

# CITY OF GLENWOOD SPRINGS



## 2015 BUDGET



# CITY OF GLENWOOD SPRINGS

## 2015 BUDGET INDEX

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## 2015 Budget Message

Attached please find the working draft of the 2015 budget. The budget begins with the General Fund which contains the most changes for 2015. The General Fund contains a number of add backs from items cut in past years. These additions are justified by increasing workload. The changes include:

- One Police Officer
- An assistant City Engineer
- A Planner II
- An IS technician
- Additional legal support

In addition there are funds appropriated to update the City's web site which has not had a major overhaul in 10 years. Utilities have increased based on rate increases in the City's utilities. As per Council direction, an estimated amount of money has been appropriated for potential wage and benefit increases in annexations and rebates.

On the revenue side the City is estimating it will end 2014 at 4% ahead of 2013 and 2015 is estimated to be 2% ahead of 2014. Mineral and severance taxes have been trended based on a 3 year average, and have increased based on receipts being higher than anticipated in 2014. The big change for 2015 is a transfer out of Acquisitions and Improvements to cover the costs of operating the Community Center (\$ 1,296,091). While use of these funds for this purpose was contemplated in the Ordinance for the A & I tax, this will be the first time since passage of the tax that funds have been used for this purpose.

Within the Fleet Services Fund, contributions for vehicle replacement have resumed after a review of the fleet and surplus of some equipment. These appropriations show up in the various funds that have equipment within the fund. Also, there is a new system proposed to allow for better management of the City's equipment. This was a recommendation out of the management study of fleet operations.

There are both large and small projects contained within the Street Tax Fund for 2015. These include:

- 8<sup>th</sup> Street (design/ROW acquisition): \$1.4 million in 2015, estimated total \$8 million.
- 27<sup>th</sup> Street Bridge (design/maint.): \$450,000 in 2015, estimated total \$7.1 million.
- 10<sup>th</sup> & Red Mountain (design): \$60,000 in 2015, estimated total \$1.5 million.
- South Midland Improvements (design): \$350,000 in 2015, estimated total \$2 million.
- Blake Avenue Extension (remove gate & improve): \$100,000 in 2015.
- South Bridge (engineering, EA, ROW acquisition): \$500,000 in 2015, estimated total \$40 million.

There are grants associated with some of these projects. These include the federal earmark for South Bridge, Federal Mineral Lease District grant for South Midland, and a State grant for the 27<sup>th</sup> Street Bridge. No Funds were budgeted for a contribution to the Grand Avenue Bridge. If Council wants to make a contribution in 2015, it is recommended \$1 million be taken from the 8<sup>th</sup> Street Project. This will still allow for design to continue. Future year appropriations for the Grand Avenue Bridge may mean delays in the projects listed above or limitations on the City's ability to move forward with other projects not on the above list.

Capital Projects pays for the capital needs of the General Fund including the payment to the Fleet Services fund for vehicle replacement. Of the capital needs for departments within the General Fund, the largest single expense is \$155,000 for a new roof for the Community Center. Also, included in Capital Projects is the \$800,000 transfer to the Water/Wastewater fund to help cover the debt service payment for the wastewater treatment plant. The Fund shows \$3,822,076 in unreserved fund balance. This may be a source of future funding for the Grand Avenue Bridge.

The Acquisitions and Improvements fund contains the Transfer to the General Fund for operation of the Community Center. If sales tax proceeds increase substantially, it is possible the transfer could be reduced or eliminated. The Fund also includes continued funding for the RICD water right (\$300,000), and funding for improving with parking area at the whitewater activity area (\$65,000).

The Electric Fund is not financially stable. Escalating wholesale power costs have reduced the City's Retained Earnings balance for this operation. Unrestricted cash at the end of 2015 is only \$82,187. As a result of escalating wholesale power costs, construction of a new facility has been put on hold. This points to the need for another large increase in retail rates. No potential increase has been appropriated in 2015. It is possible that the fund balance will be better than anticipated due to reduced operating expenses.

With the \$800,000 transfer from the Capital Projects Fund, the City is able to attain the necessary fund balance to comply with the City's loan requirements for the wastewater plant. Ideally, the Fund would have a larger Retained Earnings balance. In the water utility, a water line is planned to be replaced on Tanager from Cedar Crest to Ptarmigan (\$450,000), and in the Sanitary Sewer Utility a lift station and a trunk line on 19<sup>th</sup> Street are planned to be replaced (\$430,000).

Net operating cash for the Landfill utility is negative \$-373,228. This could mean the City will need to adjust landfill rates again to close this gap. A year end analysis will be done to see if actual experience is better or worse than budgeted. Included the landfill fund for 2015 is \$762,000 to concrete the leachate lagoons and improve the road to the facility. These improvements will help with operations and help the City meet environmental requirements.

While there are some financial issues that need to be addressed in the immediate future, I feel the City's budget and the overall financial base is stable. Spending to support the integration of the

Grand Avenue Bridge into the City, rectifying the condition of the Electric Fund, and planning for re-authorization of the expiring taxes are items needed attention in the immediate future.

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 expandable 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.

Thanks to Finance Director Mike Harman, the Department Heads and other City Staff for helping to get this document together.

Jeff Hecksel

City Manager

## **SUPPLEMENTAL INFORMATION**

# CITY OF GLENWOOD SPRINGS – 2015 BUDGET

This 2015 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

### MAYOR PRO TEM

Ted Edmonds

### COUNCILMAN

Michael Gamba

### COUNCILMAN

Todd Leahy

### COUNCILMAN

Stephen Bershenyi

### COUNCILMAN

Matthew Steckler

### COUNCILMAN

Dave Sturges

## FINANCIAL ADVISORY BOARD

Scott Grosscup

Cheryl Cain

Jim Ingraham

Terri Miller

Matthew Steckler – Council Representative

Ken Murphy

Chris Treese

Jerry Pradier

Cindy Svatos

## CITY STAFF

### CITY MANAGER

Jeff Hecksel

### CITY ATTORNEY

Jan Shute

### COMMUNITY DEVELOPMENT DIRECTOR

Andrew McGregor

### HUMAN RESOURCE DIRECTOR

Susan Kurk

### PARKS & RECREATION DIRECTOR

Tom Barnes

### PUBLIC WORKS DIRECTOR

Robin Millyard

### FINANCE DIRECTOR

Mike Harman

### CITY CLERK

Catherine Mythen

### FIRE CHIEF

Gary Tillotson

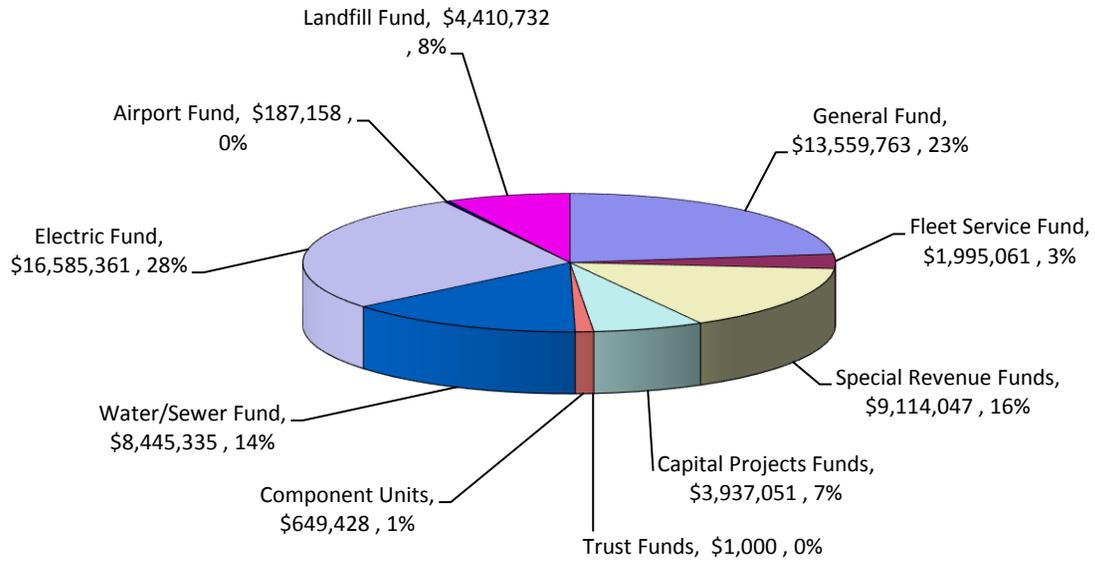
### INFORMATION SYSTEMS DIRECTOR

Bob Farmer

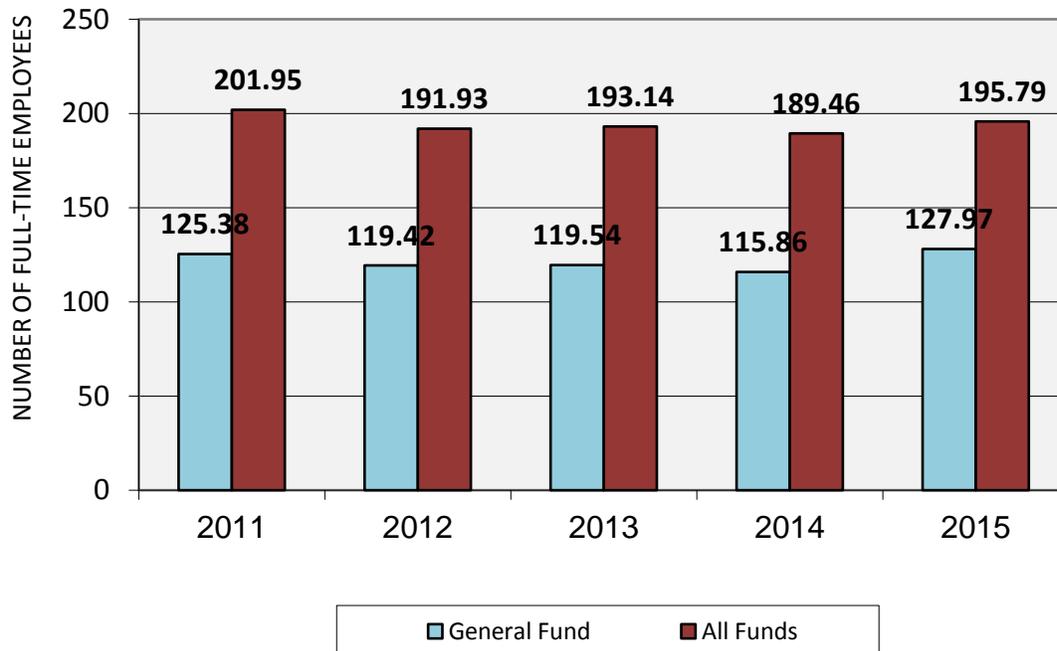
### POLICE CHIEF

Terry Wilson

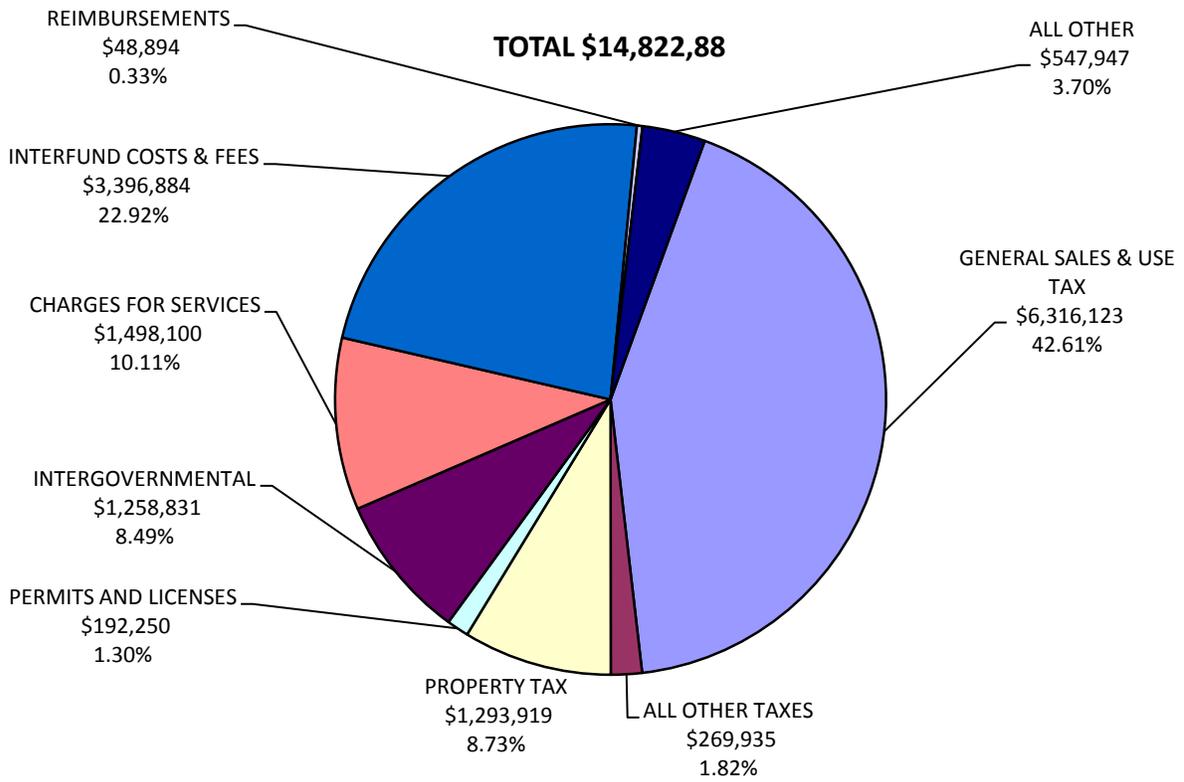
## 2015 BUDGET EXPENDITURES ALL FUNDS - \$58,884,936



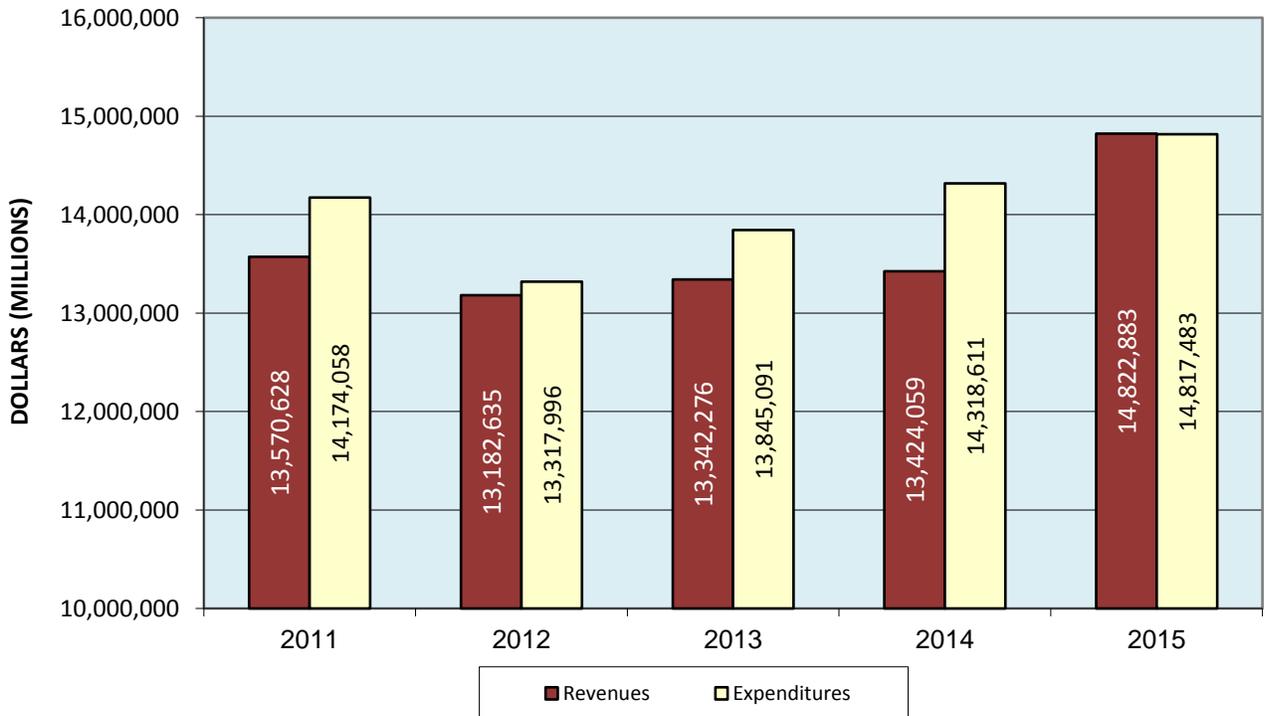
## FULL-TIME EQUIVALENT PERSONNEL



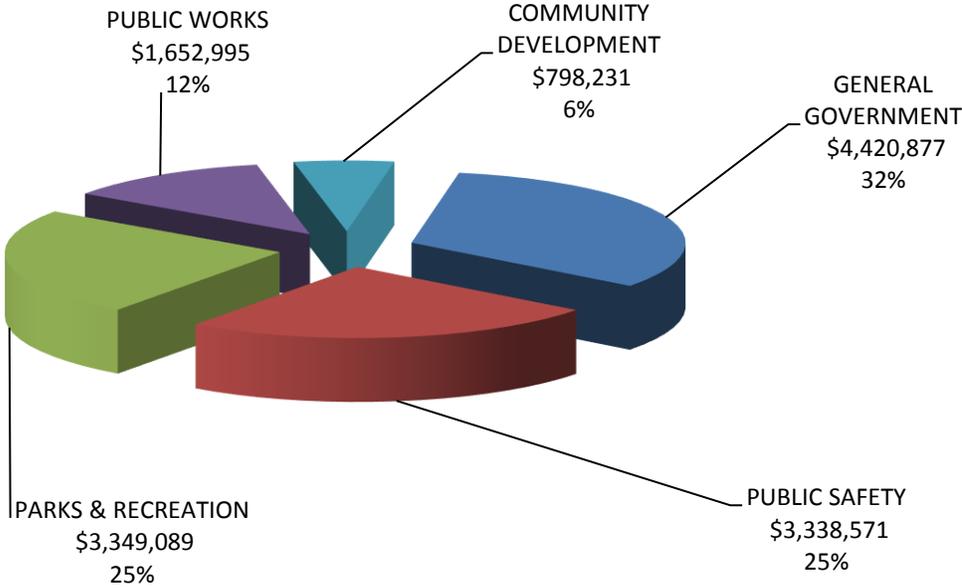
### 2015 ESTIMATED GENERAL FUND REVENUE:



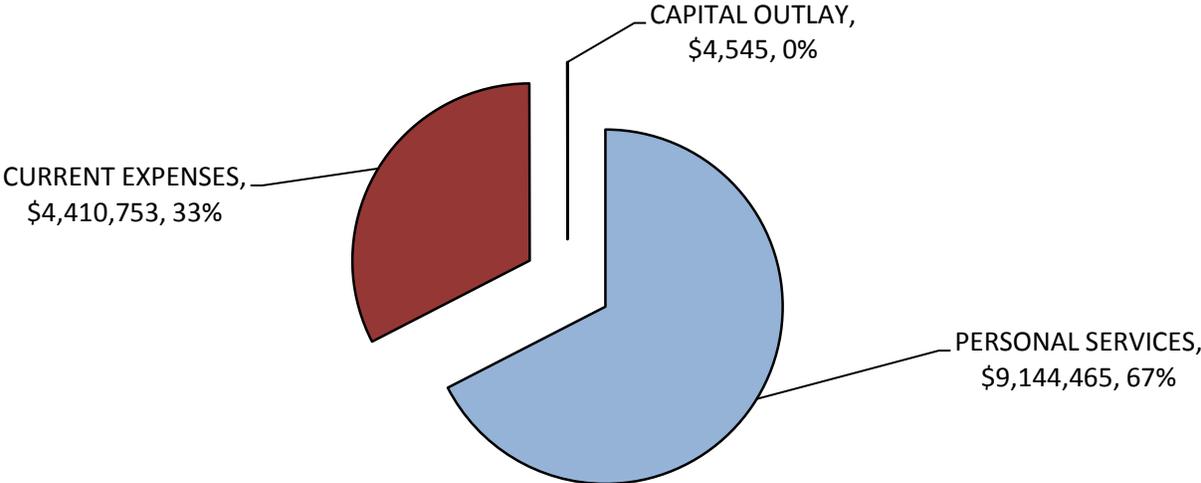
### COMPARISON OF GENERAL FUND REVENUES AND EXPENDITURES/TRANSFER



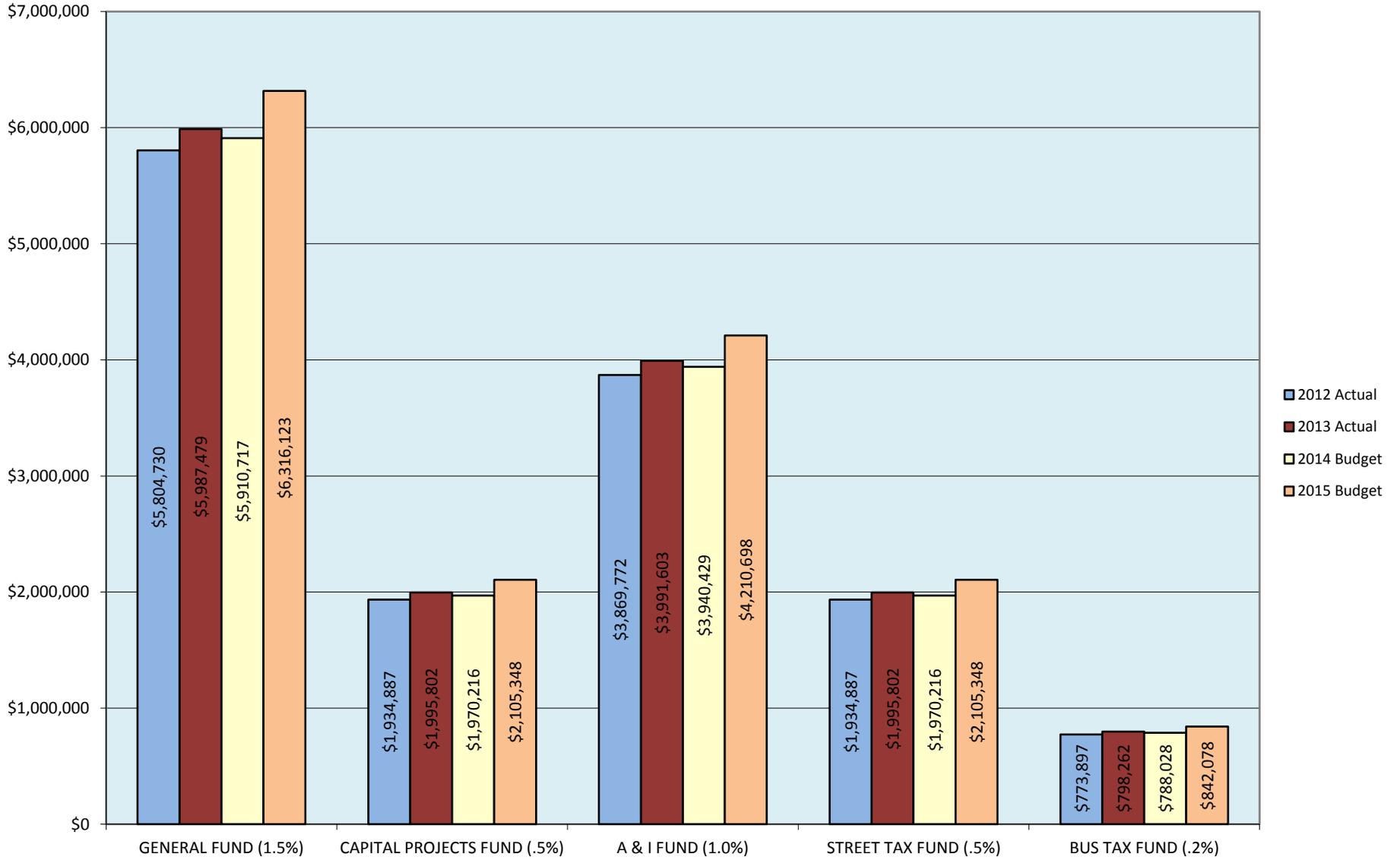
**2014 GENERAL FUND EXPENDITURES  
BY FUNCTION: TOTAL \$12,257,67**



**2014 GENERAL FUND EXPENDITURES  
BY CHARACTER: TOTAL \$12,257,67**



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



## **SUMMARY OF ALL FUNDS**

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of All Funds

SUMMARY OF ALL FUNDS	REVENUES	EXPENDITURES	Excess Revenues Over (Under) Expenditures	Net Transfers In (Out)	Excess Revenues Over (Under) Expenditures and Transfers
<b>GOVERNMENT FUND TYPES</b>					
<b>GOVERNMENTAL FUND TYPES</b>					
General Fund	14,822,883	13,559,763	1,263,120	(1,257,720)	(24,600)
Internal Service Funds					
Fleet Service Fund	490,807	1,995,061	(1,504,254)	434,388	(1,069,866)
Special Revenue Funds					
Tourism Promotion Fund	850,600	856,979	(6,379)	0	(6,379)
V.A.L.E. Fund	28,000	51,500	(23,500)	0	(23,500)
Conservation Trust Fund	95,500	95,000	500	0	500
Street Tax Fund	3,366,226	3,584,969	(218,743)	(6,757)	(225,500)
Bus Tax Fund	1,206,535	1,181,674	24,861	(2,702)	22,159
Fire & EMS Fund	995,050	3,343,925	(2,348,876)	2,378,669	29,793
Total Special Revenue Funds	6,541,911	9,114,047	(2,572,137)	2,369,210	(202,927)
Capital Projects Funds					
Capital Projects Fund	2,113,726	783,201	1,330,525	(1,057,087)	273,438
Acquisition & Improvement Fund	4,252,455	2,942,850	1,309,605	(1,309,605)	-
Emergency Services Equipment Replacement Fund	77,086	211,000	(133,914)	184,872	50,958
Total Capital Projects Funds	6,443,267	3,937,051	2,506,216	(2,181,820)	324,396
<b>PROPRIETARY FUND TYPES</b>					
<b>PROPRIETARY FUND TYPES</b>					
Enterprise Funds					
Utility Enterprise Funds					
Water & Sewer System	5,556,200	8,445,335	(2,889,135)	800,000	(2,089,135)
Electric System	13,800,546	16,585,361	(2,784,815)	(178,123)	(2,962,938)
Airport Enterprise Fund	163,600	187,158	(23,558)	0	(23,558)
Landfill Enterprise Fund	3,146,838	4,410,732	(1,263,894)	(5,935)	(1,269,829)
Total Enterprise Funds	22,667,184	29,628,586	(6,961,402)	615,942	(6,345,460)
<b>FIDUCIARY FUND TYPES</b>					
<b>FIDUCIARY FUND TYPES</b>					
Trust Funds					
Cemetery Reserve Fund	1,050	1,000	50	0	50
Total Trust Funds	1,050	1,000	50	0	50
<b>COMPONENT UNITS</b>					
<b>COMPONENT UNITS</b>					
General Improvement District - 1980	38,965	38,965	0	0	0
Downtown Development Authority	411,099	610,463	(199,364)	20,000	(179,364)
Total Component Units	450,064	649,428	(199,364)	20,000	(179,364)
<b>TOTAL OF ALL FUND TYPES</b>					
<b>TOTAL ALL FUND TYPES</b>	<b>51,417,166</b>	<b>58,884,936</b>	<b>(7,467,771)</b>	<b>0</b>	<b>(7,497,771)</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 - 2015 BUDGET

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

GENERAL FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
<b>Taxes</b>					
Property Taxes - General	566,347	836,375	853,212	853,212	853,212
Property Taxes - Fire Bonds	254,408	255,779	255,835	255,835	255,835
Property Taxes - Fire Capital Improvement	185,375	184,219	184,872	184,872	184,872
Specific Ownership	48,858	58,000	50,000	50,000	50,000
Special Assessment	34,078	35,000	34,000	34,000	34,000
General Sales Tax	5,839,461	5,849,095	6,075,375	6,194,500	6,194,500
Use Tax	148,018	61,622	121,623	121,623	121,623
Audit Revenue	42,695	20,270	10,135	10,135	10,135
Franchise Tax	176,480	160,500	175,800	175,800	175,800
<b>Total Taxes</b>	<b>7,295,720</b>	<b>7,460,860</b>	<b>7,760,852</b>	<b>7,879,977</b>	<b>7,879,977</b>
<b>Permits and Licenses</b>					
Contractors Licenses	25,243	23,000	20,000	20,000	20,000
Liquor Licenses	21,725	19,000	35,000	35,000	35,000
Sales Tax Licenses	79,975	20,000	80,000	80,000	80,000
Dog Licenses	265	500	250	250	250
Building and Vendor Permits	60,556	87,900	57,000	57,000	57,000
<b>Total Permits and Licenses</b>	<b>187,764</b>	<b>150,400</b>	<b>192,250</b>	<b>192,250</b>	<b>192,250</b>
<b>Intergovernmental</b>					
Cigarette Tax	71,441	65,940	65,000	65,000	65,000
County Road and Bridge	276,270	250,000	278,000	278,000	278,000
County Sales Tax	146,961	218,215	150,000	150,000	150,000
Highway Use Tax	282,223	283,020	282,000	282,000	282,000
Severance Tax	217,394	217,394	180,000	267,054	267,054
Grants	97,522	92,366	216,777	216,777	216,777
<b>Total Intergovernmental</b>	<b>1,091,811</b>	<b>1,126,935</b>	<b>1,171,777</b>	<b>1,258,831</b>	<b>1,258,831</b>
<b>Charges for Services</b>					
Plan Check and Record Fees	71,592	43,600	70,000	70,000	70,000
Planning Fees	18,858	15,000	20,000	20,000	20,000
Cemetery Fees	9,344	8,000	8,000	8,000	8,000
Police Fines and Court Fees	178,873	124,000	175,000	175,000	175,000
Impoundment Fees	3,482	5,000	3,100	3,100	3,100
Parking Fees and Fines	41,086	44,200	41,000	41,000	41,000
Community Center Fees	1,239,099	1,075,000	1,100,000	1,133,000	1,133,000
Park User Fees	48,079	25,400	48,000	48,000	48,000
Affordable Housing and Airport Road Fees	0	0	0	0	0
<b>Total Charges for Services</b>	<b>1,610,413</b>	<b>1,340,200</b>	<b>1,465,100</b>	<b>1,498,100</b>	<b>1,498,100</b>
<b>Other Revenue</b>					
Nonreciprocal Interfund Activity	469,479	478,680	564,381	564,381	564,381
Interfund Franchise Fees	469,479	478,680	564,381	564,381	564,381
Interfund Cost of Service Allocation	2,021,698	2,014,040	2,201,067	2,268,122	2,268,122
Interest	14,636	5,000	14,500	14,500	14,500
Donations/Contributions	3,959	100	100	100	100
Miscellaneous	20,848	30,000	20,000	20,000	20,000
Police Seizures	32,571	0	0	0	0
Mineral Lease	269,158	269,158	175,000	469,347	469,347
Other Leases	34,011	34,000	34,000	34,000	34,000
Reimbursement from Other Entities	38,381	31,006	48,527	48,894	48,894
Sales of Assets	19,645	5,000	10,000	10,000	10,000
<b>Total Other Revenue</b>	<b>3,393,865</b>	<b>3,345,664</b>	<b>3,631,956</b>	<b>3,993,725</b>	<b>3,993,725</b>
<b>Total General Fund Revenue</b>	<b>13,579,573</b>	<b>13,424,059</b>	<b>14,221,935</b>	<b>14,822,883</b>	<b>14,822,883</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

