377</b>	<b>390,974</b>	<b>390,974</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
SWAT Superintendent	1	1	1	1	3601	55
SWAT Maintenance Specialist	2	2	2	2	3604	44
Asst. Dir. PW	0.17	0.19	0.19	0.19	3104	71
<b>Total Personnel</b>	<b>3.17</b>	<b>3.19</b>	<b>3.19</b>	<b>3.19</b>		
6110 Full-Time Salaries		177,823	178,014	177,629	177,629	177,629
6120 Overtime		133	0	0	0	0
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		12,457	12,461	12,434	12,434	12,434
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		13,247	13,618	13,589	13,589	13,589
6250 Worker's Compensation		6,956	9,168	8,437	8,437	8,437
6260 Health and Life Insurance		24,934	26,299	28,865	28,865	28,865
6270 Unemployment Insurance		519	534	533	533	533
<b>Total Personal Services</b>		<b>236,069</b>	<b>240,094</b>	<b>241,487</b>	<b>241,487</b>	<b>241,487</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7144 Sales & Use Tax Refund		0	0	0	0	0
7145 Sales Tax TIF to DDA		27,889	32,600	37,452	40,049	40,049
7150 Audit Fees		2,767	2,027	0	0	0
7160 Economic Incentive Rebate		11,701	9,189	8,108	8,108	8,108
7220 Telephone		906	1,386	1,455	1,455	1,455
7320 Gas		8,686	27,720	29,106	29,106	29,106
7410 Travel and Subsistence		282	1,000	1,050	1,050	1,050
7430 Training		305	2,000	2,100	2,100	2,100
7540 Maintenance of Machinery and Equipment		3,059	5,694	5,979	5,979	5,979
7550 Misc Maintenance		3,258	3,150	3,308	3,308	3,308
7610 Liability Insurance		2,161	2,642	2,875	2,875	2,875
7740 Equipment Rental		0	263	276	276	276
8040 Uniforms		1,050	1,103	1,158	1,158	1,158
8080 Gas, Oil, Lubricants		5,166	7,350	7,718	7,718	7,718
8090 Other Operating Expense		2,795	3,675	3,859	3,859	3,859
8110 Tires and Tubes		0	525	551	551	551
8120 Small Tools and Equipment		597	2,100	2,205	2,205	2,205
9310 Material Costs		11,328	37,800	39,690	39,690	39,690
<b>Total Current Expenses</b>		<b>81,950</b>	<b>140,224</b>	<b>146,890</b>	<b>149,487</b>	<b>149,487</b>
<b>Capital Outlay:</b>						
9530 Other Machinery/Equipment		0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **ACQUISITION AND IMPROVEMENT FUND**

**Mission:** To provide a dedicated sales and use tax revenue source in order to defray the cost of the acquisition, construction, installation, improvement, and equipment of capital improvements, and all costs incidental thereto, or paying the principal of, premium, if any, and interest on securities issued for the purpose of providing such capital improvements.

**History:** The first sales and use tax in the amount of three quarters of a cent or .75% was passed by voter approval in 1983. That tax expired on December 31, 1992 and was then replaced, again by voter approval, with a one cent or 1% tax which began in 1992. In November of 1998 the citizens voted to extend the tax beginning in 1999 for twenty years expiring December 31, 2018. The voter approved purpose of the extension and use of tax proceeds was for replacing the City's raw water delivery system, constructing a community center, relocating and reconstructing the City's maintenance and operations facilities, constructing a municipal complex and refinancing outstanding bonds issued in 1992. Also, requirements of the passage of the 1992 tax extension which included allocation of funds for a river trail system, funding for the Frontier Historical Museum and the Glenwood Springs Art Center were extended through 2018.

**Program/Budget Highlights:** The major capital improvement projects for 2013 include MOC repairs, contribution to the LOVA Trail project, new ice rink locker rooms and restrooms and upgrades and additions to the WhiteWater Park area. Forty percent of the expenditures in this fund are dedicated to debt service on bond issues used to fund projects approved by the citizens in 1999.

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of revenues, Expenditures and Fund Balance

### ACQUISITION AND IMPROVEMENT FUND

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
<b>REVENUES</b>								
Sales Tax	3,822,891	3,899,349	3,899,349	3,938,342	3,977,726	4,017,503	4,057,678	4,098,255
Use Tax	38,378	41,080	41,080	42,080	43,080	44,080	45,080	46,080
Interest Income	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
Grants	295,000	270,000	270,000	0	0	0	0	0
Cost Reimbursement	0	0	0	0	0	0	0	0
Audit Revenue	13514	13,514	13,514	13,500	13,500	13,500	13,500	13,500
Total Revenues	4,202,783	4,256,943	4,256,943	4,026,922	4,067,306	4,108,083	4,149,258	4,190,835
<b>EXPENDITURES</b>								
River Trail System	50,000	50,000	50,000	96,000	500,000	500,000	500,000	500,000
Frontier Historical Museum	4,547	4,143	4,143	6,673	6,673	6,673	6,673	6,673
Arts Center Subsidy	0	0	0	2,831	2,831	2,831	2,831	2,831
Theater Project	0	0	0					
Discretionary Programs	129,978	132,578	132,578	133,904	135,243	136,595	137,961	139,341
Tree Replacement Projects	12,000	12,000	12,000	10,000	10,000	10,000	10,000	10,000
Sales Tax TIF to DDA	65,200	80,098	80,098	80,899	81,708	82,525	83,350	84,184
Economic Incentive Rebate	218,378	16,216	16,216	100,000	50,000	50,000	50,000	50,000
Interfund Cost of Service	316,710	316,710	316,710	323,044	329,505	336,095	342,817	349,673
Community Center	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Arbitrage Compliance	4,954	900	900	900	900	900	900	900
MOC Repairs	600,000	600,000	600,000					
Lova Trail	325,000	0	0					
Public Art	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Debris Flow Mitigation WRAP	16,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
CC Ice Rink Locker Room/Restroom	500,000	750,000	750,000					
WhiteWater Activity area repairs	100,000	0	0					
WhiteWater Park RICD	200,000	300,000	300,000					
River Bank Planning	50,000	50,000	50,000					
Exit 114, Roundabout North		25,000	25,000					
Debt Service:								
2010 Refunding Revenue Bonds	1,423,638	1,420,088	1,420,088	1,425,238	1,419,388	1,427,638	2,608,188	0
1999 Small Water Bonds	384,984	360,367	360,357	384,922	384,503	386,804	193,920	0
Total Expenditures	4,536,389	4,270,100	4,270,090	2,716,411	3,072,751	3,092,061	4,088,640	1,295,602
<b>Excess Revenues Over (Under) Expenditures</b>	(333,606)	(13,157)	(13,147)	1,310,512	994,555	1,016,022	60,618	2,895,233
<b>Transfers In - (Out)</b>								
<b>From Capital Projects</b>								
To General Fund for EHOP funding		(80,000)	(80,000)					
To DDA Fund for Annual Settlement	(13,514)	(13,514)	(13,514)	(13,514)	(13,514)	0	0	0
To DDA Fund for 7th St. Construction - Loan	0							
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	(347,120)	(106,671)	(106,661)	1,296,998	981,041	1,016,022	60,618	2,895,233
<b>Fund Balance - Beginning</b>	3,264,006	2,916,886	2,916,886	2,810,225	4,107,223	5,088,264	6,104,286	6,164,903
<b>Fund Balance - Ending</b>	2,916,886	2,810,215	2,810,225	4,107,223	5,088,264	6,104,286	6,164,903	9,060,137
Less: Restricted - Tabor Reserve	(63,270)	(73,450)	(73,450)	(73,450)	(73,450)	(73,450)	(73,450)	(73,450)
Less: Restricted - Rivertrails	0	0	0	0	0	0	0	0
Less: Restricted - Bond Reserve	(1,182,500)	(1,182,500)	(1,182,500)	(1,182,500)	(1,182,500)	(1,182,500)	0	0
Less: Assigned - Theater	(721,684)	(721,684)	(721,684)	(721,684)	(721,684)	(721,684)	(721,684)	(721,684)
Less Assigned - Incompleted Projects	0	0	0	0	0	0	0	0
Less Assigned - Future Years	(949,432)	(832,581)	(832,591)	(2,129,589)	(3,110,630)	(4,126,652)	(5,369,769)	(8,265,003)
<b>Fund Balance - Unreserved</b>	0	0	0	(0)	(0)	(0)	0	(0)

**Fire Department**  
Equipment Replacement Fund

***Mission Statement:***

The City has entered into an Intergovernmental Agreement for fire protection and EMS services with the Glenwood Springs Rural Fire Protection District. Paragraph 6(A) of this agreement states that the parties shall pay a proportional share of fire protection and EMS costs incurred by the City's Fire and EMS fund according to the following formula:

B=Fire and EMS Budget      DTB=District Gross Assessed Value      DCS=District Calls for Service  
R=Fire and EMS Revenues      TB=Total Assessed Value City & District      TCS=Total Calls for Service  
CA=Cost of Service to Allocate (B-R=CA)

The District's share will be equal to:  $((.5 \times CA) \times (DTB/TB)) + ((.5CA) \times (DCS/TCS))$

***Services/Programs:***

Total calls for service in 2011 was 1488, this can be broken down as follows:

City Calls:                      1,190 (80%)  
District Calls:                      298 (20%)  
(Out of City & District: 19 with 10 assigned to City and 9 assigned to District)

***2014 Program/Budget Highlights:***

Equipment Replacement:

Small Tools/Equipment	\$ 20,000
Fire Hose Replacement	\$ 10,000
Trail Rescue Vehicle	\$ 32,000
Utility/Staff Vehicle	\$ 33,000

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Expenditures and Rural Fire District's Share of Costs

## FIRE DEPARTMENT EQUIPMENT REPLACEMENT FUND

The City has entered into an Intergovernmental Agreement for Fire Protection and EMS Services with the Glenwood Springs Rural Fire Protection District. Paragraph 6(A) of this agreement states that the parties shall pay a proportional share of fire protection and EMS costs incurred by the City's Fire & EMS Fund according to the following formula:

B = Fire & EMS budget

R = Fire & EMS related revenues

CA = Cost of service to allocate (B-R=CA)

DTB = District Gross Assessed Value

TB = Total Assessed Value City and District

DCS = District calls for service

TCS = Total calls for service City and District

The District's share will be equal to:  $(.5xCA)x(DTB/TB)+((.5CA)x(DCS/TCS))$

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
District's Valuation	72,531,010	74,550,300	74,550,300	74,706,940	76,201,079	77,725,100	79,279,602	80,865,194
Total Valuation	292,320,810	293,483,170	293,483,170	299,653,831	305,646,908	311,759,846	317,995,043	324,354,944
% District's Share of Costs	24.812%	25.402%	25.402%	24.93%	24.93%	24.93%	24.93%	24.93%
District's Calls for Service (DCS)	289	366	366	289	289	289	289	289
Total Calls for Service (TCS)	1,488	1,549	1,549	1,488	1,488	1,488	1,488	1,488
% District's Share of Calls for Service	19.422%	23.628%	23.628%	19.422%	19.422%	19.422%	19.422%	19.422%
<b>Operating Costs</b>								
Fire & EMS Fund Operational Costs	3,109,103	3,178,252	3,178,252	2,889,828	2,889,828	2,889,828	2,889,828	2,889,828
Less: Fire & EMS Fund Revenues	(616,240)	(616,140)	(616,140)	(520,000)	(520,000)	(520,000)	(520,000)	(520,000)
Net Operating Costs	2,492,863	2,562,112	2,562,112	2,369,828	2,369,828	2,369,828	2,369,828	2,369,828
District's Share Operations	551,347	628,102	628,102	525,533	525,533	525,533	525,533	525,533
Less: Credit to save budget violation	(46,563)	(62,235)	(62,235)					
Net District Share of Operations	504,784	565,867	565,867					
<b>Revenue</b>								
Capital Improvement Mill Levy Proceeds								
City of Glenwood Springs	186,519	184,219	184,219	188,275	188,275	188,275	188,275	188,275
Glenwood Springs Rural Fire District	63,426	65,795	65,795	61,648	61,648	61,648	61,648	61,648
Interest	1,000	1,500	1,500	2,500	2,500	2,500	2,500	2,500
Impact Fees	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Other	0	104,179	104,179	0	0	0	0	0
Total Revenues	253,945	358,693	358,693	255,423	255,423	255,423	255,423	255,423
<b>Expenditures</b>								
Fire Engine Replacement	450,000	360,000	360,000					
Ambulance Replacement	250,000	250,000	250,000					
Carryforward to 2014	-700,000							
Aerial Truck							1,200,000	
Small Tools	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Fire Hose Replacements	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Battalion Chief Vehicle	40,000							
Trail Rescue		32,000	32,000					
Utility/Staff Vehicle		33,000	33,000		33,000		33,000	
Total Expenditures	40,000	705,000	705,000	30,000	63,000	30,000	1,263,000	30,000
<b>Excess Revenues Over (Under) Expenditures</b>	213,945	(346,307)	(346,307)	225,423	192,423	225,423	(1,007,577)	225,423
<b>Fund Balance - Beginning</b>	1,530,050	1,743,995	1,743,995	1,397,688	1,623,111	1,815,534	2,040,957	1,033,380
<b>Fund Balance - Ending</b>	1,743,995	1,397,688	1,397,688	1,623,111	1,815,534	2,040,957	1,033,380	1,258,803
Less: Restricted - Tabor Reserve	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)
Less: Assigned - Future Years	(1,736,561)	(1,390,254)	(1,390,254)	(1,615,677)	(1,808,100)	(2,033,523)	(1,025,946)	(1,251,369)
<b>Fund Balance - Unreserved</b>	0	0	0	0	0	0	0	0

## **ENTERPRISE FUNDS**

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the government's council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the government's council has decided that periodic determination of net income is appropriate for accountability purposes.

