



2020 Castle Pines Budget



Foster
Community



Intentional
Development



Reliable and Safe
Infrastructure



Economic
Strength



Financial
Resiliency
and Vitality



High Performing
Operations

December 10, 2019

To the Honorable Mayor, City Council members and citizens of the City of Castle Pines,

On behalf of the City staff, it is with great excitement and my sincere pleasure to present and welcome you to the City's first annual budget prepared as Colorado's newest home-rule city. With emphasis placed on creating the community of Castle Pines through action and investment, we accomplished a great deal in 2019. This remains the overarching goal as we head into the new year and I look forward to the great things we'll see happen in this incredible community—a community of excellence!

The proposed 2020 annual budget was adopted by the City Council on December 10, 2019. As with the prior year, the 2020 budget is aligned with the City's Vision and the following strategic objectives: Foster Community, Intentional Development, Reliable and Safe Infrastructure, Economic Strength, Financial Resiliency and Vitality, and High Performing Operations.

In that regard, the total \$13,846,600 budget includes, to name a few, expenditures for the following: gateway/wayfinding monument (\$364,000); community interest survey and potential election awareness regarding funding and constructing a recreation facility (\$30,000); promotion of economic development (\$95,900); street improvements (\$5,075,000); traffic signal improvements and pedestrian safety improvements (\$200,000); and, enhanced community events (\$201,800). The following policy questions and budget highlights sections provide additional detail.

The 2019 annual budget document was prepared in accordance with nationally recognized guidelines and submitted to GFOA for award. We are pleased to announce the following:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Castle Pines, Colorado, for its Annual Budget for the fiscal year beginning January 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe that the 2020 budget continues to conform to program requirements, and we will submit it to GFOA to determine its eligibility for another award. Although we are excited with the improvements already made, you can expect to see future budgets with improved communication of City policy, financial planning, and operating guidelines.

I commend City staff for their hard work and diligence and thank you, City Council, for your support and commitment to produce a budget that will carry the exciting momentum generated in 2019 into the next year and beyond.

Sincerely,

Michael Penny, *City Manager*

CREATING COMMUNITY IN 2019

- ✓ Becoming a home-rule city
- ✓ Hiring an A-team staff
- ✓ Improving our streets
- ✓ Bringing in new development
- ✓ Boosting revenue collection
- ✓ Expanded community events



DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Castle Pines
Colorado**

For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

TABLE OF CONTENTS

BUDGET MESSAGE.....i

DISTINGUISHED BUDGET PRESENTATION AWARD.....ii

CITY OF CASTLE PINES OVERVIEW1

 City Map with Council Wards 2

 Elected Officials..... 3

 City Departments..... 4

 City Organizational Chart..... 5

CITY VISION AND STRATEGIC OBJECTIVES.....6

BUDGET GUIDELINES AND ASSUMPTIONS8

 Budget Approval Process and Calendar 11

POLICY QUESTIONS12

BUDGET OVERVIEW24

 Basis of Budgeting 25

 Organizational Context 25

 Overview of Funds..... 25

 Budget Highlights 26

TABLE OF CONTENTS *(Continued)*

BUDGET DETAIL29

GENERAL FUND.....	30
City Council.....	33
City Manager	34
Inter/Non-departmental	35
Legal Services.....	36
Finance	37
City Clerk.....	39
Municipal Court.....	40
Public Safety	41
Public Works.....	42
Community Development.....	45
Economic Development.....	47
Community Events.....	48
Transfers Out	49
General Fund Reserve	49
PARKS AND RECREATION FUND	50
CONSERVATION TRUST FUND	51
CAPITAL IMPROVEMENTS FUND.....	52
CAPITAL IMPROVEMENT PLAN.....	53

APPENDIX54

2020 Adopted Budget.....	A1
Resolution No. 19-30 – Adoption of the 2020 Annual Budget	A9
Resolution No. 19-31 – Certification of the Mill Levy	A11

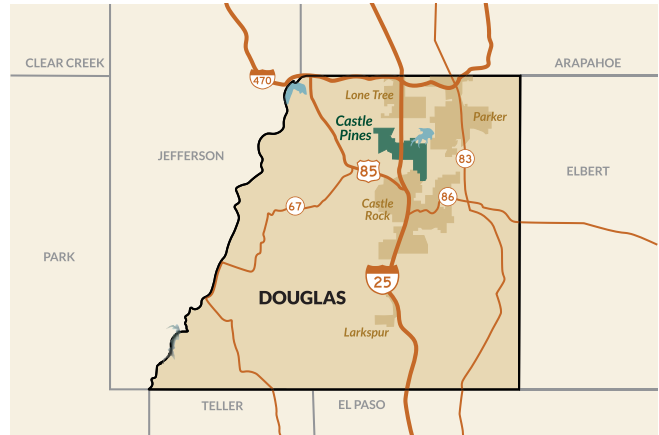


CITY OF CASTLE PINES OVERVIEW

CITY OF CASTLE PINES OVERVIEW

THE CITY OF CASTLE PINES

Incorporated February 12, 2008, Castle Pines is a city of nearly 11,000 residents located approximately 20 miles south of Denver in Douglas County, Colorado. The City incorporated as a statutory city under Colorado law and currently follows the Mayor-Council government system. In November 2018, residents voted in favor of transitioning the City to a home rule municipality. City staff, alongside members of the Charter Commission, quickly started drafting the City's new Home Rule Charter and presented the final document to City Council on February 12, 2019. City Council officially referred the Charter to the voters and formally set the ballot language on February 26. Residents overwhelmingly supported the City's move to home rule with voters approving the Charter on May 14.