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

GENERAL FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
<b>General Government</b>					
Administration	514,317	532,395	564,198	564,198	574,198
Human Resources	247,685	265,202	292,314	291,939	291,939
City Clerk/Elections	387,017	390,681	410,937	415,508	415,508
Finance/Purchasing	1,170,042	1,190,824	1,276,476	1,281,544	1,281,544
Information Systems	230,609	259,578	386,789	390,789	390,789
Judicial	212,015	234,312	242,595	242,595	242,595
Legal	278,752	291,362	302,744	377,744	377,744
Annexation Costs and Rebates	165,788	553,054	566,560	846,560	846,560
<b>Total General Government</b>	<b>3,206,225</b>	<b>3,717,408</b>	<b>4,042,613</b>	<b>4,410,877</b>	<b>4,420,877</b>
<b>Public Safety</b>					
Police Department	3,153,482	3,223,191	3,394,269	3,338,571	3,338,571
Fire Department	-	-	-	-	-
<b>Total Public Safety</b>	<b>3,153,482</b>	<b>3,223,191</b>	<b>3,394,269</b>	<b>3,338,571</b>	<b>3,338,571</b>
<b>Community Development</b>					
Community Development Administration/Planning	406,674	437,811	547,097	547,097	547,097
Building Inspection	224,334	232,502	251,134	251,134	251,134
<b>Total Community Development</b>	<b>631,008</b>	<b>670,313</b>	<b>798,231</b>	<b>798,231</b>	<b>798,231</b>
<b>Public Works</b>					
Engineering/Administration	407,469	440,161	466,280	598,341	598,341
Administration, Streets and Alleys	991,082	1,014,619	1,059,303	1,054,654	1,054,654
<b>Total Public Works</b>	<b>1,398,551</b>	<b>1,454,780</b>	<b>1,525,583</b>	<b>1,652,995</b>	<b>1,652,995</b>
<b>Parks and Recreations</b>					
Parks and Cemetery Maintenance	957,548	1,000,074	1,003,930	1,064,731	1,064,731
Recreation Programs	2,111,791	2,191,904	2,274,794	2,284,358	2,284,358
<b>Total Parks and Recreation</b>	<b>3,069,339</b>	<b>3,191,978</b>	<b>3,278,724</b>	<b>3,349,089</b>	<b>3,349,089</b>
<b>Total General Fund Expenditures</b>	<b>11,458,606</b>	<b>12,257,670</b>	<b>13,039,420</b>	<b>13,549,763</b>	<b>13,559,763</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>2,120,967</b>	<b>1,166,389</b>	<b>1,182,515</b>	<b>1,273,120</b>	<b>1,263,120</b>
<b>TRANSFERS</b>					
<b>Transfers In</b>					
DDA Fund - Non GAAP loan repayment	30,000	30,000	30,000	30,000	30,000
Acquisition & Improvement Fund	0	80,000	0	1,296,091	1,296,091
<b>Transfers (Out)</b>					
To Fleet Service Fund	0	0	0	0	0
To Department of Emergency Services	(185,375)	(184,219)	(184,872)	(184,872)	(184,872)
To Fire and EMS Fund	(2,076,381)	(1,966,452)	(2,136,193)	(2,355,767)	(2,378,669)
To DDA for Annual Settlement	(20,270)	(20,270)	(20,270)	(20,270)	(20,270)
<b>Total Transfers in and (out)</b>	<b>(2,252,026)</b>	<b>(2,060,941)</b>	<b>(2,311,335)</b>	<b>(1,234,818)</b>	<b>(1,257,720)</b>
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	<b>(161,059)</b>	<b>(924,552)</b>	<b>(1,158,820)</b>	<b>8,302</b>	<b>(24,600)</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>4,612,619</b>	<b>4,451,560</b>	<b>3,527,008</b>	<b>3,527,008</b>	<b>3,527,008</b>
<b>Fund Balance - Ending</b>	4,451,560	3,527,008	2,368,188	3,535,310	3,502,408
Less: Non-Spendable	(539,270)	(569,270)	(569,270)	(569,270)	(569,270)
Less: Restricted	(721,789)	(705,940)	(705,940)	(705,940)	(705,940)
Less: Committed	(204,615)	(205,669)	(205,669)	(205,669)	(205,669)
Less: Unassigned Contingency Reserve	(1,225,767)	(1,225,767)	(1,303,942)	(1,354,976)	(1,355,976)
Less: Unassigned	(1,760,119)	(820,362)	-	(699,500)	(665,600)
Add: Negative Residual			416,600		
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# LEGISLATIVE & EXECUTIVE

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## **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.

## **Services Provided:**

**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.

## **Program / Budget Highlights:**

Funds are appropriated for small business development through the Roaring Fork Business Resource Center (\$10,000).

The City's contribution of \$45,000 for Garfield Clean Energy is budgeted in different funds with \$8,500 budgeted in the General Fund.

With an election in 2015, Funds are budgeted for Goal Setting for the 2015-2017 period.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	ADMINISTRATION	JEFF HECKSEL	01.112	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		349,598	349,436	354,389	354,389	354,389
Current Expenses		164,719	182,959	209,809	209,809	219,809
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>514,317</b>	<b>532,395</b>	<b>564,198</b>	<b>564,198</b>	<b>574,198</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
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			274,338	269,552	272,124	272,124
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			14,855	15,761	15,941	15,941
6240 FICA			18,344	20,621	20,817	20,817
6250 Worker's Compensation			600	639	646	646
6260 Health and Life Insurance			40,694	42,054	44,045	44,045
6270 Unemployment Insurance			767	809	816	816
<b>Total Personal Services</b>			<b>349,598</b>	<b>349,436</b>	<b>354,389</b>	<b>354,389</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			17,270	16,500	17,000	17,000
7220 Telephone			16,907	15,564	17,760	17,760
7280 Advertising, Publication			224	1,000	1,000	1,000
7310 Electricity			52,616	44,880	68,700	68,700
7320 Gas			3,474	6,750	8,100	8,100
7330 Water			4,347	6,380	4,800	4,800
7350 Trash Pickup			1,452	2,640	1,620	1,620
7410 Travel and Subsistence			3,043	6,005	4,789	4,789
7420 Business Conferences			1,421	3,485	3,875	3,875
7430 Training			0	0	0	0
7440 Lease Payments			0	0	0	0
7540 Maintenance and Repair - Machinery/Equipment			1,597	4,700	4,300	4,300
7810 Subscriptions and Memberships			23,786	33,605	35,165	35,165
7857 Channel 12, Valley T.V.			30,000	30,000	30,000	30,000
8060 Office Supplies			581	750	1,000	1,000
8080 Gas, Oil, Lubricants			613	1,000	1,000	1,000
8090 Other Operating Expense			7,388	9,700	10,700	10,700
<b>Total Current Expenses</b>			<b>164,719</b>	<b>182,959</b>	<b>209,809</b>	<b>219,809</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

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## **Mission Statement:**

The City Clerk's office strives to support local governance by accurately recording and efficiently managing the records of the City Council and permanent documents of the City, by efficiently processing liquor and marijuana licenses, and by administering programs to keep the public involved and informed.

## **Services Provided:**

**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.

**Risk Manager:** 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.

**Licensing Administrator:** 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. This includes Local Authority for medical marijuana and retail marijuana businesses.

**Boards & Commissions:** Administration: Conduct solicitation and update board member lists for all City board members. This includes coordinating communication between applicants and the City.

**Records Management:** 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.

**Municipal Code Maintenance:** Publish and record ordinances and preserve proof of publications. Update the on-line Code.

**Public Information:** This includes preparation and publication of the monthly calendar as well as coordinating communication with the public for agenda items.

## **Program / Budget Highlights:**

Funds are including for a municipal election in 2015.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	CITY CLERK	Catherine Mythen	01.114	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		155,677	157,286	162,066	162,066	162,066
Current Expenses		231,340	233,395	248,871	253,442	253,442
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>387,017</b>	<b>390,681</b>	<b>410,937</b>	<b>415,508</b>	<b>415,508</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
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			119,600	119,870	114,881	114,881
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			8,372	8,391	8,042	8,042
6240 FICA			8,524	9,170	8,788	8,788
6250 Worker's Compensation			299	324	310	310
6260 Health and Life Insurance			18,548	19,171	29,700	29,700
6270 Unemployment Insurance			334	360	345	345
<b>Total Personal Services</b>			<b>155,677</b>	<b>157,286</b>	<b>162,066</b>	<b>162,066</b>
<b>CURRENT EXPENSES</b>						
7190 Professional Services			7,341	10,800	10,800	10,800
7280 Advertising, Publication			8,250	3,700	3,700	3,700
7410 Travel and Subsistence			0	1,545	1,545	1,545
7420 Business Conferences			0	1,648	1,700	1,700
7430 Training			149	1,185	1,500	1,500
7530 Maintenance - Office Equipment			1,163	6,800	6,850	6,850
7610 Liability and Casualty Insurance			130,932	134,266	138,294	138,655
7620 Property Insurance			40,734	35,339	36,399	40,609
7640 Other Insurance			13,659	11,300	11,588	11,588
7650 Deductibles Paid			5,424	12,000	12,000	12,000
7810 Subscriptions and Memberships			466	587	495	495
7910 Reimbursable Expenditures			1,149	0	0	0
8060 Office Supplies			1,932	2,575	2,500	2,500
8063 Election Expense			13,708	0	10,000	10,000
8071 Microfilming			4,561	6,000	6,000	6,000
8090 Other Operating Expense			1,798	5,150	5,000	5,000
8091 Recording Fees			74	500	500	500
<b>Total Current Expenses</b>			<b>231,340</b>	<b>233,395</b>	<b>248,871</b>	<b>253,442</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

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## Mission Statement:

The Human Resources Department serves the City of Glenwood Springs by focusing efforts on our most valuable asset – our City’s employees. Human Resources achieves 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 to all Departments:

- **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.
- **Property/Liability Management** – working with both employees and CIRSA to control costs by managing claims from both the City and 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 - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	HUMAN RESOURCES	SUSAN KURK	01.115	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		208,520	217,382	234,924	234,924	234,924
Current Expenses		39,165	47,820	57,390	57,015	57,015
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>247,685</b>	<b>265,202</b>	<b>292,314</b>	<b>291,939</b>	<b>291,939</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-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. Assistant 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			162,621	167,285	173,496	173,496
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			9,327	11,710	12,145	12,145
6240 FICA			11,637	12,797	13,272	13,272
6250 Worker's Compensation			489	452	468	468
6260 Health and Life Insurance			23,990	24,636	35,023	35,023
6270 Unemployment Insurance			456	502	520	520
<b>Total Personal Services</b>			<b>208,520</b>	<b>217,382</b>	<b>234,924</b>	<b>234,924</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			30,481	27,783	34,875	34,875
7230 Printing and Binding			298	2,420	2,470	2,170
7280 Advertising, Publication			38	250	300	300
7410 Travel and Subsistence			930	2,200	2,550	2,550
7420 Business Conferences			829	985	1,535	1,535
7430 Training			0	0	0	0
7540 Maintenance and Repair - Machinery/Equipment			1,163	1,800	1,800	1,800
7740 Equipment Lease			0	0	0	0
7810 Subscriptions and Memberships			557	1,077	1,730	1,730
8060 Office Supplies			1,244	2,850	3,000	3,000
8090 Other Operating Expense			270	955	1,280	1,205
8091 Citywide Training			974	5,000	5,000	5,000
8092 Substance Testing			0	0	0	0
8094 Wellness Program			2,381	2,500	2,850	2,850
<b>Total Current Expenses</b>			<b>39,165</b>	<b>47,820</b>	<b>57,390</b>	<b>57,015</b>
<b>CAPITAL OUTLAY</b>						
9520 Office Equipment			0	0	0	0
<b>Total Capital Outlay</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# FINANCE DEPARTMENT

## **Mission Statement:**

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:**

**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.

## **Program / Budget Highlights:**

- 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 - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	FINANCE	MIKE HARMAN	01.116	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		717,467	727,778	800,385	800,385	800,385
Current Expenses		452,575	462,546	475,091	480,159	480,159
Capital Outlay		0	500	1,000	1,000	1,000
<b>Total</b>		<b>1,170,042</b>	<b>1,190,824</b>	<b>1,276,476</b>	<b>1,281,544</b>	<b>1,281,544</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-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 Tech.	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			539,435	470,917	565,643	491,958
6120 Overtime			53	500	500	500
6130 Part-Time			0	70,233	0	73,685
6210 Retirement Contribution			30,198	37,916	39,630	39,630
6240 FICA			38,640	41,436	43,310	43,310
6250 Worker's Compensation			4,624	4,890	5,124	5,124
6260 Health and Life Insurance			103,002	100,261	144,480	144,480
6270 Unemployment Insurance			1,515	1,625	1,698	1,698
<b>Total Personal Services</b>			<b>717,467</b>	<b>727,778</b>	<b>800,385</b>	<b>800,385</b>
<b>CURRENT EXPENSES</b>						
7020 Bond Interest			40,406	35,697	30,879	30,879
7030 Debt Service Fees			0	150	150	150
7040 Bond Principal			215,000	220,000	225,000	225,000
7143 Treasurer's Fees			25,744	23,487	31,600	31,600
7160 Auditing/Accounting			41,243	37,581	39,908	39,908
7190 Other Professional Services			0	0	0	5,068
7210 Postage			67,422	70,527	71,950	71,950
7230 Printing and Binding			8,549	10,060	10,060	10,060
7260 Copying			3,729	4,668	4,200	4,200
7410 Travel and Subsistence			3,066	3,400	3,100	3,100
7430 Training			525	2,500	2,000	2,000
7530 Maintenance and Repair - Office Equipment			2,830	3,075	3,000	3,000
7740 Equipment Lease			5,350	6,400	6,400	6,400
7810 Subscriptions and Memberships			1,662	2,135	2,135	2,135
8060 Office Supplies			2,578	2,800	2,800	2,800
8090 Other Operating Expense			1,099	700	1,200	1,200
Building Maintenance Operations:						
7510 Janitorial			8,654	9,500	9,500	9,500
7520 Maintenance and Repair - Building			24,719	29,866	31,209	31,209
<b>Total Current Expenses</b>			<b>452,575</b>	<b>462,546</b>	<b>475,091</b>	<b>480,159</b>
<b>CAPITAL OUTLAY</b>						
9520 Office Equipment			0	500	1,000	1,000
<b>Total Capital Outlay</b>			<b>0</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>

# INFORMATION SYSTEMS

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## **Mission Statement:**

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

## **Services Provided:**

### 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.

### Server Management

Provide support for 49 virtual servers and 10 physical servers. Ensures maximum availability of data by monitoring and responding to server related issues. Supports both Linux and Windows server operating systems. Maintain and review backup systems and policies to ensure recoverability of data.

### Network Services

Network support for 22 locations includes management of integrated voice and data networks with the objective of maintaining high network availability. Associated duties include periodic replacement of switching and routing equipment and related asset management.

### Phone System

Operate and maintain the City's VoIP based phone system. The system supports 170+ phones and provides fax capabilities to several departments. Other duties include periodic updates of the VoIP database and major software updates to the VoIP system.

### Equipment Procurement and Maintenance

All phases of asset management for 190+ workstations 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.

### Mobile Device Management

Device support for the City's growing fleet of mobile devices including 25 smartphones, 10 tables, and 17 Mobile Data Terminals. Responsibilities include maintaining and securing the mobile devices.

## **Program / Budget Highlights:**

The 2015/2016 budget will allow the Information Systems department to continue to operate as a technical resource for all City departments. Provides continue support for 470+ devices. Budget initiatives, if approved, include expanded wireless coverage at City Hall and all three Fire Stations.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	INFORMATION SYSTEMS	BOB FARMER	01.117	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		143,000	132,138	219,811	219,811	219,811
Current Expenses		87,609	127,440	166,978	170,978	170,978
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>230,609</b>	<b>259,578</b>	<b>386,789</b>	<b>390,789</b>	<b>390,789</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
IS Director	0.5	0.5	0.5	0.5	1701	70
System Administrator	1	1	1	1	1703	49
Assistant Computer Tech	0	1	1	1	1702	37
<b>Total Personnel</b>	<b>1.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>		
6110 Full-Time Salaries			103,000	103,366	147,376	147,376
6120 Overtime			83	150	0	0
6130 Part-Time			9,634	0	0	0
6210 Retirement Contribution			7,216	7,246	10,316	10,316
6240 FICA			8,328	7,919	11,274	11,274
6250 Worker's Compensation			262	279	398	398
6260 Health and Life Insurance			14,150	12,867	50,005	50,005
6270 Unemployment Insurance			327	311	442	442
<b>Total Personal Services</b>			<b>143,000</b>	<b>132,138</b>	<b>219,811</b>	<b>219,811</b>
<b>CURRENT EXPENSES</b>						
7120 Internet Fees			17,400	17,400	34,200	34,200
7190 Other Professional Services			5,442	34,788	44,740	47,240
7200 Software Modifications			45,947	45,372	55,388	56,888
7410 Travel and Subsistence			0	2,550	2,910	2,910
7430 Training			171	4,360	4,500	4,500
7530 Maintenance and Repair - Office Equipment			2,922	3,000	6,500	6,500
8061 Data Processing Supplies			0	0	0	0
8062 Computer Supplies			5,691	8,800	8,140	8,140
8064 Printer Supplies			8,795	10,050	9,750	9,750
8090 Other Operating Expense			1,241	1,120	850	850
<b>Total Current Expenses</b>			<b>87,609</b>	<b>127,440</b>	<b>166,978</b>	<b>170,978</b>
<b>CAPITAL OUTLAY</b>						
9520 Computer Equipment			0	0	0	0
<b>Total Capital Outlay</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# MUNICIPAL COURT

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## **Mission Statement:**

To administer justice fairly, efficiently, effectively and to provide excellent customer service.

## **Services Provided:**

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 (<\$2,000), etc.

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

Parking Violations: We enter parking tickets into our court software for tracking purposes and accept payment of parking fines. We also send out reminders, late notices and conduct 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.

## **Program / Budget Highlights:**

Purchase new copier for \$3545 with a \$400 yearly maintenance, which includes all parts, labor and toner. The service agreement also includes 24,000 copies at no charge (last year we printed 11,000 copies).

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	MUNICIPAL COURT	VICTOR M. ZERBI	01.118	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		175,750	172,912	181,400	181,400	181,400
Current Expenses		36,265	61,400	57,650	57,650	57,650
Capital Outlay		0	0	3,545	3,545	3,545
<b>Total</b>		<b>212,015</b>	<b>234,312</b>	<b>242,595</b>	<b>242,595</b>	<b>242,595</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-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		92,060	96,348	89,744	89,744	89,744
6120 Overtime		1,180	400	400	400	400
6130 Part-Time		45,000	45,000	45,000	45,000	45,000
6210 Retirement Contribution		4,509	6,744	6,282	6,282	6,282
6240 FICA		10,115	10,844	10,339	10,339	10,339
6250 Worker's Compensation		362	312	365	365	365
6260 Health and Life Insurance		22,127	12,839	28,865	28,865	28,865
6270 Unemployment Insurance		397	425	405	405	405
<b>Total Personal Services</b>		<b>175,750</b>	<b>172,912</b>	<b>181,400</b>	<b>181,400</b>	<b>181,400</b>
<b>CURRENT EXPENSES</b>						
7140 Legal Services		296	2,000	2,000	2,000	2,000
7150 Credit Card Fees		2,028	2,000	2,050	2,050	2,050
7170 Court Reporters		0	300	300	300	300
7190 Professional Services		9,887	15,000	15,000	15,000	15,000
7193 Post-Sentence Jail Fees		195	2,000	1,000	1,000	1,000
7220 Telephone		0	1,000	0	0	0
7230 Printing and Binding		0	1,000	1,000	1,000	1,000
7410 Travel and Subsistence		36	2,000	1,500	1,500	1,500
7430 Training		0	1,500	1,500	1,500	1,500
7450 Tuition Reimbursement		0	100	100	100	100
7530 Maintenance and Repair - Office Equipment		475	2,000	600	600	600
7550 Miscellaneous Maintenance and Repair		0	2,000	2,000	2,000	2,000
7810 Subscriptions and Memberships		80	300	300	300	300
7850 Court Services (formerly GYS)		19,250	25,000	25,000	25,000	25,000
8020 Educational Supplies		0	200	100	100	100
8060 Office Supplies		3,006	4,000	4,000	4,000	4,000
8090 Other Operating Expense		1,012	1,000	1,200	1,200	1,200
<b>Total Current Expenses</b>		<b>36,265</b>	<b>61,400</b>	<b>57,650</b>	<b>57,650</b>	<b>57,650</b>
<b>CAPITAL OUTLAY</b>						
9520 Office Equipment		0	0	3,545	3,545	3,545
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>3,545</b>	<b>3,545</b>	<b>3,545</b>

# CITY ATTORNEY

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## **Mission Statement:**

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

## **Services Provided:**

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

## **Program / Budget Highlights:**

The Legal Department budget is much the same as it has been for four of five years. No additional staff is being requested, however, additional contract legal services dollars are being requested. These additional services would provide legal advice in the land use development arena and in the event conflicts of interest arise for the City Attorney in representing differing interests within the city framework.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	LEGAL	JAN SHUTE	01.119	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		219,550	211,887	223,269	223,269	223,269
Current Expenses		59,202	79,475	79,475	154,475	154,475
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>278,752</b>	<b>291,362</b>	<b>302,744</b>	<b>377,744</b>	<b>377,744</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-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		175,577	166,976	173,694	173,694	173,694
6120 Overtime		0	100	0	0	0
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		11,870	11,695	12,159	12,159	12,159
6240 FICA		12,905	12,781	13,288	13,288	13,288
6250 Worker's Compensation		420	368	469	469	469
6260 Health and Life Insurance		18,266	19,466	23,138	23,138	23,138
6270 Unemployment Insurance		512	501	521	521	521
<b>Total Personal Services</b>		<b>219,550</b>	<b>211,887</b>	<b>223,269</b>	<b>223,269</b>	<b>223,269</b>
<b>CURRENT EXPENSES</b>						
7140 Legal Services		54,470	62,500	62,500	137,500	137,500
7150 Recording Fees		0	1,000	1,000	1,000	1,000
7210 Postage/Shipping		0	275	275	275	275
7220 Cell Phone		621	700	700	700	700
7230 Printing and Binding		0	0	0	0	0
7410 Travel and Subsistence		0	2,000	2,000	2,000	2,000
7430 Training		0	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		0	500	500	500	500
7811 Dues and Subscriptions		3,842	6,500	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		269	500	500	500	500
8090 Other Operating Expense		0	2,500	2,500	2,500	2,500
<b>Total Current Expenses</b>		<b>59,202</b>	<b>79,475</b>	<b>79,475</b>	<b>154,475</b>	<b>154,475</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 - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
GENERAL GOVERNMENT	ANNEXATION COSTS AND REBATES	JEFF HECKSEL	01.120	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		0	0	0	0	0
Current Expenses		165,788	553,054	566,560	846,560	846,560
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>165,788</b>	<b>553,054</b>	<b>566,560</b>	<b>846,560</b>	<b>846,560</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
<b>Total Personnel</b>	0	0	0	0		
6110 Full-Time Salaries						0
6120 Overtime						0
6130 Part-Time						0
6210 Retirement Contribution						0
6240 FICA						0
6250 Worker's Compensation						0
6260 Health and Life Insurance						0
6270 Unemployment Insurance						0
<b>Total Personal Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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		1,792	1,500	1,500	1,500	1,500
7144 Sales & Use Tax Refunds		7,446	2,000	5,000	5,000	5,000
7143 Bad Debt Write-off		6,448	0	0	0	0
7145 Sales Tax TIF to DDA		117,792	120,148	128,858	128,858	128,858
7160 Economic Incentive Rebate		32,310	24,326	31,202	31,202	31,202
7200 Discretionary Appropriation Pool		0	405,080	400,000	600,000	600,000
Non-GAAP - Contribution to EHOP		0	0	0	80,000	80,000
<b>Total Current Expenses</b>		<b>165,788</b>	<b>553,054</b>	<b>566,560</b>	<b>846,560</b>	<b>846,560</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

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## **Mission Statement:**

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:**

**Uniformed Patrol:** Response to calls, traffic enforcement, assist those with various problems, enforce Municipal Ordinances and State laws.

**Support Functions:** Detectives for investigation of crimes, administrative support through records management and administration of clerical and command functions, receiving calls and dispatching, assisting walk-in citizens, parking enforcement, Code enforcement of non-criminal issues.

**Outreach and Special Programs:** School Resource Officers, Drug Enforcement Task Force, Critical Incident Response, Youth Programs, Crime Prevention and community safety through bank personnel training, driver training through Alive at 25 Program, business safety planning assistance, liquor and marijuana licensing inspections.

## **Program / Budget Highlights:**

This budget request is heavy on Budget Initiative Worksheets requesting additional personnel, which reflects my concern for both the safety of our Officers and our ability to provide service in a timely and proactive manner. Although what many deem “crime” stats have not gone up significantly, many of the “lesser” concerns that we respond to have continued to grow. Being subject to the whims of the judicial system means that the process of responding to, documenting, investigating and prosecuting crimes has grown more complex and resource-demanding. What most don’t see is the increase in calls about suspicious activity, graffiti, intoxicated or mentally impaired individuals, minor accidents, and other calls that require our assistance but don’t generate a “crime” statistic. We as a Department still respond to many calls that other agencies refer to on-line reporting or self submitted counter reports. We value the interaction with people as a tool to help address their issues, not just providing an outlet to document them.

Our community is vibrant, active and very busy, far beyond what the census population count would lead one to believe. Our staff is consistent in being busy, and when short staffed due to vacancies, sick leave, vacations or training, our ability to provide proactive patrol is severely hampered. Our general deterrent of high visibility is far less than we think it should be.

Over the past several years of financial difficulty we have pinched pretty hard in areas of our budget. Along with the need for additional personnel we now face some equipment issues that are reaching critical mass. Those are addressed in budget initiatives as well by requesting substantial funding for safety and communication equipment.