**Water and Sewer Fund** - accounts for activities of the fund that supplies water and sewer services to the citizens of the City. City water is provided on a metered basis. The City accounts for system improvement fees as a revenue source.

**Electric Utility Fund** - accounts for activities related to the purchase and delivery of power to electric utility customers.

**Airport Operations Fund** - accounts for activities related to user charges and maintenance expenses for the airport.

**Landfill Fund** - accounts for activities and operations related to providing a solid waste disposal site for household, commercial and construction waste. Disposal fees are based on volume and/or weight.

## **PUBLIC WORKS – WATER AND WASTEWATER DEPARTMENT**

**Mission:** The Water/Wastewater Department is a branch of the City's Public Works Department. The department seeks to carry out its responsibilities for the production and distribution of potable water, as well as the collection and treatment of wastewater in a cost-effective manner.

**Services/Programs** provided include:

**Administration:** This service oversees and ensures that all department operations and activities comply with applicable laws, rules, regulations and orders in a productive environment.

**Water Treatment:** Provides safe drinking water of the highest quality possible. Maintains raw water flows to Red Mountain Water Treatment Plant in sufficient quantities to meet system demands. Performs operations and maintenance functions for the treatment plant, booster stations, pump stations, vaults and storage tanks. Performs routine laboratory testing and reporting per the Colorado Department of Public Health and Environment (CDPHE) guidelines and requirements.

**Water Transmission and Distribution:** Provides for the uninterrupted water service to all of our customers, as much as possible. Performs maintenance and repair of system piping and appurtenances on approximately 60 miles of pipe, provides system control, leak detection, line locations, pressure checks. Meter calibration, meter repair and replacement, performs cross connection control inspections. Installs taps for new services and oversees new installations and extensions.

**Wastewater Treatment:** Provides for the continuous operation of the treatment facility and all lift stations to meet all CDPHE parameters to prevent the degradation of the receiving waters. Performs routine laboratory testing and reporting per CDPHE guidelines and requirements.

**Wastewater Collection and Transmission:** Provides for the uninterrupted flow of wastewater service for all of our customers, as much as possible. Performs maintenance and repair of system piping and appurtenances on approximately 35 miles of pipe, provides system control, line locations, service dyeing, jetting and cleaning of mains. Performs televising and root control on system mains. Installs taps for new services and oversees new installations and extensions.

### **Program/Budget Highlights**

Continue to plan diligently for the future needs of the department to provide the highest level of service to our customers.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Retained Earnings Balance - Utility Enterprise Fund

## WATER AND SEWER SYSTEM

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>OPERATING REVENUE</b>					
Water User Fees	2,562,950	2,419,000	2,467,380	2,467,380	2,467,380
Sewer User Fees	2,708,067	2,796,888	2,852,826	2,852,826	2,852,826
Water Tap Fees	2,941	1,000	1,000	1,000	1,000
Sewer Tap Fees	150	1,000	1,000	1,000	1,000
Meter Sales	13,429	10,000	10,000	10,000	10,000
Service Connect Fees	3,180	2,500	2,500	2,500	2,500
Water System Improvement Fees	38,905	30,000	30,000	30,000	30,000
Sewer System Improvement Fees	20,348	10,000	10,000	10,000	10,000
Interest Income	17,727	10,000	10,000	10,000	10,000
Other Income	5,812	5,000	5,000	5,000	5,000
Grants	61,446	0	0	0	0
Total Operating Revenues	5,434,955	5,285,388	5,389,706	5,389,706	5,389,706
<b>OPERATING EXPENSES</b>					
Administration	530,440	750,974	662,065	662,065	662,065
Water Treatment - Operation	594,449	543,838	551,739	551,739	551,739
Water Transmission and Distribution	527,572	733,050	574,707	709,707	709,707
Wastewater Treatment - Operation	692,035	1,027,022	726,245	726,245	726,245
Wastewater Collection and Transmission	302,953	299,703	307,035	307,035	307,035
Customer Accounts	190,423	162,136	162,136	162,136	162,136
Depreciation	945,770	1,751,916	1,876,512	1,876,512	1,876,512
Interfund Franchise Fees	141,990	156,477	159,606	159,606	159,606
Nonreciprocal Interfund Activity	141,990	156,477	159,606	159,606	159,606
Amortization - Bond Issuance Costs	11,413	6,013	-	-	-
Bond Interest	865,957	861,231	835,133	835,133	835,133
Total Operating Expenses	4,944,992	6,448,836	6,014,783	6,149,783	6,149,783
<b>Operating Income (Loss)</b>	489,963	(1,163,448)	(625,077)	(760,077)	(760,077)
<b>Other Additions (Deductions)</b>					
Capital Contributions	28,201,498	3,647,227	0	0	0
Transfer In - From Capital Projects Fund	800,000	800,000	800,000	800,000	800,000
Transfer Out - to Fleet Service Fund	0	(76,732)	0	0	0
Transfer Out - to Capital Projects Fund for debt service	(224,214)	0	0	0	0
Transfer Out - to Capital Projects Fund for WWTF Costs	(3,223,012)	0	0	0	0
Increase (Decrease) in Retained Earnings	26,044,235	3,207,047	174,923	39,923	39,923
<b>Retained Earnings (Deficit) - Beginning</b>	2,444,766	28,489,001	31,696,048	31,696,048	31,696,048
<b>Retained Earnings (Deficit) - Ending</b>	28,489,001	31,696,048	31,870,971	31,735,971	31,735,971

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Unrestricted Cash Flow Summary

### WATER AND SEWER SYSTEM

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Cash Flows from Operations</b>					
Revenues	5,434,955	5,285,388	5,389,706	5,389,706	5,389,706
(Increase) Decrease in Accounts Receivable	0	0	0	0	
<b>Total Operating Revenues Available</b>	<b>5,434,955</b>	<b>5,285,388</b>	<b>5,389,706</b>	<b>5,389,706</b>	<b>5,389,706</b>
<b>Expenses</b>					
Administration	530,440	750,974	662,065	662,065	662,065
Water Treatment - Operation	594,449	543,838	551,739	551,739	551,739
Water Transmission and Distribution	527,572	733,050	574,707	709,707	709,707
Wastewater Treatment - Operation	692,035	1,027,022	726,245	726,245	726,245
Wastewater Collection and Transmission	302,953	299,703	307,035	307,035	307,035
Customer Accounts	190,423	162,136	162,136	162,136	162,136
Interfund Franchise Fee	141,990	156,477	159,606	159,606	159,606
Nonreciprocal Interfund Activity	141,990	156,477	159,606	159,606	159,606
Bond Interest	865,957	861,231	835,133	835,133	835,133
Increase (Decrease) in Inventories	27,371				
Increase (Decrease) in Prepaids	0				
(Increase) Decrease in Accounts Payable	2,252,154				
(Increase) Decrease in Compensated Absenses	58,389				
(Increase) Decrease in Accrued Interest	(5,823)				
Increase (Decrease) in Work in Process	20,317				
<b>Total Operating Expenses</b>	<b>6,340,217</b>	<b>4,690,907</b>	<b>4,138,271</b>	<b>4,273,271</b>	<b>4,273,271</b>
<b>Operating Cash Income</b>	<b>(905,262)</b>	<b>594,481</b>	<b>1,251,435</b>	<b>1,116,435</b>	<b>1,116,435</b>
<b>Other Sources (Uses)</b>					
Bond Proceeds	5,437,661	0	0	0	0
Transfer In - from Capital Projects Fund	800,000	800,000	800,000	800,000	800,000
Transfer Out - to Fleet Service Fund	0	(76,732)	0	0	0
Transfer Out - to Capital Projects Fund for debt service	(224,214)	0	0	0	0
Transfer Out - to Capital Projects Fund WWTF Costs	(3,223,012)	0	0	0	0
WPCRF Loan Principal Payment for WWTF	(1,081,375)	(1,091,925)	(1,123,575)	(1,123,575)	(1,123,575)
Improvement Fees as Restricted Cash	(59,253)	(40,000)	(40,000)	(40,000)	(40,000)
Acquisition of Capital Assets	(230,811)	(921,000)	(2,441,000)	(1,921,000)	(1,921,000)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>513,734</b>	<b>(735,176)</b>	<b>(1,553,140)</b>	<b>(1,168,140)</b>	<b>(1,168,140)</b>
Unrestricted Cash - Beginning	2,657,574	3,171,308	2,436,132	2,436,132	2,436,132
Unrestricted Cash - Ending	3,171,308	2,436,132	882,992	1,267,992	1,267,992

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Restricted Cash Flow Summary

### WATER AND SEWER SYSTEM

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Sources of Restricted Cash</b>					
Water System Improvement Fees	38,905	30,000	30,000	30,000	30,000
Sewer System Improvement Fees	20,348	10,000	10,000	10,000	10,000
WPCRF Loan					
Total Sources of Restricted Cash	59,253	40,000	40,000	40,000	40,000
<b>Uses of Restricted Cash</b>					
Water Projects:					
System Water Modeling				20,000	20,000
Storage Tank- Gardiff Glen				500,000	500,000
Sewer Projects:					
Waste Water Treatment Plant	5,437,661	0	0	0	-
Total Uses of Restricted Cash	5,437,661	0	0	520,000	520,000
<b>Net Increase (Decrease) in Restricted Cash</b>	(5,378,408)	40,000	40,000	(480,000)	(480,000)
Restricted Cash - Beginning	7,826,953	2,448,545	2,488,545	2,488,545	2,488,545
Restricted Cash - Ending	2,448,545	2,488,545	2,528,545	2,008,545	2,008,545
<b>Summary of Ending Restricted Cash Balance</b>					
Water System Improvement Fees	2,011,136	2,041,136	2,071,136	1,551,136	1,551,136
Sewer System Improvement Fees	437,409	447,409	457,409	457,409	457,409
Total System Improvement Fees	2,448,545	2,488,545	2,528,545	2,008,545	2,008,545
WPCRF Loan held with Trustee	0	0	0	0	0
Total Ending Restricted Cash Balance	2,448,545	2,488,545	2,528,545	2,008,545	2,008,545