In 2009, the City annexed vacant land known as The Canyons, which increased the size of the City by over 3,400 acres. As part of this annexation, the population of the City is expected to more than double over the next decade and will be a major retail, recreational and commercial destination for the region.

The high quality of life enjoyed by residents, businesses and visitors throughout the community is a result of City Council's focus on creating outdoor and active lifestyle living amenities while supporting conscientious development. Castle Pines is a community with strong neighborhood connections and a close-knit, family-friendly atmosphere.

October 2006 A committee was formed to explore incorporating the City of Castle Pines North as a means for local residents to protect and have greater control over their community and future.

December 2006 A petition for incorporation was filed with Douglas County District Court.

July 2007 A Douglas County district judge approved the incorporation petition.

August 2007 An election commission comprised of Castle Pines citizen volunteers selected the date for an incorporation election.

November 6, 2007 Castle Pines voters overwhelmingly approved the issue of incorporation by a margin of approximately 4-to-1.

February 12, 2008 The City of Castle Pines North became a reality when the City's first mayor, treasurer, city clerk and city council were elected.

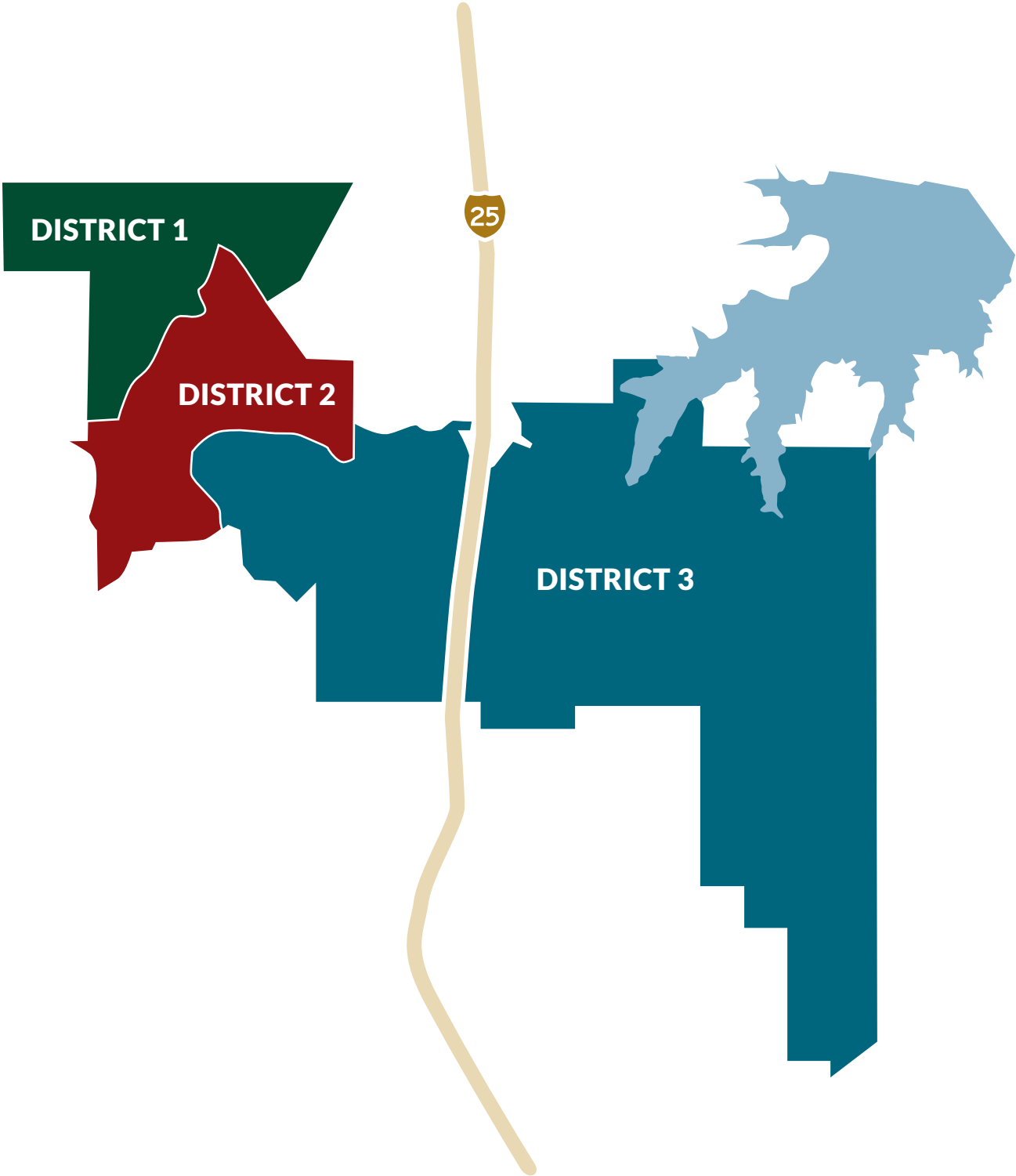
March 10, 2008 Elected city officials were officially sworn in before a crowd of citizens, then immediately began work and conducted the City's first council meeting.

November 2, 2010 Castle Pines voters approved changing the official name of the City of Castle Pines North to the City of Castle Pines.

November 6, 2018 Residents voted in favor of moving toward Home Rule and elected community members to serve on the Home Rule Charter Commission.

May 14, 2019 Residents voted approval of the City's Home Rule Charter by 4-to-1 margin.