As it has been for well over a decade, our fate is tied to technology. Our ability to investigate crimes is heavily dependent on our technical ability and the tools needed to interact with the “tech” world. We are trying to make sound decisions on where to invest in tech and when to sit back and observe. We recognize the reliance we have on the limited resources available from our IS Department and thank them for all they do to keep us as current and functional as possible. I foresee that relationship and our need for their resources only growing in this budget cycle.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
PUBLIC SAFETY	POLICE	TERRY WILSON		01.131	GENERAL	
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		2,791,934	2,806,177	2,940,662	2,884,964	2,884,964
Current Expenses		357,688	407,014	453,607	453,607	453,607
Capital Outlay		3,860	10,000	0	0	0
<b>Total</b>		<b>3,153,482</b>	<b>3,223,191</b>	<b>3,394,269</b>	<b>3,338,571</b>	<b>3,338,571</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
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	7	7	7	2113	50
Code Enforcement Officer	1	1	1	1	2116	45
Parking Enforcement Off.	1	1	1	1	2118	35
Police Officer III	5	3	3	3	2115	56
Police Admin. Assist. II	1	1	1	1	5114	48
Sr. Police Records Tech.	3	3	3	3	5116	42
<b>Total Personnel</b>						
	30	31	31	31		
6110 Full-Time Salaries		1,907,196	1,885,091	1,889,155	1,903,740	1,903,740
6120 Overtime		75,617	95,000	95,000	95,000	95,000
6121 Leaf Grand - DUI OT		0	0	0	0	0
6130 Part-Time		13,896	0	50,000	0	0
6210 Retirement Contribution		129,758	138,606	138,891	139,912	139,912
6220 Police/Fire Retirement		148,960	148,507	148,812	149,906	149,906
6240 FICA		26,675	28,711	29,495	28,982	28,982
6250 Worker's Compensation		87,369	73,313	73,182	73,778	73,778
6260 FPPA Disability		0	25,843	25,843	25,843	25,843
6260 Health and Life Insurance		396,759	405,166	484,182	461,807	461,807
6270 Unemployment Insurance		5,704	5,940	6,102	5,996	5,996
<b>Total Personal Services</b>		<b>2,791,934</b>	<b>2,806,177</b>	<b>2,940,662</b>	<b>2,884,964</b>	<b>2,884,964</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
PUBLIC SAFETY	POLICE	TERRY WILSON		01.131	GENERAL	
SUMMARY		2013 Actual	2014 Budget	2015 Budget		
				Department Request	Manager Recommend	Council Approved
<b>CURRENT EXPENSES</b>						
7190	Other Professional Services	27,203	29,522	35,000	35,000	35,000
7220	Telephone	1,528	1,532	1,550	1,550	1,550
7230	Printing and Binding	5,773	3,000	3,000	3,000	3,000
7410	Travel and Subsistence	11,166	20,000	22,000	22,000	22,000
7430	Training	10,086	20,000	25,000	25,000	25,000
7530	Maintenance and Repair - Office Equipment	0	2,000	2,000	2,000	2,000
7540	Maintenance and Repair - Vehicles	34,548	24,000	40,000	40,000	40,000
7550	Maintenance and Repair - Miscellaneous	1,426	1,500	1,500	1,500	1,500
7740	Lease Payments	4,748	4,644	5,580	5,580	5,580
7810	Subscriptions and Memberships	1,195	2,000	2,500	2,500	2,500
8030	Chemical and Laboratory	9,222	8,200	8,200	8,200	8,200
8040	Uniforms	22,149	23,000	25,000	25,000	25,000
8060	Office Supplies	2,649	11,000	10,000	10,000	10,000
8080	Gas, Oil, Lubricants	67,879	56,000	58,000	58,000	58,000
8090	Other Operating Expense	10,535	11,850	10,000	10,000	10,000
8135	Youth Activities	3,614	3,900	4,000	4,000	4,000
8145	Communication	14,513	22,000	35,000	35,000	35,000
8210	Crime Prevention	213	1,500	1,500	1,500	1,500
8220	Investigations	7,339	14,000	14,000	14,000	14,000
8310	Animal Control	11,957	17,000	23,000	23,000	23,000
8460	Confiscated Funds Expenditures	2,575	10,000	10,000	10,000	10,000
8470	HIDTA Grant Operations	81,264	92,366	85,777	85,777	85,777
8480	Trident Grant Operations	10,000	10,000	10,000	10,000	10,000
8490	Firearms Program	16,106	18,000	21,000	21,000	21,000
<b>Total Current Expenses</b>		<b>357,688</b>	<b>407,014</b>	<b>453,607</b>	<b>453,607</b>	<b>453,607</b>
<b>CAPITAL OUTLAY</b>						
9460	Confiscated Funds Equipment	3,860	10,000	0	0	0
9470	HIDTA Equipment	0	0	0	0	0
9530	Other Machinery & Equipment	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>3,860</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

# COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING

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## **Mission Statement:**

The Planning department serves the citizens by protecting Glenwood's iconic natural environment while promoting a high quality contextually sensitive 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 the future.

## **Services Provided:**

**Planning Initiatives:** The Planning Department is responsible for organizing, facilitating and implementing various planning efforts. Current efforts include update of the Confluence Plan, and assisting in the update of the Long Range Transportation Plan. Anticipated projects in 2015/16 include 6<sup>th</sup> Street Corridor planning, West Glenwood Hwy. 6 area planning and South Glenwood area 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 multiple years from conceptual discussions through the public hearing processes to monitoring the construction and completion of projects.

**Zoning Enforcement:** The Planning staff, in cooperation with the police Department and Building Departments, does enforcement action 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 both in person and remotely (phone/e-mail). These inquiries often involve significant amounts of research.

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

**Staff City Commissions:** The Community Development Department 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 responsible for staffing the River Commission, the Historic Preservation Commission and the planning and Zoning Commission.

## **Program / Budget Highlights:**

The primary highlight proposed for 2015 is the replacement of a Planner II position that was eliminated in 2010. The current workload exceeds staff's ability to adequate complete current workloads.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
COMMUNITY DEVELOPMENT	ADMINISTRATION AND PLANNING	ANDREW MCGREGOR	01.141	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		340,169	342,811	441,497	441,497	441,497
Current Expenses		66,505	95,000	105,600	105,600	105,600
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>406,674</b>	<b>437,811</b>	<b>547,097</b>	<b>547,097</b>	<b>547,097</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
Community Dev. Director	1	1	1	1	1301	72
Admin Assistant I - CD	0.5	0.5	0.5	0.5	5108	37
Planner II	1	2	2	2	1305	55
Senior Planner	1	1	1	1	1303	60
<b>Total Personnel</b>		3.5	4.5	4.5	4.5	
6110 Full-Time Salaries		266,946	266,819	334,088	334,088	334,088
6120 Overtime		46	200	200	200	200
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		17,976	18,691	23,400	23,400	23,400
6240 FICA		19,499	20,427	25,573	25,573	25,573
6250 Worker's Compensation		686	587	735	735	735
6260 Health and Life Insurance		34,251	35,286	56,498	56,498	56,498
6270 Unemployment Insurance		765	801	1,003	1,003	1,003
<b>Total Personal Services</b>		<b>340,169</b>	<b>342,811</b>	<b>441,497</b>	<b>441,497</b>	<b>441,497</b>
<b>CURRENT EXPENSES</b>						
6272 Temporary Services		0	3,000	3,000	3,000	3,000
7150 Credit Card Fees		1,454	3,000	3,000	3,000	3,000
7190 Other Professional Services		37,575	50,000	50,000	50,000	50,000
7230 Printing and Binding		0	2,000	1,500	1,500	1,500
7280 Advertising and Publications		1,576	3,500	3,500	3,500	3,500
7410 Travel and Subsistence		454	3,500	3,500	3,500	3,500
7420 Business Conferences		440	3,500	3,500	3,500	3,500
7430 Training		50	2,000	2,000	2,000	2,000
7530 Maintenance and Repair - Office Equipment		3,641	4,500	5,000	5,000	5,000
7810 Subscriptions and Memberships		2,541	3,000	3,500	3,500	3,500
8020 Educational Supplies		422	500	600	600	600
8060 Office Supplies		3,200	4,500	4,500	4,500	4,500
8090 Other Operating Expense		13,351	7,000	8,000	8,000	8,000
8200 Historic Preservation Commission		748	5,000	2,000	2,000	2,000
8310 CHS Grant		0	0	12,000	12,000	12,000
8400 Affordable Housing		1,053	0	0	0	0
<b>Total Current Expenses</b>		<b>66,505</b>	<b>95,000</b>	<b>105,600</b>	<b>105,600</b>	<b>105,600</b>
<b>CAPITAL OUTLAY</b>						
9520 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>

## COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING

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### **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.

### **Services Provided:**

**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.

**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, including signs, occurs.

**Public information:** This includes time involved in responding to informational inquiries regarding technical matters pertaining to building codes.

**Staff Commissions:** The Building Department staffs the Building Board of Appeals which assists in code development and amendment, and considers appeals/code interpretation.

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

Proposed budget reflects maintenance of the status quo.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
COMMUNITY DEVELOPMENT	BUILDING INSPECTION	ANDREW MCGREGOR	01.145	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		215,951	199,240	219,684	219,684	219,684
Current Expenses		8,383	33,262	31,450	31,450	31,450
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>224,334</b>	<b>232,502</b>	<b>251,134</b>	<b>251,134</b>	<b>251,134</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
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>		2.5	2.5	2.5	2.5	
6110 Full-Time Salaries			154,665	139,255	150,326	150,326
6120 Overtime			46	200	200	200
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			10,557	9,762	10,537	10,537
6240 FICA			10,878	10,668	11,515	11,515
6250 Worker's Compensation			2,440	657	712	712
6260 Health and Life Insurance			36,938	38,280	45,942	45,942
6270 Unemployment Insurance			427	418	452	452
<b>Total Personal Services</b>			<b>215,951</b>	<b>199,240</b>	<b>219,684</b>	<b>219,684</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			1,007	2,300	2,300	2,300
7430 Training			322	2,000	2,000	2,000
7450 Tuition Reimbursement			0	500	500	500
7540 Maintenance and Repair - Vehicles			2,587	5,212	5,000	5,000
7810 Subscriptions and Memberships			265	1,000	1,000	1,000
8020 Educational Supplies			2,327	6,650	6,650	6,650
8060 Office Supplies			127	2,300	1,500	1,500
8080 Gas, Oil, Lubricants			767	2,800	2,000	2,000
8090 Other Operating Expense			981	5,000	5,000	5,000
<b>Total Current Expenses</b>			<b>8,383</b>	<b>33,262</b>	<b>31,450</b>	<b>31,450</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 AND ADMINISTRATION

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## **Mission Statement:**

The primary mission of the Engineering Division is to plan, develop, budget and implement projects to maintain and improve the City's utility, street, pedestrian and bridge infrastructure.

## **Services Provided:**

- **Public Improvements:** The Engineering Division performs design, contract administration and construction and consultant management for public improvements including water, sanitary sewer, storm sewer, bridges, streets, City buildings and pedestrian and bicycle facilities.
- **Transportation Planning:** The Engineering Division also develops and maintains the City's Long Range Transportation Plan and other plans which include new facilities and improvements for vehicular, pedestrian and bicycle modes of travel. We work to reduce congestion on SH 82 by implementing the City's Access Control Plan and the Corridor Optimization Plan.
- **Funding and Grant Acquisition:** The Engineering Division applies for and manages grants for funding of capital projects through sources such as the Garfield County Federal Mineral Lease district, the Colorado Municipal League, DOLA and through active participation in the Intermountain Transportation Planning Region.
- **CDOT and State Coordination of Large Projects on SH82 and I-70**
- **GIS Mapping and Surveying:** The Engineering Division is working to complete the City's utility maps for water, sanitary sewer, electric and broadband utilities. We also update utility and street mapping with as built information and prepare easements and legal descriptions for a range of different purposes.
- **Development Review and Revision to the Engineering Standards**
- **Right of Way Management:** The Division administers right of way permits and performs inspections to ensure compliance with the municipal code.
- **Flood Plain and Geologic Hazards Management**

## **Program / Budget Highlights:**

- **Design and construction of three new capital projects:** Red Mountain Drive and West 10th Street (roadway, drainage and waterline reconstruction), Phase 1 reconstruction of south Midland Avenue (drainage and roadway) and construction of approximately 4775 linear feet of new bicycle and pedestrian path between West Meadows Drive and the River Park at Exit 114 to complete a critical pedestrian path link for the City.
- **South Bridge:** Design of all project elements to 30%. Acquisition of right of way for the project. Continued search and application for additional funding for the project.
- **27th Street Bridge:** Development and execution of an IGA with the State for 1.737 million dollars in grant funding for design, environmental clearances and right of way for the bridge reconstruction. Begin design and environmental process for the bridge.
- **Completion and adoption of the City's updated Long Range Transportation Plan and the Downtown Circulation Study**
- **Continued coordination with the State for the planning and construction of the Grand Avenue Bridge**
- **Continued development of the 8th Street Connection project.**
- **Completion of the GIS water, sewer and property boundaries layers**

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC WORKS	ENGINEERING & ADMINISTRATION	ROBIN MILLIYARD	01.144	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		375,596	396,298	429,805	532,966	532,966
Current Expenses		31,873	43,863	36,475	65,375	65,375
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>407,469</b>	<b>440,161</b>	<b>466,280</b>	<b>598,341</b>	<b>598,341</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
City Engineer	1	1	1	1	1401	70
Assistant City Engineer	1	1	2	2	1404	61
Transportation Manager	1	1	1	1	1405	55
Admin Asst. II - Eng.	1	1	1	1	5118	45
Asst. Dir. PW	0.35	0.35	0.35	0.35	3104	70
<b>Total Personnel</b>		4.35	4.35	5.35	5.35	
6110 Full-Time Salaries			282,691	292,304	311,072	381,042
6120 Overtime			0	100	100	100
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			15,395	20,468	21,782	26,680
6240 FICA			20,367	22,369	23,805	29,157
6250 Worker's Compensation			2,813	2,253	2,383	2,740
6260 Health and Life Insurance			53,531	57,927	69,729	92,104
6270 Unemployment Insurance			799	877	934	1,143
<b>Total Personal Services</b>			<b>375,596</b>	<b>396,298</b>	<b>429,805</b>	<b>532,966</b>
<b>CURRENT EXPENSES</b>						
7110 Architectural and Engineering Services				2,000	0	0
7190 Professional Services			926	1,000	4,000	24,000
7200 Software			5,745	4,000	9,000	17,900
7220 Telephone			10	600	300	300
7280 Advertising and Publications			419	1,000	500	500
7410 Travel and Subsistence			162	6,000	3,000	3,000
7430 Training			3,730	6,075	6,075	6,075
7540 Maintenance and Repairs - Vehicles/Equipment			3,203	4,432	4,000	4,000
7550 Pool Van Expenses			9,854	7,756	0	0
8060 Office Supplies			1,576	1,700	3,000	3,000
8070 Photo and Duplicating Supplies			3,633	6,700	5,000	5,000
8080 Gas, Oil, Lubricants			762	800	800	800
8090 Other Operating Expense			1,703	1,500	500	500
8120 Small Tools and Equipment			150	300	300	300
<b>Total Current Expenses</b>			<b>31,873</b>	<b>43,863</b>	<b>36,475</b>	<b>65,375</b>
<b>CAPITAL OUTLAY</b>						
9520 Other Machinery and Equipment			0	0	0	0
Large format plotter-replacement			0	0	0	0
GPS Survey controler-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

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### **Mission Statement:**

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 Provided:**

- **Streets 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 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 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 2015 budget requested an 18% increase for electricity. A 15% increase in water, and an increase of 5% for gas. The 2015 budget has requested an increase of \$ 5,550 for employee wages for two employee promotions/title changes. The 2015 budget has also requested through the IS Department a computer , monitor , printer and software for the sign division to do traffic control plans for the Streets Department as well as other City Departments. All other line items have been reviewed to historic expenses between 2009 to 2013. Line items that were grossly budgeted more than expenditures have been reduced. Request an increase of \$2500 for the sign budget for the purchase of work zone signs needed for road work.

The 2016 budget requested a 10% increase for electricity. A 3% increase for water, and an increase of 5% for gas. The 2016 budget has requested an increase of \$2955.00 for employee wages for one employee promotion / Title change. Remaining line items have remained static between 2015 and 2016.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC WORKS	STREETS AND ALLEYS	ROBIN MILLYARD	01.153	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		610,284	586,512	600,396	600,396	600,396
Current Expenses		380,799	428,107	458,907	454,258	454,258
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>991,082</b>	<b>1,014,619</b>	<b>1,059,303</b>	<b>1,054,654</b>	<b>1,054,654</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
Streets Superintendent	1	1	1	1	3401	61
Equip. Operator II - PW	1	2	2	2	3403	44
Sign/Traffic/Haz-Mat Coord	1	0	0	0	3405	40
Equip. Operator I - PW	1	1	1	1	3411	40
Maint Worker I / St. Sweep	4	4	2	2	3409	40
Asst. Dir. PW	0.19	0.19	0.19	0.19	3104	71
Maintenance Wkr II-Streets	0	2	2	2	3407	44
<b>Total Personnel</b>	<b>8.19</b>	<b>10.2</b>	<b>8.19</b>	<b>8.19</b>		
6110 Full-Time Salaries			429,814	401,396	413,273	413,273
6120 Overtime			5,249	5,000	5,000	5,000
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			26,672	28,448	29,279	29,279
6240 FICA			32,334	31,089	31,998	31,998
6250 Worker's Compensation			29,768	21,087	17,915	17,915
6260 Health and Life Insurance			85,179	98,273	101,676	101,676
6270 Unemployment Insurance			1,268	1,219	1,255	1,255
<b>Total Personal Services</b>			<b>610,284</b>	<b>586,512</b>	<b>600,396</b>	<b>600,396</b>
<b>CURRENT EXPENSES</b>						
7220 Telephone			3,493	1,273	1,298	800
7230 Printing and Binding			0	383	391	300
7280 Advertising and Publications			1,330	2,547	2,598	2,600
7310 Electricity			130,591	121,398	143,250	154,100
7320 Gas			3,414	13,559	14,237	5,000
7330 Water			1,197	6,367	7,332	2,300
7410 Travel and Subsistence			0	1,050	1,071	1,000
7430 Training			25	2,100	2,152	1,250
7520 Maintenance - Building			4,493	4,623	4,715	5,000
7530 Maintenance - Office Equipment			137	349	356	150
7540 Maintenance - Vehicles			80,151	78,447	80,016	110,000
7740 Equipment Rental - Snow Removal			14,977	25,358	25,865	25,358
7810 Subscriptions and Memberships			0	876	894	0
7830 Landfill Expense			36,626	63,669	64,942	40,000
8020 Educational Supplies			0	58	59	100
8040 Uniforms			3,121	3,647	2,800	2,800
8060 Office Supplies			531	347	354	600
8080 Gas, Oil, Lubricants			63,238	54,665	55,758	65,000
8090 Other Operating Equipment			12,797	18,490	18,840	13,000
8120 Small Tools and Equipment			1,443	3,502	3,572	1,500
8130 Material to Maintain Buildings			0	637	650	400
8160 Other Materials			1,188	12,607	12,859	4,500
8170 Signs			21,667	6,367	8,994	18,000
8190 Flood Control/Hazardous Waste			380	5,788	5,904	500
<b>Total Current Expenses</b>			<b>380,799</b>	<b>428,107</b>	<b>458,907</b>	<b>454,258</b>
<b>CAPITAL OUTLAY</b>						
9520 Office Equipment			0	0	0	0
9530 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>

# PARKS AND CEMETERY DEPARTMENT

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## **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.

## **Services Provided:**

**PARKS:** The department maintains grounds and facilities for a clean and safe environment. Staff keeps bathrooms, sidewalks, playgrounds, courts, ball fields, and parking areas safe and free of litter. Sports fields are prepared for youth and adult sports. Turf, trees and improvements in all parks and city owned property, including public right-of-way, are maintained by the department. All snow removal on trails, pedestrian bridges, park sidewalks and parking lots, including the Community Center.

**TRAILS:** All trails in the city are maintained by the Parks. Trail maintenance includes snow removal, weeding and maintaining green space within the trail corridor. Walking, biking, roller blading, skateboarding and pet walking are prevalent on the paved trail system. Hiking, biking and pet walking are prevalent on the soft trails. The pet exercise area is located adjacent to the Glenwood Trail (aka Rio Grande Trail) behind Safeway.

**CEMETERY:** The Parks department is responsible for gravesite preparation and grounds maintenance for Linwood and Rosebud cemeteries. The Parks Superintendent maintains current information on plot availability and burial site records.

**SPECIAL PROJECTS:** The parks staff installs and maintains flowerpots and flowerbeds in the downtown area for seasonal color and maintains the trees, turf medians, and roundabouts. The Parks Superintendent manages the City funded downtown trash removal program, the West Nile prevention program, and the weed abatement program for South Canyon.

## **Program / Budget Highlights:**

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PARKS AND RECREATION	PARKS AND CEMETERY	TOM BARNES	01.154	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		614,931	632,124	627,080	688,881	688,881
Current Expenses		342,617	367,950	376,850	375,850	375,850
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>957,548</b>	<b>1,000,074</b>	<b>1,003,930</b>	<b>1,064,731</b>	<b>1,064,731</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-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	0	0	0	4113	44
PT Seasonal Maint. Wrkr I	5	5	5	5	0098	42
Crew Lead	0	1	1	1		48
<b>Total Personnel</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>		
6110 Full-Time Salaries			365,897	366,972	333,377	384,163
6120 Overtime			1,681	2,000	2,000	2,000
6130 Part-Time			93,696	96,000	102,000	102,000
6210 Retirement Contribution			21,885	25,828	23,476	27,031
6240 FICA			34,154	35,570	33,459	37,344
6250 Worker's Compensation			19,346	31,339	29,479	32,902
6260 Health and Life Insurance			76,933	73,020	101,977	101,977
6270 Unemployment Insurance			1,339	1,395	1,312	1,464
<b>Total Personal Services</b>			<b>614,931</b>	<b>632,124</b>	<b>627,080</b>	<b>688,881</b>
<b>CURRENT EXPENSES</b>						
7190 Professional Services - Spraying Contract			55,787	66,000	63,000	63,000
7220 Telephone			3,320	3,400	3,600	3,600
7310 Electricity			12,111	15,000	15,000	15,000
7320 Gas			3,515	9,000	7,000	7,000
7330 Water			98,804	95,000	102,000	102,000
7350 Trash Pickup			4,579	7,500	6,000	6,000
7410 Travel and Subsistence			48	500	700	700
7430 Training			1,534	2,000	2,500	2,500
7540 Maintenance and Repair - Vehicles			42,627	55,000	55,000	55,000
7560 Maintenance - Trails			6,718	8,000	8,000	8,000
7710 Land Rent/Lease			610	650	650	650
7740 Equipment Rental			16,268	14,000	14,000	14,000
7810 Subscriptions and Memberships			242	300	300	300
7830 Landfill Expense			845	1,000	1,000	1,000
8010 Agricultural and Horticultural Supplies			15,301	13,000	14,000	14,000
8040 Uniforms			3,670	3,200	3,700	3,700
8060 Office Supplies			566	400	400	400
8080 Gas, Oil Lubricants			27,255	24,000	29,000	29,000
8090 Other Operating Expense			29,010	28,000	29,000	29,000
8120 Small Tools and Equipment			2,930	3,000	3,000	3,000
8130 Material to Maintain Buildings			16,878	18,000	18,000	18,000
8600 Repurchase Cemetery Lots			0	1,000	1,000	0
<b>Total Current Expenses</b>			<b>342,617</b>	<b>367,950</b>	<b>376,850</b>	<b>375,850</b>
<b>CAPITAL OUTLAY</b>						
9530 Equipment			0	0	0	0
<b>Total Capital Outlay</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# PARKS & RECREATION DEPARTMENT

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## **Mission Statement:**

The Glenwood Springs Parks and Recreation Department strives to improve the quality of life for the residents and guests of our city by providing and maintaining a variety of recreation programs, facilities, parks and open spaces that respond to the needs of the community and promote social, economic and environmental prosperity.

Additional information on the mission statement can be found in the GreenPlay Comprehensive Master Plan of 2006.

**Vision Statement:** The Glenwood Springs Parks and Recreation Department strives to be a visionary organization—one that becomes a benchmark for other organizations, one that impresses its customers the first time and every time with customer service, and one that empowers its employees so they embrace responsibility, ownership, and accountability...

We Take Fun...Seriously! (adopted by staff, 2011)

## **Services Provided:**

- Community Center
- Aquatic Center
- Ice Rink
- Room Rentals
- Sports Programs
- Community Recreation
- Parks
- Trails
- Cemeteries
- Forestry
- Special Projects
- Special Events.

## **Program / Budget Highlights:**

The addition of the ice rink support facility in 2014 will provide modern, energy efficient locker rooms and restrooms to the facility, which is entering the 14<sup>th</sup> season of use. The WhiteWater Activity Area is gaining national and international attention as a premiere water feature for a variety of water sports. As professionals, the city now has 5 members of the department who have achieved the national CPRP (Certified Park and Recreation Professional) status, and on a statewide basis receive recognition for programs and facility management.

**CITY OF GLENWOOD SPRINGS - 2015 BUDGET**

FUNCTION		ACTIVITY				DEPARTMENT HEAD		BUDGET CODE	FUND		
PARKS AND RECREATION		RECREATION PROGRAMS				TOM BARNES		01.113	GENERAL		
<b>SUMMARY</b>						<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>			
								<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>	
Personal Services						1,536,114	1,536,654	1,590,269	1,599,833	1,599,833	
Current Expenses						575,677	655,250	684,525	684,525	684,525	
Capital Outlay						0	0	0	0	0	
<b>Total</b>						<b>2,111,791</b>	<b>2,191,904</b>	<b>2,274,794</b>	<b>2,284,358</b>	<b>2,284,358</b>	
<b>PERSONAL SERVICES</b>											
<b>Personnel Schedule</b>											
<b>Position Title</b>	<b>Employees</b>										
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>					
Parks and Recreation Dir.	1	1	1	1	4101	71	96,466	100,350	100,350	100,350	
Community Rec Coord.	1	1	1	1	4105	50	53,957	56,109	56,109	56,109	
Office Coordinator	1	1	1	1	4119	45	46,961	48,830	48,830	48,830	
Athletics/Fitness Coord.	1	1	1	1	4117	50	48,801	50,773	50,773	50,773	
Ice Rink/Programs Coord.	1	1	1	1	4116	50	52,324	54,424	54,424	54,424	
Facility Coordinator	1	1	1	1	5108	46	45,969	47,812	47,812	47,812	
Building Maint. Foreman	1	1	1	1	4109	53	52,482	54,574	54,574	54,574	
Aquatics Coordinator	1	1	1	1	4120	54	53,441	55,585	55,585	55,585	
CSRII	2	2	2	2	4125	37	70,832	74,001	74,001	74,001	
Janitorial Staff	2	2	2	2	4129	33	65,410	68,713	68,713	68,713	
Building Supervisor	1	1	1	1	4127	40	40,946	42,572	42,572	42,572	
<b>Total Personnel</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>							
6110 Full-Time Salaries							606,526	627,589	653,743	653,743	653,743
6120 Overtime							1,930	1,000	1,000	1,000	1,000
6130 Part-Time							630,434	603,181	615,244	623,731	623,731
6210 Retirement Contribution							39,169	44,001	45,832	45,832	45,832
6240 FICA							93,173	94,230	97,154	97,803	97,803
6250 Worker's Compensation							56,875	52,066	53,608	54,011	54,011
6260 Health and Life Insurance							104,353	110,892	119,878	119,878	119,878
6270 Unemployment Insurance							3,654	3,695	3,810	3,835	3,835
<b>Total Personal Services</b>							<b>1,536,114</b>	<b>1,536,654</b>	<b>1,590,269</b>	<b>1,599,833</b>	<b>1,599,833</b>

**CITY OF GLENWOOD SPRINGS - 2015 BUDGET**

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
PARKS AND RECREATION	RECREATION PROGRAMS	TOM BARNES		01.113	GENERAL	
SUMMARY		2013 Actual	2014 Budget	2015 Budget		
				Department Request	Manager Recommend	Council Approved
CURRENT EXPENSES						
<b>Operating Expenses</b>						
7190	Professional Services	3,907	9,000	6,000	6,000	6,000
7221	Postage	1,940	2,900	2,000	2,000	2,000
7220	Telephone	7,060	9,100	7,500	7,500	7,500
7230	Printing and Binding	3,434	7,500	4,000	4,000	4,000
7280	Advertising	8,762	12,000	10,000	10,000	10,000
7310	Electrical	114,245	110,000	137,000	137,000	137,000
7320	Natural Gas	73,062	70,000	95,000	95,000	95,000
7330	Water and Sewer	25,674	19,000	27,000	27,000	27,000
7350	Disposal Costs	2,921	5,500	4,000	4,000	4,000
7410	Travel and Subsistence	2,807	2,000	2,000	2,000	2,000
7430	Training	5,231	12,000	8,000	8,000	8,000
7520	Maintenance - Building	100,632	92,000	103,000	103,000	103,000
7530	Maintenance - Ice Rink	30,520	41,000	43,200	43,200	43,200
7540	Maintenance and Repair - Vehicles	10,497	15,000	14,000	14,000	14,000
7740	Equipment Rent/Lease	5,214	6,000	5,500	5,500	5,500
7750	Security	786	3,000	2,000	2,000	2,000
7810	Subscriptions and Memberships	2,687	3,500	3,100	3,100	3,100
7840	Bank Services	31,074	26,000	33,125	33,125	33,125
7960	Sale and Rental Items	15,480	17,000	17,000	17,000	17,000
7964	Food Items	405	3,500	1,000	1,000	1,000
8040	Uniforms	1,727	3,000	2,000	2,000	2,000
8060	Office Supplies	3,414	7,500	5,300	5,300	5,300
8061	Background checks/Ads/Drug Test	7,722	12,000	10,000	10,000	10,000
8063	Recreation Program Supplies	12,870	30,000	20,000	20,000	20,000
8064	Fitness/Enrichment programs	12,311	8,000	8,000	8,000	8,000
8067	Community Rooms	6,160	7,000	7,000	7,000	7,000
8068	Subcontractor Programs	11,117	20,000	16,000	16,000	16,000
8080	Gas, Oil Lubricants	3,462	2,800	4,000	4,000	4,000
8090	Other Operating Expense	3,866	11,000	7,000	7,000	7,000
8263	Pool Maintenance Equipment & Supply	30,885	36,500	35,000	35,000	35,000
<b>Total Operating Expenses</b>		<b>539,872</b>	<b>603,800</b>	<b>638,725</b>	<b>638,725</b>	<b>638,725</b>
<b>Youth Programs</b>						
8103	Kid Kamp - Summer	10,524	24,500	21,000	21,000	21,000
8109	Scholarships	823	1,700	2,000	2,000	2,000
<b>Sports</b>						
8200	Adult Leagues	7,372	8,000	7,800	7,800	7,800
8210	Youth Leagues	12,523	8,500	9,000	9,000	9,000
8240	Tennis	1,960	2,250	2,000	2,000	2,000
<b>Adults and Seniors</b>						
8310	Senior Programming		1,500	500	500	500
8320	Special Events	2,603	5,000	3,500	3,500	3,500
<b>Total Current Expenses</b>		<b>575,677</b>	<b>655,250</b>	<b>684,525</b>	<b>684,525</b>	<b>684,525</b>
CAPITAL OUTLAY						
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