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	ADMINISTRATION	ROBIN MILLYARD	21.211	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		175,732	230,202	236,114	236,114	236,114
Current Expenses		354,708	520,772	425,951	425,951	425,951
<b>Total</b>		<b>530,440</b>	<b>750,974</b>	<b>662,065</b>	<b>662,065</b>	<b>662,065</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Public Works Director	0.5	0.5	0.5	0.5	3101	73
Water/Wastewater Superint	1	1	1	1	3301	63
GIS Administrator	0.66	1	1	1	1407	58
<b>Total Personnel</b>	<b>2.16</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>		
6110 Full-Time Salaries			137,713	175,016	185,201	185,201
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			9,536	12,251	12,964	12,964
6220 Police/Fire Retirement			0	0	0	0
6240 FICA			10,222	13,389	14,168	14,168
6250 Worker's Compensation			3,649	3,250	3,356	3,356
6260 Health and Life Insurance			14,211	25,771	19,869	19,869
6270 Unemployment Insurance			401	525	556	556
<b>Total Personal Services</b>			<b>175,732</b>	<b>230,202</b>	<b>236,114</b>	<b>236,114</b>
Current Expenses						
<b>Current Expenses:</b>						
7030 Debt Service Fees			150	150	150	150
7150 Credit Card Fees			9,783	7,800	7,800	7,800
7190 Other Professional Services			12,229	111,500	11,500	11,500
7220 Telephone			320	420	420	420
7230 Printing and Binding			0	250	250	250
7280 Advertising and Publications			0	300	300	300
7410 Travel and Subsistence			0	400	400	400
7430 Training			85	500	500	500
7540 Maintenance and Repair - vehicles			968	2,750	3,000	3,000
7572 Loss on Asset Disposal			271	3,000	3,000	3,000
7610 Liability Insurance			11,947	13,666	14,870	14,870
7620 Property Insurance			39,585	36,253	39,278	39,278
7650 Deductibles Paid			2,000	3,000	3,000	3,000
7810 Subscriptions and Memberships			437	850	850	850
7820 Water Assessments			27,523	27,500	28,000	28,000
7900 Interfund Cost of Service			240,611	297,133	297,133	297,133
8020 Educational Supplies			0	100	100	100
8040 Uniforms			350	350	350	350
8060 Office Supplies			275	650	650	650
8080 Gas, Oil, Lubricants			5,467	10,000	10,200	10,200
8090 Other Operating Expense			2,707	4,200	4,200	4,200
<b>Total Current Expenses</b>			<b>354,708</b>	<b>520,772</b>	<b>425,951</b>	<b>425,951</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WATER TREATMENT	ROBIN MILLYARD	21.410	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		310,528	290,238	296,664	296,664	296,664
Current Expenses		283,921	253,600	255,075	255,075	255,075
<b>Total</b>		<b>594,449</b>	<b>543,838</b>	<b>551,739</b>	<b>551,739</b>	<b>551,739</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
W/WW Assist Superint	1	1	1	1	3302	56
W/WW Treatment Operator II (A)	1	1	1	1	3308	50
W/WW Treatment Operator II (C)	1	0	0	0	3322	45
W/WW Treatment Operator (D)	0	1	1	1	3326	44
W/WW Treatment Operator (B)	1	1	1	1	3328	48
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		
6110 Full-Time Salaries						
6120 Overtime						
6130 Part-Time						
6210 Retirement Contribution						
6220 Police/Fire Retirement						
6240 FICA						
6250 Worker's Compensation						
6260 Health and Life Insurance						
6270 Unemployment Insurance						
<b>Total Personal Services</b>						
		237,213	214,338	217,916	217,916	217,916
		3,055	4,500	5,000	5,000	5,000
		0	0	0	0	0
		16,429	15,319	15,604	15,604	15,604
		0	0	0	0	0
		17,600	16,741	17,053	17,053	17,053
		9,309	8,294	8,449	8,449	8,449
		26,232	30,389	31,973	31,973	31,973
		690	657	669	669	669
<b>Total Current Expenses</b>						
		283,921	253,600	255,075	255,075	255,075
Current Expenses						
<b>Current Expenses:</b>						
7190 Other Professional Services		9,819	17,750	17,900	17,900	17,900
7191 Grizzly Creek Expense		2,231	1,000	1,000	1,000	1,000
7210 Postage		451	750	750	750	750
7220 Telephone		9,169	9,500	9,550	9,550	9,550
7310 Electricity		56,247	60,000	62,000	62,000	62,000
7320 Gas, Oil, Lubricants		21,625	24,000	24,500	24,500	24,500
7330 Water/Sewer		12,147	15,000	16,000	16,000	16,000
7350 Trash		451	700	750	750	750
7410 Travel and Subsistence		33	500	500	500	500
7430 Training		692	1,000	1,000	1,000	1,000
7520 Maintenance and Repair - Building and Tanks		19,498	13,000	11,000	11,000	11,000
7540 Maintenance and Repair - Machinery and Equipment		67,857	23,000	20,000	20,000	20,000
7740 Equipment Rental		495	750	775	775	775
8030 Chemicals		65,353	69,500	71,300	71,300	71,300
8031 Lab Supplies		7,219	7,000	7,400	7,400	7,400
8040 Uniforms		1,400	1,400	1,400	1,400	1,400
8060 Office Supplies		692	650	650	650	650
8080 Gas, Oil, Lubricants		6,889	6,000	6,500	6,500	6,500
8090 Other Operating Expense		1,350	1,100	1,100	1,100	1,100
8120 Small Tools and Equipment		303	1,000	1,000	1,000	1,000
<b>Total Current Expenses</b>						
		283,921	253,600	255,075	255,075	255,075

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WATER TRANSMISSION AND DISTRIBUTION	ROBIN MILLYARD	21.420	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		228,257	248,808	223,015	223,015	223,015
Current Expenses		299,315	484,242	351,692	486,692	486,692
<b>Total</b>		<b>527,572</b>	<b>733,050</b>	<b>574,707</b>	<b>709,707</b>	<b>709,707</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
W/WW Utility Maint Coord II	1	1	1	1	3310	47
W/WW Utility Worker	0	3	3	3	3331	35
W/WW Utility Worker II	1	0	0	0	3324	42
W/WW Utility Worker I	2	0	0	0	3332	36
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		
6110 Full-Time Salaries			160,904	174,016	143,645	143,645
6120 Overtime			3,623	6,000	6,500	6,500
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			10,588	12,601	10,510	10,510
6220 Police/Fire Retirement			0	0	0	0
6240 FICA			14,460	13,771	11,486	11,486
6250 Worker's Compensation			8,061	6,823	5,690	5,690
6260 Health and Life Insurance			30,054	35,057	44,734	44,734
6270 Unemployment Insurance			567	540	450	450
<b>Total Personal Services</b>			<b>228,257</b>	<b>248,808</b>	<b>223,015</b>	<b>223,015</b>
Current Expenses						
<b>Current Expenses:</b>						
7190 Other Professional Services			6,782	7,350	5,550	5,550
7220 Telephone			973	700	700	700
7350 Trash			427	2,500	2,000	2,000
7410 Travel and Subsistence			551	1,100	600	600
7430 Training			2,485	1,500	900	900
7540 Maintenance and Repair - Machinery and Equipment			14,742	145,000	20,500	20,500
7550 Maintenance and Repair - Fire Hydrants			595	3,000	3,000	3,000
7651 Damage Claims			0	3,000	3,000	3,000
7740 Equipment Rental			0	1,500	1,500	1,500
7903 Interfund - Force Construction			35,544	23,292	23,292	23,292
8040 Uniforms			1,546	1,400	1,400	1,400
8060 Office Supplies			564	200	200	200
8080 Gas, Oil, Lubricants			10,523	12,500	13,000	13,000
8090 Other Operating Expense			3,771	1,700	1,550	1,550
8120 Small Tools and Equipment			1,404	3,500	3,500	3,500
8130 Material - System Maintenance			61,211	45,000	40,000	40,000
9120 Fire Hydrant Replacement			0	5,000	5,000	5,000
9130 Leak Detection			5,395	6,000	6,000	6,000
9140 System Water Modeling			0	20,000	20,000	20,000
9620 Water Meters			152,802	200,000	200,000	200,000
7540 Cardiff Glen Tank Painting/refurbish			0	0	0	135,000
<b>Total Current Expenses</b>			<b>299,315</b>	<b>484,242</b>	<b>351,692</b>	<b>486,692</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
WATER AND SEWER SYSTEM	WASTEWATER TREATMENT	ROBIN MILLYARD		21.430	UTILITY ENTERPRISE FUND	
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		288,972	283,172	277,095	277,095	277,095
Current Expenses		403,063	743,850	449,150	449,150	449,150
<b>Total</b>		<b>692,035</b>	<b>1,027,022</b>	<b>726,245</b>	<b>726,245</b>	<b>726,245</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
W/WW Treatment Operator II (A)	1	1	1	1	3308	50
W/WW Treatment Operator I (C)	1	1	1	1	3322	45
W/WW Treatment Operator I (D)	0	0	0	0	3326	44
W/WW Treatment Operator II (B)	2	2	2	2	3328	48
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		
6110 Full-Time Salaries			204,090	203,687	196,345	196,345
6120 Overtime			9,238	6,000	6,500	6,500
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			16,175	14,678	14,199	14,199
6220 Police/Fire Retirement			0	0	0	0
6240 FICA			19,025	16,041	15,518	15,518
6250 Worker's Compensation			7,994	6,186	5,984	5,984
6260 Health and Life Insurance			31,704	35,951	37,940	37,940
6270 Unemployment Insurance			746	629	609	609
<b>Total Personal Services</b>			<b>288,972</b>	<b>283,172</b>	<b>277,095</b>	<b>277,095</b>
Current Expenses						
<b>Current Expenses:</b>						
7190 Other Professional Services			119,989	15,900	15,900	15,900
7220 Telephone			18,257	10,600	10,750	10,750
7310 Electricity			70,111	288,000	289,800	289,800
7320 Gas			18,201	30,000	31,500	31,500
7340 Water			33,327	20,000	20,450	20,450
7350 Trash			21,581	2,400	2,550	2,550
7410 Travel and Subsistence			48	600	600	600
7430 Training			894	800	800	800
7520 Maintenance and Repair - Buildings			16,408	8,500	8,500	8,500
7540 Maintenance and Repair - Machinery and Equipment			36,999	20,000	20,000	20,000
7740 Equipment Lease			-	1,000	1,000	1,000
8030 Chemicals			13,732	20,500	21,000	21,000
8031 Lab Supplies			23,554	11,500	12,000	12,000
8040 Uniforms			1,400	1,400	1,400	1,400
8060 Office Supplies			1,787	1,200	1,200	1,200
8080 Gas, Oil, Lubricants			18,340	9,500	9,750	9,750
8090 Other Operating Expense			5,243	1,200	1,200	1,200
8120 Small Tools and Equipment			3,192	750	750	750
7840 Demolition of old WWTF			0	300,000	0	0
<b>Total Current Expenses</b>			<b>403,063</b>	<b>743,850</b>	<b>449,150</b>	<b>449,150</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
MISCELLANEOUS WATER AND SEWER SYSTEM	WASTEWATER COLLECTION AND TRANSMISSION	ROBIN MILLYARD	21.440	UTILITY ENTERPRISE FUND		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		237,135	230,303	236,385	236,385	236,385
Current Expenses		65,818	69,400	70,650	70,650	70,650
<b>Total</b>		<b>302,953</b>	<b>299,703</b>	<b>307,035</b>	<b>307,035</b>	<b>307,035</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
W/WW Utility Maint Coord III	1	1	1	1	3306	50
W/WW Utility Worker IV	1	1	1	1	3311	47
W/WW Utility Worker III	0	1	1	1	3313	45
W/WW Utility Worker II	1	0	0	0	3324	42
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
6110 Full-Time Salaries	167,920					
6120 Overtime	1,796					
6130 Part-Time	0					
6210 Retirement Contribution	11,251					
6220 Police/Fire Retirement	0					
6240 FICA	12,165					
6250 Worker's Compensation	6,709					
6260 Health and Life Insurance	36,817					
6270 Unemployment Insurance	477					
<b>Total Personal Services</b>	<b>237,135</b>					
<b>Current Expenses</b>						
<b>Current Expenses:</b>						
7190 Other Professional Services	1,614					
7220 Telephone	642					
7340 Water - Jetting	7,220					
7350 Trash	317					
7410 Travel and Subsistence	12					
7430 Training	416					
7540 Maintenance and Repair - Machinery and Equipment	25,735					
7651 Sewer Drainage Claims	0					
7740 Equipment Rental	0					
7903 Interfund - Force Construction	1,464					
8040 Uniforms	1,050					
8060 Office Supplies	173					
8080 Gas, Oil, Lubricants	12,423					
8090 Other Operating Expense	2,156					
8120 Small Tools and Equipment	1,540					
8130 Materials - System and Maintenance	3,709					
7572 Loss on Asset Disposal	0					
8460 Backflow Grant Program	3,963					
9110 Root Control	3,384					
<b>Total Current Expenses</b>	<b>65,818</b>					

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	CUSTOMER ACCOUNTS	ROBIN MILLYARD	21.140/241/243	UTILITY ENTERPRISE FUND		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>Current Expenses:</b>						
Meter Reading						
7197	Contract Meter Reading	10,018	15,000	15,000	15,000	15,000
8090	Other Operating Expense	26	100	100	100	100
Customer Records and Collections						
7901	Interfund Billing Expense	179,988	146,136	146,136	146,136	146,136
7195	Collection Expense	0	200	200	200	200
7060	Uncollectible Accounts	391	200	200	200	200
8090	Other Operating Expense (Park East Stipend)	0	500	500	500	500
<b>Total Current Expenses</b>		190,423	162,136	162,136	162,136	162,136
FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	OTHER DEDUCTIONS	ROBIN MILLYARD	21.250/260/270	UTILITY ENTERPRISE FUND		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>Current Expenses:</b>						
7570	Depreciation - Water System	679,244	685,572	716,772	716,772	716,772
8090	Depreciation - Wastewater System	266,526	1,066,344	1,159,740	1,159,740	1,159,740
	Total Depreciation	945,770	1,751,916	1,876,512	1,876,512	1,876,512
7500	Interfund Franchise Fee - Water System	66,000	72,570	74,021	74,021	74,021
7500	Interfund Franchise Fee - Wastewater System	75,990	83,907	85,585	85,585	85,585
	Total Interfund Franchise Fees	141,990	156,477	159,606	159,606	159,606
7502	Allocated Organizational Costs - Water System	66,000	72,570	74,021	74,021	74,021
7502	Allocated Organizational Costs - Wastewater System	75,990	83,907	85,585	85,585	85,585
	Total Allocated Organizational Costs	141,990	156,477	159,606	159,606	159,606
7020	Interest on Long Term Debt	865,957	861,231	835,133	835,133	835,133
	Total Interest	865,957	861,231	835,133	835,133	835,133
7580	Amortization - Bond Issuance Costs	11,413	6,013	0	0	0
	Total Amortization	11,413	6,013	0	0	0