CITY MAP WITH COUNCIL DISTRICTS



ELECTED OFFICIALS



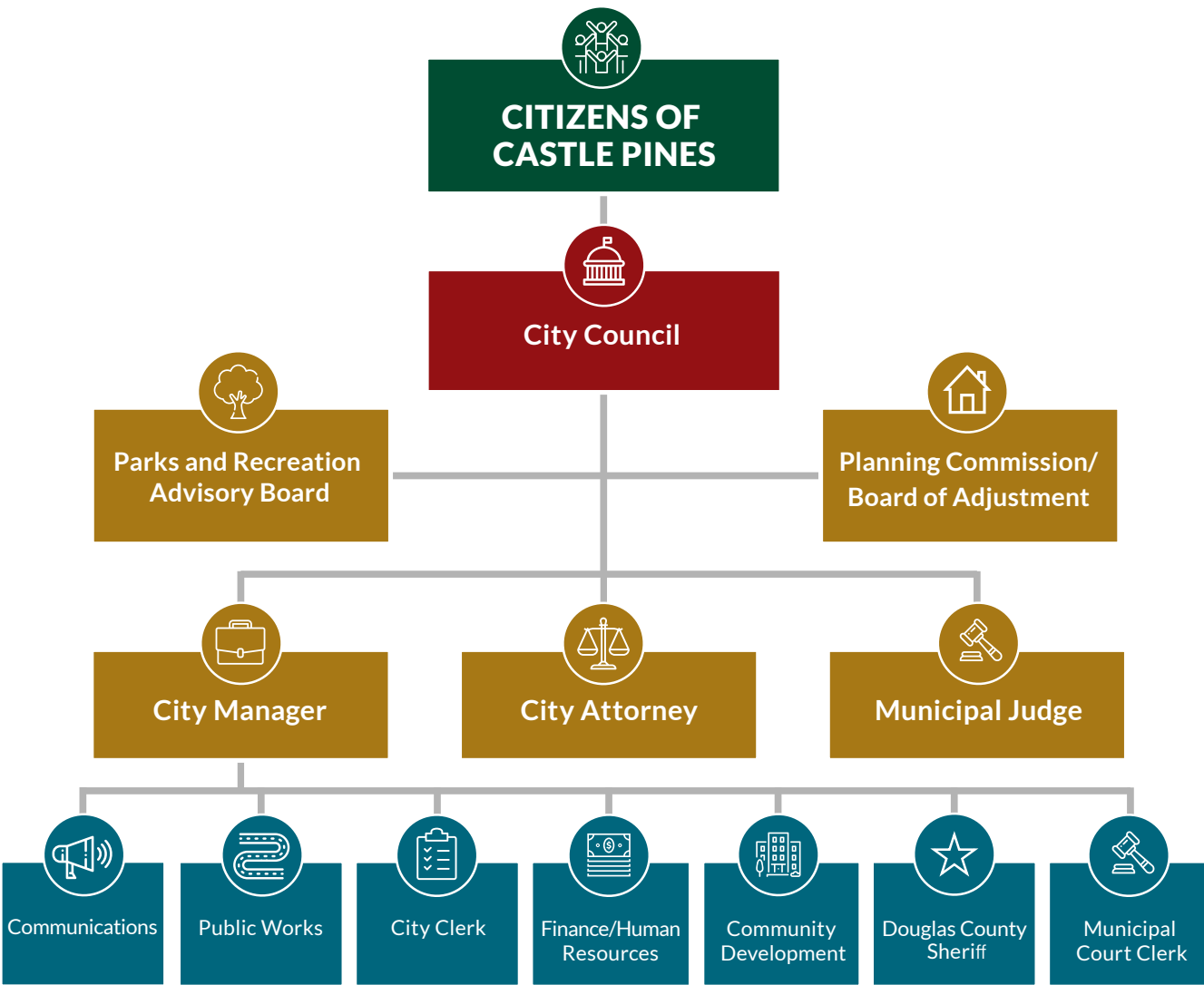
Left to right: Council Member Deborah Mulvey, Council Member Roger Hudson, Mayor Pro Tem Melissa Coudeyras, Council Member Ben Price, Mayor Tera Radloff, Council Member Gregg Fisher, Council Member Tracy Engerman

CITY DEPARTMENTS

City Manager	Michael Penny
City Clerk.....	Tobi Basile
Community Development Director.....	Sam Bishop
Finance/Human Resources Director.....	Mike Farina
Public Works Director	Larry Nimmo
City Attorney	Linda Michow, <i>Michow Cox & McAskin</i>
Municipal Judge	Louis Gresch
Municipal Court Clerk	Karla McCrimmon
Police Services.....	Douglas County Sheriff’s Office
Communications.....	Slate Communications



CITY ORGANIZATIONAL CHART





CITY VISION AND STRATEGIC OBJECTIVES

CITY VISION AND STRATEGIC OBJECTIVES

CITY VISION

The City of Castle Pines will be:

- ▶ an inclusive Colorado community that embraces our unique neighborhood character
- ▶ a community that creates outdoor and active lifestyle living amenities
- ▶ a community that supports conscientious development where we live, work, play, and shop

CITY COUNCIL 2020 STRATEGIC OBJECTIVES



Foster Community

Building a connected community and encouraging development through sustainable events and other activities.



Intentional Development

Attracting and adequately managing a diverse mix of commercial and residential development that meets the goals and vision of the community.



Reliable and Safe Infrastructure

Investing in existing infrastructure that protects the value of community assets while assuring future growth has the infrastructure necessary for long-term community quality of life.



Economic Strength

Ensuring a diverse commercial job and tax base and maximizing efficiency through innovation, regional partnerships, and other public-private opportunities.



Financial Resiliency and Vitality

Promoting a diverse tax base and efficient use of resources to ensure long-term economic sustainability while maintaining community service level expectations.



High Performing Operations

Valuing quality staff, delivering City services in an efficient and effective manner, and maintaining a focus on continuous improvement.