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## **Mission Statement:**

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 Provided:**

**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. Utilities were increased based on the following: electricity 18%; gas reduced by previous budget expenses with a five percent increase factored for 2015; water increased 15%. The 2016 budget utility line items were increase as follows: electrical cost was elevated by 10%; gas was increased by 5%; water was increased by 3%, uniforms for Fleet were increased by 6% for 2015 based on supplier's information. The remaining line items were compared to historical costs between 2009 and 2013. Line items were reduced based on a comparison of actual cost versus budgeted amounts. Line items other than utilities were not increased for 2016.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

FLEET SERVICE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>SERVICE CHARGES</b>					
General Government	1,846	1,569	1,000	1,000	1,000
Public Safety	162,320	167,895	117,000	117,000	117,000
Public Transportation	10,540	10,000	10,400	10,400	10,400
Community and Ecomonic Development	3,354	600	700	700	700
Public Works	156,756	182,220	120,000	120,000	120,000
Culture and Recreation	82,705	89,553	53,000	53,000	53,000
Water/Sewer Enterprise Fund	124,137	109,055	60,000	60,000	60,000
Electric Enterprise Fund	57,322	63,080	29,000	29,000	29,000
Airport Enterprise Fund	2,263	4,160	400	400	400
Landfill Enterprise Fund	12,741	8,712	8,000	8,000	8,000
<b>EQUIPMENT REPLACEMENT CHARGES</b>					
General Government	0	0	13,771	13,771	13,771
Public Safety	0	0	77,243	77,243	77,243
Public Transportation	0	0	0	0	0
Community and Ecomonic Development	0	0	0	0	0
Public Works	0	0	131,488	131,488	131,488
Culture and Recreation	0	0	27,828	27,828	27,828
Water/Sewer Enterprise Fund	0	0	(115,157)	0	0
Electric Enterprise Fund	0	0	178,123	178,123	178,123
Airpourt Enterprise Fund	0	0	0	0	0
Landfill Enterprise Fund	0	0	5,935	5,935	5,935
<b>OTHER REVENUES</b>					
Interest	53,556	44,200	48,307	48,307	48,307
Sale of Assets	39,157	50,000	38,000	38,000	38,000
Miscellaneous Income	4,357	10,000	5,000	5,000	5,000
Contributed Capital	0	0	0	0	0
<b>Total Revenues</b>	<b>711,054</b>	<b>741,044</b>	<b>810,038</b>	<b>925,195</b>	<b>925,195</b>
<b>EXPENDITURES</b>					
Fleet Maintenance Operations	1,327,374	1,553,480	1,470,015	1,394,141	1,394,141
Equipment Needs		479,000	600,920	600,920	600,920
<b>Total Expenditures</b>	<b>1,327,374</b>	<b>2,032,480</b>	<b>2,070,935</b>	<b>1,995,061</b>	<b>1,995,061</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(616,320)</b>	<b>(1,291,436)</b>	<b>(1,260,897)</b>	<b>(1,069,866)</b>	<b>(1,069,866)</b>
<b>TRANSFERS</b>					
From Capital Projects Fund - seed money	0	0	0	0	0
From Other Funds	0	0	0	0	0
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>(616,320)</b>	<b>(1,291,436)</b>	<b>(1,260,897)</b>	<b>(1,069,866)</b>	<b>(1,069,866)</b>
<b>Fund Balance - Beginning</b>	<b>7,407,138</b>	<b>6,790,818</b>	<b>5,499,382</b>	<b>5,499,382</b>	<b>5,499,382</b>
<b>Fund Balance - Ending</b>	<b>6,790,818</b>	<b>5,499,382</b>	<b>4,238,485</b>	<b>4,429,516</b>	<b>4,429,516</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
INTERNAL SERVICE	FLEET MAINTENANCE	ROBIN MILLIYARD	64.110	GENERAL		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		350,615	353,397	393,435	393,435	393,435
Current Expenses		976,759	1,144,983	1,046,898	952,606	952,606
Capital Outlay		0	55,100	29,682	48,100	48,100
<b>Total</b>		<b>1,327,374</b>	<b>1,553,480</b>	<b>1,470,015</b>	<b>1,394,141</b>	<b>1,394,141</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
Fleet Maint. Superintendent	1	1	1	1	3501	60
Repair Tech I - Fleet	1	2	2	2	3504	53
Maint. Tech II - Fleet	1	1	1	1	3505	50
Mechanic/Welder - Fleet	1	0	0	0	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						256,787
6120 Overtime						255,161
6130 Part-Time						269,335
6210 Retirement Contribution						269,335
6240 FICA						269,335
6250 Worker's Compensation						269,335
6260 Health and Life Insurance						269,335
6270 Unemployment Insurance						269,335
<b>Total Personal Services</b>						<b>350,615</b>
						<b>353,397</b>
						<b>393,435</b>
						<b>393,435</b>
						<b>393,435</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services						51,125
7220 Telephone						11,000
7310 Electricity						1,464
7320 Gas						1,469
7330 Water						8,500
7350 Disposal Costs						10,030
7410 Travel and Subsistence						3,414
7430 Training						10,000
7520 Maintenance & Repair - Building						8,000
7540 Maintenance and Repair - Machinery and Equipment						6,300
7570 Depreciation						6,300
7572 Loss on Asset Disposal						690
7610 Liability Insurance						2,244
7620 Property Insurance						2,244
7650 Deductibles Paid						2,244
7810 Subscriptions and Memberships						27
7900 Interfund Cost of Service						2,415
8020 Educational Supplies						3,025
8040 Uniforms						3,086
8060 Office Supplies						5,000
8080 Gas, Oil, Lubricants						5,000
8090 Other Operating Supplies						7,880
8120 Small Tools and Equipment						2,989
8140 Material - Vehicle Maintenance						6,655
8160 Other Materials and Supplies						453,410
8170 Gas, Oil, Lubricants						554,634
<b>Total Current Expenses</b>						<b>976,759</b>
						<b>1,144,983</b>
						<b>1,046,898</b>
						<b>952,606</b>
						<b>952,606</b>
<b>CAPITAL OUTLAY</b>						
9530 Equipment						0
Shop Tools						8,800
Air Conditioning Equip						7,700
Truck diagnostic equipment						7,854
Transmission flush/refill equipment						6,000
Fleet Management computer equipment and software						6,120
<b>Total Capital Outlay</b>						<b>0</b>
						<b>55,100</b>
						<b>29,682</b>
						<b>48,100</b>
						<b>48,100</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Equipment

FLEET SERVICE EQUIPMENT ACQUISITION NEEDS	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>Total Equipment</b>	<b>479,000</b>	<b>600,920</b>	<b>600,920</b>	<b>1,023,752</b>	<b>1,223,582</b>	<b>1,249,000</b>	<b>857,020</b>	<b>676,500</b>
<b>EQUIPMENT NEEDS</b>								
Unit #702: Police 4x4 SUV (marked unit)	50,000							
Unit #738: Police 4x4 SUV (marked unit)	50,000							
Unit #748: Police 4x4 SUV (marked unit)	50,000							
Unit #777: Police 4x4 SUV (marked unit)	50,000							
Unit #67: Street 1-tn 4x4 dually utility sign trk	45,000	45,000	45,000					
Unit #809: Electric 3/4 ton 4x4 utility truck	34,000							
Unit #804: Electric Auger truck	200,000							
Unit #737: Police 4x4 SUV K9 unit		55,000	55,000					
Unit #127: Backhoe with concreter breaker		120,000	120,000					
Unit #2: Engineering down valley van - CH		25,000	25,000					
Unit #97: Bldg. Insp. Small SUV/Hybrid/Elect.		30,000	30,000					
Unit #16: Streets large tandem dump w/plow		200,920	200,920					
Unit #129: Streets 35 CZTS mini-excavator		50,000	50,000					
Unit #151: Parks small 4x4 tractor w/blade		40,000	40,000					
Unit #30: Water Admin. 3/4 T 4x4 X-cab w/plow		35,000	35,000					
Unit #700: Police 4x4 interceptor				50,000				
Unit #703: Police 4x4 SUV (marked unit)				40,376				
Unit #752: Police Cruiser				40,376				
Unit #801: Electric 3/4 T 4x4 pickup				28,000				
Unit #817: Electric Tandem Crane truck				200,000				
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. bm				100,000				
Unit #115: Parks Bobcat Toolcat					81,800			
Unit #116: Parks Cushman turf track or equal					50,000			
Unit #18: Rec. passenger Van					29,400			
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 #735: Police (marked unit)					45,000			
Unit #739: Police Interceptor Sedan					50,400			
Unit #740: Police 4x4 SUV K9 unit					55,000			
Unit #749: Police 4x4 SUV (marked unit)					52,000			
Unit #751: Police 4x4 SUV (marked unit)					52,782			
Unit #602: Broadband small SUV, Hybrid					34,000			
Unit #808: Electric 3/4 T 4x4 utility					33,200			
Unit #818: Electric 3/4 T 4x4 utility					30,000			
Unit #819: Electric Mid-size bucket truck					113,400			
Unit #823: Electric Mini Excavator					42,000			
Unit #36: Eng. down valley van -PW					30,000			
Unit #172: Mower w/72" deck					26,000			
Unit #41: Parks 3/4T PU w/utility body & plow					37,800			
Unit #42: Parks 3/4T PU w/utility body & plow					37,800			

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Equipment

FLEET SERVICE EQUIPMENT ACQUISITION NEEDS	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>Total Equipment</b>	<b>479,000</b>	<b>600,920</b>	<b>600,920</b>	<b>1,023,752</b>	<b>1,223,582</b>	<b>1,249,000</b>	<b>857,020</b>	<b>676,500</b>

#### EQUIPMENT NEEDS (CONTINUED)

Unit #816: Electric 3/4 T 4x4 utility						43,000		
Unit #58: SWAT 1T 4x4 large utility						38,000		
Unit #12: Streets large tandem flusher truck						150,000		
Unit #53: Streets large plwo/sand truck						170,000		
Unit #125: Streets large loader						208,000		
Unit #60: Streets Vac Sweeper						235,000		
Unit #183: Parks Turbo mower						60,000		
Unit #29A: Parks 3/4T PU 4x4						30,000		
Unit #44: Parks PU						24,000		
Unit #56A: Parks 3/4T PU 4x4						30,000		
Unit #64A: Parks 3/4T PU 4x4						35,000		
Unit #19: Water Plant 3/4 T 4x4 ext. cab pickup						27,000		
Unit #75: Water Maint. 3/4 T 4x4 utility						28,000		
Unit #126: Water Maint. Backhow w/ext. boom						112,000		
Unit #820: Pickup 3/4 T 4x4 utility						59,000		
Unit #28: Parks 1/2 T PU							18,000	
Unit #34: Parks 1/2 T PU							18,000	
Unit #91: Parks 3/4T PU w/utility & plow							35,000	
Unit #45: Recr. 1/2T PU 4x4							23,000	
Unit #95: Public Works Director Hybrid car							44,800	
Unit #702: Police 4x4 SUV (marked unit)							45,920	
Unit #705: Police (marked unit)							39,200	
Unit #803: Electric small pickup for meter dept.							22,000	
Unit #813: Electric 2T dump truck							92,000	
Unit #815: Electric small SUV for P/W Admin.							34,000	
Unit #821: Electric skidsteer							30,800	
Unit #8: Streets 3/4T 4x4 pickup w/plow							32,000	
Unit #128: Streets Skidsteer							29,500	
Unit #10: Water plant 3/4T 4x4 ext. cab w/plow							35,000	
Unit #35: Water Maint. Cargo van (meter van)							28,000	
Unit #118: Water Maint. Skidsteer							30,800	
Unit #21: W/W Pickup 1/2 T 4x4							46,000	
Unit #70: W/W Dump Truck							60,000	
Unit #69: W/W Pickup 3/4 T 4x4 ext. cab							35,000	
Unit #93: W/W manure spreader							158,000	
Unit #81: Bldg Insp. Hybrid car								35,000
Unit #57A: Streets Flatbed 4x4 Truck								210,000
Unit #163: Parks Mower w/48" deck								8,800
Unit #806: Electric Bobcat Mine Excavator								53,200
Unit #406: Lndfl F250 4x4 supercab PU								48,000
Unit #59: W/W Dump Truck								146,500
Unit #122: W/W Loader								139,000
Unit #99: Electric Pickup 4x4								36,000

## **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 victims 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.

# TOURISM PROMOTION FUND

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**Mission Statement:**

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

**Services Provided:**

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.

**Program / Budget Highlights:**

The 2015 budget projects a 15% increase in accommodations tax revenues to support an expanded marketing plan. A full time marketing assistant is included in the 2015 budget.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

TOURISM PROMOTION FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
Accommodations Tax	756,542	739,578	850,000	850,000	850,000
Interest Income	758	300	600	600	600
Miscellaneous Income	1,713	0	0	0	0
<b>Total Revenues</b>	<b>759,013</b>	<b>739,878</b>	<b>850,600</b>	<b>850,600</b>	<b>850,600</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
7190 Salary - Marketing Director	65,000	65,000	75,000	75,000	75,000
7192 IT and Design Director	0	0	0	0	0
7193 Marketing Assistant	3,705	5,000	55,000	55,000	55,000
7194 Payroll Tax & Benefits	14,896	16,250	28,600	28,600	28,600
7196 Visitor Services	77,301	75,947	100,000	100,000	100,000
7220 Public Relations	37,622	39,000	36,000	36,000	36,000
7230 Printing/Distribution (Brochures, etc.)	28,996	35,100	36,300	36,300	36,300
7280 Print Advertising	96,742	120,365	327,200	327,200	327,200
7281 T.V./Radio	54,870	58,000	0	0	0
7282 Ad Production Expense	54,767	22,200	0	0	0
7283 Internet Listings & Links	124,744	135,375	5,000	5,000	5,000
7284 VIP Central/Online Reservations	15,411	11,485	0	0	0
7285 Direct Mail and Fulfillment	13,367	17,000	15,000	15,000	15,000
7286 Trade Shows	6,751	4,400	4,000	4,000	4,000
7287 Association Memberships	1,985	2,285	0	0	0
7288 Hosting	20,372	22,000	23,000	23,000	23,000
7289 Miscellaneous Expense	1,123	1,250	1,300	3,800	3,800
7290 Building Costs & Equipment	3,000	3,000	0	0	0
7291 Travel	10,525	12,900	13,342	13,342	13,342
7415 Industry Specific Organizations & Education	0	0	2,810	2,810	2,810
7420 Bookkeeping Services	9,000	9,000	9,000	9,000	9,000
7292 Event Marketing	11,663	15,000	39,145	39,145	39,145
7900 Interfund Cost of Service	7,553	7,553	12,032	12,032	12,032
8200 Consultantants	5,356	6,000	8,000	8,000	8,000
8400 Community Promotion	52,410	55,468	63,750	63,750	63,750
Contingency	0	0			
<b>Total Expenditures</b>	<b>717,159</b>	<b>739,578</b>	<b>854,479</b>	<b>856,979</b>	<b>856,979</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>41,854</b>	<b>300</b>	<b>(3,879)</b>	<b>(6,379)</b>	<b>(6,379)</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>456,224</b>	<b>498,078</b>	<b>498,378</b>	<b>498,378</b>	<b>498,378</b>
<b>Fund Balance - Ending</b>	498,078	498,378	494,499	491,999	491,999
Less: Restricted - Tabor Reserve	(22,770)	(22,196)	(22,196)	(22,196)	(22,196)
Less: Committed - Resolution #2012-24	(110,937)	(110,937)	(110,937)	(110,937)	(110,937)
Less: Assigned - Future Years	(364,371)	(365,245)	(361,366)	(358,866)	(358,866)
<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

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### **Mission Statement:**

To provide financial relief for victims of Municipal and unsolved crimes and provide financial support for training and equipment for the City of Glenwood Springs Police Department.

### **Services Provided:**

Reimbursement for financial damages related to Municipal crimes: theft, vandalism, and assault, as well as unsolved crimes that would otherwise be filed with a higher court such as hit and run accidents. Provide financial assistance to the Glenwood Springs Police Department for special projects, training and equipment not otherwise supported in the City budget.

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

Victims Assistance and Law Enforcement funds are generated by a surcharge attached to Municipal fines levied in criminal, traffic and parking violations. These funds are accounted for and accrued by the City Finance Department. A citizen board reviews applications for funds and discusses each application with the advisory assistance of the Chief of Police and a City Council representative. Decisions for reimbursement are bound by maximum amounts established in City Code. The same review and approval process is used for requests from the Police Department for funding of equipment, training or special projects. By Code, the Police Department is limited to 50% of the funds for their purposes, assuring available funds for victims.

The City VALE program helps to reimburse in cases that are unsolved or there is little chance for court ordered restitution being provided in a timely manner. It also fills the gap of crimes and situations that are not covered by the Judicial District VALE program. The City VALE program has also provided considerable funds in the form of grants to entities whose mission is directly related to victim services. Examples of these entities include: Advocate Safehouse Project, Sex Assault Nurse Examiners, Youth Zone, and Riverbridge Regional Child Advocacy Center.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

V.A.L.E FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
V.A.L.E. Assessment	37,714	40,000	27,000	27,000	27,000
Interest	271	300	1,000	1,000	1,000
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>37,985</b>	<b>40,300</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
7190 Professional Fees	534	0	500	500	500
7194 Victim/Witness Assistance	15,447	45,000	35,000	35,000	35,000
7411 Board Expense	0	0	0	0	0
7430 Training	0	500	500	500	500
8060 Office Supplies	406	1,000	500	500	500
9530 Police Equipment	0	15,000	15,000	15,000	15,000
<b>Total Expenditures</b>	<b>16,387</b>	<b>61,500</b>	<b>51,500</b>	<b>51,500</b>	<b>51,500</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>21,598</b>	<b>(21,200)</b>	<b>(23,500)</b>	<b>(23,500)</b>	<b>(23,500)</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>83,166</b>	<b>104,764</b>	<b>83,564</b>	<b>83,564</b>	<b>83,564</b>
<b>Fund Balance - Ending</b>	104,764	83,564	60,064	60,064	60,064
Less: Restricted - Tabor Reserve	(1,140)	(1,140)	(1,140)	(1,140)	(1,140)
Less: Assigned - Future Years	(103,624)	(82,424)	(58,924)	(58,924)	(58,924)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CONSERVATION TRUST FUND

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**Mission Statement:**

Provide parks and recreation improvements through funding provided by the Colorado Lottery specific to these areas.

**Services Provided:**

Funding dedicated to parks and recreation projects and facilities through funding by the Colorado Lottery. Improvements include playgrounds, facilities, equipment, planning, and other projects/programs related to recreation and/or parks.

**Program / Budget Highlights:**

Income Estimate of \$95,000

Expenditures:	Park Improvements and Equipment:	\$25,000
	Ice Rink Mechanical and Structural:	\$22,500
	Pool Mechanical and Structural:	\$30,000
	WhiteWater Activity Area:	\$ 5,000
	Unallocated:	\$12,500

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

CONSERVATION TRUST FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
Colorado State Lottery	103,497	70,000	95,000	95,000	95,000
Interest Income	618	300	500	500	500
Other Income	0	0	0	0	0
<b>Total Revenues</b>	<b>104,115</b>	<b>70,300</b>	<b>95,500</b>	<b>95,500</b>	<b>95,500</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
Unallocated - 48.500.0000	0	30,000	12,500	12,500	12,500
Park Improvements and Equipment - 48.154.9530	26,946	30,000	25,000	25,000	25,000
Community Center Equipment	16,157				
WhiteWater Park - 48.154.9437	0	5,000	5,000	5,000	5,000
Ice Rink mechanical and structural	0	188,000	22,500	22,500	22,500
Pool mechanical and structural	0	0	30,000	30,000	30,000
<b>Total Expenditures</b>	<b>43,103</b>	<b>253,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>61,012</b>	<b>(182,700)</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>258,084</b>	<b>319,096</b>	<b>136,396</b>	<b>136,396</b>	<b>136,396</b>
<b>Fund Balance - Ending</b>	319,096	136,396	136,896	136,896	136,896
Less: Restricted - Tabor Reserve	(3,123)	(2,109)	(2,109)	(2,109)	(2,109)
Less: Assigned - Future Years	(315,973)	(134,287)	(134,787)	(134,787)	(134,787)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# STREET TAX FUND

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**Mission Statement:**

To maintain the City's vehicular and pedestrian transportation facilities and to plan, design and construct new transportation infrastructure for both vehicles and pedestrians.

**Services Provided:**

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, 2006 for twenty one years, expiring December 31,2026 unless it is extended at that time by voter approval.

**Program / Budget Highlights:**

The Street Tax Fund includes the following budgeted services and programs for 2015:

- Pedestrian & bicycle path improvements
- Annual traffic signal maintenance
- Routine street maintenance including striping, crack seal, patching
- 8<sup>th</sup> Street connection engineering and design
- South Bridge engineering and environmental process.
- South Midland improvements for drainage
- 27<sup>th</sup> Street Bridge maintenance
- Resurfacing after water and sewer line reconstruction projects
- Long Range transportation plan update
- Blake Avenue extension

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

STREET TAX FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
Sales Tax	1,946,463	1,949,675	2,025,100	2,064,808	2,064,808
Use Tax	49,339	20,541	40,540	40,540	40,540
Interest Income	2,759	50	5,000	5,000	5,000
Traffic Impact Fees	4,558	0	2,500	2,500	2,500
Cost Reimbursement	0	0	0	0	0
Miscellaneous Income	6	0	0	0	0
Grants	149,067	950,000	4,400,000	1,250,000	1,250,000
Audit Revenue	14,231	6,757	3,378	3,378	3,378
<b>Total Revenues</b>	<b>2,166,423</b>	<b>2,927,023</b>	<b>6,476,518</b>	<b>3,366,226</b>	<b>3,366,226</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
Sales Tax TIF to DDA	39,264	40,049	42,952	42,952	42,952
Economic Incentive Rebate	10,770	8,108	10,401	10,401	10,401
Interfund Cost of Service	99,673	99,673	130,459	171,724	171,724
TDM Services	12,854	30,000	30,000	30,000	30,000
Traffic Claming/Efficiencies		5,000	0	0	0
Audit Fees	4,238	2,027	2,703	2,703	2,703
Other Expenditures	3,640	0	0	1,689	1,689
Street Projects:					
Pedestrian & Bicycle Path Improvements	13.300.3593 5,488	10,000	0	20,000	20,000
Maintenance - Traffic Signals	13.300.3700 7,256	7,500	7,500	7,500	7,500
Street Maintenance	13.300.3579 112,514	670,000	76,000	76,000	76,000
8th Street Connection	13.300.3582 26,137	0	0	1,400,000	400,000
Street Striping	13.300.3591 32,236	60,000	62,000	62,000	62,000
Bridge, R.F. River S. Glenwood	13.300.3586 158,131	500,000	500,000	500,000	500,000
Grand Avenue Traffic Calming	13.300.3710 53,973	0	0	0	0
Crack seal/patching	13.300.3572 0	0	80,000	80,000	80,000
South Midland Improvements - Drainage	13.300.3600 0	100,000	0	350,000	350,000
Safe Routes to Schools Improvements	13.300.3601 0	250,000	0	0	0
27th Street Bridge maintenance	13.300.3588 11,790	600,000	450,000	450,000	450,000
29th & Sopris	13.300.3603 27,967	405,000	50,000	50,000	50,000
Vista Drive	13.300.3604 32,026	150,000	50,000	50,000	50,000
W. 10th & Red Mountain Drive	13.300.3605 409	0	60,000	60,000	60,000
Long Range Transportation Plan Update	13.300.3715 0	105,000	120,000	120,000	120,000
Blake Avenue Extension	0	0	0	100,000	100,000
Grand Avenue Bridge Project	0	0	0	0	1,000,000
<b>Total Expenditures</b>	<b>638,365</b>	<b>3,042,357</b>	<b>1,672,015</b>	<b>3,584,969</b>	<b>3,584,969</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>1,528,058</b>	<b>(115,334)</b>	<b>4,804,503</b>	<b>(218,743)</b>	<b>(218,743)</b>
<b>TRANSFERS</b>					
<b>Transfer from Capital Projects Fund</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfer to DDA Fund for Annual Settlement</b>	<b>(6,757)</b>	<b>(6,757)</b>	<b>(6,757)</b>	<b>(6,757)</b>	<b>(6,757)</b>
<b>Total Transfers In and Out</b>	<b>193,243</b>	<b>(6,757)</b>	<b>(6,757)</b>	<b>(6,757)</b>	<b>(6,757)</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS</b>					
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	<b>1,721,301</b>	<b>(122,091)</b>	<b>4,797,746</b>	<b>(225,500)</b>	<b>(225,500)</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>837,774</b>	<b>2,559,075</b>	<b>2,436,984</b>	<b>2,436,984</b>	<b>2,436,984</b>
<b>Fund Balance - Ending</b>	2,559,075	2,436,984	7,234,730	2,211,484	2,211,484
Less: Restricted - Tabor Reserve	(60,521)	(59,311)	(59,311)	(59,311)	(59,311)
Less: Committed - Various	(149,933)	(145,374)	(145,374)	(145,374)	(145,374)
Less: Assigned - Future Years	(2,348,621)	(2,232,299)	(7,030,045)	(2,006,799)	(2,006,799)
Unassigned - Negative Residual	0	0	0	0	0
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

# **PUBLIC WORKS – TRANSPORTATION DIVISION - BUS TAX FUND**

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## **Mission Statement:**

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

## **Services Provided:**

**Transportation Management:** The division administers and oversees the Bus Tax Fund, and makes recommendations regarding activities associated with this Fund. The division manages the local fixed-route Ride Glenwood Springs public transit system, along with public parking, traffic safety, signage and signalization.

**Transportation Planning:** The division aims to reduce and eliminate traffic congestion within the City, and works to improve circulation within Glenwood Springs by implementing elements of the SH-82 Corridor Optimization Plan. We plan for future bicycle, pedestrian, transit and roadway infrastructure improvements within the City and the surrounding region as directed by City Council and outlined in City plans. The division participates in local and regional planning efforts, including preparing the City's 2014 Long Range Transportation Plan update and partnering with neighboring area public transportation agencies and the Colorado Department of Transportation to update both the Intermountain Transportation Planning Region Long Range Plan and the Colorado Statewide Transportation Plan.

**Meeting Management Support:** The division provides administrative support to the City Transportation Commission and City Council as needed. Support includes meeting coordination, including development of meeting minutes and agendas, research that promotes the Transportation Commission's mission, special event coordination, and other tasks as identified by Commissioners or City leadership.

## **Program / Budget Highlights:**

The Transportation Division is anticipating the completion of the City Long Range Transportation Plan update in 2015. This transportation master plan is sponsored by the City and will outline safe and effective multimodal transportation access for all people within Glenwood Springs; efficient connections between multiple modes of transportation including public transit, bicycles, pedestrians, and vehicles; and the necessary transportation infrastructure to support the economic viability of Glenwood Springs, while preserving the unique character of the community.

The division will look at conducting public input, awareness and demonstration events in 2015 and 2016, to include: Strawberry Days, Ride-To-Work Day/Month, Local Trails Day, Downtown Farmer's Market, and Transit Rider Appreciation Day (Spring & Fall). Additionally, other signature alternative transportation public awareness events with local entities may be promoted by the Transportation Division in 2015 and 2016.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

BUS TAX FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
Sales Tax	778,528	779,812	809,981	825,863	825,863
Use Tax	19,734	8,216	16,215	16,215	16,215
Audit Revenue	5,692	2,702	1,351	1,351	1,351
Interest Income	445	50	400	400	400
Bus Fares	125,229	126,000	117,206	117,206	117,206
Advertising Fees	4,142	7,000	6,500	6,500	6,500
Miscellaneous Income	62	0	0	0	0
Grants	283,680	220,000	239,000	239,000	239,000
<b>Total Revenues</b>	<b>1,217,512</b>	<b>1,143,780</b>	<b>1,190,653</b>	<b>1,206,535</b>	<b>1,206,535</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
Fixed Labor Costs	342,879	311,220	322,468	322,468	322,468
Direct Labor Costs	236,319	368,396	343,870	343,870	343,870
Sales Tax TIF to DDA	15,704	16,018	17,180	17,180	17,180
TDM Program	9,930	0	5,000	5,000	5,000
Audit Fees	1,695	811	1,081	1,081	1,081
Other Professional Services	2,469	0	4,500	5,170	5,170
Economic Incentive Rebate	4,308	3,243	4,160	4,160	4,160
Interfund Cost of Service	101,929	101,929	113,799	113,799	113,799
Property Insurance	6,338	6,465	6,393	6,393	6,393
City Van Pool expenses	0	0	0	13,000	13,000
Direct Mileage Costs	216,361	238,168	205,558	205,558	205,558
Allocated Training	49,986	51,044	43,152	43,152	43,152
Other Operating Expense	12,709	16,680	11,857	11,857	11,857
Allocated Capital	57,407	55,692	57,486	57,486	57,486
Machinery & Equipment	34,930	9,450	0	0	0
Employee Bus Passes	1,849	1,770	1,500	1,500	1,500
Bus Security		1,271	0	0	0
Para-Transit Service	30,000	31,500	30,000	30,000	30,000
Wrap for One Bus		5,072	0	0	0
<b>Total Expenditures</b>	<b>1,124,813</b>	<b>1,218,729</b>	<b>1,168,004</b>	<b>1,181,674</b>	<b>1,181,674</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>92,699</b>	<b>(74,949)</b>	<b>22,649</b>	<b>24,861</b>	<b>24,861</b>
<b>TRANSFERS</b>					
<b>TRANSFERS</b>					
Transfer from Street Tax Fund	0	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>	<b>89,997</b>	<b>(77,651)</b>	<b>19,947</b>	<b>22,159</b>	<b>22,159</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>204,264</b>	<b>294,261</b>	<b>216,610</b>	<b>216,610</b>	<b>216,610</b>
<b>Fund Balance - Ending</b>	294,261	216,610	236,557	238,769	238,769
Less: Non-Spendable - Prepaid RFTA passes	(2,335)	(2,061)	(2,061)	(2,061)	(2,061)
Less: Restricted - Tabor Reserve	(28,015)	(23,933)	(23,933)	(23,933)	(23,933)
Less: Assigned - Future Years	(263,911)	(190,616)	(210,563)	(212,775)	(212,775)
<b>Fund Balance - Unreserved</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# GLENWOOD SPRINGS FIRE DEPARTMENT

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## **Mission Statement:**

“The Glenwood Springs Fire Department is bound together by trust and confidence to provide fire, emergency medical and rescue services to the city and district that we serve”.