Summary of Revenues, Expenditures and Improvement Fee Balances

**WATER AND SEWER EQUIPMENT ACQUISITION NEEDS**

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate
<b>EXPENDITURES SUMMARY</b>								
Equipment	46,000	40,000	40,000	65,000	90,000	16,500	20,000	20,000
Capital Improvements - Sewer Restricted Cash	0	0	0	0	0	0	0	0
Capital Improvements - Water Restricted Cash	0	0	0	0	0	0	0	0
Water Improvement Projects	540,000	1,866,000	1,866,000	1,495,000	1,310,000	2,420,000	630,000	40,000
Sewer Improvement Projects	335,000	535,000	535,000	250,000	20,000	2,298,500	40,000	20,000
<b>Total Expenditures</b>	<b>921,000</b>	<b>2,441,000</b>	<b>2,441,000</b>	<b>1,810,000</b>	<b>1,420,000</b>	<b>4,735,000</b>	<b>690,000</b>	<b>80,000</b>
<b>EQUIPMENT NEEDS</b>								
Security Fencing (Red Mtn/Glnwd Highlands)					20,000			
Televising Camera (440)				40,000				
Leak Detector								
Plant Storage Pumps and Motors		35,000	35,000					
Security Fencing (WG/Oasis Tanks)	20,000							
Grizzly Creek Flow Monitoring Equipment								20,000
No Name Flow Monitoring Equipment							20,000	
Security Fencing - Cardiff Tank				20,000				
Water Service Pumps/Motors (410)					35,000			
Pre/Post Chlorinators	18,000							
Line Locator	8,000					9,000		
Chlorine Titrator (410)		5,000	5,000					
Meter Test Bench					35,000			
Tapping Machine (440)						7,500		
2100 N Turbidimeter (410)				5,000				
<b>TOTAL EQUIPMENT NEEDS</b>	<b>46,000</b>	<b>40,000</b>	<b>40,000</b>	<b>65,000</b>	<b>90,000</b>	<b>16,500</b>	<b>20,000</b>	<b>20,000</b>
<b>CAPITAL IMPROVEMENTS</b>								
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Summary of Revenues, Expenditures and Improvement Fee Balances

**WATER AND SEWER EQUIPMENT ACQUISITION NEEDS**

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
<b>Water Improvement Projects</b>								
Subsequent Year Project Designs	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Vista Drive	500,000	312,000	312,000					
Cedar Crest, Donegan to Tanager				300,000				
Ptarmigan Drive		300,000	300,000					
Cardinal Ln, Cedar Crest to Ptarmagan				210,000				
Tanager - Cedar Crest to Ptarmigan					450,000			
West of Juniper						110,000		
W. 10th Midland to Red Mtn. Dr.				125,000				
Red Mtn - W. 10th to Midland at Yampah		300,000	300,000					
9th Place				150,000				
Riverview - W. 10th to W. 13th					300,000			
Red Mtn W. 11th to Riverview					210,000			
Red Mtn Dr, Riverview to W 11th						170,000		
W 12th St, Riverview to Walz								
29th St. - Grand to Sopris		234,000	234,000					
S. Glnwd 12" Loop, Glen Park-Buffalo Valley						1,250,000		
Meadowlark/Oriole				250,000				
Scada System - RMWTP					60,000			
33rd St. - S. Grand to Blake Ct.				170,000				
Blake Ave. - 27th to 32nd							590,000	
Sopris Ave. - 29th to Culesac				250,000				
System Water Modeling	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Tank Cleaning					250,000			
Canyon Tanks Painting		180,000	180,000					
Backup Pump Oasis Booster #1								
Backup Pump Oasis Booster #2								
Mel Rey PRV Installation								
SCADA System _ RMWTP								
Storage Tank - Cardiff Glen		500,000	500,000					
Juniper						150,000		
Storage Tank - Glenwood Highlands						250,000		
Minter - 8th to 11th						450,000		
<b>Total Water Improvements</b>	<b>540,000</b>	<b>1,866,000</b>	<b>1,866,000</b>	<b>1,495,000</b>	<b>1,310,000</b>	<b>2,420,000</b>	<b>630,000</b>	<b>40,000</b>
<b>Sewer Improvement Projects</b>								
Subsequent Year Project Designs	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Lincoln Ave - 8th - South to mid block		200,000	200,000					
22nd St. - Grand to east end		250,000	250,000					
North of Park Drive (FB Field Area)	70,000							
Land Acquisition for Sludge Application						2,000,000		
Alley: Pitkin-Colo, 9th-10th & 11th -12th	65,000							
#18000 Lift Station								
#15000 Lift Station				150,000				
#14000 Lift Station								
Hyland Park Area - MH #L-2 to L-4-2		65,000	65,000					
19th St - Grand to Blake	180,000							
Safeway Line - MH #H-4 to H-1				80,000				
Biosolids Storage Facility								
Wm/WWM Facility								
Old WWTF Demolition								
Glenwood Park Interceptor - MH I23 to I26						72,000		
Glenwood Park Interceptor - MH D1E to D1D						8,500		
Glenwood Park Interceptor - MH I23 to I19						100,000		
Glenwood Park Interceptor - MH I16 to I11						80,000		
Alley: Cooper-Blake, 11th -10th (B57to B55)						18,000		
Alley: Blake-Bennett, 12th-11th (B88 to B86)							20,000	
<b>Total Sewer Improvements</b>	<b>335,000</b>	<b>535,000</b>	<b>535,000</b>	<b>250,000</b>	<b>20,000</b>	<b>2,298,500</b>	<b>40,000</b>	<b>20,000</b>

## **PUBLIC WORKS - ELECTRIC SYSTEM**

**Mission:** The Electric Department is a branch of the City's Public Works Department. The department seeks to carry out its responsibilities for the supply and distribution of electricity and the provisioning of high speed broadband in a cost-effective manner.

**Services/Programs** provided include:

**Administration:** This service oversees and ensures that all department operations and activities comply with applicable codes, rules, and regulations in a productive environment. Prepares required sales and statistical reports for the department.

**Substation Maintenance:** The department operates and maintains three substations-North Glenwood Substation, Mitchell Creek Substation and Roaring Fork Substation. Electricity supplied by the Western Area Power Administration (WAPA) and the Municipal Energy Agency of Nebraska (MEAN) is supplied to the three substations over lines owned and operated by Xcel Energy.

**Distribution System:** The department provides for or oversees and manages the installation and maintenance of existing and new overhead and underground lines.

**Street Lighting:** The department provides for the operation and maintenance of the City's street light system.

**Metering:** The department provides all electric meter maintenance and installation. The meter department oversees our Supervisory Control and Data Acquisitions (SCADA) allowing us to monitor the operations and performance of the electric system including load profiles, alarms for abnormal conditions and substation security.

**Customer Services:** Services include connects and disconnects, payment notices and lock-offs, line locating, voltage and usage profiles and community service events.

**Community Broadband Network:** The electric department works with the CBN to provide connectivity to new customers as well as aid in the maintenance of the fiber network.

**Program/Budget Highlights:** The department is budgeting for the design and construction of a new electric department office and warehouse building. The electric department will continue on capital projects which involve overhead to underground conversions and overall system improvement. Work will continue on downtown cable replacement, upgrade substation hydraulic reclosers to electronic and work with our electrical engineering firm to analyze a long range work plan on the system.

# COMMUNITY BROADBAND NETWORK BUDGET NARRATIVE

## MISSION STATEMENT

The Community Broadband Network (CBN) is part of the Glenwood Springs Electric Department. The department is an Internet Service Provider that provides services through Fiber Optic and Wireless infrastructure, supplying high quality services not usually available to rural community or small business.

## SERVICES / PROGRAMS

*Fiber Optic Internet* – The CBN offers Fiber Optic Internet service with speeds up to 20 Mbps to business customers directly and through resellers.

*VoIP Telephone Service* – Low-cost VoIP service is provided by the CBN to business customers on the Fiber Optic Network. Services start at \$20 per month for basic phone service.

*Collocation Services* – The CBN offers basic Collocation services and limited Virtualization services to customer's on the CBN network.

*Private Local Area Network Services* – By utilizing the City's extensive layer 2 network, the CBN offers private network connection services to business in Glenwood Springs that have multiple locations.

*Wireless* – Residential and Business Wireless service is provided to customers in Glenwood Springs through a partnership with two local resellers. The CBN supplies the infrastructure and some bandwidth while the reseller provides customer service.

## PROGRAM AND BUDGET HIGHLIGHTS

The primary focus for the CBN over the next two years is to expand sales of Fiber Optic Internet and VoIP services.

Additionally, the CBN plans on replacing aging wireless equipment to solidify that service offering. Finally, the CBN will continue to explore Fiber-to-the-Home build-out options.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Retained Earnings Balance - Utility Enterprise Fund

## ELECTRIC SYSTEM

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>Electric Revenues:</b>					
Commercial	6,806,317	6,921,459	7,059,888	7,059,888	7,059,888
Residential	2,955,805	2,976,092	3,035,614	3,035,614	3,035,614
Municipal	84,764	86,170	87,893	87,893	87,893
Security Lighting	11,145	11,423	11,651	11,651	11,651
Broadband Revenue	494,045	438,250	440,750	440,750	440,750
Total Electric Revenues	10,352,076	10,433,394	10,635,796	10,635,796	10,635,796
<b>Other Revenues</b>					
Interest Income	17,823	8,000	7,000	7,000	7,000
Joint Pole Use	2,832	1,400	1,400	1,400	1,400
Developer Contributions	92,319	400,000	400,000	400,000	400,000
Other Income	58,331	30,000	30,000	30,000	30,000
Bond Proceeds	0	0	3,000,000	3,000,000	3,000,000
Total Operating Revenues	10,523,381	10,872,794	14,074,196	14,074,196	14,074,196
<b>EXPENSES</b>					
General and Administrative	692,160	1,032,025	1,049,513	1,049,513	1,049,513
Maintenance - Distribution	1,081,059	1,055,060	1,074,810	1,074,810	1,074,810
Community Broadband Network	443,200	490,275	499,035	499,035	499,035
Customer Accounts	388,722	341,274	338,903	338,903	338,903
Interest	166	200	200	200	200
Nonreciprocal Interfund Activity	309,064	313,002	319,074	319,074	319,074
Interfund Franchise Fee	309,064	313,002	319,074	319,074	319,074
Depreciation	911,261	976,994	1,000,769	1,000,769	1,000,769
Amortization	-	-	-	-	-
Purchases Power	6,286,954	6,533,487	8,100,400	8,100,400	8,100,400
Total Operating Expenses	10,421,649	11,055,319	12,701,778	12,701,778	12,701,778
<b>Operating Income (Loss)</b>	101,732	(182,525)	1,372,418	1,372,418	1,372,418
<b>Other Additions (Deductions)</b>					
Transfers (Out) - To Fleet Service Fund	0	(41,507)	0	0	0
Increase (Decrease) in Retained Earnings	101,732	(224,032)	1,372,418	1,372,418	1,372,418
<b>Retained Earnings (Deficit) - Beginning</b>	27,351,522	27,453,254	27,229,222	27,229,222	27,229,222
<b>Retained Earnings (Deficit) - Ending</b>	27,453,254	27,229,222	28,601,639	28,601,639	28,601,639

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Unrestricted Cash Flow Summary

### ELECTRIC SYSTEM

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Cash Flows from Operations</b>					
Revenues	10,431,062	10,472,794	13,674,196	13,674,196	13,674,196
(Increase) Decrease in Accounts Receivable	(130,508)	0	0	0	0
 Total Operating Revenues Available	 10,300,554	 10,472,794	 13,674,196	 13,674,196	 13,674,196
<b>Expenses</b>					
General and Administrative	692,160	1,032,025	1,049,513	1,049,513	1,049,513
Maintenence - Distribution	1,081,059	1,055,060	1,074,810	1,074,810	1,074,810
Community Broadband Network	443,200	490,275	499,035	499,035	499,035
Customer Accounts	388,722	341,274	338,903	338,903	338,903
Interest	166	200	200	200	200
Nonreciprocal Interfund Activity	309,064	313,002	319,074	319,074	319,074
Interfund Franchise Fee	309,064	313,002	319,074	319,074	319,074
Purchased Power	6,286,954	6,533,487	8,100,400	8,100,400	8,100,400
Increase (Decrease) in Inventories	2,628	0	0	0	0
Increase (Decrease) in Prepays	0	0	0	0	0
(Increase) Decrease in Accounts Payable	(59,998)	0	0	0	0
(Increase) Decrease in Compensated Absences	(2,387)	0	0	0	0
(Increase) Decrease in Accrued Interest	(366)	0	0	0	0
(Increase) Decrease in Customer Deposits	(153,180)	0	0	0	0
 Total Operating Expenses	 9,297,086	 10,078,325	 11,701,009	 11,701,009	 11,701,009
 <b>Operating Cash Income</b>	 1,003,468	 394,469	 1,973,187	 1,973,187	 1,973,187
<b>Other Sources (Uses)</b>					
Transfers (Out) - To Fleet Service Fund	0	(41,507)	0	0	0
Bond Principal and Contract Payments	0	0	0	0	0
Net (Refunds) Receipts of Customer Deposits	0	0	0	0	0
Developer Contributions	92,319	400,000	400,000	400,000	400,000
Acquisition of capital Assets	(396,725)	(1,023,000)	(5,000,200)	(5,000,200)	(5,000,200)
 Net Increase (Decrease) in Unrestricted Cash	 699,062	 (270,038)	 (2,627,013)	 (2,627,013)	 (2,627,013)
Unrestricted Cash - Beginning	4,098,773	4,797,836	4,527,798	4,527,798	4,527,798
Unrestricted Cash - Ending	4,797,836	4,527,798	1,900,784	1,900,784	1,900,784