BUDGET GUIDELINES AND ASSUMPTIONS

BUDGET GUIDELINES AND ASSUMPTIONS

Many economic factors are considered when developing projections for revenues for the next fiscal year. The determination of a projected increase to revenues drives the decisions for the rate of growth in the overall City budget, including the pace of capital expenditures. Factors considered in the City's projections include economic indicators on global, national, state, regional, and local level.

In its World Economic Outlook for July 2019, the International Monetary Fund (IMF) reported that global growth is still sluggish and remains subdued. However, while it now projects global growth at 3.2 percent for 2019, it should improve to 3.5 percent in 2020. Remember that in 2018, IMF projected global growth for 2019 at 3.9 percent but cautioned that growth rates should begin to slow in 2020. The IMF projects United States growth rate 2.6 percent and 1.9 percent in 2019 and 2020, respectively.

The August 2019 report of the Congressional Budget Office (CBO) projects real GDP to grow by 2.3 percent in 2019 and slowing to 2.1 percent in 2020. Modest growth in consumer spending is the primary contributor to the CBO's economic projections.



From the state of Colorado's Office of State Planning and Budgeting:

“Colorado’s economy strengthened in recent months, but growth is expected to slow over the forecast period. Employment and wage growth have been strong, encouraging consumer activity, but the tight labor market is also constraining business growth as employers struggle to attract and retain talented employees. Lower housing and energy price growth is reducing inflation. Colorado’s economic expansion is expected to continue.”



The state's revenue outlook states that strong employment and wage growth are supporting revenue growth as Colorado's economic expansion continues. Four percent growth in General fund revenue is expected coming primarily from the state's sales and use taxes, individual income taxes, and corporate income taxes.

Metro Denver regional residential and nonresidential building activity has slowed quite a bit in 2019 compared to the significant growth experienced in the more recent years. The state's September forecast showed a 12.3 percent decrease in single family housing permits and a 37 percent decrease in nonresidential construction valuation growth. Despite the decline in the region, homebuilders in Castle Pines remain optimistic and expect to add 385 new homes with total valuation over \$157,000,000 in 2020.

To prepare the budget, staff developed revenue estimates for the coming year based on economic indicators and projections at the local, state, national and even global level. Staff looked to State economists' estimates for inflation and consumer spending. Locally, home builder estimates for construction activity and historical trending were also analyzed. These estimates were bolstered by looking at national and global expectations. In addition, Council direction received on various topics addressed through policy questions were a component of the budget development process.

Based on these economic conditions, the City is utilizing the following assumptions for 2020 revenue projections:

- ▶ **Sales Tax Revenue:** The 2020 projection was determined by adding 12% to the 2019 year-end projected amount based on state economic predictions for inflation and retail sales growth plus a factor for estimated population growth within the City. As of July, sales tax is 37% above 2018 year-to-date.
- ▶ **Construction Use Tax Revenue:** The 2020 projection was determined using home builders' new home construction estimates.
- ▶ **Property Tax Revenue:** The 2020 projection was determined using the Douglas County Assessor's Preliminary Certification of Valuation. The final certification is not due until December.

Given revenue assumptions and desire to continue the momentum creating our community, while maintaining a fiscally sound budget, the following guidelines:

- ▶ Continued focus on investment capital projects by carrying forward 2020 capital projects as listed in the 2019-2023 capital improvement plan.
- ▶ Departments were asked to limit budget growth in expenditures to 2%.
- ▶ Additional requests to increase the base budget must be submitted with sufficient justification in service of Council Vision and/or Strategic Objectives.



BUDGET CALENDAR

Wednesday, July 24	Staff discussed budget development process (all departments)
Monday, August 5	Staff trained on new budget development software (Finance)
Friday, August 23	Budget requests and 2019 year-end projections due (all departments) Revenue projections completed (Finance)
Friday, September 6	Draft budget assembled for City Manager review (Finance)
Friday, September 20	Draft budget review completed (City Manager)
Monday, September 30	Final recommended City Manager budget submitted to City Council (City Manager)
Monday, October 7	Study Session to review City Manager recommended budget (Staff and City Council)
Tuesday, October 8	Study Session to continue review of budget, if needed
Tuesday, December 10	Regular Council meeting – Public Hearing and Resolution to adopt the 2020 Annual Budget
Tuesday, December 24	Adopted 2020 Annual Budget formatted and ready for public distribution





POLICY QUESTIONS

2020 POLICY QUESTIONS

CITY WIDE

- 1 Does City Council support a 3.5% performance-based merit pay increase for staff within the City of Castle Pines? (\$29,700 – General Fund)**

RELATED COUNCIL STRATEGIC OBJECTIVE:



High Performing Operations

Council Direction: City Council supports a 3.5% performance-based merit pay increase. Council requested that staff perform a compensation study in 2020.

- 2 Does City Council support a General Fund reserve requirement equivalent to 25% of annual General Fund operating expenditures (3-months spending capacity)? (\$1,496,700 – General Fund Reserve)**

RELATED COUNCIL STRATEGIC OBJECTIVE:



Economic Strength



Financial Resiliency and Vitality

Council Direction: City Council supported this request.

The City established a formal 4-month reserve policy requirement in 2019. The Government Finance Officers Association advises that it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks including revenue shortfalls and unanticipated expenditures. Considering the stability of the City's revenue and relatively low vulnerability to natural disaster or other unanticipated expenditures, City Council feels that a 3-month reserve is adequate, which is still greater the GFOA's recommended minimum of 2 months.

3 Does City Council support a continued contribution of \$19,800 to the Douglas County Youth Initiative? (\$19,800 – General Fund)

Related Council Vision: A community that creates outdoor and active lifestyle living amenities.