## **Services Provided:**

The Fire Department is a dedicated team of twenty-four full time, twenty-five part time and volunteer members providing services to an estimated 24,000 full time residents and countless visitors in our seventy-two (72) square mile response area. The team provides a wide array of both emergent and non-emergent services to our community and guests through coordination by three divisions. They are the administration division, the fire prevention and public education division and the fire suppression and emergency medical operations division.

## **Administration:**

The administration division includes the fire chief and administrative assistant. This division provides department oversight for all divisions and functions and is responsible for policy and procedure development and compliance. The chief provides supervision through the fire officers in the stations for efficient and effective delivery of our services to the public. The chief also represents the department and the city on the Garfield County Combined Emergency Communications Board, Garfield County Public Safety Council, Garfield County Local Emergency Planning Council and the All Hazards Response Team Board. His involvement in these groups helps to ensure better coordination and training of fire, law enforcement and other resources throughout the region.

## **Fire Prevention and Public Education:**

The fire marshal, under supervision of the chief, 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 as well as a part time fire inspector, the prevention division provides fire code inspections and fire safety education to all commercial building owners. The prevention division also provides public education programs in our school systems and wildfire risk management in our community.

## **Operations:**

The operations division, under the leadership of the six officers and chief, provide first response to all calls for service within our response area from our three stations. These highly trained and dedicated men and women staff the stations 24/7 and respond to all types of fire, EMS, rescue and hazardous situation incidents. Fire responses include explosions, structure, wild land, and motor vehicle fires as well as fire alarms and smoke reports. Emergency medical calls continue to be over sixty percent of our nearly 1600 calls per year and include advanced life support response to heart attack, stroke, difficulty breathing and a host of other medical problems as well as traumatic injury. Rescue assignments include river, trail, elevator entrapment and motor vehicle accidents. Hazardous situation incidents include hazardous materials spills or leaks, odor investigations and bomb scares. Operations personnel are faced with multiple calls at the same time on approximately twenty percent of our total incident count, stretching our available personnel very thin, and occasionally requiring mutual aid assistance from our neighbors.

## **Program / Budget Highlights:**

The department will continue to work on collaborative efforts with other fire departments in the county to do more joint training, enhance automatic and mutual aid agreements and pursue opportunities to pool resources for improved effectiveness and efficiency. We are currently organizing a jointly taught recruit academy with Colorado River Fire District and are discussing the formal organization of a county wide hazardous materials response team.

Another exciting plan is being developed to work with the state and all fire districts in the county to jointly staff and operate a seasonal wildfire response engine for all of Garfield County and our neighboring counties.

As all of the fire departments in our region struggle with the balance between adequate staffing and conservative budgets, we are consistently discussing ways to streamline our mutual aid agreements to rapidly provide additional resources when needed.

We will also continue to seek funding options for land owners who wish to do wild fire mitigation work on their properties and neighborhoods.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

FIRE AND EMS FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
SERVICE CHARGES					
Glenwood Springs Rural Fire Protection District	504,784	565,867	700,627	548,847	525,945
OTHER INCOME					
Interest	6	40	5	5	5
Miscellaneous Income	2,114	0	0	0	0
Grants	1,933	0	0	0	0
Ambulance Fees	419,417	600,000	450,000	450,000	450,000
Fire Permit Fees	7,600	10,000	10,000	10,000	10,000
Bad Debt Recovery	9,417	6,000	9,000	9,000	9,000
Donations	2,270	100	100	100	100
<b>Total Revenues</b>	<b>947,541</b>	<b>1,182,007</b>	<b>1,169,732</b>	<b>1,017,952</b>	<b>995,050</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
Fire and EMS Operational Costs	3,056,861	3,178,252	3,322,342	3,343,925	3,343,925
<b>Total Expenditures</b>	<b>3,056,861</b>	<b>3,178,252</b>	<b>3,322,342</b>	<b>3,343,925</b>	<b>3,343,925</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(2,109,320)</b>	<b>(1,996,245)</b>	<b>(2,152,611)</b>	<b>(2,325,974)</b>	<b>(2,348,876)</b>
<b>TRANSFERS</b>					
<b>TRANSFERS</b>					
From City of Glenwood Springs General Fund per IGA:					
Amount from five year 2 mills for fire & EMS operations		365,502	368,638	368,638	368,638
Balance from General Fund revenues	2,076,381	1,600,950	1,813,766	1,987,129	2,010,031
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>(32,939)</b>	<b>(29,793)</b>	<b>29,793</b>	<b>29,793</b>	<b>29,793</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>32,939</b>	<b>(0)</b>	<b>(29,793)</b>	<b>(29,793)</b>	<b>(29,793)</b>
<b>Fund Balance - Ending</b>	(0)	(29,793)	(0)	(0)	0
Less: Restricted - Tabor and Grant Proceeds	(29,917)	(29,552)	(37,475)	(31,739)	(31,739)
Less: Assigned - Future Years		(242)			
Less: Unassigned - Negative Residual	29,917	59,587	37,475	31,739	31,739
<b>Fund Balance - Unreserved</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
PUBLIC SAFETY	FIRE & EMS	GARY TILLOTSON	43.133	FIRE & EMS		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		2,296,127	2,413,313	2,485,901	2,501,984	2,501,984
Current Expenses		738,267	764,939	806,441	816,441	816,441
Capital Outlay		22,467	0	30,000	25,500	25,500
<b>Total</b>		<b>3,056,861</b>	<b>3,178,252</b>	<b>3,322,342</b>	<b>3,343,925</b>	<b>3,343,925</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>				<b>Position</b>	<b>Grade</b>
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</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	7	7	7	7	2309	51
Firefighter II/EMT-B	1	1	1	1	2314	42
PT Reserve Firefighters	5.34	6.34	6.34	6.34	99	99
Admin Assistant I - Fire	1	1	1	1	5110	37
<b>Total Personnel</b>	<b>29.34</b>	<b>30.34</b>	<b>30.34</b>	<b>30.34</b>		
6110 Total Base Salaries			1,396,425	1,377,227	1,419,630	1,419,630
6120 Overtime			125,995	120,000	120,000	124,800
6130 Part-Time			137,760	234,593	243,977	254,040
6190 Director's Fees			0	0	0	0
6210 Retirement Contribution			98,402	104,806	107,774	108,110
6220 Police/Fire Retirement			113,880	112,292	115,472	115,832
6240 FICA			31,929	39,656	41,759	41,828
6250 Worker's Compensation			114,704	100,708	104,266	104,552
6260 FPPA Disability			28,793	28,793	28,793	28,918
6260 Health and Life Insurance			272,211	290,043	298,879	298,879
6270 Unemployment Insurance			4,822	5,195	5,351	5,395
<b>Total Personal Services</b>			<b>2,296,127</b>	<b>2,413,313</b>	<b>2,485,901</b>	<b>2,501,984</b>
<b>CURRENT EXPENSES</b>						
6280 Other Pensions - Volunteer Fire			21,000	21,000	24,749	24,749
7060 Bad Debts			214,041	180,000	200,000	200,000
7190 Other Professional Services			13,300	17,000	18,000	28,000
7195 Collection Expense			18,505	24,000	25,000	25,000
7220 Telephone			10,877	14,000	14,000	14,000
7310 Electric			13,864	18,000	18,000	18,000
7320 Gas			17,265	21,000	21,000	21,000
7330 Water			2,543	2,000	3,000	3,000
7410 Travel and Subsistence			5,653	13,500	13,500	13,500
7430 Training			8,627	19,000	19,000	19,000
7520 Maintenance and Repair - Building			23,303	20,000	20,000	20,000
7540 Maintenance and Repair - Vehicles			40,055	50,000	50,000	50,000
7550 Maintenance and Repair - Equipment			12,475	9,000	13,000	13,000
7910 Liability and Casualty Insurance			25,204	26,361	27,486	27,486
7620 Property Insurance			4,236	4,244	3,619	3,619
7810 Subscriptions and Memberships			3,405	3,800	4,250	4,250
7900 Interfund Cost of Service			178,534	178,534	185,837	185,837
8020 Educational Supplies			4,977	3,500	3,500	3,500
8030 Chemicals			1,811	3,000	3,000	3,000
8040 Uniforms			12,527	20,000	20,000	20,000
8045 Personal Protective Equipment			14,969	19,000	20,000	20,000
8050 Medical Supplies			24,633	27,500	27,500	27,500
8060 Office Supplies			4,465	4,500	4,500	4,500
8070 Donation Expenditures			0	0	0	0
8080 Gas, Oil, Lubricants			27,941	26,000	28,000	28,000
8090 Other Operating Expense			13,657	15,000	15,000	15,000
8091 Volunteer Recruiting/Incentive			0	0	0	0
8120 Small Tools and Equipment			3,887	4,000	4,000	4,000
8140 Communications Equipment/Repair			4,999	10,000	10,000	10,000
8160 Miscellaneous Maintenance Supplies			8,912	11,000	10,500	10,500
8470 Grant Costs			2,605	0	0	0
<b>Total Current Expenses</b>			<b>738,267</b>	<b>764,939</b>	<b>806,441</b>	<b>816,441</b>
<b>CAPITAL OUTLAY</b>						
9530 Equipment			22,467	0	30,000	5,300
Six mobile computer terminals			0	0	0	20,200
<b>Total Capital Outlay</b>			<b>22,467</b>	<b>0</b>	<b>30,000</b>	<b>25,500</b>

## **CAPITAL PROJECTS FUNDS**

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

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### **Mission Statement:**

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

### **Services Provided:**

The Capital Projects Fund was established via Ordinance #15, Series 1973 for the purposes identified in the Mission Statement above. On November 2, 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 2015 the primary uses of fund revenues will be for General Fund computer enhancements, police tasers, city hall carpet replacement and a roof replacement at the community center. 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 - 2015 BUDGET

### Summary of Revenues, Expenditures and Equipment

CAPITAL PROJECTS FUND	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>REVENUES</b>								
<b>REVENUES</b>								
Sales Tax	1,949,675	2,064,808	2,064,808	1,969,172	1,988,864	2,008,753	2,028,840	2,049,128
Use Tax	20,541	40,540	40,540	20,500	21,500	22,500	23,500	24,500
Interest Income	2,500	5,000	5,000	3,000	5,000	5,000	5,000	5,000
Audit Revenue	6,757	3,378	3,378	5,000	5,000	5,000	5,000	5,000
Grants	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,979,473</b>	<b>2,113,726</b>	<b>2,113,726</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>								
<b>EXPENDITURES</b>								
Sewer Projects	0	0	0	0	0	0	0	0
Equipment Needs	68,310	326,915	326,915	0	0	0	0	0
Special Work Activities Team	390,974	385,934	385,934	398,793	406,769	410,837	414,945	419,095
Interfund Cost of Service	64,753	70,352	70,352	71,056	71,766	72,484	73,209	73,941
Maintenance	0	0	0	0	0	0	0	0
8th Street Construction	1,000,000							
Centennial Park repairs	30,000							
<b>Total Expenditures</b>	<b>1,554,037</b>	<b>783,201</b>	<b>783,201</b>	<b>469,849</b>	<b>478,535</b>	<b>483,321</b>	<b>488,154</b>	<b>493,036</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>								
<b>Excess Revenues Over (Under) Expenditures</b>	425,436	1,330,525	1,330,525	1,527,823	1,541,829	1,557,933	1,574,186	1,590,593
<b>TRANSFERS</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	0	(250,330)	(250,330)	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>(381,321)</b>	<b>273,438</b>	<b>273,438</b>	<b>721,066</b>	<b>735,072</b>	<b>757,933</b>	<b>774,186</b>	<b>790,593</b>
<b>FUND BALANCE</b>								
<b>Fund Balance - Beginning</b>	<b>4,344,926</b>	<b>3,963,605</b>	<b>3,963,605</b>	<b>4,237,043</b>	<b>4,958,109</b>	<b>5,693,181</b>	<b>6,451,114</b>	<b>7,225,300</b>
<b>Fund Balance - Ending</b>	3,963,605	4,237,043	4,237,043	4,958,109	5,693,181	6,451,114	7,225,300	8,015,893
Less: Restricted - Tabor Reserve	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)	(48,940)
Less: Committed - Various	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)	(366,027)
Less: Assigned - Future Years	(3,548,638)	(3,822,076)	(3,822,076)	(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>893,989</b>	<b>888,278</b>	<b>882,510</b>	<b>876,683</b>	<b>870,799</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

Summary of Revenues, Expenditures and Equipment

CAPITAL PROJECTS FUND	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>SEWER PROJECTS</b>								
<b>Sewer Projects:</b>								
WWTP Relocation								
<b>Total Sewer Projects</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>
<b>EQUIPMENT NEEDS</b>								
<b>Equipment Needs: 31.183._____</b>								
9510 9510 - Parks - Irrigation system upgrade	20,000							
9530 Council Chambers computers and equipment								
9520 IS - Computer Equipment Lova Trail								
9518 City Hall carpet replace		41,065	41,065					
9516 Police Equipment (Tasers)		31,000	31,000					
9520 IS - Workstations (31 units)	18,450							
9520 IS - Cisco Phone (8 units)	2,800							
9520 IS - Printer Replacement	6,800							
9520 IS - Other unscheduled replacements	5,000							
9520 IS - Data backup server	5,000							
9520 IS - VM Server	10,260							
9520 IS - new workstation for streets		2,500	2,500					
9520 IS -29 replaced/7upgrade workstations		36,100	36,100					
9520 IS - 4 mobile computer terminals		16,000	16,000					
9520 IS - Replace 35 Cisco VOIP phones		12,250	12,250					
9520 IS - Cisco 4500X Fiber Distrib. Switch		19,500	19,500					
9520 IS- Wireless Deployment in City Hall		13,500	13,500					
Community Center Roof Replacement		155,000	155,000					
<b>Total Equipment Needs</b>	<b>68,310</b>	<b>326,915</b>	<b>326,915</b>	-	-	-	-	-

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

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## **Mission Statement:**

SWAT is the reconstruction and rehabilitation division of the Department of Public Works. We seek to perform the duties of SWAT in a safe and efficient manner enhancing the safety and aesthetics of City's urban environment. SWAT will strive to perform these duties to make the City a safe environment for our patrons, residents, and employee.

## **Services Provided:**

**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

## **Program / Budget Highlights:**

The employee salary has been increased to account for ADA training and job description modification for the SWAT supervisor. We are looking to implement a proactive program to inspect and log sidewalk repairs for the City to ascertain costs and compliance with the current ADA standards. This cost has been programmed into the 2015 and 2016 budget. Line items were compared to historical expenses from 2009 to 2013. Reductions in the line items were performed in when budgeted line items were grossly over actual expenses.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
MISCELLANEOUS CAPITAL PROJECTS	SPECIAL WORKS ACTIVITIES	ROBIN MILLIYARD	31.390	CAPITAL PROJECTS		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		240,372	241,487	245,758	245,758	245,758
Current Expenses		98,780	149,487	136,690	140,176	140,176
Capital Outlay		0	0	0	0	0
<b>Total</b>		<b>339,152</b>	<b>390,974</b>	<b>382,448</b>	<b>385,934</b>	<b>385,934</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
SWAT Superintendent	1	1	1	1	3601	55
SWAT Maint. Specialist	2	1	1	1	3604	44
SWAT Maint. Worker	0	1	1	1	3606	41
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		177,242	177,629	177,632	177,632	177,632
6120 Overtime		146	0	0	0	0
6130 Part-Time		0	0	0	0	0
6210 Retirement Contribution		12,417	12,434	12,434	12,434	12,434
6240 FICA		13,033	13,589	13,589	13,589	13,589
6250 Worker's Compensation		8,988	8,437	8,438	8,438	8,438
6260 Health and Life Insurance		28,035	28,865	33,132	33,132	33,132
6270 Unemployment Insurance		511	533	533	533	533
<b>Total Personal Services</b>		<b>240,372</b>	<b>241,487</b>	<b>245,758</b>	<b>245,758</b>	<b>245,758</b>
<b>CURRENT EXPENSES</b>						
7144 Sales & Use Tax Refund		2,386	0	0	0	0
7145 Sales Tax TIF to DDA		39,263	40,049	42,952	42,952	42,952
7150 Audit Fees		4,238	0	2,703	2,703	2,703
7160 Economic Incentive Rebate		10,770	8,108	10,401	10,401	10,401
7190 Other Professional Services		0	0	0	1,689	1,689
7220 Telephone		898	1,455	1,484	1,484	1,484
7320 Gas		8,561	29,106	10,100	10,100	10,100
7410 Travel and Subsistence		0	1,050	1,000	1,000	1,000
7430 Training		0	2,100	1,000	2,797	2,797
7540 Maintenance of Machinery and Equipment		6,370	5,979	7,000	7,000	7,000
7550 Misc Maintenance		3,092	3,308	3,500	3,500	3,500
7610 Liability Insurance		2,702	2,875	3,300	3,300	3,300
7740 Equipment Rental		0	276	500	500	500
8040 Uniforms		1,050	1,158	1,050	1,050	1,050
8080 Gas, Oil, Lubricants		5,672	7,718	6,000	6,000	6,000
8090 Other Operating Expense		2,746	3,859	3,500	3,500	3,500
8110 Tires and Tubes		0	551	1,000	1,000	1,000
8120 Small Tools and Equipment		948	2,205	1,200	1,200	1,200
9310 Material Costs		10,084	39,690	40,000	40,000	40,000
<b>Total Current Expenses</b>		<b>98,780</b>	<b>149,487</b>	<b>136,690</b>	<b>140,176</b>	<b>140,176</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 IMPROVEMENTS FUND

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### **Mission Statement:**

To provide a dedicated sales and use tax revenue source in order to defray the cost of acquisition, construction, installation and improvements to capital improvements and equipment.

### **Services Provided:**

The first sales and use tax in the amount of three quarters of one cent or .75% was passed by voter approval in 1983. This tax was 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 the 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. Additional requirement in the 1992 tax extension included allocation of funds for a river trail system, funding for the Frontier Historical Museum and the Glenwood Springs Art Center .

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

HVAC building maintenance contract: \$10,000  
Carpet and flooring replacements: \$18,000  
Tile replacement in locker room showers: \$35,000  
Public address system upgrade for Center and Ice Rink: \$20,000  
LED lighting: \$5,000  
Fitness equipment: \$10,000  
Strip/Seal concrete pool deck and locker room floors: \$8,200  
Continued funding for the WhiteWater Park RICD  
WhiteWater area parking lot paving  
Debris flow mitigation WRAP  
Subsidize Community Center operational costs incurred through the General Fund

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Equipment

ACQUISITION AND IMPROVEMENT FUND	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>REVENUES</b>								
Sales Tax	3,899,349	4,129,616	4,129,616	4,170,912	4,212,621	4,254,747	0	0
Use Tax	41,080	81,082	81,082	82,082	83,082	84,082	0	0
Interest Income	33,000	35,000	35,000	33,000	33,000	33,000	15,000	5,000
Grants	270,000	0	0	0	0	0	0	0
Cost Reimbursement	0	0	0	0	0	0	0	0
Audit Revenue	13,514	6,757	6,757	13,500	13,500	13,500	13,500	13,500
<b>Total Revenues</b>	<b>4,256,943</b>	<b>4,252,455</b>	<b>4,252,455</b>	<b>4,299,494</b>	<b>4,342,203</b>	<b>4,385,329</b>	<b>28,500</b>	<b>18,500</b>
<b>EXPENDITURES</b>								
River Trail System	50,000	50,000	50,000	380,000	380,000	380,000	0	0
Frontier Historical Museum	4,143	147	147	6,673	6,673	6,673	0	0
Arts Center Subsidy	0	0	0	2,831	2,831	2,831	0	0
Theater Project	0							
Discretionary Programs	132,578	140,407	140,407	141,811	143,229	144,661	0	0
Tree Replacement Projects	12,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Sales Tax TIF to DDA	80,098	85,904	85,904	86,763	87,631	88,507	89,392	90,286
Economic Incentive Rebate	16,216	20,801	20,801	100,000	50,000	50,000	50,000	50,000
Interfund Cost of Service	316,710	305,647	305,647	311,760	317,995	324,355	330,842	337,459
Community Center	125,000	139,000	139,000	125,000	125,000	125,000	125,000	125,000
Audit & Arbitrage Compliance	900	6,305	6,305	900	900	900	900	900
MOC Repairs	600,000	0	0					
Other Professional Services	0	3,378	3,378					
Public Art	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Debris Flow Mitigation WRAP	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
CC Ice Rink Locker Room/Restroom	750,000	0	0					
WhiteWater area Parking Lot paving	0	65,000	65,000					
WhiteWater Park RICD	300,000	300,000	300,000					
River Bank Planning	50,000	0	0					
Exit 114, Roundabout North	25,000	0	0					
<b>Debt Service:</b>								
2010 Refunding Revenue Bonds	1,420,088	1,425,438	1,425,438	1,419,588	1,427,838	2,608,388	0	0
1999 Small Water Bonds	360,357	363,823	363,823	360,150	368,520	185,545	0	0
<b>Total Expenditures</b>	<b>4,270,090</b>	<b>2,942,850</b>	<b>2,942,850</b>	<b>2,972,476</b>	<b>2,947,617</b>	<b>3,953,860</b>	<b>633,134</b>	<b>640,645</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>								
Excess Revenues Over (Under) Expenditures	(13,147)	1,309,605	1,309,605	1,327,018	1,394,586	431,469	(604,634)	(622,145)
<b>TRANSFERS</b>								
<b>Transfers In - (Out)</b>								
<b>From Capital Projects</b>								
To General Fund for EHOP funding	(80,000)							
To General Fund for CC operations		(1,296,091)	(1,296,091)			0	0	0
To DDA Fund for Annual Settlement	(13,514)	(13,514)	(13,514)	(13,514)	(13,514)			
<b>Excess Revenues Over (Under) Expenditures &amp; Transfers</b>	<b>(106,661)</b>	<b>0</b>	<b>0</b>	<b>1,313,504</b>	<b>1,381,072</b>	<b>431,469</b>	<b>(604,634)</b>	<b>(622,145)</b>
<b>FUND BALANCE</b>								
Fund Balance - Beginning	3,737,462	3,630,801	3,630,801	3,630,801	4,944,305	6,325,378	6,756,847	6,152,212
Fund Balance - Ending	3,630,801	3,630,801	3,630,801	4,944,305	6,325,378	6,756,847	6,152,212	5,530,067
Less: Restricted - Tabor Reserve	(73,450)	(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	(1,653,167)	(1,653,167)	(1,653,167)	(2,966,671)	(4,347,744)	(4,779,213)	(5,357,078)	(4,734,933)
<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>

# FIRE DEPARTMENT EQUIPMENT REPLACEMENT FUND

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## Mission Statement:

The City entered into an Intergovernmental Agreement for fire protection and EMS services with the Glenwood Spring Rural Fire Protection District. Paragraph 6(A) of the IGA 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)

## Services Provided:

Total calls for service in 2013 were 1,531, allocated as follows:

City Calls:	1,175 (76%)
District Calls:	356 (23%)

## Program / Budget Highlights:

2015 Equipment Replacement:

Fire Engine Replacement	\$ 100,000
Utility/Staff Vehicle	\$ 45,000
Extrication Equipment	\$ 30,000
Power Load/power cots	\$ 36,000

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

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

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	DTB = District Gross Assessed Value	DCS = District calls for service
R = Fire & EMS related revenues	TB = Total Assessed Value City and District	TCS = Total calls for service City and District
CA = Cost of service to allocate (B-R=CA)		

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

FIRE DEPARTMENT EQUIPMENT REPLACEMENT FUND	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
District's Valuation	74,550,300	64,102,980	64,102,980	65,021,110	66,321,532	67,647,963	69,000,922	70,380,941
Total Valuation	293,483,170	247,901,330	247,901,330	249,906,120	254,904,242	260,002,327	265,202,374	270,506,421
% District's Share of Costs	25.402%	25.858%	25.858%	26.02%	26.02%	26.02%	26.02%	26.02%
District's Calls for Service (DCS)	366	356	356	289	289	289	289	289
Total Calls for Service (TCS)	1,549	1,531	1,531	1,488	1,488	1,488	1,488	1,488
% District's Share of Calls for Service	23.628%	23.253%	23.253%	19.422%	19.422%	19.422%	19.422%	19.422%
<b>Operating Costs</b>								
Fire & EMS Fund Operational Costs	3,178,252	3,322,342	3,343,925	2,889,828	2,889,828	2,889,828	2,889,828	2,889,828
Less: Fire & EMS Fund Revenues	(616,140)	(469,105)	(469,105)	(520,000)	(520,000)	(520,000)	(520,000)	(520,000)
<b>Net Operating Costs</b>	<b>2,562,112</b>	<b>2,853,237</b>	<b>2,874,820</b>	<b>2,369,828</b>	<b>2,369,828</b>	<b>2,369,828</b>	<b>2,369,828</b>	<b>2,369,828</b>
District's Share Operations	628,102	700,627	705,927	538,449	538,449	538,449	538,449	538,449
Less: Credit to save budget violation	(62,235)	(151,780)	(179,982)					
<b>Net District Share of Operations</b>	<b>565,867</b>	<b>548,847</b>	<b>525,945</b>					
<b>REVENUES</b>								
<b>Revenue</b>								
Capital Improvement Mill Levy Proceeds								
City of Glenwood Springs	184,219	184,872	184,872	188,275	188,275	188,275	188,275	188,275
Glenwood Springs Rural Fire District	65,795	65,086	65,086	61,648	61,648	61,648	61,648	61,648
Interest	1,500	2,000	2,000	2,500	2,500	2,500	2,500	2,500
Impact Fees	3,000	10,000	10,000	3,000	3,000	3,000	3,000	3,000
Other	104,179	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>358,693</b>	<b>261,958</b>	<b>261,958</b>	<b>255,423</b>	<b>255,423</b>	<b>255,423</b>	<b>255,423</b>	<b>255,423</b>
<b>EXPENDITURES</b>								
<b>Expenditures</b>								
Fire Engine Replacement	360,000	100,000	100,000	100,000	100,000			
Ambulance Replacement	250,000						100,000	
Brush Engine					120,000			
Aerial Truck						1,200,000		
Small Tools/Fire Hose Replacement	30,000							
Battalion Chief Vehicle								50,000
Trail Rescue	32,000			40,000				
Utility/Staff Vehicle	33,000	45,000	45,000		45,000	0	45,000	
Extrication Equipment replacement		30,000	30,000	30,000	30,000			
Power Load/power Cots		36,000	36,000	36,000				
<b>Total Expenditures</b>	<b>705,000</b>	<b>211,000</b>	<b>211,000</b>	<b>206,000</b>	<b>295,000</b>	<b>1,200,000</b>	<b>145,000</b>	<b>50,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>								
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(346,307)</b>	<b>50,958</b>	<b>50,958</b>	<b>49,423</b>	<b>(39,577)</b>	<b>(944,577)</b>	<b>110,423</b>	<b>205,423</b>
<b>FUND BALANCE</b>								
<b>Fund Balance - Beginning</b>	<b>1,751,039</b>	<b>1,404,732</b>	<b>1,404,732</b>	<b>1,455,690</b>	<b>1,505,113</b>	<b>1,465,536</b>	<b>520,959</b>	<b>631,382</b>
<b>Fund Balance - Ending</b>	<b>1,404,732</b>	<b>1,455,690</b>	<b>1,455,690</b>	<b>1,505,113</b>	<b>1,465,536</b>	<b>520,959</b>	<b>631,382</b>	<b>836,805</b>
Less: Restricted - Tabor Reserve	(3,479)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)	(7,434)
Less: Assigned - Future Years	(1,401,253)	(1,448,256)	(1,448,256)	(1,497,679)	(1,458,102)	(513,525)	(623,948)	(829,371)
<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>

## **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 DEPARTMENTS

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### **Mission Statement:**

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 and raw water, as well as the collection and treatment of wastewater in a cost effective manner.