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND						
ELECTRIC SYSTEM	GENERAL AND ADMINISTRATION	ROBIN MILLYARD	24.220	UTILITY ENTERPRISE FUND						
Summary		2012 Actual	2013 Budget	2014 Budget						
				Department Request	Manager Recommend	Council Approved				
Personal Services		139,720	171,543	175,284	175,284	175,284				
Current Expenses		552,440	860,482	874,229	874,229	874,229				
<b>Total</b>		<b>692,160</b>	<b>1,032,025</b>	<b>1,049,513</b>	<b>1,049,513</b>	<b>1,049,513</b>				
Personnel Schedule										
Position Title	Employees									
	2013	14-D	14-M	14-C	Position	Grade				
Public Works Director	0.5	0.5	0.5	0.5	3101	73				
Elec Dept Admin Assist II	1	1	1	1	5106	45				
Admin Asst II (PW)	0.34	0	0	0	5119	45				
GIS Administrator	0.34	1	1	1	1407	58				
Asst. Director PW	0.34	0	0	0	3104	71				
<b>Total Personnel</b>	<b>2.52</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>						
6110 Full-Time Salaries						109,251	131,303	135,073	135,073	135,073
6120 Overtime						0	0	0	0	0
6130 Part-Time						0	0	0	0	0
6210 Retirement Contribution						7,693	9,191	9,455	9,455	9,455
6220 Police/Fire Retirement						0	0	0	0	0
6240 FICA						8,107	10,045	10,333	10,333	10,333
6250 Worker's Compensation						277	289	297	297	297
6260 Health and Life Insurance						14,074	20,321	19,721	19,721	19,721
6270 Unemployment Insurance						318	394	405	405	405
<b>Total Personal Services</b>						<b>139,720</b>	<b>171,543</b>	<b>175,284</b>	<b>175,284</b>	<b>175,284</b>
Current Expenses										
<b>Current Expenses:</b>										
7030 Debt Service Fees						0	150	153	153	153
7110 Architectural and Engineering						2,391	2,000	2,040	2,040	2,040
7140 Legal and Other Professional Services						16,156	35,000	35,700	35,700	35,700
7150 Credit Card Fees						20,789	25,000	25,500	25,500	25,500
7194 Regulatory Expenses						2,973	6,800	6,936	6,936	6,936
7200 C.O.R.E.						0	5,000	5,100	5,100	5,100
7210 Postage, Printing and Reproduction						401	450	459	459	459
7220 Telephone						2,626	4,000	4,080	4,080	4,080
7280 Advertising and Publications						748	850	867	867	867
7310 Electricity						12,569	18,000	18,360	18,360	18,360
7320 Natural Gas						4,075	12,000	12,240	12,240	12,240
7330 Water						430	500	510	510	510
7350 Trash disposal						1,041	1,400	1,428	1,428	1,428
7410 Travel and Subsistence						1,354	2,100	2,142	2,142	2,142
7430 Training and Conferences						0	1,100	1,122	1,122	1,122
7510 Investment Costs						0	500	510	510	510
7572 Loss on Asset Disposition						0	10,000	10,000	10,000	10,000
7610 Liability Insurance						10,937	12,424	13,518	13,518	13,518
7620 Property Insurance						27,750	33,391	36,177	36,177	36,177
7650 Deductibles Paid						0	1,000	1,020	1,020	1,020
7740 Equipment Rental, Office						370	1,000	1,020	1,020	1,020
7810 Subscriptions and Memberships						13,909	16,000	16,320	16,320	16,320
7900 Interfund Cost of Service						320,802	305,329	305,329	305,329	305,329
7903 Interfund - Force Construction						4,008	5,988	5,988	5,988	5,988
8060 Office Supplies and Expenses						1,452	3,000	3,060	3,060	3,060
8090 Other Operating Expense						1,747	6,500	6,630	6,630	6,630
8800 Refund of Electric Fees						0	1,000	1,020	1,020	1,020
8200 Energy Conservation						105,912	200,000	204,000	204,000	204,000
7190 Professional Services Contract - micro hydro & geothermal						0	150,000	153,000	153,000	153,000
<b>Total Current Expenses</b>						<b>552,440</b>	<b>860,482</b>	<b>874,229</b>	<b>874,229</b>	<b>874,229</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	MAINTENANCE DISTRIBUTION	ROBIN MILLYARD	24.380	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		852,745	704,560	724,310	724,310	724,310
Current Expenses		228,314	350,500	350,500	350,500	350,500
<b>Total</b>		<b>1,081,059</b>	<b>1,055,060</b>	<b>1,074,810</b>	<b>1,074,810</b>	<b>1,074,810</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Electric Line Superintendent	1	1	1	1	3201	67
Electric Crew Leader	3	3	3	3	3204	60
Electric Journeyman Lineman	6	6	6	6	3206	58
Electric Apprentice Lineman	0	0	0	0	3207	52
<b>Total Personnel</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>		
6110 Full-Time Salaries			633,672	684,912	696,151	696,151
6120 Overtime			6,152	6,000	6,000	6,000
Less: Capitalized Labor			0	(172,728)	(175,538)	(175,538)
Total Salaries and Labor			639,824	518,184	526,613	526,613
6210 Retirement Contribution			47,602	48,364	49,151	49,151
6280 Other Pension Plans			0	0	0	0
6240 FICA			52,700	52,855	53,715	53,715
6250 Worker's Compensation			14,995	12,506	12,709	12,709
6260 Health and Life Insurance			116,786	124,124	134,432	134,432
6270 Unemployment Insurance			2,067	2,073	2,106	2,106
Less: Allocated to Capital Improvements			(21,229)	(53,546)	(54,417)	(54,417)
<b>Total Personal Services</b>			<b>852,745</b>	<b>704,560</b>	<b>724,310</b>	<b>724,310</b>
Current Expenses						
<b>Current Expenses:</b>						
7100 Safety and Training			0	0	0	0
7110 Other Professional Services			14,207	40,000	35,000	35,000
7410 Travel and Subsistence			3,393	2,500	2,500	2,500
7430 Training and Conferences			8,467	5,000	5,000	5,000
7510 Janitorial			1,871	3,800	3,800	3,800
7520 Building Maintenance			2,575	4,000	4,000	4,000
7540 Maintenance and Repair of Vehicles			28,188	62,500	62,500	62,500
7550 Miscellaneous Maintenance and Repair			1,136	1,000	1,000	1,000
7651 Damage Claims			0	1,000	1,000	1,000
7800 Community Affairs			25,308	15,200	15,200	15,200
7830 Landfill Fees			0	800	800	800
8040 Uniforms			4,000	4,000	4,000	4,000
8080 Gas, Oil, Lubricants			28,675	35,000	40,000	40,000
8090 Miscellaneous Maintenance Expense			5,341	5,000	5,000	5,000
8120 Small Tools and Equipment			4,258	10,000	10,000	10,000
8160 Other Maintenance Material			0	500	500	500
8215 SCADA System			3,178	10,000	10,000	10,000
8245 Transformer Testing			4,585	15,700	15,700	15,700
8220 Substation Maintenance			1,001	20,000	20,000	20,000
8225 Fiber System Maintenance			49	0	0	0
8230 Overhead Line Maintenance			52,690	55,000	55,000	55,000
8240 Underground Maintenance			24,679	25,000	25,000	25,000
8250 Street Light Maintenance			11,241	25,000	25,000	25,000
8265 Service Maintenance			1,745	4,500	4,500	4,500
8260 Meter Maintenance			1,727	5,000	5,000	5,000
8210 Supervision and Engineering			0	0	0	0
<b>Total Current Expenses</b>			<b>228,314</b>	<b>350,500</b>	<b>350,500</b>	<b>350,500</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION		ACTIVITY						DEPARTMENT HEAD		BUDGET CODE	FUND		
ELECTRIC SYSTEM		COMMUNITY BROADBAND NETWORK						ROBIN MILLYARD		24.227	UTILITY ENTERPRISE FUND		
Summary								2012 Actual	2013 Budget	2014 Budget			
										Department Request	Manager Recommend	Council Approved	
Personal Services								198,219	199,783	207,043	207,043	207,043	
Current Expenses								244,981	290,492	291,992	291,992	291,992	
<b>Total</b>								<b>443,200</b>	<b>490,275</b>	<b>499,035</b>	<b>499,035</b>	<b>499,035</b>	
Personnel Schedule													
Position Title		Employees						2012 Actual	2013 Budget	Department Request	Manager Recommend	Council Approved	
		2013	14-D	14-M	14-C	Position	Grade						
Broadband Op Ctr Superint		0	0	0	0	3901	63	0	0	0	0		
Administrative Asst II (Broadband)		1	1	1	1	5117	45	44,743	46,075	46,075	46,075		
Network Administrator		1	1	1	1	3903	65	67,630	67,630	67,630	67,630		
IS Director		0.5	0.5	0.5	0.5	1701	70	43,442	44,740	44,740	44,740		
<b>Total Personnel</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>								
6110	Full-Time Salaries							155,119	155,815	158,445	158,445	158,445	
6120	Overtime							0	0	0	0	0	
6130	Part Time							0	0	0	0	0	
6210	Retirement Contribution							10,705	10,907	11,091	11,091	11,091	
6280	Other Pension Plans							0	0	0	0	0	
6240	FICA							11,255	11,920	12,121	12,121	12,121	
6250	Worker's Compensation							401	343	349	349	349	
6260	Health and Life Insurance							20,297	20,331	24,562	24,562	24,562	
6270	Unemployment Insurance							442	467	475	475	475	
<b>Total Personal Services</b>								<b>198,219</b>	<b>199,783</b>	<b>207,043</b>	<b>207,043</b>	<b>207,043</b>	
<b>Current Expenses</b>													
<b>Current Expenses:</b>													
7110	Engineering and Consulting							19,530	34,000	34,000	34,000	34,000	
7190	Other Professional Services							1,458	2,000	2,000	2,000	2,000	
7210	Postage, Printing and Reproduction							272	350	350	350	350	
7220	Telephone							1,490	1,800	1,800	1,800	1,800	
7225	Interconnection Fees							132,234	117,000	114,500	114,500	114,500	
7280	Advertising and Publications							3,175	10,500	10,500	10,500	10,500	
7140	Travel and Subsistence							1,069	1,300	1,300	1,300	1,300	
7430	Training and Conferences							2,790	3,000	3,000	3,000	3,000	
7520	Maintenance- Building							450	2,500	2,500	2,500	2,500	
7540	Maintenance, and Repair - Vehicle							744	2,250	2,250	2,250	2,250	
7550	Maintenance and Repair - Equipment							6,105	16,000	16,000	16,000	16,000	
7760	Canopy Equipment							5,220	10,000	10,000	10,000	10,000	
7780	Fiber & Fiber Equipment							43,824	43,000	43,000	43,000	43,000	
7900	Interfund Cost of Service							0	10,092	10,092	10,092	10,092	
8060	Office Supplies and Expenses							293	800	800	800	800	
8080	Gas, Oil & Lube							638	1,800	1,800	1,800	1,800	
8090	Other Operating Expense							719	1,100	1,100	1,100	1,100	
8120	Small Tools & Equipment							847	8,000	8,000	8,000	8,000	
8160	Maintenance Contracts							24,123	25,000	29,000	29,000	29,000	
<b>Total Current Expenses</b>								<b>244,981</b>	<b>290,492</b>	<b>291,992</b>	<b>291,992</b>	<b>291,992</b>	