RELATED COUNCIL STRATEGIC OBJECTIVE:



Foster Community

Council Direction: City Council supported this request.

City Council has been attending the Douglas County Youth Initiative, but the City did not participate financially along with the other Douglas County municipalities until 2019. In 2019, Council desired to have an official voting seat on the DCYI and approved contribution of funds. This request is to continue our financial contributions at the same level as the other municipalities pursuant to the existing Intergovernmental Agreement (IGA).

4 Does City Council support \$30,000 for a community interest survey and election awareness regarding new revenue and issuance of debt for a City Hall and recreation facility within the City of Castle Pines? (\$30,000 – General Fund)

Related Council Vision: A community that creates outdoor and active lifestyle living amenities.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Intentional Development



Economic Strength



Financial Resiliency and Vitality

Council-Adopted Supporting Policy: Parks and Recreation Comprehensive Plan

Council Direction: City Council supported this request.

In anticipation of the November 2020 election, it is expected that the City will ask the voters to support one or more ballot items. This funding request is to survey community interest on potential ballot measures and then promote awareness of those ballot measures.

LAW ENFORCEMENT

5

Does City Council support \$947,600 for continued law enforcement services within the City of Castle Pines? (\$947,600 – General Fund)

Related Council Vision: An inclusive Colorado community that embraces our unique neighborhood character.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Reliable and Safe Infrastructure



Economic Strength



High Performing Operations

Council Direction: City Council supported this request.

The City has had an existing contract with the Douglas County Sheriff's Office (DCSO) since incorporation. In 2019, staff worked with DCSO to determine the actual cost of the current law enforcement service level. Direct costs were in excess of \$1,125,000 with additional capital and other non-direct costs calculated at over \$1,300,000. Community feedback has been positive, and staff has also been extremely satisfied with DCSO law enforcement services.

6

Does City Council support \$79,300 for additional traffic control services within the City of Castle Pines? (\$79,300 – General Fund)

Related Council Vision: An inclusive Colorado community that embraces our unique neighborhood character.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Reliable and Safe Infrastructure



Economic Strength



High Performing Operations

Council-Adopted Supporting Policy: Master Transportation Plan, Comprehensive Plan

Council Direction: City Council supported this request.

In 2019, City Council supported \$87,000 for specific traffic-related enforcement. This resulted in traffic enforcement for approximately 217 days at four (4) hours per day. The 2020 budget request is based upon anticipated actual costs for 2019 and would continue the same level of traffic enforcement.

PUBLIC WORKS

7

Does City Council support \$15,000 for a traffic study on Monarch Boulevard and Castle Pines Parkway within the City of Castle Pines? (\$15,000 – General Fund)

Related Council Vision: A community that supports conscientious development where we live, work, play, and shop.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Reliable and Safe Infrastructure



Economic Strength



Financial Resiliency and Vitality

Council-Adopted Supporting Policy: Master Transportation Plan, Multi-modal Enhancement Plan

Council Direction: City Council supported this request.

This proposed study would provide an update from the previous study conducted in 2015, as well as a focus on non-local traffic counts on Monarch Boulevard and Castle Pines Parkway. This study may result in future requests for increased financial participation from Douglas County and other community partners.

8

Does City Council support \$5,463,000 in capital projects within the City of Castle Pines?
(\$5,463,000 Capital Improvements Fund)**Related Council Visions:**

- ▶ An inclusive Colorado community that embraces our unique neighborhood character.
- ▶ A community that supports conscientious development where we live, work, play, and shop.

RELATED COUNCIL STRATEGIC OBJECTIVES:**Foster Community****Intentional Development****Reliable and Safe Infrastructure****Economic Strength****Financial Resiliency and Vitality****Council-Adopted Supporting Policy:** Master Transportation Plan, Comprehensive Plan**Council Direction:** City Council supported this request.

- ▶ Roadway work: Based upon the Pavement Management Plan, staff is requesting \$5,075,000 for roadway work. \$2,700,000 would be expended on Pavement Condition Index (PCI) ratings below 49; \$1,950,000 for PCI ratings between 50-69; and \$425,000 for PCI ratings between 70-99.
- ▶ Traffic signalization improvements: Staff is proposing \$125,000 to replace traffic signal controller equipment, initially installed in 2000, along with implementation of a centralized traffic monitoring software system.
- ▶ Pedestrian crossing upgrades: Staff is proposing \$75,000 to complete the upgrade of all pedestrian crossings throughout Castle Pines and to evaluate warrants for additional locations requested by residents.
- ▶ The remaining \$188,000 is to purchase and replace light poles (formerly owned and controlled by IREA), which will allow the City more control to safely place banners promoting the City and City events.

9

Does City Council support \$364,000 for gateway and wayfinding improvements at the North Monarch Boulevard entryway within the City of Castle Pines?
(\$364,000 – Capital Improvements Fund)

Related Council Vision: An inclusive Colorado community that embraces our unique neighborhood character.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Intentional Development



Reliable and Safe Infrastructure



Economic Strength

Council-Adopted Supporting Policy: Commercial District Assessment, Master Transportation Plan, Comprehensive Plan, Gateway and Wayfinding Plan

Council Direction: City Council supported this request.

The City completed the concept design for branding, gateway entrance, and wayfinding signage in 2019. Staff is requesting to begin implementation by designing and installing an entrance monument at the City border at North Monarch Boulevard entering the City. This will be the first project of a multi-year improvement implementation plan.

10 Does City Council support \$400,000 for snow and ice removal within the City of Castle Pines? (\$400,000 – General Fund)

Related Council Vision: A community that creates outdoor and active lifestyle amenities.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Reliable and Safe Infrastructure



Economic Strength



Financial Resiliency and Vitality



High Performing Operations

Council-Adopted Supporting Policy: Master Transportation Plan, Comprehensive Plan

Council Direction: City Council supported this request.