### **Services Provided:**

**Administration:** This service oversees and ensures that all departmental operations and activities comply with all 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 the Red Mountain water treatment facility in sufficient quantities to meet system demands. Performs operations and maintenance functions for the treatment facility, booster stations, pump stations, vaults and storage tanks. Performs routine laboratory testing and reporting per the Colorado Department of Public Health and Environment (CDPH&E) 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 62 miles of pipe, provides system control, leak detection, line locations, pressure checks, meter calibrations, meter repairs and replacements. 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 CDPH&E parameters to prevent the degradation of the receiving waters. Performs routine laboratory testing and reporting per CDPH&E 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 - 2015 BUDGET

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

WATER AND SEWER SYSTEM	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>OPERATING REVENUE</b>					
Water User Fees	2,345,228	2,467,380	2,581,700	2,581,700	2,581,700
Sewer User Fees	2,726,051	2,852,826	2,887,500	2,887,500	2,887,500
Water Tap Fees	828	1,000	1,000	1,000	1,000
Sewer Tap Fees	155	1,000	1,000	1,000	1,000
Meter Sales	5,865	10,000	10,000	10,000	10,000
Service Connect Fees	3,195	2,500	3,000	3,000	3,000
Water System Improvement Fees	12,756	30,000	30,000	30,000	30,000
Sewer System Improvement Fees	7,643	10,000	10,000	10,000	10,000
Interest Income	43,120	10,000	28,000	28,000	28,000
Other Income	4,539	5,000	4,000	4,000	4,000
Grants	1,109,139	0	0	0	0
<b>Total Operating Revenues</b>	<b>6,258,519</b>	<b>5,389,706</b>	<b>5,556,200</b>	<b>5,556,200</b>	<b>5,556,200</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
Administration	638,991	662,065	705,444	770,848	770,848
Water Treatment - Operation	577,352	551,739	610,089	610,089	610,089
Water Transmission and Distribution	367,359	709,707	524,207	524,207	524,207
Wastewater Treatment - Operation	744,116	726,245	821,778	821,778	821,778
Wastewater Collection and Transmission	320,804	307,035	327,671	329,171	329,171
Customer Accounts	251,811	162,136	185,428	185,428	185,428
Depreciation	1,683,408	1,876,512	1,928,832	1,928,832	1,928,832
Interfund Franchise Fees	156,477	159,606	164,076	164,076	164,076
Nonreciprocal Interfund Activity	156,477	159,606	164,076	164,076	164,076
Amortization - Bond Issuance Costs	6,013	-	-	-	-
Bond Interest	850,356	835,133	809,655	809,655	809,655
<b>Total Operating Expenses</b>	<b>5,753,164</b>	<b>6,149,784</b>	<b>6,241,256</b>	<b>6,308,160</b>	<b>6,308,160</b>
<b>OPERATING INCOME (LOSS)</b>					
<b>Operating Income (Loss)</b>	<b>505,355</b>	<b>(760,078)</b>	<b>(685,056)</b>	<b>(751,960)</b>	<b>(751,960)</b>
<b>OTHER ADDITIONS (DEDUCTIONS)</b>					
<b>Other Additions (Deductions)</b>					
Capital Contributions	2,880,253	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	0	115,157	0	0
Transfer Out - to Capital Projects Fund for debt service	-	0	0	0	0
Transfer Out - to Capital Projects Fund for WWTF Costs	(990,157)	0	0	0	0
<b>Increase (Decrease) in Retained Earnings</b>	<b>3,195,451</b>	<b>39,922</b>	<b>230,101</b>	<b>48,040</b>	<b>48,040</b>
<b>RETAINED EARNINGS</b>					
<b>Retained Earnings (Deficit) - Beginning</b>	<b>28,489,001</b>	<b>31,684,452</b>	<b>31,724,374</b>	<b>31,724,374</b>	<b>31,724,374</b>
<b>Retained Earnings (Deficit) - Ending</b>	<b>31,684,452</b>	<b>31,724,374</b>	<b>31,954,475</b>	<b>31,772,414</b>	<b>31,772,414</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Unrestricted Cash Flow Summary

WATER AND SEWER SYSTEM	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>CASH FLOWS FROM OPERATIONS</b>					
<b>Cash Flows from Operations</b>					
Revenues	6,258,519	5,389,706	5,556,200	5,556,200	5,556,200
(Increase) Decrease in Accounts Receivable	0	0	0	0	
<b>Total Operating Revenues Available</b>	<b>6,258,519</b>	<b>5,389,706</b>	<b>5,556,200</b>	<b>5,556,200</b>	<b>5,556,200</b>
<b>EXPENSES</b>					
<b>Expenses</b>					
Administration	638,991	662,065	705,444	770,848	770,848
Water Treatment - Operation	577,352	551,739	610,089	610,089	610,089
Water Transmission and Distribution	367,359	709,707	524,207	524,207	524,207
Wastewater Treatment - Operation	744,116	726,245	821,778	821,778	821,778
Wastewater Collection and Transmission	320,804	307,035	327,671	329,171	329,171
Customer Accounts	251,811	162,136	185,428	185,428	185,428
Interfund Franchise Fee	156,477	159,606	164,076	164,076	164,076
Nonreciprocal Interfund Activity	156,477	159,606	164,076	164,076	164,076
Bond Interest	850,356	835,133	809,655	809,655	809,655
Increase (Decrease) in Inventories	11,585				
Increase (Decrease) in Prepaids	0				
(Increase) Decrease in Accounts Payable	51,861				
(Increase) Decrease in Compensated Absenses	(20,719)				
(Increase) Decrease in Accrued Interest	10,874				
Increase (Decrease) in Work in Process	(1,037,806)				
<b>Total Operating Expenses</b>	<b>3,079,538</b>	<b>4,273,272</b>	<b>4,312,424</b>	<b>4,379,328</b>	<b>4,379,328</b>
<b>OPERATING CASH INCOME</b>					
<b>Operating Cash Income</b>	<b>3,178,981</b>	<b>1,116,434</b>	<b>1,243,776</b>	<b>1,176,872</b>	<b>1,176,872</b>
<b>Other Sources (Uses)</b>					
Bond Proceeds	0	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	-	115,157	0	0
Transfer Out - to Capital Projects Fund for debt service	0	0	0	0	0
Transfer Out - to Capital Projects Fund WWTF Costs	(2,880,253)	(488,297)	0	0	0
WPCRF Loan Principal Payment for WWTF	(1,091,925)	(1,123,575)	(1,144,675)	(1,144,675)	(1,144,675)
Improvement Fees as Restricted Cash	(20,399)	(40,000)	(40,000)	(40,000)	(40,000)
Acquisition of Capital Assets	(167,662)	(1,921,000)	(992,500)	(992,500)	(992,500)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>(181,258)</b>	<b>(1,656,438)</b>	<b>(18,242)</b>	<b>(200,303)</b>	<b>(200,303)</b>
<b>OPERATING CASH INCOME</b>					
<b>Unrestricted Cash - Beginning</b>	<b>3,171,308</b>	<b>2,990,050</b>	<b>1,333,612</b>	<b>1,333,612</b>	<b>1,333,612</b>
<b>Unrestricted Cash - Ending</b>	<b>2,990,050</b>	<b>1,333,612</b>	<b>1,315,370</b>	<b>1,133,309</b>	<b>1,133,309</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

Restricted Cash Flow Summary					
WATER AND SEWER SYSTEM	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>SOURCES OF RESTRICTED CASH</b>					
<b>Sources of Restricted Cash</b>					
Water System Improvement Fees	12,756	30,000	30,000	30,000	30,000
Sewer System Improvement Fees	7,643	10,000	10,000	10,000	10,000
WPCRF Loan					
<b>Total Sources of Restricted Cash</b>	<b>20,399</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>USES OF RESTRICTED CASH</b>					
<b>Uses of Restricted Cash</b>					
<b>Water Projects:</b>					
System Water Modeling		20,000			
Storage Tank- Gardiff Glen		500,000			
<b>Sewer Projects:</b>					
Waste Water Treatment Plant	0	0	0	0	-
<b>Total Uses of Restricted Cash</b>	<b>0</b>	<b>520,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET INCREASE (DECREASE) IN RESTRICTED CASH</b>					
<b>Net Increase (Decrease) in Restricted Cash</b>	<b>20,399</b>	<b>(480,000)</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Restricted Cash - Beginning</b>	<b>2,448,545</b>	<b>2,468,944</b>	<b>1,988,944</b>	<b>1,988,944</b>	<b>1,988,944</b>
<b>Restricted Cash - Ending</b>	<b>2,468,944</b>	<b>1,988,944</b>	<b>2,028,944</b>	<b>2,028,944</b>	<b>2,028,944</b>
<b>SUMMARY OF ENDING RESTRICTED CASH BALANCE</b>					
<b>Summary of Ending Restricted Cash Balance</b>					
Water System Improvement Fees	2,023,892	1,533,892	1,563,892	1,563,892	1,563,892
Sewer System Improvement Fees	445,052	455,052	465,052	465,052	465,052
<b>Total System Improvement Fees</b>	<b>2,468,944</b>	<b>1,988,944</b>	<b>2,028,944</b>	<b>2,028,944</b>	<b>2,028,944</b>
WPCRF Loan held with Trustee	0	0	0	0	0
<b>Total Ending Restricted Cash Balance</b>	<b>2,468,944</b>	<b>1,988,944</b>	<b>2,028,944</b>	<b>2,028,944</b>	<b>2,028,944</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	ADMINISTRATION	ROBIN MILLIYARD	21.211	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		218,449	236,114	233,107	233,107	233,107
Current Expenses		420,542	425,951	472,337	537,741	537,741
<b>Total</b>		<b>638,991</b>	<b>662,065</b>	<b>705,444</b>	<b>770,848</b>	<b>770,848</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
Public Works Director	0.5	0.5	0.5	0.5	3101	73
Water/Wastewater Super.	1	1	1	1	3301	63
GIS Administrator	0.66	0.67	0.67	0.67	1407	58
<b>Total Personnel</b>		2.16	2.2	2.2	2.2	
6110 Full-Time Salaries			168,960	185,201	180,188	180,188
6120 Overtime			0	0	0	0
6130 Part-Time			4,458	0	0	0
6210 Retirement Contribution			10,223	12,964	12,613	12,613
6240 FICA			12,910	14,168	13,784	13,784
6250 Worker's Compensation			3,733	3,356	3,463	3,463
6260 Health and Life Insurance			17,659	19,869	22,518	22,518
6270 Unemployment Insurance			506	556	541	541
<b>Total Personal Services</b>			<b>218,449</b>	<b>236,114</b>	<b>233,107</b>	<b>233,107</b>
<b>CURRENT EXPENSES</b>						
7030 Debt Service Fees			150	150	150	150
7150 Credit Card Fees			12,713	7,800	12,000	12,000
7190 Other Professional Services			18,341	11,500	14,200	18,813
7220 Telephone			307	420	320	320
7230 Printing and Binding			0	250	250	250
7280 Advertising and Publications			997	300	1,200	1,200
7410 Travel and Subsistence			0	400	400	400
7430 Training			85	500	500	500
7540 Maintenance and Repair - vehicles			1,375	3,000	1,500	1,500
7572 Loss on Asset Disposal				3,000	3,000	3,000
7610 Liability Insurance			13,997	14,870	16,394	16,394
7620 Property Insurance			39,160	39,278	83,855	83,855
7650 Deductibles Paid			1,512	3,000	1,500	1,500
7660 Safety Program			0	0	1,000	1,000
7810 Subscriptions and Memberships			837	850	850	850
7820 Water Assessments			26,527	28,000	0	35,000
7900 Interfund Cost of Service			297,133	297,133	318,568	344,359
8020 Educational Supplies			0	100	100	100
8040 Uniforms			350	350	350	350
8060 Office Supplies			256	650	300	300
8080 Gas, Oil, Lubricants			3,412	10,200	5,000	5,000
8090 Other Operating Expense			3,391	4,200	10,900	10,900
<b>Total Current Expenses</b>			<b>420,542</b>	<b>425,951</b>	<b>472,337</b>	<b>537,741</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WATER TREATMENT	ROBIN MILLIYARD	21.410	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		304,258	296,664	295,129	295,129	295,129
Current Expenses		273,094	255,075	314,960	314,960	314,960
<b>Total</b>		<b>577,352</b>	<b>551,739</b>	<b>610,089</b>	<b>610,089</b>	<b>610,089</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
W/WW Asst. Superint.	1	1	1	1	3302	56
W/WW Treatment Op. II (A)	1	2	2	2	3308	50
W/WW Treatment Op. (D)	1	1	1	1	3326	44
W/WW Treatment Op. (B)	1	0	0	0	3328	48
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>		
6110 Full-Time Salaries			230,120	217,916	219,612	219,612
6120 Overtime			3,767	5,000	5,000	5,000
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			14,342	15,604	15,723	15,723
6240 FICA			17,693	17,053	17,183	17,183
6250 Worker's Compensation			9,507	8,449	8,513	8,513
6260 Health and Life Insurance			28,135	31,973	28,424	28,424
6270 Unemployment Insurance			694	669	674	674
<b>Total Personal Services</b>			<b>304,258</b>	<b>296,664</b>	<b>295,129</b>	<b>295,129</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			13,301	17,900	18,000	18,000
7191 Grizzly Creek Expense			21	1,000	1,000	1,000
7210 Postage			570	750	710	710
7220 Telephone			10,976	9,550	10,000	10,000
7310 Electricity			59,815	62,000	70,600	70,600
7320 Gas, Oil, Lubricants			21,940	24,500	23,100	23,100
7330 Water/Sewer			19,328	16,000	21,850	21,850
7350 Trash			451	750	600	600
7410 Travel and Subsistence			57	500	1,100	1,100
7430 Training			780	1,000	1,450	1,450
7520 Maintenance and Repair - Building and Tanks			15,035	11,000	13,000	13,000
7540 Maintenance and Repair - Machinery and Equipment			29,380	20,000	45,000	45,000
7660 Safety Program			0	0	6,000	6,000
7740 Equipment Rental			564	775	750	750
8030 Chemicals			81,066	71,300	82,000	82,000
8031 Lab Supplies			4,098	7,400	4,200	4,200
8040 Uniforms			1,663	1,400	1,400	1,400
8060 Office Supplies			1,049	650	1,000	1,000
8080 Gas, Oil, Lubricants			7,154	6,500	7,200	7,200
8090 Other Operating Expense			5,297	1,100	5,200	5,200
8120 Small Tools and Equipment			549	1,000	800	800
<b>Total Current Expenses</b>			<b>273,094</b>	<b>255,075</b>	<b>314,960</b>	<b>314,960</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WATER TRANSMISSION AND DISTRIBUTION	ROBIN MILLIYARD	21.420	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		173,693	223,015	221,269	221,269	221,269
Current Expenses		193,666	486,692	302,938	302,938	302,938
<b>Total</b>		<b>367,359</b>	<b>709,707</b>	<b>524,207</b>	<b>524,207</b>	<b>524,207</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
W/WW Utility Maint Coor II	1	1	1	1	3310	47
W/WW Utility Worker	3	2	2	2	3331	35
W/WW Utility Worker I	0	1	1	1	3332	36
<b>Total Personnel</b>		4	4	4	4	
6110 Full-Time Salaries			114,018	143,645	146,616	146,616
6120 Overtime			7,681	6,500	6,000	6,000
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			3,090	10,510	10,683	10,683
6240 FICA			9,025	11,486	11,675	11,675
6250 Worker's Compensation			12,821	5,690	5,784	5,784
6260 Health and Life Insurance			26,704	44,734	40,053	40,053
6270 Unemployment Insurance			354	450	458	458
<b>Total Personal Services</b>			<b>173,693</b>	<b>223,015</b>	<b>221,269</b>	<b>221,269</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			6,585	5,550	5,550	5,550
7220 Telephone			1,140	700	1,500	1,500
7350 Trash			635	2,000	2,500	2,500
7410 Travel and Subsistence			66	600	1,200	1,200
7430 Training			1,035	900	1,500	1,500
7540 Maintenance and Repair - Machinery and Equipment			21,391	20,500	21,100	21,100
7550 Maintenance and Repair - Fire Hydrants			4,040	3,000	3,500	3,500
7651 Damage Claims			0	3,000	3,000	3,000
7660 Safety Program					5,000	5,000
7740 Equipment Rental			0	1,500	2,500	2,500
7903 Interfund - Force Construction			23,292	23,292	19,788	19,788
8040 Uniforms			1,634	1,400	1,400	1,400
8060 Office Supplies			621	200	600	600
8080 Gas, Oil, Lubricants			10,048	13,000	12,500	12,500
8090 Other Operating Expense			2,537	1,550	1,500	1,500
8120 Small Tools and Equipment			8,138	3,500	3,800	3,800
8130 Material - System Maintenance			18,863	40,000	40,000	40,000
9120 Fire Hydrant Replacement			2,032	5,000	20,000	20,000
9130 Leak Detection			5,566	6,000	6,000	6,000
9140 System Water Modeling			0	20,000	0	0
9620 Water Meters			86,043	200,000	150,000	150,000
7540 Cardiff Glen Tank Painting/Refurbish			0	135,000	0	0
<b>Total Current Expenses</b>			<b>193,666</b>	<b>486,692</b>	<b>302,938</b>	<b>302,938</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WASTEWATER TREATMENT	ROBIN MILLIYARD	21.430	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		305,373	277,095	289,623	289,623	289,623
Current Expenses		438,744	449,150	532,155	532,155	532,155
<b>Total</b>		<b>744,116</b>	<b>726,245</b>	<b>821,778</b>	<b>821,778</b>	<b>821,778</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
W/WW Treatment Op II (A)	1	1	1	1	3308	50
W/WW Treatment Op I (C)	1	1	1	1	3322	45
W/WW Treatment Op II (B)	2	2	2	2	3328	48
<b>Total Personnel</b>		4	4	4	4	
6110 Full-Time Salaries			223,159	196,345	205,552	205,552
6120 Overtime			8,379	6,500	8,500	8,500
6130 Part-Time				0	0	0
6210 Retirement Contribution			14,810	14,199	14,984	14,984
6240 FICA			15,703	15,518	16,375	16,375
6250 Worker's Compensation			7,846	5,984	6,315	6,315
6260 Health and Life Insurance			34,860	37,940	37,255	37,255
6270 Unemployment Insurance			616	609	642	642
<b>Total Personal Services</b>			<b>305,373</b>	<b>277,095</b>	<b>289,623</b>	<b>289,623</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			15,994	15,900	8,735	8,735
7220 Telephone			12,940	10,750	12,120	12,120
7310 Electricity			155,143	289,800	182,900	182,900
7320 Gas			70,672	31,500	85,000	85,000
7340 Water			12,630	20,450	14,490	14,490
7350 Trash			2,932	2,550	3,000	3,000
7410 Travel and Subsistence			90	600	600	600
7430 Training			2,703	800	3,100	3,100
7520 Maintenance and Repair - Buildings			15,101	8,500	36,900	36,900
7540 Maintenance and Repair - Machinery and Equipment			55,700	20,000	75,700	75,700
7660 Safety Program			0	0	4,560	4,560
7740 Equipment Lease			0	1,000	5,000	5,000
8030 Chemicals			23,181	21,000	35,000	35,000
8031 Lab Supplies			25,265	12,000	39,300	39,300
8040 Uniforms			1,050	1,400	1,400	1,400
8060 Office Supplies			1,702	1,200	2,000	2,000
8080 Gas, Oil, Lubricants			18,911	9,750	20,000	20,000
8090 Other Operating Expense			20,445	1,200	1,600	1,600
8120 Small Tools and Equipment			4,285	750	750	750
<b>Total Current Expenses</b>			<b>438,744</b>	<b>449,150</b>	<b>532,155</b>	<b>532,155</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	WASTEWATER COLLECTION AND TRANSMISSION	ROBIN MILLIYARD	21.440	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		251,814	236,385	246,071	246,071	246,071
Current Expenses		68,990	70,650	81,600	83,100	83,100
<b>Total</b>		<b>320,804</b>	<b>307,035</b>	<b>327,671</b>	<b>329,171</b>	<b>329,171</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
W/WW Util. Maint. Coor III	1	1	1	1	3306	50
W/WW Utility Worker IV	1	2	2	2	3311	47
W/WW Utility Worker III	1	0	0	0	3313	45
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
6110 Full-Time Salaries			176,415	161,726	169,467	169,467
6120 Overtime			3,683	3,500	3,750	3,750
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			11,910	11,566	12,125	12,125
6240 FICA			12,882	12,640	13,251	13,251
6250 Worker's Compensation			5,875	4,874	5,110	5,110
6260 Health and Life Insurance			40,544	41,583	41,848	41,848
6270 Unemployment Insurance			505	496	520	520
<b>Total Personal Services</b>			<b>251,814</b>	<b>236,385</b>	<b>246,071</b>	<b>246,071</b>
<b>CURRENT EXPENSES</b>						
7190 Other Professional Services			4,275	1,800	4,400	4,400
7220 Telephone			881	650	800	800
7340 Water - Jetting			7,772	8,250	9,200	9,200
7350 Trash			0	750	800	800
7410 Travel and Subsistence			121	300	400	400
7430 Training			1,495	700	800	800
7540 Maintenance and Repair - Machinery and Equipment			26,777	12,500	15,000	15,000
7651 Sewer Drainage Claims			0	1,000	1,000	1,000
7660 Safety Program			0	0	5,000	5,000
7740 Equipment Rental			0	1,800	1,800	1,800
7903 Interfund - Force Construction			0	0	300	300
8040 Uniforms			1,050	1,050	1,050	1,050
8060 Office Supplies			329	300	350	350
8080 Gas, Oil, Lubricants			15,996	10,500	12,500	12,500
8090 Other Operating Expense			1,571	1,550	2,200	2,200
8120 Small Tools and Equipment			1,852	500	1,000	2,500
8130 Materials - System and Maintenance			2,403	13,000	11,000	11,000
7572 Loss on Asset Disposal			0	5,000	2,000	2,000
8460 Backflow Grant Program			392	7,000	7,000	7,000
9110 Root Control			4,076	4,000	5,000	5,000
<b>Total Current Expenses</b>			<b>68,990</b>	<b>70,650</b>	<b>81,600</b>	<b>83,100</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	CUSTOMER ACCOUNTS	ROBIN MILLIYARD	21.140/241/243	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>CURRENT EXPENSES</b>						
<b>Current Expenses:</b>						
Meter Reading						
7197	Contract Meter Reading	8,735	15,000	9,000	9,000	9,000
8090	Other Operating Expense	0	100	100	100	100
Customer Records and Collections						
7901	Interfund Billing Expense	146,136	146,136	155,628	155,628	155,628
7195	Collection Expense	0	200	200	200	200
7060	Uncollectible Accounts	96,940	200	20,000	20,000	20,000
8090	Other Operating Expense (Park East Stipend)	0	500	500	500	500
<b>Total Current Expenses</b>		<b>251,811</b>	<b>162,136</b>	<b>185,428</b>	<b>185,428</b>	<b>185,428</b>
<b>CURRENT EXPENSES</b>						
FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
WATER AND SEWER SYSTEM	OTHER DEDUCTIONS	ROBIN MILLIYARD	21.250/260/270	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>CURRENT EXPENSES</b>						
<b>Current Expenses:</b>						
7570	Depreciation - Water System	676,544	716,772	795,360	795,360	795,360
8090	Depreciation - Wastewater System	1,006,864	1,159,740	1,133,472	1,133,472	1,133,472
<b>Total Depreciation</b>		<b>1,683,408</b>	<b>1,876,512</b>	<b>1,928,832</b>	<b>1,928,832</b>	<b>1,928,832</b>
<b>Interfund Franchise Fees</b>						
7500	Interfund Franchise Fee - Water System	72,570	74,021	77,451	77,451	77,451
7500	Interfund Franchise Fee - Wastewater System	83,907	85,585	86,625	86,625	86,625
<b>Total Interfund Franchise Fees</b>		<b>156,477</b>	<b>159,606</b>	<b>164,076</b>	<b>164,076</b>	<b>164,076</b>
<b>Allocated Organizational Costs</b>						
7502	Allocated Organizational Costs - Water System	72,570	74,021	77,451	77,451	77,451
7502	Allocated Organizational Costs - Wastewater System	83,907	85,585	86,625	86,625	86,625
<b>Total Allocated Organizational Costs</b>		<b>156,477</b>	<b>159,606</b>	<b>164,076</b>	<b>164,076</b>	<b>164,076</b>
<b>Interest</b>						
7020	Interest on Long Term Debt	850,356	835,133	809,655	809,655	809,655
<b>Total Interest</b>		<b>850,356</b>	<b>835,133</b>	<b>809,655</b>	<b>809,655</b>	<b>809,655</b>
<b>Amortization</b>						
7580	Amortization - Bond Issuance Costs	6,013	0	0	0	0
<b>Total Amortization</b>		<b>6,013</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

Summary of Revenues, Expenditures and Improvement Fee Balances

WATER AND SEWER EQUIPMENT ACQUISITION NEEDS	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>EXPENDITURES SUMMARY</b>								
<b>EXPENDITURES SUMMARY</b>								
Equipment	40,000	52,500	52,500	90,000	48,000	44,000	15,500	20,000
Capital Improv. - Sewer Restricted Cash	0	0	0	0	0	0	0	0
Capital Improv. - Water Restricted Cash	0	0	0	0	0	0	0	0
Water Improvement Projects	1,866,000	490,000	490,000	715,000	3,510,000	760,000	420,000	1,140,000
Sewer Improvement Projects	535,000	450,000	450,000	385,000	350,000	123,000	2,020,000	95,000
<b>TOTAL EXPENDITURES</b>	<b>2,441,000</b>	<b>992,500</b>	<b>992,500</b>	<b>1,190,000</b>	<b>3,908,000</b>	<b>927,000</b>	<b>2,455,500</b>	<b>1,255,000</b>
<b>EQUIPMENT NEEDS</b>								
<b>EQUIPMENT NEEDS</b>								
Plant Storage Pumps and Motors	35,000							
Chlorine Titrator (410)	5,000							
Security Fencing - Glenwood Highlands				15,000				
Replace Water Plant PLC's		10,000	10,000					
Leak Detector					40,000			
Replace Water Plant Actuators				40,000				
Grizzly Creek Flow Monitoring Equipment								20,000
No Name Flow Monitoring Equipment								
Security Fencing - Cardiff Tank		25,000	25,000					
Water Service Pumps/Motors (410)				35,000				
Line Locator						9,000		
Meter Test Bench						35,000		
Tapping Machine (440)							7,500	
2100 N Turbidimeter (410)		5,000	5,000					
Security Fencing - 18000 Lift Station		5,000	5,000					
Manhole Monitoring and Alarm System		7,500	7,500		8,000		8,000	
<b>TOTAL EQUIPMENT NEEDS</b>	<b>40,000</b>	<b>52,500</b>	<b>52,500</b>	<b>90,000</b>	<b>48,000</b>	<b>44,000</b>	<b>15,500</b>	<b>20,000</b>
<b>CAPITAL IMPROVEMENTS</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>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

Summary of Revenues, Expenditures and Improvement Fee Balances

WATER AND SEWER EQUIPMENT ACQUISITION NEEDS (CONTINUED)	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>WATER IMPROVEMENT PROJECTS</b>								
<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
System Water Modeling	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Vista Drive	312,000							
Ptarmigan Drive	300,000							
Red Mtn - W. 10th to Midland at Yampah	300,000							
29th St. - Grand to Sopris	234,000							
Canyon Tanks Painting	180,000							
Storage Tank - Cardiff Glen	500,000				500,000			
Cedar Crest, Donegan to Tanager Ptarmigan Drive					300,000			
Cardinal Ln, Cedar Crest to Ptarmigan						300,000		
Tanager - Cedar Crest to Ptarmigan		450,000	450,000				210,000	
West of Juniper					110,000			
W. 10th Midland to Red Mtn. Dr.				125,000				
Red Mtn - W. 10th to Midland at Yampah				300,000				
9th Place					150,000			
Riverview - W. 10th to W. 13th								300,000
Red Mtn W. 11th to Riverview								210,000
W 12th St, Riverview to Walz						170,000		
S. Glenwd 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
Tank Cleaning					250,000			
Canyon Tanks Painting				250,000				
Juniper					150,000			
Storage Tank - Glenwood Highlands					250,000			
Minter - 8th to 11th					450,000			
<b>Total Water Improvements</b>	<b>1,866,000</b>	<b>490,000</b>	<b>490,000</b>	<b>715,000</b>	<b>3,510,000</b>	<b>760,000</b>	<b>420,000</b>	<b>1,140,000</b>
<b>SEWER IMPROVEMENT PROJECTS</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							
22nd St. - Grand to east end	250,000							
Hyland Park Area - MH #L-2 to L-4-2	65,000							
Lincoln Ave - 8th - South to mid block					200,000			
22nd St. - Grand to east end				250,000				
Land Aquistion - Biosolids App.							2,000,000	
Additional Wetwell 11000 Lift Station					50,000			
10th St - Midland to Red Mtn.				50,000				
Red Mtn. - 10th to Yampa School				65,000				
#14000 Lift Station		250,000	250,000					
Hyland Park Area - MH #L-2 to L-4-2						65,000		
19th St - Grand to Blake		180,000	180,000					
Safeway Line - MH #H-4 to H-1					80,000			
Alley: Cooper-Blake, 11th -10th (B57to B55)						18,000		
Alley: Blake-Bennett, 12th-11th (B88 to B86)						20,000		
Upsize Davis/Overlin Houses								75,000
<b>Total Sewer Improvements</b>	<b>535,000</b>	<b>450,000</b>	<b>450,000</b>	<b>385,000</b>	<b>350,000</b>	<b>123,000</b>	<b>2,020,000</b>	<b>95,000</b>

## PUBLIC WORKS- ELECTRIC SYSTEM

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### **Mission Statement:**

The electric 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 Provided:**

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

Substation maintenance: The department operates and maintains three substations, electricity supplied by Western Area Power Administration (WAPA) and the Municipal Energy Agency of Nebraska (MEAN) is delivered to the three substations over lines 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 lighting 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 condition and substation security.

Customer Services: Services include connects and disconnect, payment notices and shut offs, line locating, voltage and usage profiles and community service events.

CBN: 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 electric department will continue on capital projects which involve overhead to underground conversions and overall system improvement. Projects to improve system load capacity on the south end of town as well as projects in conjunction with other city departments infrastructure upgrades.

# COMMUNITY BROADBAND NETWORK

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## **Mission Statement:**

The Community Broadband Network (CBN) is part of the Glenwood Springs Electric Department. The department is an Internet Service Provider delivering services through Fiber Optic and Wireless infrastructure, supplying high quality service not usually available to rural communities or small businesses. The CBN is dedicated to providing local residents and businesses access to technology services for community development.