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	CUSTOMER ACCOUNTS	ROBIN MILLYARD	24.240	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		72,366	73,918	76,547	76,547	76,547
Current Expenses		316,356	267,356	262,356	262,356	262,356
<b>Total</b>		<b>388,722</b>	<b>341,274</b>	<b>338,903</b>	<b>338,903</b>	<b>338,903</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Electric Meter Technician	1	1	1	1	3208	46
Asst Meter Technician	0	0	0	0	3210	35
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
6110 Full-Time Salaries			53,004	53,582	55,169	55,169
6120 Overtime			303	400	400	400
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			3,762	3,779	3,890	3,890
6240 FICA			3,861	4,130	4,251	4,251
6250 Worker's Compensation			1,069	977	1,006	1,006
6260 Health and Life Insurance			10,216	10,888	11,664	11,664
6270 Unemployment Insurance			151	162	167	167
<b>Total Personal Services</b>			<b>72,366</b>	<b>73,918</b>	<b>76,547</b>	<b>76,547</b>
Current Expenses						
<b>Current Expenses:</b>						
7060 Bad Debts			13,638	20,000	15,000	15,000
7195 Collection Expense			11	500	500	500
7197 Contract Meter Reading			3,735	5,000	5,000	5,000
7901 Interfund - Billing			298,572	241,356	241,356	241,356
8090 Other Operating Expense			400	500	500	500
<b>Total Current Expenses</b>			<b>316,356</b>	<b>267,356</b>	<b>262,356</b>	<b>262,356</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	OTHER EXPENSES	ROBIN MILLYARD	24.270	UTILITY ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
<b>Current Expenses:</b>						
7020	Bond Interest	0	0	0	0	0
7022	Customer Deposit Interest	166	200	200	200	200
7023	Other Interest Expense	0	0	0	0	0
	Total Interest	166	200	200	200	200
7502	Nonreciprocal Interfund Activity	309,064	313,002	319,074	319,074	319,074
7510	Interfund Franchise Fee	309,064	313,002	319,074	319,074	319,074
7570	Depreciation	911,261	976,994	1,000,769	1,000,769	1,000,769
7580	Amortization	0	0	0	0	0
8050	Purchased Power	6,286,954	6,533,487	8,100,400	8,100,400	8,100,400

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

### ELECTRIC SYSTEM EQUIPMENT AND EQUIPMENT NEEDS

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
<b>REVENUES</b>								
From Operations	623,000	4,600,200	4,600,200	387,000	558,500	301,180		
Developer Contributions	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total Revenues</b>	<b>1,023,000</b>	<b>5,000,200</b>	<b>5,000,200</b>	<b>787,000</b>	<b>958,500</b>	<b>701,180</b>	<b>400,000</b>	<b>400,000</b>
<b>EXPENDITURES</b>								
Equipment	22,000	15,000	15,000	25,000	15,000	15,000	15,000	15,000
Buildings and Improvements	400,000	4,000,000	4,000,000	0	0	0	0	0
Capital Improvements	601,000	985,200	985,200	1,023,500	941,180	625,000	725,000	725,000
<b>Total Expenditures</b>	<b>1,023,000</b>	<b>5,000,200</b>	<b>5,000,200</b>	<b>1,048,500</b>	<b>956,180</b>	<b>640,000</b>	<b>740,000</b>	<b>740,000</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(261,500)</b>	<b>2,320</b>	<b>61,180</b>	<b>(340,000)</b>	<b>(340,000)</b>
<b>EQUIPMENT NEEDS</b>								
Office Equipment	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Tools and Work Equipment	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Line Locator	7,000							
Power Monitoring Equipment								
Air Compressor				10,000				
Thermal Imaging Camera								
Compactor								
Command Center Upgrade								
<b>TOTAL EQUIPMENT NEEDS</b>	<b>22,000</b>	<b>15,000</b>	<b>15,000</b>	<b>25,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>BUILDINGS AND IMPROVEMENTS</b>								
New Facility	400,000	4,000,000	4,000,000					
<b>TOTAL BUILDING AND IMPROVEMENTS</b>	<b>400,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

### ELECTRIC SYSTEM EQUIPMENT AND EQUIPMENT NEEDS

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015	2016	2017	2018	2019
				Estimate	Estimate	Estimate	Estimate	Estimate
<b>SYSTEM IMPROVEMENTS</b>								
Upgrade & Replacement	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
New Aerial Spun							75,000	75,000
Mountain Shadows Dr - Rebuild O/H							50,000	
Mel Ray Rd - Mtn Shadows Dr to Ponderosa Circle				75,000				
Red Mtn Dr - 7th to 10th St (Includes Water Plant)								
Storm King to 130 Road		50,000	50,000					
19th St-New Spun Aerial Cable & Dead End Towers					50,000			
10th St-New Spun Aerial Cable & dead End Towers						50,000		
Downtown Conversion		75,000	75,000	75,000			75,000	75,000
Sunlight View New UG				75,000	75,000			
Downtown Cable Replacement	30,000	30,000	30,000	30,000	30,000			
Recloser upgrade		100,000	100,000	100,000	100,000			
MOC Repairs		100,000	100,000					
Red Mountain Conversion				50,000	50,000			
3 Mile rebuild overhead				90,000	90,000			
130 Road West End						50,000	50,000	
No Name Rebuild Overhead								100,000
Total System Improvements Electric	105,000	430,000	430,000	570,000	470,000	225,000	325,000	325,000
<b>SYSTEM IMPROVEMENTS BROADBAND</b>								
Network Switches	9,500	5,000	5,000	5,000	9,500			
VoIP Servers and Telephone Equipment	3,500	3,500	3,500	0	31,680			
Network Routers	5,000	15,000	15,000	15,000	5,000			
Servers	8,500	8,500	8,500	8,500	0			
Upgrade and Replacement	25,000	25,000	25,000	25,000	25,000			
CH Data Center UPS	15,000							
Sonicwall Firewall	9,000							
Fusion Splicer	20,500							
Storage Area Network (SAN)		55,000	55,000					
Optical Time-Domain Reflectometer (OTDR)		15,000	15,000					
VM Server and Data Backup Server		15,700	15,700					
Environmental Alarm System		12,500	12,500					
Total System Improvments Broadband	96,000	155,200	155,200	53,500	71,180	0	0	0
<b>TOTAL SYSTEM IMPROVEMENTS</b>	201,000	585,200	585,200	623,500	541,180	225,000	325,000	325,000
<b>CUSTOMER PROJECTS</b>								
Other Projects	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>TOTAL CUSTOMER PROJECTS</b>	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>TOTAL CUSTOMER PROJECTS</b>	601,000	985,200	985,200	1,023,500	941,180	625,000	725,000	725,000

## AIRPORT FUND

**Mission:** The mission of the Airport Management is to manage and preserve public safety in the administration of the airport and operations; to help facilitate commerce for the City of Glenwood Springs and aide in public safety and staging; aide in the air transportation for the City of Glenwood Springs.

**Services/Programs provided include:**

- **Airport Management:** The Airport Division manages, repairs, and oversees the daily operations of the airport. Duties include policing, safe operations, snow plowing, fee collection and overall compliance with City, State, and code at the airport Facilities. Provide support and coordination to the Airport Commission.

**Program/Budget Highlights for 2014:**

- Attempt completion of the runway improvements depending on available funding.
- Compliance with new State and Federal stormwater compliance involving the hiring of a consultant to revise the existing stormwater plan.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Retained Earnings Balance

## AIRPORT ENTERPRISE FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>OPERATING REVENUE</b>					
Airport Lease (CAP)	800	1,060	1,060	1,060	1,060
Land Leases	10,500	24,910	24,910	24,910	24,910
Building Leases	14,000	0	0	0	0
Annual User Fees	3,250	2,820	2,820	2,820	2,820
Long Term Tie Downs	6,185	8,610	8,610	8,610	8,610
Transient Tie Down Fees	573	2,955	2,955	2,955	2,955
Interest Income	69	100	100	100	100
Fuel Sales	101,923	92,500	92,500	92,500	92,500
State Fuel Tax Refund	639	600	600	600	600
Other Income	249	50	50	50	50
Grants	0	0	0	360,000	360,000
Total Revenues	138,188	133,605	133,605	493,605	493,605
<b>OPERATING EXPENSES</b>					
Administration	23,606	43,615	43,845	33,539	33,539
Operations	107,626	128,700	126,462	126,462	126,462
Depreciation	6,063	6,072	9,648	9,648	9,648
Capital Outlay	-	-	-	400,000	400,000
Total Expenses	137,295	178,387	179,955	569,649	569,649
<b>Operating Income (Loss)</b>	893	(44,782)	(46,350)	(76,044)	(76,044)
<b>Other Additions (Deductions)</b>					
Capital Contributions	0	0	0	40,000	40,000
Transfer Out - to Fleet Service Fund	0	0	0	0	-
Increase (Decrease) in Retained Earnings	893	(44,782)	(46,350)	(36,044)	(36,044)
<b>Retained Earnings (Deficit) - Beginning</b>	85,148	86,041	41,259	41,259	41,259
<b>Retained Earnings (Deficit) - Ending</b>	86,041	41,259	(5,091)	5,216	5,216

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Unrestricted Cash Flow Summary

### AIRPORT ENTERPRISE FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Cash Flows from Operations</b>					
Revenues	138,188	133,605	133,605	133,605	133,605
(Increase) Decrease in Accounts Receivable	(212)	0	0	0	0
<b>Total Operating Revenues Available</b>	<b>137,976</b>	<b>133,605</b>	<b>133,605</b>	<b>133,605</b>	<b>133,605</b>
<b>Expenses</b>					
Operating Expenses	131,232	172,315	170,307	160,001	160,001
Increase (Decrease) in Inventories	(7,248)	0	0	0	0
(Increase) Decrease in Accounts Payable	(943)	0	0	0	0
(Increase) Decrease in Compensated Absences	330	0	0	0	0
<b>Total Operating Expenses</b>	<b>123,371</b>	<b>172,315</b>	<b>170,307</b>	<b>160,001</b>	<b>160,001</b>
<b>Operating Cash Income</b>	<b>14,605</b>	<b>(38,710)</b>	<b>(36,702)</b>	<b>(26,396)</b>	<b>(26,396)</b>
<b>Other Sources (Uses)</b>					
Contributed Capital - Grants	0	0	0	400,000	400,000
Transfer Out - To Fleet Service Fund	0	0	0	0	0
Deferred Revenue received	0	0	0	0	0
Acquisition of Capital Assets	0	0	0	(400,000)	(400,000)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>14,605</b>	<b>(38,710)</b>	<b>(36,702)</b>	<b>(26,396)</b>	<b>(26,396)</b>
Unrestricted Cash - Beginning	15,137	29,742	(8,968)	(8,968)	(8,968)
Unrestricted Cash - Ending	29,742	(8,968)	(45,670)	(35,363)	(35,363)

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
AIRPORT	ADMINISTRATION	ROBIN MILLYARD	27	AIRPORT ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
Personal Services		23,606	43,615	43,845	33,539	33,539
Current Expenses		113,689	134,772	136,110	136,110	136,110
Capital Outlay		0	0	0	400,000	400,000
<b>Total</b>		<b>137,295</b>	<b>178,387</b>	<b>179,955</b>	<b>569,649</b>	<b>569,649</b>
Personnel Schedule						
Position Title	Employees					
	2013	14-D	14-M	14-C	Position	Grade
Airport Manager (Part-Time)	0.55	0.55	0.55	0.55	400	55
Asst. Dir. PW Ops	0.05	0.05	0.05	0.05	3104	71
<b>Total Personnel</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>		
6110 Full-Time Salaries		4,329	4,727	4,870	4,870	4,870
6120 Overtime		0	0	0	0	0
6130 Part-Time		16,429	34,528	34,528	25,000	25,000
6210 Retirement Contribution		326	331	341	341	341
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		1,621	3,003	3,014	2,285	2,285
6250 Worker's Compensation		75	86	87	66	66
6260 Health and Life Insurance		762	822	887	887	887
6270 Unemployment Insurance		64	118	118	90	90
<b>Total Personal Services</b>		<b>23,606</b>	<b>43,615</b>	<b>43,845</b>	<b>33,539</b>	<b>33,539</b>
Current Expenses and Capital Outlay						
<b>Current Expenses:</b>						
7190 Other Professional Services		0	1,733	1,819	1,819	1,819
7220 Telephone		1,114	2,205	2,315	2,315	2,315
7280 Advertising & Publication		0	242	254	254	254
7310 Electricity		985	966	1,014	1,014	1,014
7320 Gas		0	368	386	386	386
7330 Water		0	179	187	187	187
7350 Trash		674	772	810	810	810
7410 Travel and Subsistence		7	441	463	463	463
7420 Business Conferences		0	420	441	441	441
7540 Maintenance - Machinery & Equipment		5,464	9,587	10,066	10,066	10,066
7570 Depreciation		6,063	6,072	9,648	9,648	9,648
7620 Liability Insurance		3,045	4,139	4,353	4,353	4,353
7740 Rent/Lease Expense		3,700	5,786	6,075	6,075	6,075
7900 Interfund Cost of Service		4,453	3,535	3,535	3,535	3,535
8060 Office Supplies		0	441	463	463	463
8070 Fees and Charges		1,595	3,644	3,826	3,826	3,826
8071 Contract Services		0	2,310	2,426	2,426	2,426
8080 Aviation Fuel		84,368	78,750	82,688	82,688	82,688
8090 Other Operating Expense		788	3,182	3,341	3,341	3,341
8100 Master Plan		0	0	0	0	0
8110 Storm Water Management		1,433	10,000	2,000	2,000	2,000
9400 Grant Costs		0	0	0	0	0
<b>Total Current Expenses</b>		<b>113,689</b>	<b>134,772</b>	<b>136,110</b>	<b>136,110</b>	<b>136,110</b>
<b>Capital Outlay:</b>						
9530 Asphalt taxiway corners - Grant		0	0	0	0	0
Runway - Resurface - Grant		0	0	0	400,000	400,000
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

## **PUBLIC WORKS-SOUTH CANYON LANDFILL**

**Mission:** South Canyon Landfill is a division of the City's Public Works Department. The department seeks to provide a high quality, cost-efficient waste management program, while protecting the environment and public health through the reduction, reuse, recycling and safe disposal of a portion of the local area's waste stream.