Council's financial approval in 2019 for an enhanced snow removal policy, updated to reflect additional lane miles and enhanced service delivery, resulted in increased vehicle mobility, safety, and decreased community complaints. Public Works will continue to monitor and evaluate the most efficient snow and ice removal approach to maximize mobility and safety while being budget conscientious.

ECONOMIC DEVELOPMENT

11 Does City Council support \$25,000 for continued economic development work within the City of Castle Pines? (\$25,000 – General Fund)

Related Council Visions:

- ▶ An inclusive Colorado community that embraces our unique neighborhood character.
- ▶ A community that supports conscientious development where we live, work, play, and shop.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Intentional Development



Economic Strength



Financial Resiliency and Vitality

Council Direction: City Council supported this request.

Staff is requesting \$25,000 to collaborate with the business community and implement the Economic Development Plan. There is no specific project list for this funding; however, staff believes having funds available is appropriate and demonstrates Council's desire and support for the growth and continued success of the business community.

COMMUNITY EVENTS

12 Does City Council support an increase of \$108,900 for expanded City sponsored events within the City of Castle Pines? (\$108,900 – General Fund)

Related Council Visions:

- ▶ An inclusive Colorado community that embraces our unique neighborhood character.
- ▶ A community that creates outdoor and active lifestyle living amenities.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Economic Strength



Financial Resiliency and Vitality

Council-Adopted Supporting Policy: Comprehensive Plan, Downtown Colorado Inc. Community Assessment, National Civic League Engage Castle Pines

Council Direction: City Council supported this request.

The proposed events for 2020 include the following events: 3 summer stage events, 4 movies at the Ridge, summer Pilates in the park, Easter egg hunt, fall-fest, tree lighting, fireworks, and recycling events.

PARKS AND RECREATION

13 Does City Council support \$100,000 for continued support of capital projects at Rueter-Hess Reservoir? (\$100,000 – Conservation Trust Fund)

Related Council Vision: A community that creates outdoor and active lifestyle living amenities.

RELATED COUNCIL STRATEGIC OBJECTIVES:



Foster Community



Economic Strength

Council-Adopted Supporting Policy: Parks and Recreation Comprehensive Plan

Council Direction: City Council supported this request.

City Council has supported this annual investment since 2017. The cities of Parker and Castle Rock, along with Castle Pines, all contribute \$100,000. The long-term capital project improvements for Rueter-Hess is approximately \$7 million.





BUDGET OVERVIEW

BASIS OF BUDGETING

The 2020 Castle Pines budget is comprised of four funds: General Fund, Parks and Recreation Fund, Conservation Trust Fund and Capital Improvement Fund.

The City uses the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, as under accrual accounting.

ORGANIZATIONAL CONTEXT

Since its incorporation in 2008, the City of Castle Pines provides municipal services through a unique model that employs a limited staff who manage and oversee independent contractors. The City Council appoints a City Manager who directly or indirectly is responsible for the provision of the following services: public safety (police and building inspection), public works (streets and parks), community development, economic development, and community events. The City Manager also supervises the following administrative and support services: city clerk, communication, court clerk, finance, human resources, information technology, and legal services. In addition to the City Manager, the City Council appoints a municipal judge and city attorney.

Going into 2020, City staff consists of 7 full-time and one part-time positions. In addition to the City Manager, the following city staff provide direct management and oversight of City operations: City Clerk, Community Development Director, Finance/ Human Resources Director, and Public Works Director. With City growth and enhancement of services, two full-time and one part-time positions were added in 2019: Planner, Administrative Assistant, and Community Events Coordinator (PT). Under City staff supervision, functions provided by contracted services include law enforcement (Douglas County Sheriff), municipal court, building permitting and inspection, street improvements and maintenance, park maintenance, development review, information technology, and public information and communication.

OVERVIEW OF FUNDS

The chart below (Figure 1) illustrates the City’s fund structure and the total budget for each fund (excluding transfers out). The table below (Table 1) summarizes each fund’s financial activity. The 2020 Annual Budget totals \$18,851,800, including transfers out.