## **Services Provided:**

**Fiber Optic Internet** – The CBN offers Fiber Optic Internet service with speeds up to 250 Mbps to business customers directly and through resellers. Enterprise services are available with speeds up to 1 Gbps. Competitive packages start at \$70.00 per month.

**Leased Point to Point Optical** – Utilizing the City’s extensive Fiber Optic Network, the CBN offers leased fiber optic connections to multi-site businesses. Customers can achieve speeds up to 10 Gbps on their private network.

**VoIP Telephone Service** – Low-cost VoIP phone service is provided by the CBN to business customers on the Fiber Optic Network. Features include multi-line configurable phones with distinct customer programming. Services start at \$25 per month for basic phone service.

**Co-Location Services** – The CBN offers basic Co-Location services and limited Virtualization services to customers on the CBN Network. The CBN operates two Network Operations Centers to provide co-location services. Each NOC is equipped with controlled temperature, critical system monitoring, secure access and extended battery backup.

**Private Local Area Network Services** – By utilizing the City’s extensive layer 2 network, the CBN offers cost effective private network connection services to businesses in Glenwood Springs that have multiple locations. Customers experience speeds up to 100 Mbps.

**Technical Support** – The CBN offers fast, local support from basic to high-end Tier II and Tier III technical support for CBN services with 24/7 monitoring of all network devices including customer premise equipment.

## **Program / Budget Highlights:**

The primary focus for the CBN over the next two years is to expand sales of Fiber Optic Internet and VoIP Phone services. Additionally, the CBN will continue to investigate additional services, the benefits of implementing GPON equipment into the field and refining our processes and functionality of the data center. Finally, the CBN will continue to explore Fiber-to-the-Home build-out options.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

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

ELECTRIC SYSTEM	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
<b>Electric Revenues:</b>					
Commercial	7,391,377	7,059,888	8,821,568	8,821,568	8,821,568
Residential	3,242,123	3,035,614	3,953,932	3,953,932	3,953,932
Municipal	100,390	87,893	124,824	124,824	124,824
Security Lighting	11,109	11,651	13,164	13,164	13,164
Broadband Revenue	445,015	440,750	430,000	430,000	430,000
<b>Total Electric Revenues</b>	<b>11,190,014</b>	<b>10,635,796</b>	<b>13,343,488</b>	<b>13,343,488</b>	<b>13,343,488</b>
<b>Other Revenues</b>					
Interest Income	14,396	7,000	13,500	13,500	13,500
Vendors Fee	0	0	5,726	5,726	5,726
Joint Pole Use	2,832	1,400	2,832	2,832	2,832
Developer Contributions	229,141	400,000	400,000	400,000	400,000
Other Income	70,929	30,000	35,000	35,000	35,000
Bond Proceeds	0	3,000,000	0	0	0
<b>Total Operating Revenues</b>	<b>11,507,312</b>	<b>14,074,196</b>	<b>13,800,546</b>	<b>13,800,546</b>	<b>13,800,546</b>
<b>EXPENSES</b>					
<b>EXPENSES</b>					
General and Administrative	771,580	1,049,513	1,055,705	908,012	908,012
Maintenance - Distribution	953,153	1,074,810	891,633	891,633	891,633
Community Broadband Network	462,482	499,035	572,362	649,858	649,858
Customer Accounts	412,387	338,903	359,093	359,093	359,093
Interest	166	200	200	200	200
Nonreciprocal Interfund Activity	313,002	319,074	400,305	400,305	400,305
Interfund Franchise Fee	313,002	319,074	400,305	400,305	400,305
Depreciation	876,929	1,000,769	1,050,448	1,050,448	1,050,448
Amortization	-	-	-	-	-
Purchases Power	8,131,454	8,100,400	10,365,507	10,365,507	10,365,507
<b>Total Operating Expenses</b>	<b>12,234,153</b>	<b>12,701,778</b>	<b>15,095,558</b>	<b>15,025,361</b>	<b>15,025,361</b>
<b>EXPENSES</b>					
<b>Operating Income (Loss)</b>	<b>(726,841)</b>	<b>1,372,418</b>	<b>(1,295,012)</b>	<b>(1,224,815)</b>	<b>(1,224,815)</b>
<b>OTHER ADDITIONS (DEDUCTIONS)</b>					
<b>Other Additions (Deductions)</b>					
Transfers (Out) - To Fleet Service Fund	0	0	(178,123)	(178,123)	(178,123)
<b>Increase (Decrease) in Retained Earnings</b>	<b>(726,841)</b>	<b>1,372,418</b>	<b>(1,473,135)</b>	<b>(1,402,938)</b>	<b>(1,402,938)</b>
<b>RETAINED EARNINGS</b>					
<b>Retained Earnings (Deficit) - Beginning</b>	<b>27,453,254</b>	<b>26,726,413</b>	<b>28,098,831</b>	<b>28,098,831</b>	<b>28,098,831</b>
<b>Retained Earnings (Deficit) - Ending</b>	<b>26,726,413</b>	<b>28,098,831</b>	<b>26,625,696</b>	<b>26,695,893</b>	<b>26,695,893</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Unrestricted Cash Flow Summary

ELECTRIC SYSTEM	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>Cash Flows from Operations</b>					
Revenues	11,278,171	13,674,196	13,400,546	13,400,546	13,400,546
(Increase) Decrease in Accounts Receivable	3,472	0	0	0	0
<b>Total Operating Revenues Available</b>	<b>11,281,643</b>	<b>13,674,196</b>	<b>13,400,546</b>	<b>13,400,546</b>	<b>13,400,546</b>
<b>EXPENSES</b>					
<b>Expenses</b>					
General and Administrative	771,580	1,049,513	1,055,705	908,012	908,012
Maintenence - Distribution	953,153	1,074,810	891,633	891,633	891,633
Community Broadband Network	462,482	499,035	572,362	649,858	649,858
Customer Accounts	412,387	338,903	359,093	359,093	359,093
Interest	166	200	200	200	200
Nonreciprocal Interfund Activity	313,002	319,074	400,305	400,305	400,305
Interfund Franchise Fee	313,002	319,074	400,305	400,305	400,305
Purchased Power	8,131,454	8,100,400	10,365,507	10,365,507	10,365,507
Increase (Decrease) in Inventories	(20,669)	0	0	0	0
Increase (Decrease) in Prepaids	0	0	0	0	0
(Increase) Decrease in Accounts Payable	(132,530)	0	0	0	0
(Increase) Decrease in Compensated Absences	(5,001)	0	0	0	0
(Increase) Decrease in Accrued Interest	370	0	0	0	0
(Increase) Decrease in Customer Deposits	153,859	0	0	0	0
<b>Total Operating Expenses</b>	<b>11,353,254</b>	<b>11,701,009</b>	<b>14,045,110</b>	<b>13,974,913</b>	<b>13,974,913</b>
<b>OPERATING CASH INCOME (DEFICIT)</b>					
<b>Operating Cash Income</b>	<b>(71,611)</b>	<b>1,973,187</b>	<b>(644,564)</b>	<b>(574,367)</b>	<b>(574,367)</b>
<b>OTHER SOURCES (USES)</b>					
<b>Other Sources (Uses)</b>					
Transfers (Out) - To Fleet Service Fund	0	0	(178,123)	(178,123)	(178,123)
Bond Principal and Contract Payments	0	0	0	0	0
Net (Refunds) Receipts of Customer Deposits	0	0	0	0	0
Developer Contributions	229,141	400,000	400,000	400,000	400,000
Acquisition of capital Assets	(333,677)	(5,000,200)	(1,560,000)	(1,560,000)	(1,560,000)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>(176,147)</b>	<b>(2,627,013)</b>	<b>(1,982,687)</b>	<b>(1,912,490)</b>	<b>(1,912,490)</b>
<b>OTHER SOURCES (USES)</b>					
<b>Unrestricted Cash - Beginning</b>	<b>4,797,836</b>	<b>4,621,690</b>	<b>1,994,677</b>	<b>1,994,677</b>	<b>1,994,677</b>
<b>Unrestricted Cash - Ending</b>	<b>4,621,690</b>	<b>1,994,677</b>	<b>11,990</b>	<b>82,187</b>	<b>82,187</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	GENERAL AND ADMINISTRATION	ROBIN MILLIYARD	24.220	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		161,833	175,284	171,433	171,433	171,433
Current Expenses		609,746	874,229	884,272	736,579	736,579
<b>Total</b>		<b>771,580</b>	<b>1,049,513</b>	<b>1,055,705</b>	<b>908,012</b>	<b>908,012</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
Public Works Director	0.5	0.5	0.5	0.5	3101	73
Elec Dept. Admin Asst. II	1	1	1	1	5106	45
GIS Administrator	0.34	0.33	0.33	0.33	1407	58
<b>Total Personnel</b>		<b>1.84</b>	<b>1.83</b>	<b>1.83</b>	<b>1.83</b>	
6110 Full-Time Salaries			127,271	135,073	131,538	131,538
6120 Overtime			0	0	0	0
6130 Part-Time			0	0	0	0
6210 Retirement Contribution			8,070	9,455	9,208	9,208
6240 FICA			9,326	10,333	10,063	10,063
6250 Worker's Compensation			343	297	289	289
6260 Health and Life Insurance			16,458	19,721	19,940	19,940
6270 Unemployment Insurance			366	405	395	395
<b>Total Personal Services</b>			<b>161,833</b>	<b>175,284</b>	<b>171,433</b>	<b>171,433</b>
<b>CURRENT EXPENSES</b>						
7030 Debt Service Fees			0	153	150	150
7110 Architectural and Engineering			0	2,040	2,000	2,000
7140 Legal and Other Professional Services			3,776	35,700	5,000	7,307
7150 Credit Card Fees			27,017	25,500	25,000	25,000
7194 Regulatory Expenses			4,901	6,936	6,500	6,500
7200 C.O.R.E.			5,000	5,100	5,100	5,100
7210 Postage, Printing and Reproduction			125	459	5,100	5,100
7220 Telephone			2,598	4,080	2,750	2,750
7280 Advertising and Publications			1,194	867	1,000	1,000
7310 Electricity			12,477	18,360	15,000	15,000
7320 Natural Gas			3,414	12,240	7,000	7,000
7330 Water			438	510	500	500
7350 Trash disposal			1,041	1,428	1,500	1,500
7410 Travel and Subsistence			1,978	2,142	2,150	2,150
7430 Training and Conferences			493	1,122	1,000	1,000
7510 Investment Costs			0	510	500	500
7572 Loss on Asset Disposition			20,762	10,000	21,000	21,000
7610 Liability Insurance			12,727	13,518	14,370	14,370
7620 Property Insurance			36,070	36,177	33,937	33,937
7650 Deductibles Paid			0	1,020	1,000	1,000
7740 Equipment Rental, Office			390	1,020	500	500
7810 Subscriptions and Memberships			18,278	16,320	20,000	20,000
7900 Interfund Cost of Service			305,329	305,329	351,071	351,071
7903 Interfund - Force Construction			5,988	5,988	4,644	4,644
8060 Office Supplies and Expenses			689	3,060	1,500	1,500
8090 Other Operating Expense			2,603	6,630	5,000	5,000
8800 Refund of Electric Fees			0	1,020	1,000	1,000
8200 Energy Conservation			132,459	204,000	200,000	200,000
7190 Professional Services Contract - micro hydro & geothermal			10,000	153,000	150,000	0
<b>Total Current Expenses</b>			<b>609,746</b>	<b>874,229</b>	<b>884,272</b>	<b>736,579</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	MAINTENANCE DISTRIBUTION	ROBIN MILLIYARD	24.380	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		714,596	724,310	558,408	558,408	558,408
Current Expenses		238,557	350,500	333,225	333,225	333,225
<b>Total</b>		<b>953,153</b>	<b>1,074,810</b>	<b>891,633</b>	<b>891,633</b>	<b>891,633</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
Electric Line Superintendent	1	1	1	1	3201	67
Electric Crew Leader	3	3	3	3	3204	60
Electric Journeyman Lineman	6	1	1	1	3206	58
Electric Apprentice Lineman	0	3	3	3	3207	52
<b>Total Personnel</b>		10	8	8	8	
6110 Full-Time Salaries			535,850	696,151	571,349	571,349
6120 Overtime			3,432	6,000	6,000	6,000
Less: Capitalized Labor			0	-175,538	-144,337	-144,337
<b>Total Salaries and Labor</b>			<b>539,282</b>	<b>526,613</b>	<b>433,012</b>	<b>433,012</b>
6210 Retirement Contribution			40,352	49,151	40,414	40,414
6240 FICA			45,921	53,715	44,167	44,167
6250 Worker's Compensation			14,275	12,709	10,450	10,450
6260 Health and Life Insurance			94,136	134,432	73,378	73,378
6270 Unemployment Insurance			1,799	2,106	1,732	1,732
Less: Allocated to Capital Improvements			-21,169	-54,417	-44,745	-44,745
<b>Total Personal Services</b>			<b>714,596</b>	<b>724,310</b>	<b>558,408</b>	<b>558,408</b>
<b>CURRENT EXPENSES</b>						
7100 Safety and Training			0	0	0	0
7110 Other Professional Services			25,453	35,000	22,400	22,400
7410 Travel and Subsistence			1,092	2,500	2,375	2,375
7430 Training and Conferences			5,522	5,000	5,000	5,000
7510 Janitorial			2,727	3,800	2,900	2,900
7520 Building Maintenance			2,020	4,000	3,000	3,000
7540 Maintenance and Repair of Vehicles			31,136	62,500	63,400	63,400
7550 Miscellaneous Maintenance and Repair			473	1,000	1,000	1,000
7651 Damage Claims			0	1,000	500	500
7800 Community Affairs			15,077	15,200	15,500	15,500
7830 Landfill Fees			641	800	750	750
8040 Uniforms			4,000	4,000	4,000	4,000
8080 Gas, Oil, Lubricants			25,408	40,000	35,000	35,000
8090 Miscellaneous Maintenance Expense			2,557	5,000	4,400	4,400
8120 Small Tools and Equipment			8,393	10,000	12,000	12,000
8160 Other Maintenance Material			0	500	500	500
8215 SCADA System			470	10,000	10,000	10,000
8245 Transformer Testing			32	15,700	5,000	5,000
8220 Substation Maintenance			9,641	20,000	10,500	10,500
8225 Fiber System Maintenance			20	0	0	0
8230 Overhead Line Maintenance			58,961	55,000	75,000	75,000
8240 Underground Maintenance			13,016	25,000	25,000	25,000
8250 Street Light Maintenance			25,129	25,000	25,000	25,000
8265 Service Maintenance			5,446	4,500	5,000	5,000
8260 Meter Maintenance			1,345	5,000	5,000	5,000
8210 Supervision and Engineering			0	0	0	0
<b>Total Current Expenses</b>			<b>238,557</b>	<b>350,500</b>	<b>333,225</b>	<b>333,225</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	COMMUNITY BROADBAND NETWORK	ROBIN MILLIYARD	24.227	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		183,573	207,043	233,682	236,178	236,178
Current Expenses		278,909	291,992	338,680	413,680	413,680
<b>Total</b>		<b>462,482</b>	<b>499,035</b>	<b>572,362</b>	<b>649,858</b>	<b>649,858</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	2014	15-D	15-M	15-C	Position	Grade
Broadband Op. Ctr. Super.	0	0	0	0	3901	63
Admin. Asst II (Broadband)	1	1	1	1	5117	45
Network Administrator	1	1	1	1	3903	65
IS Director	0.5	0.5	0.5	0.5	1701	70
<b>Total Personnel</b>		2.5	2.5	2.5	2.5	
6110 Full-Time Salaries			141,961	158,445	170,546	172,713
6120 Overtime			0	0	0	0
6130 Part Time			0	0	0	0
6210 Retirement Contribution			9,340	11,091	11,938	12,090
6240 FICA			10,417	12,121	13,047	13,213
6250 Worker's Compensation			406	349	375	380
6260 Health and Life Insurance			21,039	24,562	37,264	37,264
6270 Unemployment Insurance			409	475	512	518
<b>Total Personal Services</b>			<b>183,573</b>	<b>207,043</b>	<b>233,682</b>	<b>236,178</b>
<b>CURRENT EXPENSES</b>						
7110 Engineering and Consulting			46,707	34,000	42,000	117,000
7190 Other Professional Services			1,609	2,000	1,900	1,900
7210 Postage, Printing and Reproduction			177	350	300	300
7220 Telephone			1,327	1,800	2,100	2,100
7225 Interconnection Fees			100,254	114,500	141,700	141,700
7280 Advertising and Publications			2,100	10,500	8,400	8,400
7140 Travel and Subsistence			460	1,300	900	900
7430 Training and Conferences			1,387	3,000	8,500	8,500
7520 Maintenance- Building			1,537	2,500	1,900	1,900
7540 Maintenance, and Repair - Vehicle			1,513	2,250	1,800	1,800
7550 Maintenance and Repair - Equipment			12,798	16,000	16,000	16,000
7760 Canopy Equipment			7,067	10,000	3,000	3,000
7780 Fiber & Fiber Equipment			58,605	43,000	60,000	60,000
7900 Interfund Cost of Service			10,092	10,092	11,640	11,640
8060 Office Supplies and Expenses			241	800	350	350
8080 Gas, Oil & Lube			390	1,800	1,090	1,090
8090 Other Operating Expense			1,472	1,100	1,100	1,100
8120 Small Tools & Equipment			9,867	8,000	7,000	7,000
8160 Maintenance Contracts			21,308	29,000	29,000	29,000
<b>Total Current Expenses</b>			<b>278,909</b>	<b>291,992</b>	<b>338,680</b>	<b>413,680</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
ELECTRIC SYSTEM	CUSTOMER ACCOUNTS	ROBIN MILLYARD	24.240	UTILITY ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		76,061	76,547	80,541	80,541	80,541
Current Expenses		336,325	262,356	278,552	278,552	278,552
<b>Total</b>		<b>412,387</b>	<b>338,903</b>	<b>359,093</b>	<b>359,093</b>	<b>359,093</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
Electric Meter Technician	1	1	1	1	3208	46
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
6110 Full-Time Salaries			55,234	55,169	57,096	57,096
6120 Overtime			314	400	400	400
6130 Part Time			0	0	0	0
6210 Retirement Contribution			3,878	3,890	4,025	4,025
6240 FICA			4,081	4,251	4,398	4,398
6250 Worker's Compensation			1,115	1,006	1,041	1,041
6260 Health and Life Insurance			11,279	11,664	13,409	13,409
6270 Unemployment Insurance			160	167	172	172
<b>Total Personal Services</b>			<b>76,061</b>	<b>76,547</b>	<b>80,541</b>	<b>80,541</b>
<b>CURRENT EXPENSES</b>						
7060 Bad Debts			89,092	15,000	15,000	15,000
7195 Collection Expense			0	500	500	500
7197 Contract Meter Reading			5,478	5,000	5,500	5,500
7901 Interfund - Billing			241,356	241,356	257,052	257,052
8090 Other Operating Expense			400	500	500	500
<b>Total Current Expenses</b>			<b>336,325</b>	<b>262,356</b>	<b>278,552</b>	<b>278,552</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
ELECTRIC SYSTEM	OTHER EXPENSES	ROBIN MILLYARD		24.270	UTILITY ENTERPRISE FUND	
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>Total Other Expenses</b>		<b>9,634,553</b>	<b>9,739,517</b>	<b>12,216,765</b>	<b>12,216,765</b>	<b>12,216,765</b>
<b>OTHER EXPENSES</b>						
<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
<b>Total Interest</b>		<b>166</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
7502	Nonreciprocal Interfund Activity	313,002	319,074	400,305	400,305	400,305
7510	Interfund Franchise Fee	313,002	319,074	400,305	400,305	400,305
7570	Depreciation	876,929	1,000,769	1,050,448	1,050,448	1,050,448
7580	Amortization	0	0			
8050	Purchased Power	8,131,454	8,100,400	10,365,507	10,365,507	10,365,507

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

ELECTRIC SYSTEM EQUIPMENT AND EQUIPMENT NEEDS								
ELECTRIC SYSTEM EQUIPMENT AND EQUIPMENT NEEDS	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>REVENUES AND EXPENDITURES SUMMARY</b>								
<b>REVENUES</b>								
From Operations	4,450,200	1,160,000	1,160,000	1,013,300	845,000	410,500	395,000	380,000
Developer Contributions	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total Revenues</b>	<b>4,850,200</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,413,300</b>	<b>1,245,000</b>	<b>810,500</b>	<b>795,000</b>	<b>780,000</b>
<b>EXPENDITURES</b>								
Equipment	15,000	445,000	445,000	430,000	415,000	15,000	15,000	15,000
Buildings and Improvements	4,000,000	0	0	0	0	0	0	0
Capital Improvements	835,200	1,115,000	1,115,000	983,300	830,000	795,500	780,000	765,000
<b>Total Expenditures</b>	<b>4,850,200</b>	<b>1,560,000</b>	<b>1,560,000</b>	<b>1,413,300</b>	<b>1,245,000</b>	<b>810,500</b>	<b>795,000</b>	<b>780,000</b>
<b>Excess Revenues Over (Under) Expenditures</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>
<b>EQUIPMENT NEEDS</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								
SCADA Server Upgrade		10,000	10,000					
Air Compressor		10,000	10,000					
Citech Upgrade		10,000	10,000					
Trailer				15,000				
Advanced Meter Infrastructure		400,000	400,000	400,000	400,000			
<b>TOTAL EQUIPMENT NEEDS</b>	<b>15,000</b>	<b>445,000</b>	<b>445,000</b>	<b>430,000</b>	<b>415,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>BUILDINGS AND IMPROVEMENTS</b>								
<b>BUILDINGS AND IMPROVEMENTS</b>								
New Facility	4,000,000	0	0					
<b>TOTAL BUILDING AND IMPROVEMENTS</b>	<b>4,000,000</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 - 2015 BUDGET

Summary of Revenues, Expenditures and Improvement Fee Balances

ELECTRIC SYSTEM EQUIPMENT AND EQUIPMENT NEEDS	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>SYSTEM IMPROVEMENTS</b>								
<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					50,000			
Red Mtn Dr - 7th to 10th St (Includes Water Plant)		85,000	85,000					
Hospital to 23rd street				250,000				
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	75,000
Sunlight View New UG							75,000	75,000
Downtown Cable Replacement	30,000	30,000	30,000	30,000			30,000	30,000
Recloser upgrade	100,000	100,000	100,000	100,000	100,000			
23rd Street to 2700 Blake		250,000	250,000					
Midland/ Rock wall to 156 Rd		50,000	50,000	50,000				
130 Road East End					50,000	50,000		
<b>Total System Improvements Electric</b>	<b>280,000</b>	<b>665,000</b>	<b>665,000</b>	<b>505,000</b>	<b>325,000</b>	<b>300,000</b>	<b>330,000</b>	<b>330,000</b>
<b>BROADBAND SYSTEM IMPROVEMENTS</b>								
<b>SYSTEM IMPROVEMENTS BROADBAND</b>								
Network Switches	5,000	10,000	10,000	15,000	5,000	50,000	5,000	15,000
VoIP Servers and Telephone Equipment	3,500				65,000			
Network Routers	15,000	15,000	15,000		15,000	15,000		
Servers	8,500					10,500		
Upgrade and Replacement	25,000	25,000	25,000	20,000	20,000	20,000	20,000	20,000
CH Data Center UPS							25,000	
GPON Equipment				43,300				
Storage Area Network (SAN)	55,000							
Optical Time-Domain Reflectometer (OTDR)	15,000							
VM Server and Data Backup Server	15,700							
Environmental Alarm System	12,500							
<b>Total System Improvements Broadband</b>	<b>155,200</b>	<b>50,000</b>	<b>50,000</b>	<b>78,300</b>	<b>105,000</b>	<b>95,500</b>	<b>50,000</b>	<b>35,000</b>
<b>TOTAL SYSTEM IMPROVEMENTS</b>								
<b>TOTAL SYSTEM IMPROVEMENTS</b>	<b>435,200</b>	<b>715,000</b>	<b>715,000</b>	<b>583,300</b>	<b>430,000</b>	<b>395,500</b>	<b>380,000</b>	<b>365,000</b>
<b>CUSTOMER PROJECTS</b>								
<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>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>TOTAL PROJECTS</b>								
<b>TOTAL PROJECTS</b>	<b>835,200</b>	<b>1,115,000</b>	<b>1,115,000</b>	<b>983,300</b>	<b>830,000</b>	<b>795,500</b>	<b>780,000</b>	<b>765,000</b>

# **PUBLIC WORKS – AIRPORT DIVISION - AIRPORT ENTERPRISE FUND**

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## **Mission Statement:**

The mission of the Airport Division is to manage the administration and operations of the Glenwood Springs Municipal Airport; to help efficiently facilitate commerce for the City of Glenwood Springs; to enhance and promote public safety by providing a centrally located emergency response aircraft staging area; and, aide in general air transportation for Glenwood Springs.

## **Services Provided:**

**Airport Management:** The Airport Division manages daily operations and associated repairs for the Glenwood Springs Municipal Airport. Duties include policing the airport property, overseeing safe general aviation operations, snow removal, fee collection and overall compliance with City, State, and federal regulations at the Airport facilities, and providing support and coordination to the Airport Board.

## **Program / Budget Highlights:**

Attempt the completion of the runway and apron repaving project depending on available state and local funding awards.

Attempt the complete renovation of the aircraft fuel station, depending on available state and local funding awards.

Attempt to replace the Super Unicom universal communications aeronautical advisory station, depending on available state and local funding awards.

Attempt to increase aviation fuel sales each year to the benefit of the airport enterprise fund.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Retained Earnings Balance

AIRPORT ENTERPRISE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>OPERATING REVENUE</b>					
Airport Lease (CAP)	1,060	1,060	1,060	1,060	1,060
Land Leases	25,440	24,910	11,130	11,130	11,130
Building Leases	0	0	14,310	14,310	14,310
Annual User Fees	3,532	2,820	2,820	2,820	2,820
Long Term Tie Downs	3,720	8,610	6,800	6,800	6,800
Transient Tie Down Fees	1,034	2,955	800	800	800
Interest Income	80	100	80	80	80
Fuel Sales	92,278	92,500	86,000	86,000	86,000
State Fuel Tax Refund	560	600		550	550
Other Income	0	50		50	50
Grants	0	360,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>127,704</b>	<b>493,605</b>	<b>163,000</b>	<b>163,600</b>	<b>163,600</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
Administration	18,401	33,539	19,359	19,359	19,359
Operations	101,208	126,462	121,069	111,727	111,727
Depreciation	6,063	9,648	6,072	6,072	6,072
Capital Outlay	-	400,000	40,000	50,000	50,000
<b>Total Expenses</b>	<b>125,672</b>	<b>569,649</b>	<b>186,500</b>	<b>187,158</b>	<b>187,158</b>
<b>OPERATING INCOME (LOSS)</b>					
<b>Operating Income (Loss)</b>	<b>2,032</b>	<b>(76,044)</b>	<b>(23,500)</b>	<b>(23,558)</b>	<b>(23,558)</b>
<b>RETAINED EARNINGS</b>					
<b>Other Additions (Deductions)</b>					
Capital Contributions	0	40,000	0	0	0
Transfer Out - to Fleet Service Fund	0	0	0	0	0
<b>Increase (Decrease) in Retained Earnings</b>	<b>2,032</b>	<b>(36,044)</b>	<b>(23,500)</b>	<b>(23,558)</b>	<b>(23,558)</b>
<b>Retained Earnings (Deficit) - Beginning</b>	<b>86,041</b>	<b>88,073</b>	<b>52,029</b>	<b>52,029</b>	<b>52,029</b>
<b>Retained Earnings (Deficit) - Ending</b>	<b>88,073</b>	<b>52,029</b>	<b>28,529</b>	<b>28,471</b>	<b>28,471</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Unrestricted Cash Flow Summary

AIRPORT ENTERPRISE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>CASH FLOWS FROM OPERATIONS</b>					
<b>Cash Flows from Operations</b>					
Revenues	127,704	133,605	123,000	123,600	123,600
(Increase) Decrease in Accounts Receivable	83	0	0	0	0
<b>Total Operating Revenues Available</b>	<b>127,787</b>	<b>133,605</b>	<b>123,000</b>	<b>123,600</b>	<b>123,600</b>
<b>EXPENSES</b>					
<b>Expenses</b>					
Operating Expenses	119,609	160,001	140,428	131,086	131,086
Increase (Decrease) in Inventories	(9,626)	0	0	0	0
(Increase) Decrease in Accounts Payable	(440)	0	0	0	0
(Increase) Decrease in Compensated Absences	(122)	0	0	0	0
<b>Total Operating Expenses</b>	<b>109,421</b>	<b>160,001</b>	<b>140,428</b>	<b>131,086</b>	<b>131,086</b>
<b>OPERATING CASH INCOME</b>					
<b>Operating Cash Income</b>	<b>18,366</b>	<b>(26,396)</b>	<b>(17,428)</b>	<b>(7,486)</b>	<b>(7,486)</b>
<b>OTHER SOURCES (USES)</b>					
<b>Other Sources (Uses)</b>					
Contributed Capital - Grants	0	400,000	40,000	40,000	40,000
Transfer Out - To Fleet Service Fund	0	0	0	0	0
Deferred Revenue Received	0	0	0	0	0
Acquisition of Capital Assets	0	(400,000)	(40,000)	(50,000)	(50,000)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>18,366</b>	<b>(26,396)</b>	<b>(17,428)</b>	<b>(17,486)</b>	<b>(17,486)</b>
<b>Unrestricted Cash - Beginning</b>	<b>29,742</b>	<b>48,108</b>	<b>21,712</b>	<b>21,712</b>	<b>21,712</b>
<b>Unrestricted Cash - Ending</b>	<b>48,108</b>	<b>21,712</b>	<b>4,284</b>	<b>4,226</b>	<b>4,226</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND						
AIRPORT	ADMINISTRATION	ROBIN MILLYARD	27	AIRPORT ENTERPRISE FUND						
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>						
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>				
Personal Services		18,401	33,539	19,359	19,359	19,359				
Current Expenses		107,271	136,110	127,141	117,799	117,799				
Capital Outlay		0	400,000	40,000	50,000	50,000				
<b>Total</b>		<b>125,672</b>	<b>569,649</b>	<b>186,500</b>	<b>187,158</b>	<b>187,158</b>				
<b>PERSONAL SERVICES</b>										
<b>Personnel Schedule</b>										
<b>Position Title</b>	<b>Employees</b>									
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>				
Airport Manager (Part Time)	0.55	0.15	0.15	0.15	400	55				
Asst. Dir. PW Ops	0.05	0.05	0.05	0.05	3104	71				
<b>Total Personnel</b>	<b>0.60</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>						
6110 Full-Time Salaries					4,877	25,000	11,516	11,516	11,516	
6120 Overtime					0	4,870	5,017	5,017	5,017	
6130 Part-Time					10,989	25,000	11,516	11,516	11,516	
6210 Retirement Contribution					333	341	351	351	351	
6240 FICA					1,197	2,285	1,265	1,265	1,265	
6250 Worker's Compensation					102	66	36	36	36	
6260 Health and Life Insurance					856	887	1,124	1,124	1,124	
6270 Unemployment Insurance					47	90	50	50	50	
<b>Total Personal Services</b>						<b>18,401</b>	<b>33,539</b>	<b>19,359</b>	<b>19,359</b>	<b>19,359</b>
<b>CURRENT EXPENSES</b>										
7190 Other Professional Services					136	1,819	1,000	1,000	1,000	
7220 Telephone					1,299	2,315	1,570	1,570	1,570	
7280 Advertising & Publication					0	254	300	300	300	
7310 Electricity					959	1,014	1,197	1,197	1,197	
7320 Gas					0	386	0	0	0	
7330 Water					0	187	0	0	0	
7350 Trash					1,047	810	960	960	960	
7410 Travel and Subsistence					0	463	0	0	0	
7420 Business Conferences					0	441	0	0	0	
7540 Maintenance - Machinery & Equipment					6,358	10,066	7,500	7,500	7,500	
7570 Depreciation					6,063	9,648	6,072	6,072	6,072	
7620 Liability Insurance					3,066	4,353	4,354	4,354	4,354	
7740 Rent/Lease Expense					5,060	6,075	6,197	6,197	6,197	
7900 Interfund Cost of Service					3,535	3,535	6,039	6,039	6,039	
8060 Office Supplies					10	463	200	200	200	
8070 Fees and Charges					2,762	3,826	1,720	1,720	1,720	
8071 Contract Services					0	2,426	4,000	4,000	4,000	
8080 Aviation Fuel					76,768	82,688	84,342	75,000	75,000	
8090 Other Operating Expense					209	3,341	1,690	1,690	1,690	
8100 Master Plan					0	0	0	0	0	
8110 Storm Water Management					0	2,000	0	0	0	
9400 Grant Costs					0	0	0	0	0	
<b>Total Current Expenses</b>						<b>107,271</b>	<b>136,110</b>	<b>127,141</b>	<b>117,799</b>	<b>117,799</b>
<b>CAPITAL OUTLAY</b>										
9530 Fuel depot renovation- Grant					0	400,000	40,000	50,000	50,000	
Runway - Resurface - Grant					0	0	0	0	0	
<b>Total Capital Outlay</b>						<b>0</b>	<b>400,000</b>	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>

# PUBLIC WORKS - SOUTH CANYON LANDFILL

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## **Mission Statement:**

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 Provided:**

a recycling drop-off site in town for the convenience of City residents and an annual Household Hazardous Waste collection event.