**Services/Programs** provided include:

**Municipal Solid Waste:** This activity provides for the disposal of locally generated household solid waste.

**Construction and Demolition:** This service provides for the disposal of locally generated waste from construction and deconstruction activities. The diversion of reusable, recyclable or compost-able materials is encouraged.

**Tire Disposal:** This service provides an affordable disposal option for a difficult product to dispose of. Tires are stockpiled until a sufficient volume is accumulated to be cost-effective to contract with an outside party to chip or shred the tires.

**White Goods:** This service provides for the disposal of household appliances. Again, the appliances are stockpiled until a sufficient volume is accumulated to be cost-effective to contract with an outside party to transport the appliances to a recycle/salvage operation.

**Septic Sludge:** This service provides for the disposal of locally generated sludge from a variety of sources.

**Composting Operation:** This operation is conducted by a private contractor, on City-owned lands, and is funded by providing a portion of the fees collected for the material. Materials are diverted from the landfill into this operation to preserve air space in the landfill and provide a useful product.

**Recycle Center:** This service provides area residents and businesses for the opportunity to easily divert recyclables from the solid waste stream into a recycle program. A variety of material including glass, plastic, aluminum, tin cans, newspapers and magazines, office paper and cardboard are collected at the drop off center, or at the landfill, for transport to area recycle processing centers.

### **Program/Budget Highlights**

The increase in volume of materials diverted to the composting operations is significant, as is the amount of money provided for this operation. The volume of concrete we are recycling into aggregate is also continuing to increase.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Retained Earnings Balance

## LANDFILL ENTERPRISE FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>OPERATING REVENUE</b>					
Concrete	103,954	100,000	75,000	160,000	160,000
Appliances	7,100	7,000	8,000	8,000	8,000
Brush & Wood	36,716	32,000	32,000	32,000	32,000
City of Glenwood Springs	47,186	50,000	37,000	50,000	50,000
Construction Waste Mixed	608,620	635,000	620,000	620,000	620,000
Contaminated Soil	1,669,091	1,100,000	750,000	750,000	750,000
Municipal Waste	945,937	900,000	1,200,000	1,200,000	1,200,000
Residential Waste	70,475	60,000	62,000	62,000	62,000
Sludge	56,928	82,000	82,000	82,000	82,000
Septic Sludge	387,586	400,000	465,000	590,000	590,000
Tires Cut and Uncut	13,206	10,000	12,000	25,000	25,000
Compost Fee	14,328	9,000	11,000	25,000	25,000
Scrap Metal/Recycle fee	29,635	0	0	10,000	10,000
Finance Charge	44,669	30,000	30,000	30,000	30,000
Sale of Assets	0	0	0	0	0
Other Income	19,226	10,000	50,000	50,000	50,000
Interest	53,005	46,305	60,760	60,760	60,760
Total Operating Revenues	4,107,662	3,471,305	3,494,760	3,754,760	3,754,760
<b>OPERATING EXPENSES</b>					
Administration	3,598,876	3,348,012	3,559,550	3,484,550	3,484,550
Interest	0	0	0	0	0
Depreciation	8,632	8,640	42,444	42,444	42,444
Amortization	0	0	0	0	0
Landfill Closure Costs	68,037	100,518	107,027	107,027	107,027
Total Expenses	3,675,545	3,457,170	3,709,021	3,634,021	3,634,021
<b>Operating Income (Loss)</b>	432,117	14,135	(214,261)	120,739	120,739
<b>Other Additions (Deductions)</b>					
Transfers In					
Fleet Service Fund	0	0	0	0	0
<b>Transfers Out</b>					
General Fund	0	0	0	0	0
Acquisition & Improvement Fund for land acquisition	0	0	0	0	0
Fleet Service Fund	0	0	0	0	0
Increase (Decrease) in Retained Earnings	432,117	14,135	(214,261)	120,739	120,739
<b>Retained Earnings (Deficit) - Beginning</b>	6,189,117	6,621,234	6,635,369	6,635,369	6,635,369
<b>Retained Earnings (Deficit) - Ending</b>	6,621,234	6,635,369	6,421,108	6,756,108	6,756,108

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Unrestricted Cash Flow Summary

### LANDFILL ENTERPRISE FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Cash Flows from Operations</b>					
Revenues	4,107,662	3,471,305	3,494,760	3,754,760	3,754,760
(Increase) Decrease in Accounts Receivable	226,010	0	0	0	0
<b>Total Operating Revenues Available</b>	<b>4,333,672</b>	<b>3,471,305</b>	<b>3,494,760</b>	<b>3,754,760</b>	<b>3,754,760</b>
<b>Expenses</b>					
Operating Expenses	3,598,876	3,348,012	3,559,550	3,484,550	3,484,550
Interest	0	0	0	0	0
Increase (Decrease) in Work in Progress	234,985	0	0	0	0
Increase (Decrease) in Prepaids	0	0	0	0	0
(Increase) Decrease in Accounts Payable	(393,609)	0	0	0	0
(Increase) Decrease in Compensated Absenses	(687)	0	0	0	0
(Increase) Decrease in Accrued Interest	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>3,439,565</b>	<b>3,348,012</b>	<b>3,559,550</b>	<b>3,484,550</b>	<b>3,484,550</b>
<b>Operating Cash Income</b>	<b>894,107</b>	<b>123,293</b>	<b>(64,790)</b>	<b>270,210</b>	<b>270,210</b>
<b>Other Sources (Uses)</b>					
Loan payment from DDA Fund - Principal	15,050	159,597	162,439	163,429	163,429
Acquisition of Capital Assets	0	0	(567,500)	(567,500)	(567,500)
Transfer from (to) Fleet Service Fund	0	0	0	0	0
Restricted for Closure Costs	(68,037)	(100,518)	(107,027)	(107,027)	(107,027)
Loan to DDA Fund for Cooper Street Parking Structure	(1,000,000)	(1,000,000)	0	0	0
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>(158,880)</b>	<b>(817,628)</b>	<b>(576,878)</b>	<b>(240,888)</b>	<b>(240,888)</b>
Unrestricted Cash - Beginning	4,989,695	4,830,815	4,013,187	4,013,187	4,013,187
Unrestricted Cash - Ending	4,830,815	4,013,187	3,436,309	3,772,299	3,772,299

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

## Restricted Cash Flow Summary

### LANDFILL FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Sources of Restricted Cash</b>					
From Operations	68,037	100,518	107,027	107,027	107,027
Total Sources of Restricted Cash	68,037	100,518	107,027	107,027	107,027
<b>Uses of Restricted Cash</b>					
Final Debt Payment	0	0	0	0	0
Closure Costs Incurred	0	0	0	0	0
Post Closure Costs Incurred	0	0	0	0	0
Total Uses of Restricted Cash	-	0	0	0	0
<b>Net Increase (Decrease) in Restricted Cash</b>	68,037	100,518	107,027	107,027	107,027
Restricted Cash - Beginning	856,339	924,376	1,024,894	1,024,894	1,024,894
Restricted Cash - Ending	924,376	1,024,894	1,131,921	1,131,921	1,131,921
Summary of Ending Restricted Cash Balance					
Closure Costs	582,678	644,948	711,251	711,251	711,251
Post Closure Costs	341,698	379,946	420,670	420,670	420,670
Total Ending Restricted Cash Balance	924,376	1,024,894	1,131,921	1,131,921	1,131,921

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
LANDFILL	ADMINISTRATION	ROBIN MILLYARD	29.610	LANDFILL ENTERPRISE FUND		
<b>Summary</b>		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2014 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		248,156	255,236	262,530	262,530	262,530
Current Expenses		3,350,720	3,092,776	3,297,020	3,222,020	3,222,020
<b>Total</b>		<b>3,598,876</b>	<b>3,348,012</b>	<b>3,559,550</b>	<b>3,484,550</b>	<b>3,484,550</b>
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2013</b>	<b>14-D</b>	<b>14-M</b>	<b>14-C</b>	<b>Position</b>	<b>Grade</b>
Landfill Superintendent	1	1	1	1	3701	59
Equip Op I - Landfill	1	1	1	1	3802	40
Acctg Tech/Cashier - Landfill	1	1	1	1	3704	37
Equip Op II/Mech - Landfill	0	0	0	0	3801	42
Part-Time Recycling Tech	0.75	0.75	0.75	0.75	0600	34
Admin Asst II (PW)	0.33	0	0	0	5119	45
GIS Tech	0.33	0	0	0	1408	45
Asst. Director PW Utilities	0.33	0	0	0	3104	71
<b>Total Personnel</b>	<b>4.74</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>		
6110 Full-Time Salaries		155,325	156,031	160,264	160,264	160,264
6120 Overtime		2,740	5,000	5,000	5,000	5,000
6130 Part-Time		22,926	24,102	24,102	24,102	24,102
6210 Retirement Contribution		11,016	11,272	11,568	11,568	11,568
6220 Police/Fire Retirement		0	0	0	0	0
6240 FICA		13,218	14,163	14,486	14,486	14,486
6250 Worker's Compensation		10,590	9,829	10,014	10,014	10,014
6260 Health and Life Insurance		31,823	34,284	36,528	36,528	36,528
6270 Unemployment Insurance		518	555	568	568	568
<b>Total Personal Services</b>		<b>248,156</b>	<b>255,236</b>	<b>262,530</b>	<b>262,530</b>	<b>262,530</b>
<b>Current Expenses and Capital Outlay</b>						
<b>Current Expenses:</b>						
7060 Bad Debts		1,265	1,500	1,500	1,500	1,500
7110 Engineering Services		160,098	150,000	165,000	165,000	165,000
7130 Professional Services/Operations Contract		2,177,485	1,985,000	1,985,000	1,985,000	1,985,000
7155 Septic and Car Wash Water		415,426	376,000	550,000	445,000	445,000
7190 Other Professional Services		58,913	15,000	18,000	25,000	25,000
7210 Recycle/Compost		0	50,000	50,000	50,000	50,000
7220 Telephone		1,643	2,000	2,000	2,000	2,000
7280 Advertising and Publications		930	2,000	2,000	2,000	2,000
7310 Electricity		2,877	3,300	3,300	3,300	3,300
7320 Gas		90	2,750	2,800	2,800	2,800
7410 Travel and Subsistence		879	1,000	1,300	1,300	1,300
7430 Training		1,135	2,000	2,500	2,500	2,500
7540 Maintenance and Repair - Machinery and Equipment		8,408	4,000	3,000	3,000	3,000
7572 Loss on Asset Disposal		0	2,000	2,000	2,000	2,000
7610 Liability Insurance		51,408	52,406	52,680	52,680	52,680
7620 Property Insurance		205	240	260	260	260
7740 Equipment Rental		4,550	2,000	2,000	2,000	2,000
7810 Subscriptions and Memberships		411	1,000	1,000	1,000	1,000
7830 Tire Disposal		90,520	10,000	12,000	12,000	12,000
7850 Concrete Crushing & Recycling		57,721	80,000	80,000	80,000	80,000
7870 Weed Control		130	2,000	2,000	2,000	2,000
7900 Interfund Cost of Service		155,554	139,774	139,774	139,774	139,774
7901 Interfund Billing and Accounting		5,340	4,056	4,056	4,056	4,056
7903 Interfund - Force Construction		2,268	600	600	600	600
8040 Uniforms		1,050	1,400	1,500	1,500	1,500
8060 Office Supplies		2,027	2,750	2,750	2,750	2,750
8080 Gas, Oil, Lubricants		3,777	15,000	15,000	15,000	15,000
8090 Other Operating Expense		32,380	8,000	8,000	8,000	8,000
8092 Recycle Program/VRM Membership		0	20,000	20,000	20,000	20,000
8150 Road Maintenance Materials		0	2,000	2,000	0	0
8170 Hazardous Household Waste		40,977	50,000	55,000	55,000	55,000
8180 Recycle Center Operations		73,253	105,000	110,000	135,000	135,000
<b>Total Current Expenses</b>		<b>3,350,720</b>	<b>3,092,776</b>	<b>3,297,020</b>	<b>3,222,020</b>	<b>3,222,020</b>

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
LANDFILL	OTHER DEDUCTIONS	ROBIN MILLYARD	29.610	LANDFILL ENTERPRISE FUND		
Summary		2012 Actual	2013 Budget	2014 Budget		
				Department Request	Manager Recommend	Council Approved
7520	Interest	0	0	0	0	0
	Total Interest	0	0	0	0	0
7570	Depreciation	8,632	8,640	42,444	42,444	42,444
	Total Depreciation	8,632	8,640	42,444	42,444	42,444
7580	Amortization - Financing Costs	0	0	0	0	0
	Total Amortization	0	0	0	0	0
7590	Landfill Closure Costs	42,887	62,270	66,303	66,303	66,303
7592	Landfill Postclosure Costs	25,150	38,248	40,724	40,724	40,724
	Total Compliance and Closure Costs	68,037	100,518	107,027	107,027	107,027

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Equipment

	2013 Budget	2014		Five-Year Projection				
		Request	Approved	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate
<b>REVENUES</b>								
From Operations	3,471,305	3,494,760	3,754,760					
Total Revenues	3,471,305	3,494,760	3,754,760	0	0	0	0	0
<b>CAPITAL EXPENSES</b>								
Equipment	0	5,500	5,500	0	0	0	0	0
Buildings and Improvements	0	562,000	562,000	0	0	0	0	0
Total Expenses	0	567,500	567,500	0	0	0	0	0
<b>Excess Revenues Over (Under) Expenses</b>	3,471,305	2,927,260	3,187,260	0	0	0	0	0
<b>EQUIPMENT NEEDS</b>								
Hydrolic Broom		5,500	5,500					
Total Equipment	0	5,500	5,500	0	0	0	0	0
<b>BUILDINGS AND IMPROVEMENTS</b>								
Paved Road		562,000	562,000					
Total Buildings and Improvements	0	562,000	562,000	0	0	0	0	0

## **TRUST FUNDS**

Trust Funds are used to account for assets held by the government in a trustee capacity.