Figure 1

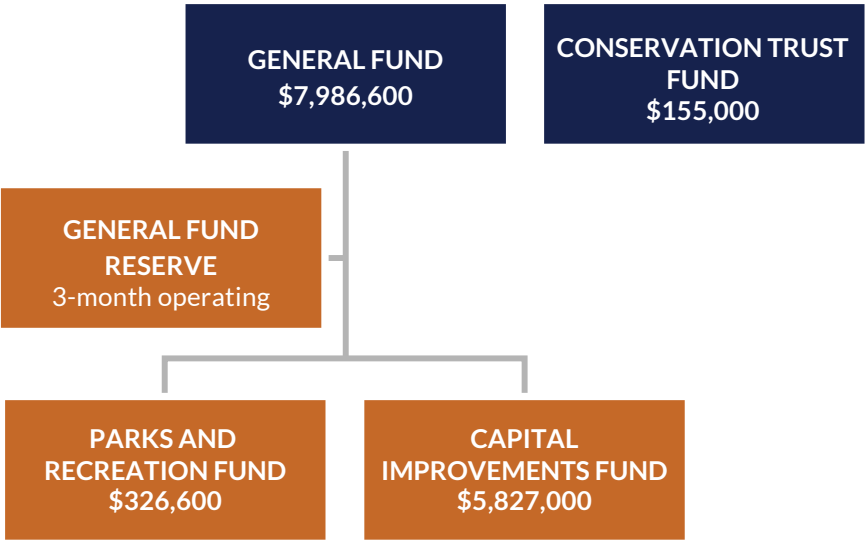


Table 1

2020 Budget Fund Summary	Beginning Fund Balance	Revenue	Expenditures	Transfers In/(Out)	Ending Fund Balance
General Fund	\$1,130,000	\$11,712,200	(\$7,986,600)	(\$4,362,400)	\$493,200
General Fund Reserve	\$1,730,900	—	—	(\$234,200)	\$1,496,700
Total General Fund	\$2,860,900	\$11,712,200	(\$7,986,600)	(\$4,596,600)	\$1,989,900
Parks and Recreation Fund	\$734,400	\$20,500	(\$326,600)	\$196,600	\$624,900
Conservation Trust Fund	\$429,600	\$69,400	(\$115,000)	—	\$384,000
Capital Improvement Fund	\$1,454,900	\$94,000	(\$5,827,000)	\$4,400,000	\$121,900
Total All Funds	\$5,479,800	\$11,896,100	(\$14,255,200)	—	\$3,120,700

BUDGET HIGHLIGHTS

GENERAL FUND

2019 YEAR-END PROJECTIONS

Importantly, year-to-date 2019 actual amounts were considered to estimate year-end results to determine the likely financial starting point for the following year. The proposed budget includes a comparison of the 2019 adopted budget as well as year-end projections (YEP) for 2019.

As we moved towards 2020, estimated revenues for 2019 were revised downward by \$1.66 million from the originally adopted budget amount of \$10.7 million to \$9 million. Although quite significant, over 15 percent, most of the reduction is the result of delayed revenue rather than lost revenue (Table 2).

The 2019 budget considered much stronger building activity; however, delays in new home construction starts resulted in lower than expected use tax and permit fee revenue. In other words, these are not lost revenues; they simply will not be received in 2019 as originally thought. Ultimately, construction

will proceed, and the related revenues, use tax and building department services fees will be received in 2020 and beyond. Similarly, an increase in property tax was also estimated earlier than it will be received.

Conversely, estimates for several other General Fund revenues were revised upward including sales tax, County shareback of construction use tax, and court fines. Table 3 highlights significant revisions of original revenue estimates.

On the other hand, total expenditures are estimated to end \$539,000 lower than the adopted budget (Table 4). The reason for the overall decrease in expenditures is the same as that of the revenues. Due to the expected level of construction activity, the 2019 adopted budget estimated building department service expenditures at \$1,573,532. This was revised downward by \$727,500 to a year-end projected amount of \$846,000. Projected expenditures for snow removal and personnel were revised upwards, due to an out-of-ordinary winter and the addition of a planner position and an administrative assistant position.

Table 2

2020 General Fund Revenue	
Adopted Budget	\$10,666,935
Year-end Projection	\$9,006,800
Difference	(\$1,660,135)

Table 3

2019 Revenue – Significant Revisions	2019 Adopted Budget	2019 Year-End Projection	Difference
Construction use tax	\$1,906,321	\$1,233,000	(\$673,321)
Building permit fees	\$1,966,916	\$1,037,700	(\$929,216)
Property tax (City and County shareback)	\$1,692,336	\$1,202,300	(\$490,036)
Sales tax	\$1,239,000	\$1,733,000	\$494,000
Construction use tax (County shareback)	\$13,344	\$145,600	\$132,256
Court fines	\$95,764	\$249,500	\$153,736

Table 4

2020 General Fund Expenditures	
Adopted Budget	\$6,431,649
Year-end Projection	\$5,892,600
Difference	(\$539,049)

2020 BUDGET HIGHLIGHTS

Moving to 2020, revenue is estimated to increase \$2.7 million from the \$9 million year-end projection in 2019 to \$11.7 million (Table 5). Of this, \$1.3 million or nearly half of the increase, is revenue received from a developer to fund Newlin Gulch/Spring tributary improvements (stormwater fees) being constructed by the Mile-High Flood District. The majority of the remaining \$1.4 million increase is reflective of estimated

increases in property tax, sales tax, construction and auto use tax, and building permit fees. The increase in the estimates are primarily due to estimated City growth. Table 6 highlights significant 2020 revenue increases over the 2020 revised estimate.

In May 2019, City voters approved Castle Pines as the newest home-rule city. With that, City Council approved bringing sales tax collection in-house. As stated during the home-rule election, self-collection will increase sales tax revenue; however, the budget conservatively does not include an estimate for this revenue improvement.

The proposed 2020 budget is \$8.0 million, which is an increase of \$2.1 million over the 2019 year-end projection (Table 7). Most of this increase is due to the \$1.3 million increase in the pass-through payment for the tributary improvements mentioned previously in the revenue section.

Table 6

2020 Revenue Highlights	2019 Year-end Projection	2020 Budget	Difference
Property Tax	\$805,500	\$947,600	\$142,100
Sales Tax	\$1,733,000	\$1,939,600	\$206,600
Construction use tax	\$1,233,000	\$1,733,700	\$500,700
Auto use tax	\$976,900	\$1,093,300	\$116,400
Building permit fees	\$1,037,700	\$1,493,200	\$455,500
Stormwater fees	\$707,300	\$2,000,000	\$1,292,700

Adding to the overall budgetary increase include funds for self-collection of sales taxes, acquired permitting and infrastructure asset management software, and a community survey and promotion of possible election questions regarding increased revenues and debt. Law enforcement is funded entirely by the City's 4.5 mill levy property tax. The City's assessed valuation increased from home construction and therefore, law enforcement expenditures increase, as well. Finally, with the success and enjoyment of City events in 2019, the budget includes an increase of \$108,900 to the City events budget.

In addition, the General Fund provides most of the support for the Capital Improvements Fund and the Parks and Recreation Fund.