**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 compostable 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/ Grease:** This service provides for the disposal of locally generated septage and grease from a variety of local sources.

**Composting and Blended Soil Operation:** This operation diverts organic materials from the landfill and also provides a useful end product for resale as compost or blended soils.

**Recycle Center:** This service provides area residents and businesses the opportunity to easily divert recyclable materials from the solid waste stream. 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. The service has been expanded to include E-Waste and Bulb recycling for a processing fee.

**Special Waste:** This service provides for the disposal of non-friable asbestos and contaminated soils that meet our permitted perimeters.

## **Program / Budget Highlights:**

With the recent completion of the new cell we have gained some airspace that will provide us with enough time to start planning for the long range expansion of the operation and an amendment of our CD boundary permit. The Colorado Dept of Health has added some new regulations that will force us to upgrade our compost lagoon in order to maintain the operation. We are currently the only facility in the County that is able to take Grease, Septic, and Car Wash residue, recently raising those fees has provided us with more funds to cover our operating costs. We are striving to offer more services in recycling at no cost or a revenue generator like the metals salvaging. An E-waste service has been added that has already saved the City's IT Dept. several thousand dollars. Grinding of some waste has been introduced to reduce the volume of cover dirt used saving airspace for the future. We introduced a line of blended soils with our compost operation that has provided additional revenue cash flow.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Retained Earnings Balance

LANDFILL ENTERPRISE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>OPERATING REVENUE</b>					
Concrete	94,067	160,000	143,800	143,800	143,800
Appliances	6,320	8,000	7,000	7,000	7,000
Brush & Wood	31,626	32,000	36,000	36,000	36,000
City of Glenwood Springs	33,488	50,000	40,000	40,000	40,000
Construction Waste Mixed	486,821	620,000	540,000	540,000	540,000
Contaminated Soil	525,078	750,000	250,000	250,000	250,000
Municipal Waste	979,988	1,200,000	1,165,000	1,165,000	1,165,000
Residential Waste	61,852	62,000	65,000	65,000	65,000
Sludge	74,105	82,000	75,000	75,000	75,000
Septic Sludge	515,346	590,000	580,000	580,000	580,000
Tires Cut and Uncut	16,695	25,000	15,000	15,000	15,000
Compost Fee	30,132	25,000	50,000	50,000	50,000
Recyclables			43,000	43,000	43,000
Scrap Metal/Recycle fee	31,932	10,000	30,000	30,000	30,000
Finance Charge	44,577	30,000	40,000	40,000	40,000
Sale of Assets	240	0	0	0	0
Other Income	10,378	50,000	10,000	10,000	10,000
Interest	62,204	60,760	57,038	57,038	57,038
<b>Total Operating Revenues</b>	<b>3,004,849</b>	<b>3,754,760</b>	<b>3,146,838</b>	<b>3,146,838</b>	<b>3,146,838</b>
<b>OPERATING EXPENSES</b>					
Administration	3,615,726	3,484,550	3,470,066	3,520,066	3,520,066
Interest	0	0	0	0	0
Depreciation	8,632	42,444	69,672	69,672	69,672
Amortization	0	0	0	0	0
Landfill Closure Costs	-	107,027	58,994	58,994	58,994
<b>Total Expenses</b>	<b>3,624,358</b>	<b>3,634,021</b>	<b>3,598,732</b>	<b>3,648,732</b>	<b>3,648,732</b>
<b>OPERATING INCOME (LOSS)</b>					
<b>Operating Income (Loss)</b>	<b>(619,509)</b>	<b>120,739</b>	<b>(451,894)</b>	<b>(501,894)</b>	<b>(501,894)</b>
<b>TRANSFERS</b>					
<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	(5,935)	(5,935)	(5,935)
Financial Assurance Realignment	204,129				
<b>Increase (Decrease) in Retained Earnings</b>	<b>(415,380)</b>	<b>120,739</b>	<b>(457,829)</b>	<b>(507,829)</b>	<b>(507,829)</b>
<b>RETAINED EARNINGS</b>					
<b>Retained Earnings (Deficit) - Beginning</b>	<b>6,621,234</b>	<b>6,205,854</b>	<b>6,326,593</b>	<b>6,326,593</b>	<b>6,326,593</b>
<b>Retained Earnings (Deficit) - Ending</b>	<b>6,205,854</b>	<b>6,326,593</b>	<b>5,868,764</b>	<b>5,818,764</b>	<b>5,818,764</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Unrestricted Cash Flow Summary

LANDFILL ENTERPRISE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>CASH FLOWS FROM OPERATIONS</b>					
<b>Cash Flows from Operations</b>					
Revenues	3,004,849	3,754,760	3,146,838	3,146,838	3,146,838
(Increase) Decrease in Accounts Receivable	176,571	0	0	0	0
<b>Total Operating Revenues Available</b>	<b>3,181,420</b>	<b>3,754,760</b>	<b>3,146,838</b>	<b>3,146,838</b>	<b>3,146,838</b>
<b>EXPENSES</b>					
<b>Expenses</b>					
Operating Expenses	3,615,726	3,484,550	3,470,066	3,520,066	3,520,066
Interest	0	0	0	0	0
Increase (Decrease) in Work in Progress	44,076	0	0	0	0
Increase (Decrease) in Prepays	0	0	0	0	0
(Increase) Decrease in Accounts Payable	208,848	0	0	0	0
(Increase) Decrease in Compensated Absenses	(2,456)	0	0	0	0
(Increase) Decrease in Accrued Interest	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>3,866,194</b>	<b>3,484,550</b>	<b>3,470,066</b>	<b>3,520,066</b>	<b>3,520,066</b>
<b>OPERATING CASH INCOME</b>					
<b>Operating Cash Income</b>	<b>(684,774)</b>	<b>270,210</b>	<b>(323,228)</b>	<b>(373,228)</b>	<b>(373,228)</b>
<b>OTHER SOURCES (USES)</b>					
<b>Other Sources (Uses)</b>					
Loan payment from DDA Fund - Principal	159,597	163,429	165,365	165,365	165,365
Acquisition of Capital Assets	(22,844)	(567,500)	(762,000)	(762,000)	(762,000)
Transfer from (to) Fleet Service Fund	0	0	(5,935)	(5,935)	(5,935)
Restricted for Closure Costs	0	(107,027)	(58,994)	(58,994)	(58,994)
<b>Net Increase (Decrease) in Unrestricted Cash</b>	<b>(548,021)</b>	<b>(240,888)</b>	<b>(984,792)</b>	<b>(1,034,792)</b>	<b>(1,034,792)</b>
<b>UNRESTRICTED CASH</b>					
<b>Unrestricted Cash - Beginning</b>	<b>4,830,815</b>	<b>4,282,794</b>	<b>4,041,906</b>	<b>4,041,906</b>	<b>4,041,906</b>
<b>Unrestricted Cash - Ending</b>	<b>4,282,794</b>	<b>4,041,906</b>	<b>3,057,114</b>	<b>3,007,114</b>	<b>3,007,114</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Restricted Cash Flow Summary

LANDFILL ENTERPRISE FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>SOURCES OF RESTRICTED CASH</b>					
Sources of Restricted Cash					
From Operations	0	107,027	58,994	58,994	58,994
<b>Total Sources of Restricted Cash</b>	<b>-</b>	<b>107,027</b>	<b>58,994</b>	<b>58,994</b>	<b>58,994</b>
<b>USES OF RESTRICTED CASH</b>					
Uses of Restricted Cash					
Financial assurance realignment	204,128	0	0	0	0
Closure Costs Incurred	0	0	0	0	0
Post Closure Costs Incurred	0	0	0	0	0
<b>Total Uses of Restricted Cash</b>	<b>204,128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET INCREASE (DECREASE) IN RESTRICTED CASH</b>					
<b>Net Increase (Decrease) in Restricted Cash</b>	<b>(204,128)</b>	<b>107,027</b>	<b>58,994</b>	<b>58,994</b>	<b>58,994</b>
<b>RESTRICTED CASH BALANCE</b>					
<b>Restricted Cash - Beginning</b>	<b>924,376</b>	<b>720,248</b>	<b>827,275</b>	<b>827,275</b>	<b>827,275</b>
<b>Restricted Cash - Ending</b>	<b>720,248</b>	<b>827,275</b>	<b>886,269</b>	<b>886,269</b>	<b>886,269</b>
<b>ENDING RESTRICTED CASH BALANCE SUMMARY</b>					
Summary of Ending Restricted Cash Balance					
Closure Costs	406,678	472,981	506,291	506,291	506,291
Post Closure Costs	313,570	354,294	379,978	379,978	379,978
<b>Total Ending Restricted Cash Balance</b>	<b>720,248</b>	<b>827,275</b>	<b>886,269</b>	<b>886,269</b>	<b>886,269</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
LANDFILL	ADMINISTRATION	ROBIN MILLIYARD	29.610	LANDFILL ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		264,406	262,530	271,428	271,428	271,428
Current Expenses		3,351,319	3,222,020	3,198,638	3,248,638	3,248,638
<b>Total</b>		<b>3,615,726</b>	<b>3,484,550</b>	<b>3,470,066</b>	<b>3,520,066</b>	<b>3,520,066</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-D</b>	<b>15-M</b>	<b>15-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
Acct. 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	0.56	0.56	0.56	600	34
<b>Total Personnel</b>	<b>3.75</b>	<b>3.56</b>	<b>3.56</b>	<b>3.56</b>		
6110 Full-Time Salaries			161,600	160,264	165,911	165,911
6120 Overtime			4,929	5,000	5,000	5,000
6130 Part Time			23,456	24,102	19,400	19,400
6210 Retirement Contribution			11,485	11,568	11,964	11,964
6240 FICA			13,659	14,486	14,559	14,559
6250 Worker's Compensation			13,358	10,014	9,975	9,975
6260 Health and Life Insurance			35,384	36,528	44,048	44,048
6270 Unemployment Insurance			536	568	571	571
<b>Total Personal Services</b>			<b>264,406</b>	<b>262,530</b>	<b>271,428</b>	<b>271,428</b>
<b>CURRENT EXPENSES</b>						
7060 Bad Debts			146,410	1,500	1,500	1,500
7110 Engineering Services			152,107	165,000	150,000	150,000
7130 Professional Services/Operations Contract			1,985,004	1,985,000	1,985,000	1,985,000
7155 Septic and Car Wash Water			477,211	445,000	470,000	470,000
7190 Other Professional Services			79,461	25,000	60,000	60,000
7210 Recycle/Compost			0	50,000	20,000	20,000
7220 Telephone			1,869	2,000	1,900	1,900
7280 Advertising and Publications			1,279	2,000	3,000	3,000
7310 Electricity			3,916	3,300	3,900	3,900
7320 Gas			50	2,800	100	100
7410 Travel and Subsistence			1,075	1,300	1,700	1,700
7430 Training			640	2,500	1,200	1,200
7540 Maintenance and Repair - Machinery and Equipment			13,840	3,000	10,000	10,000
7572 Loss on Asset Disposal			0	2,000	0	0
7610 Liability Insurance			55,106	52,680	50,552	50,552
7620 Property Insurance			262	260	701	701
7740 Equipment Rental			10,041	2,000	0	0
7810 Subscriptions and Memberships			423	1,000	600	600
7830 Tire Disposal			0	12,000	12,000	12,000
7850 Concrete Crushing & Recycling			20,044	80,000	35,000	35,000
7870 Weed Control			0	2,000	1,000	1,000
7900 Interfund Cost of Service			139,774	139,774	167,495	167,495
7901 Interfund Billing and Accounting			4,056	4,056	4,032	4,032
7903 Interfund - Force Construction			600	600	708	708
8040 Uniforms			1,050	1,500	1,500	1,500
8060 Office Supplies			1,478	2,750	2,750	2,750
8080 Gas, Oil, Lubricants			3,892	15,000	6,000	6,000
8090 Other Operating Expense			6,020	8,000	8,000	8,000
8092 Recycle Program/VRM Membership			0	20,000	20,000	0
8140 Landfill Expansion/Closure of C & D area			132,818	0	0	70,000
8150 Road Maintenance Materials			0	0	5,000	5,000
8170 Hazardous Household Waste			32,605	55,000	40,000	40,000
8180 Recycle Center Operations			80,290	135,000	135,000	135,000
<b>Total Current Expenses</b>			<b>3,351,319</b>	<b>3,222,020</b>	<b>3,198,638</b>	<b>3,248,638</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD	BUDGET CODE	FUND		
LANDFILL	OTHER DEDUCTIONS	ROBIN MILLYARD	29.610	LANDFILL ENTERPRISE FUND		
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
<b>OTHER DEDUCTIONS</b>						
7520	Interest	0	0	0	0	0
	<b>Total Interest</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7570	Depreciation	8,632	42,444	69,672	69,672	69,672
	<b>Total Depreciation</b>	<b>8,632</b>	<b>42,444</b>	<b>69,672</b>	<b>69,672</b>	<b>69,672</b>
7580	Amortization - Financing Costs	0	0	0	0	0
	<b>Total Amortization</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7590	Landfill Closure Costs	0	66,303	33,310	33,310	33,310
7592	Landfill Postclosure Costs	0	40,724	25,684	25,684	25,684
	<b>Total Compliance and Closure Costs</b>	<b>0</b>	<b>107,027</b>	<b>58,994</b>	<b>58,994</b>	<b>58,994</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Equipment

LANDFILL	2014 Budget	Request	Approved	Five-Year Projection				
		2015		2016 Estimate	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate
<b>REVENUES AND CAPITAL EXPENDITURES SUMMARY</b>								
<b>REVENUES</b>								
From Operations	3,754,760	3,146,838	3,146,838	3,200,000	3,250,000	3,300,000	3,350,000	3,400,000
<b>Total Revenues</b>	<b>3,754,760</b>	<b>3,146,838</b>	<b>3,146,838</b>	<b>3,200,000</b>	<b>3,250,000</b>	<b>3,300,000</b>	<b>3,350,000</b>	<b>3,400,000</b>
<b>CAPITAL EXPENSES</b>								
Equipment	5,500	0	0	0	0	0	0	0
Buildings and Improvements	562,000	762,000	762,000	525,000	390,000	400,000	0	400,000
<b>Total Expenses</b>	<b>567,500</b>	<b>762,000</b>	<b>762,000</b>	<b>525,000</b>	<b>390,000</b>	<b>400,000</b>	<b>0</b>	<b>400,000</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENSES</b>								
Excess Revenues Over (Under) Expenses	3,187,260	2,384,838	2,384,838	2,675,000	2,860,000	2,900,000	3,350,000	3,000,000
<b>EQUIPMENT NEEDS</b>								
<b>EQUIPMENT NEEDS</b>								
Hydrolic Broom	5,500							
<b>Total Equipment</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BUILDINGS AND IMPROVEMENTS</b>								
<b>BUILDINGS AND IMPROVEMENTS</b>								
Paved Road	562,000	562,000	562,000					
Concrete Compost Lagoon		200,000	200,000					
Electric Stormwater Pump Cell Expansion				25,000 500,000				
Replace Septic Pond liners Cell Expansion					390,000	400,000	0	400,000
<b>Total Buildings and Improvements</b>	<b>562,000</b>	<b>762,000</b>	<b>762,000</b>	<b>525,000</b>	<b>390,000</b>	<b>400,000</b>	<b>0</b>	<b>400,000</b>

## **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.

# PARKS AND CEMETERY DEPARTMENT

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## **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.

**VISSION 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.

## **Services Provided:**

**PARKS:** The department maintains grounds and facilities for a clean and safe environment. Staff keeps bathrooms, sidewalks, playgrounds, courts, ball fields, and parking areas safe and free of litter. Sports fields are prepared for youth and adult sports. Turf, trees and improvements in all parks and city owned property, including public right-of-way, are maintained by the department. All snow removal on trails, pedestrian bridges, park sidewalks and parking lots, including the Community Center.

**TRAILS:** All trails in the city are maintained by the Parks. Trail maintenance includes snow removal, weeding and maintaining green space within the trail corridor. Walking, biking, roller blading, skateboarding and pet walking are prevalent on the paved trail system. Hiking, biking and pet walking are prevalent on the soft trails. The pet exercise area is located adjacent to the Glenwood Trail (aka Rio Grande Trail) behind Safeway.

**CEMETERY:** The Parks department is responsible for gravesite preparation and grounds maintenance for Linwood and Rosebud cemeteries. The Parks Superintendent maintains current information on plot availability and burial site records.

**SPECIAL PROJECTS:** The parks staff installs and maintains flowerpots and flowerbeds in the downtown area for seasonal color and maintains the trees, turf medians, and roundabouts. The Parks Superintendent manages the City funded downtown trash removal program, the West Nile prevention program, and the weed abatement program for South Canyon.

## **Program / Budget Highlights:**

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

TRUST FUNDS	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>CEMETERY RESERVE FUND</b>					
<b>REVENUES</b>					
Perpetual Care Fees	1,750	1,000	1,000	1,000	1,000
Interest Income	55	50	50	50	50
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>1,805</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>	<b>1,050</b>
<b>EXPENDITURES</b>					
Operating Expense	0	0	0	0	0
Repurchase Cemetery Lot	0	0	0	1,000	1,000
Capital Outlay - Mower	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
<b>Excess Revenues Over (Under) Expenditures</b>	<b>1,805</b>	<b>1,050</b>	<b>1,050</b>	<b>50</b>	<b>50</b>
<b>FUND BALANCE</b>					
Fund Balance - Beginning	31,241	33,046	34,096	34,096	34,096
Fund Balance - Ending	33,046	34,096	35,146	34,146	34,146

## **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

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**Mission Statement:**

The District receives revenue from a small property tax 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.

**Services Provided:**

Maintenance and beautification services in the Downtown corridor within the District's boundaries.

**Program / Budget Highlights:**

Funds are appropriated for the clean-up, summer time flower planting and maintenance and Holiday decorations and lighting.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Fund Balance

GENERAL IMPROVEMENT DISTRICT 1980 FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>REVENUES</b>					
Property Taxes	43,570	38,062	36,665	36,665	36,665
Specific Ownership Tax	2,190	2,200	2,200	2,200	2,200
Interest Income	174	100	100	100	100
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>45,934</b>	<b>40,362</b>	<b>38,965</b>	<b>38,965</b>	<b>38,965</b>
<b>EXPENDITURES</b>					
<b>EXPENDITURES</b>					
Treasurer's Fees	874	950	740	740	740
Downtown Area Plan	0	0	0	0	0
Other Expense	27,201	28,854	15,767	15,767	15,767
Interfund Cost of Service	17,134	17,134	22,458	22,458	22,458
<b>Total Expenditures</b>	<b>45,209</b>	<b>46,938</b>	<b>38,965</b>	<b>38,965</b>	<b>38,965</b>
<b>EXCESS REVENUES</b>					
Excess Revenues Over (Under) Expenditures	725	-6,576	0	0	0
<b>FUND BALANCE</b>					
Fund Balance - Beginning	18,545	19,270	12,694	12,694	12,694
Fund Balance - Ending	19,270	12,694	12,694	12,694	12,694

# DOWNTOWN DEVELOPMENT AUTHORITY

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**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; using tax increment financing methods to complete and pay for those projects.

**Services Provided:**

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

**Program / Budget Highlights:**

The 2015 budget includes \$380,000 for capital projects. The exact project allocation of this funding was undetermined at the time the budget document was finalized.

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

### Summary of Revenues, Expenditures and Retained Earnings Balance

DOWNTOWN DEVELOPMENT AUTHORITY FUND	2013 Actual	2014 Budget	2015 Budget		
			Department Request	Manager Recommend	Council Approved
<b>REVENUES</b>					
<b>Revenues</b>					
Property Taxes	0	0			
TIF Property Taxes	106,441	87,099	87,099		87,099
TIF Sales Taxes	290,551	315,474	324,000		324,000
Interest	5,170	2,000	0	0	0
Financing Proceeds	0	800,000	0		0
Donations	0	0	0		0
Other Income	0	0	0		0
<b>Total Revenues</b>	<b>402,162</b>	<b>1,204,573</b>	<b>411,099</b>	<b>0</b>	<b>411,099</b>
<b>EXPENSES</b>					
<b>Expenditures</b>					
Administration	0	0	0	0	0
Operations	212,873	236,378	210,000	0	230,463
Capital Outlay	486,182	1,235,000	380,000	0	380,000
<b>Total Expenditures</b>	<b>699,055</b>	<b>1,471,378</b>	<b>590,000</b>	<b>0</b>	<b>610,463</b>
<b>EXCESS REVENUES</b>					
<b>Excess Revenues Over (Under) Expenditures</b>	<b>(296,893)</b>	<b>(266,805)</b>	<b>(178,901)</b>	<b>0</b>	<b>(199,364)</b>
<b>TRANSFERS</b>					
<b>Other Additions (Deductions)</b>					
Transfers In - Annual Settlement	50,000	50,000	50,000		50,000
Transfer Out - General Fund for loan payment	(30,000)	(30,000)	(30,000)		(30,000)
Transfer Out - Landfill Fund for 917 Cooper Loan payment - Principal	(15,939)	(16,881)	(17,879)		(17,879)
Transfer Out - Landfill Fund for 5 year Loan payment - Principal	(98,016)	(98,998)	(99,990)		(99,990)
Transfer Out - Landfill Fund for 10 year Loan payment - Principal	(45,643)	(46,560)	(47,496)		(47,496)
Transfer Out - Fleet Serv. Fund for 15 year Loan payment - Principal	(53,678)	(55,301)	(56,973)		(56,973)
<b>Excess Revenues Over (Under) Expenditures and Transfers</b>	<b>(490,169)</b>	<b>(464,545)</b>	<b>(381,239)</b>	<b>0</b>	<b>(401,702)</b>
<b>FUND BALANCE</b>					
<b>Fund Balance - Beginning</b>	<b>1,898</b>	<b>(244,995)</b>	<b>(461,800)</b>	<b>(461,800)</b>	<b>(461,800)</b>
<b>Fund Balance - Before Non-GAAP Adjustments</b>	<b>(488,271)</b>	<b>(709,540)</b>	<b>(843,039)</b>	<b>(461,800)</b>	<b>(863,502)</b>
Non-GAAP Adjustments:					
Transfer Out - General Fund Loan payment - Principal	30,000	30,000	30,000		30,000
Transfer Out - Landfill Fund Loan payments - Principal	159,598	162,439	165,365		165,365
Transfer Out - Fleet Serv. Fund Loan payment - Principal	53,678	55,301	56,973		56,973
<b>Fund Balance After Non-GAAP Adjustments</b>	<b>(244,995)</b>	<b>(461,800)</b>	<b>(590,701)</b>	<b>0</b>	<b>(611,164)</b>
Less: Restricted - Tabor Reserve	(12,065)	(12,065)	(12,065)		(12,065)
Less: Assigned - Future Years	-	(102,816)	0		
Add: Unassigned - Negative Residual	257,060	576,681	602,766		623,229
<b>Fund Balance - Assigned</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CITY OF GLENWOOD SPRINGS - 2015 BUDGET

FUNCTION	ACTIVITY	DEPARTMENT HEAD		BUDGET CODE	FUND	
DOWNTOWN DEVELOPMENT AUTHORITY	DDA			86.110	DDA	
<b>SUMMARY</b>		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>		
				<b>Department Request</b>	<b>Manager Recommend</b>	<b>Council Approved</b>
Personal Services		0	0	0	0	0
Current Expenses		212,873	236,378	210,000	0	230,463
Capital Outlay		486,182	1,235,000	380,000	0	380,000
<b>Total</b>		<b>699,055</b>	<b>1,471,378</b>	<b>590,000</b>	<b>0</b>	<b>610,463</b>
<b>PERSONAL SERVICES</b>						
<b>Personnel Schedule</b>						
<b>Position Title</b>	<b>Employees</b>					
	<b>2014</b>	<b>15-R</b>	<b>15-M</b>	<b>15-C</b>	<b>Position</b>	<b>Grade</b>
DDA Director	0				1104	46
<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</b>						
7030 Interest		65,905	61,441	50,000		50,000
7143 Treasurer's Fees		2,129	1,742	0		0
7160 Auditing/Accounting		0	0	0		0
7190 Other Professional Services		131,657	123,500	160,000		160,000
7210 Postage		0	0	0		0
7220 Telephone		0	0	0		0
7260 Copying		0	0	0		0
7280 Advertising		0	0	0		0
7290 Design		0	0	0		0
7410 Travel and Subsistence		0	0	0		0
7430 Training		0	0	0		0
7530 Maintenance - Office Equipment		0	0	0		0
7540 Maintenance - Machinery and Equipment		0	0	0		0
7810 Subscriptions and Memberships		0	0	0		0
7900 Interfund Cost of Service		12,895	12,895	0		20,463
8060 Office Supplies		0	0	0		0
8063 Election Supplies & Expenses		0	0	0		0
8080 Gas, Oil, Lubricants		0	0	0		0
8090 Other Operating Expense		287	36,800	0		0
8400 Grant Program		0	0	0		0
<b>Total Current Expenses</b>		<b>212,873</b>	<b>236,378</b>	<b>210,000</b>	<b>0</b>	<b>230,463</b>
<b>CAPITAL OUTLAY</b>						
9520 8th Street Connection		19,865				
7th Street Streetscape		57,200	420,000			
Grand Ave. bridge fund for off-site improvements		41,731	200,000			
6th Street		35,966	0			
Unidentified Projects		0	0	380,000		380,000
Walled Trash Enclosures			50,000			
700 block alley; Grand to Colorado			25,000			
Wayfinding Implementation		0	10,000			
Façade Grant Funds			25,000			
Cooper Streetscape		51,541	495,000			
Banners at 9th & Cooper parking structure		279,879	10,000			
<b>Total Capital Outlay</b>		<b>486,182</b>	<b>1,235,000</b>	<b>380,000</b>	<b>0</b>	<b>380,000</b>