**Cemetery Reserve Fund** - accounts for funds received and restricted as to use in the maintenance and care of the Rosebud Cemetery.

## CEMETERY RESERVE FUND

Mission: To use perpetual care fees for maintenance and operational costs at the Rose Bud Cemetery.

History: Perpetual care fees are charged when a cemetery lot is sold. These fees are deposited in a Trust Fund known as the Cemetery Reserve Fund, for the mission purpose as stated above.

Program/Budget Highlights: There are not any operational or capital expenditure costs budgeted in 2013.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## TRUST FUNDS

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>CEMETERY RESERVE FUND</b>					
<b>REVENUES</b>					
Perpetual Care Fees	3,250	1,000	1,000	1,000	1,000
Interest Income	52	50	50	50	50
Miscellaneous Income	0	0	0	0	0
Total Revenues	3,302	1,050	1,050	1,050	1,050
<b>EXPENDITURES</b>					
Operating Expense	3,602	0	0	0	0
Capital Outlay - Mower	0	0	0	0	0
Total Expenditures	3,602	0	0	0	0
<b>Excess Revenues Over (Under) Expenditures</b>	(300)	1,050	1,050	1,050	1,050
<b>Fund Balance - Beginning</b>	31,541	31,241	32,291	32,291	32,291
<b>Fund Balance - Ending</b>	31,241	32,291	33,341	33,341	33,341

## **COMPONENT UNITS**

The City Council for the City of Glenwood Springs serves as the oversight body for two separate governmental entities. These entities are referred to as Component Units.

**General Improvement District Number 1980** - accounts for revenues received from ad valorem taxes levied for downtown Glenwood Springs improvements.

**Downtown Development Authority** - established by a vote of the citizens in 2001 for the purpose of revitalizing the downtown corridor and building a parking structure.

## **1980 GENERAL IMPROVEMENT DISTRICT**

**Mission Statement:** The District receives revenue from a small property tax mill levy each year since the District was formed in 1980. Revenue from the property tax is limited to spending on parking and beautification within the District Based on the Ordinance and Measure approved by the voters.

### **Highlights/Goals:**

- Funds are appropriated for the clean-up of the GID area as well as for planting materials and labor to keep up the planted areas within the GID.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Fund Balance

## GENERAL IMPROVEMENT DISTRICT 1980 FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Revenues</b>					
Property Taxes	44,393	43,677	38,062	38,062	38,062
Specific Ownership Tax	2,095	2,200	2,200	2,200	2,200
Interest Income	278	100	100	100	100
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>46,766</b>	<b>45,977</b>	<b>40,362</b>	<b>40,362</b>	<b>40,362</b>
<b>Expenditures</b>					
Treasurer's Fees	889	900	950	950	950
Downtown Area Plan	0	0	0	0	0
Other Expense	35,364	27,986	28,854	28,854	28,854
Interfund Cost of Service	15,840	17,134	17,134	17,134	17,134
<b>Total Expenditures</b>	<b>52,093</b>	<b>46,020</b>	<b>46,938</b>	<b>46,938</b>	<b>46,938</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(5,327)</b>	<b>-43</b>	<b>(6,576)</b>	<b>(6,576)</b>	<b>(6,576)</b>
<b>Fund Balance - Beginning</b>	<b>23,872</b>	<b>18,545</b>	<b>18,502</b>	<b>18,502</b>	<b>18,502</b>
<b>Fund Balance - Ending</b>	<b>18,545</b>	<b>18,502</b>	<b>11,926</b>	<b>11,926</b>	<b>11,926</b>

## **DOWNTOWN DEVELOPMENT AUTHORITY**

**Mission Statement:** The mission of the Downtown Development Authority is to create a list of capital projects consistent with the approved Downtown and Confluence Plans, and use tax increment financing to complete those projects.

Services provided include:

**Board Support:** The DDA manager serves as liaison working with the DDA Board and presenting plans to the City Council for projects to improve infrastructure within the DDA boundaries.

**Project Management:** This includes time spent by the DDA Manager, City staff members or contractors to complete design, bid documents and perform construction management services.

### **Highlights/Goals**

- Funds have been budgeted to begin technical work for the parking structure(s) in downtown Glenwood Springs on Cooper Avenue.
- Other downtown improvement projects are in the planning stages depending on availability of future revenues.

# CITY OF GLENWOOD SPRINGS - 2014 BUDGET

Summary of Revenues, Expenditures and Retained Earnings Balance

## DOWNTOWN DEVELOPMENT AUTHORITY FUND

	2012 Actual	2013 Budget	2014 Budget		
			Department Request	Manager Recommend	Council Approved
<b>Revenues</b>					
Property Taxes	0	0	0	0	0
TIF Property Taxes	169,839	112,835	87,099	87,099	87,099
TIF Sales Taxes	206,381	223,811	315,474	315,474	315,474
Interest	3,648	1,500	2,000	2,000	2,000
Financing Proceeds	0	0	0	0	0
Donations	0	0	0	0	0
Other Income	1,170	0	0	0	0
Total Revenues	381,038	338,146	404,573	404,573	404,573
<b>Expenditures</b>					
Administration	0	0	0	0	0
Operations	175,749	211,258	236,378	236,378	236,378
Capital Outlay	1,634,541	500,000	1,200,000	1,235,000	1,235,000
Total Expenditures	1,810,290	711,258	1,436,378	1,471,378	1,471,378
<b>Excess Revenues Over (Under) Expenditures</b>	(1,429,252)	(373,112)	(1,031,805)	(1,066,805)	(1,066,805)
<b>Other Additions (Deductions)</b>					
Transfers In - Annual Settlement	50,000	50,000	50,000	50,000	50,000
Transfer Out - To General Fund for loan payment	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Transfer Out - To Landfill Fund for 917 Cooper Loan payment - Principal	(15,050)	(15,939)	(16,881)	(16,881)	(16,881)
Transfer Out - To Landfill Fund for 5 year Loan payment - Principal		(98,016)	(98,998)	(98,998)	(98,998)
Transfer Out - To Landfill Fund for 10 year Loan payment - Principal		(45,643)	(46,560)	(46,560)	(46,560)
Transfer Out - To Fleet Serv. Fund for 15 year Loan payment - Principal		(53,678)	(55,301)	(55,301)	(55,301)
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	(1,424,302)	(566,388)	(1,229,545)	(1,264,545)	(1,264,545)
<b>Fund Balance - Beginning</b>	1,381,150	1,898	(321,214)	(321,214)	(321,214)
<b>Fund Balance - Before Non-GAAP Adjustments</b>	(43,152)	(564,490)	(1,550,759)	(1,585,759)	(1,585,759)
Non-GAAP Adjustments:					
Transfer Out - To General Fund for a Loan payment - Principal	30,000	30,000	30,000	30,000	30,000
Transfer Out - To Landfill Fund for a Loan payments - Principal	15,050	159,598	162,439	162,439	162,439
Transfer Out - To Fleet Serv. Fund for a Loan payment - Principal		53,678	55,301	55,301	55,301
<b>Fund Balance After Non-GAAP Adjustments</b>	1,898	(321,214)	(1,303,019)	(1,338,019)	(1,338,019)
Less: Restricted - Tabor Reserve	(11,431)	(11,431)	(11,431)	(11,431)	(11,431)
Less: Assigned - Future Years	-		(26,738)	(102,816)	(102,816)
Add: Unassigned - Negative Residual	9,533	332,645	1,341,188	1,452,266	1,452,266
<b>Fund Balance - Assigned</b>	0	0	0	0	0

## CITY OF GLENWOOD SPRINGS - 2014 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND			
DOWNTOWN DEVELOPMENT AUTHORITY	DDA		86.110	DDA			
			<b>2014 Budget</b>				
		<b>2012 Actual</b>	<b>2013 Budget</b>	<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>	
Personal Services		0	0	0	0	0	
Current Expenses		175,749	211,258	236,378	236,378	236,378	
Capital Outlay		1,634,541	500,000	1,200,000	1,235,000	1,235,000	
<b>Total</b>		<b>1,810,290</b>	<b>711,258</b>	<b>1,436,378</b>	<b>1,471,378</b>	<b>1,471,378</b>	
<b>Personnel Schedule</b>							
<b>Position Title</b>	<b>Employees</b>						
	2013	14-D	14-M	14-C	Position		
DDA Director	0				1104	46	0
Assistant	0						0
<b>Total Personnel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
6110 Full-Time Salaries		0	0	0	0	0	
6120 Overtime		0	0	0	0	0	
6130 Part-Time		0	0	0	0	0	
6210 Retirement Contribution		0	0	0	0	0	
6220 Police/Fire Retirement		0	0	0	0	0	
6240 FICA		0	0	0	0	0	
6250 Worker's Compensation		0	0	0	0	0	
6260 Health and Life Insurance		0	0	0	0	0	
6270 Unemployment Insurance		0	0	0	0	0	
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Current Expenses and Capital Outlay</b>							
<b>Current Expenses:</b>							
7030 Interest		22,666	65,906	61,441	61,441	61,441	
7143 Treasurer's Fees		3,397	2,257	1,742	1,742	1,742	
7160 Auditing/Accounting		0	0	0	0	0	
7190 Other Professional Services		137,087	130,200	123,500	123,500	123,500	
7210 Postage		0	0	0	0	0	
7220 Telephone		0	0	0	0	0	
7260 Copying		0	0	0	0	0	
7280 Advertising		0	0	0	0	0	
7290 Design		0	0	0	0	0	
7410 Travel and Subsistence		0	0	0	0	0	
7430 Training		0	0	0	0	0	
7530 Maintenance - Office Equipment		0	0	0	0	0	
7540 Maintenance - Machinery and Equipment		0	0	0	0	0	
7810 Subscriptions and Memberships		0	0	0	0	0	
7900 Interfund Cost of Service		5,315	12,895	12,895	12,895	12,895	
8060 Office Supplies		7,284	0	0	0	0	
8063 Election Supplies & Expenses		0	0	0	0	0	
8080 Gas, Oil, Lubricants		0	0	0	0	0	
8090 Other Operating Expense		0	0	36,800	36,800	36,800	
8400 Grant Program		0	0	0	0	0	
<b>Total Current Expenses</b>		<b>175,749</b>	<b>211,258</b>	<b>236,378</b>	<b>236,378</b>	<b>236,378</b>	
<b>Capital Outlay:</b>							
9520 9th and Cooper Parking structure		1,634,541		0	0	0	
Alley projects		0	250,000	0	0	0	
Grand Ave. bridge fund for off-site improvements			100,000	165,000	200,000	200,000	
Temporary Streetscape project		0	100,000	0	0	0	
Unidentified projects		0	50,000	0	0	0	
Walled Trash Enclosures				50,000	50,000	50,000	
700 block alley; Grand to Colorado				25,000	25,000	25,000	
Wayfinding Implementation				10,000	10,000	10,000	
7th Street Streetscape				420,000	420,000	420,000	
Façade Grant Funds				25,000	25,000	25,000	
Cooper Streetscape				495,000	495,000	495,000	
Banners at 9th & Cooper parking structure				10,000	10,000	10,000	
<b>Total Capital Outlay</b>		<b>1,634,541</b>	<b>500,000</b>	<b>1,200,000</b>	<b>1,235,000</b>	<b>1,235,000</b>	