Table 5

2020 General Fund Revenue	
2019 YEP	\$9,006,800
2020 Budget	\$11,712,200
Difference	\$2,705,400

Table 7

2020 General Fund Expenditures (excl. transfers)	
2019 YEP	\$5,892,600
2020 Budget	\$7,986,600
Difference	\$2,094,000

GENERAL FUND RESERVE

The 2020 year-end fund balance remains in a very healthy financial condition. The resulting fund balance of the General Fund is projected to total nearly \$2 million, of which \$1.5 million is the General Fund Reserve. The budgeted General Fund Reserve is 25 percent or three months' worth of the budgeted operating expenditures. This is a reduction to the policy amount reached for the 2019 adopted budget. Given our local economy and financial condition, City Council reduced this from a four-month reserve requirement (33%). In addition, a three-month reserve (25%) is greater than Government Finance Officers Association (GFOA) recommended best practice minimum of 2 months (16.7%).

CAPITAL IMPROVEMENTS FUND

On the capital improvement side, the 2020 budget is consistent with 2019 adopted budget. Budgeted capital expenditures total \$5,827,000 compared to \$6,094,300 in 2019. Most of the capital expenditures are allocated to reconstruction of major roads and streets based on their pavement condition index (PCI) value as follows: PCI Value 0-49 = \$2,700,000; PCI Value 50-69 = \$1,950,000; PCI Value 70-99 = \$425,000. The higher the PCI the better the condition of the road.

The remainder of the capital improvement budget is for a gateway monument feature at the Monarch entryway (\$364,000), traffic signalization improvements (\$125,000), pedestrian safety improvements (\$75,000) and light poles (\$188,000). Intermountain Rural Electric Association is contributing 50 percent of the cost to replace the light poles.

The Capital Improvements Fund is funded entirely by the General Fund. The 2020 budgeted ending fund balance is \$121,900.

PARKS AND RECREATION FUND AND CONSERVATION TRUST FUND

The Parks and Recreation Fund has a total budget of \$326,600 for operations and maintenance and Conservation Trust funds will support the City's contribution to the Rueter-Hess Recreation Authority (\$100,000) and an upgrade to the Elk Ridge Park water fountain (\$15,000).

Ending 2020 fund balance projections for the Parks and Recreation Fund is \$624,900 and the Conservation Trust Fund is \$384,000.

The following section presents the 2020 Annual Budget in a greater level of detail.





BUDGET DETAIL

GENERAL FUND

The General Fund is the City's primary operating fund and is used to account for services typically associated with local governments, such public works, public safety, community development, economic development, city manager, city clerk, city events, communication, finance, human resources, and information technology. The City also supports other city services, such as parks and recreation and capital improvements through transfers from the General Fund.

General Fund	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Total Reserves	\$7,449,593	\$10,666,935	\$9,006,800	\$11,712,200	\$1,045,265	10%
Total Expenditures	\$4,197,185	\$6,431,649	\$5,892,600	\$7,986,600	\$1,554,951	24%
Transfers Out/ (In)						
To Parks and Recreation Fund	\$123,000	\$265,663	\$265,700	\$196,600	(\$69,063)	-26%
To Capital Improvement Fund	\$1,800,000	\$3,082,433	\$4,876,000	\$4,400,000	\$1,317,567	43%
To Capital Projects Fund	\$1,692,317	—	—	—	—	
To General Fund Reserve	\$1,399,061	\$887,190	\$331,800	(\$234,200)	(\$1,121,390)	-126%
Total Transfers Out/(In)	\$5,014,378	\$4,235,286	\$5,473,500	\$4,362,400	\$127,114	3%
Unreserved Ending Fund Balance	\$3,489,314	\$1,084,483	\$1,130,000	\$493,200	(\$591,283)	-55%

General Fund Reserve	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Beginning Fund Balance	—	\$1,256,692	\$1,399,100	\$1,730,900	\$474,208	38%
Total Transfers In/(Out)	\$1,399,061	\$887,190	\$331,800	(\$234,200)	(\$1,121,390)	-126%
Reserved Ending Fund Balance	\$1,399,061	\$2,143,882	\$1,730,900	\$1,496,700	(\$647,182)	-30%

FUND BALANCE

The 2020 General Fund expenditure budget of \$7,986,600 plus transfers out of \$4,362,400 is supported by \$11,712,200 in revenue. The General Fund's ending fund balance is \$1,989,900 with \$493,200 unreserved and \$1,496,700 reserved. The City's policy is to provide adequate levels of fund balance to mitigate current and future risks including revenue shortfalls and unanticipated expenditures. City Council adopted a fund balance policy amount of 25% (equivalent of 3 months) operating expenditures. The 2020 budgeted Reserved Ending Fund Balance is exactly 25% of operating expenditures, which is the total expenditures of \$7,986,600 less the \$2,000,000 pass-through expenditure for the Newlin Gulch/Spring tributary improvements (stormwater).

REVENUE

Revenue	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Taxes	\$3,747,763	\$5,514,061	\$4,817,900	\$5,793,600	\$279,539	5%
Franchise Fees	\$457,426	\$506,400	\$482,100	\$522,600	\$16,200	3%
Intergovernmental	\$1,088,797	\$1,309,094	\$1,202,200	\$1,327,100	\$18,006	1%
Licenses and Permits	\$39,477	\$39,500	\$36,800	\$37,400	(\$2,100)	-5%
Charges for Services	\$1,915,420	\$3,169,916	\$2,121,800	\$3,715,800	\$545,884	17%
Fines and Forfeitures	\$85,004	\$95,764	\$249,500	\$260,700	\$164,936	172%
Other Revenue	\$115,706	\$32,200	\$96,500	\$55,000	\$22,800	71%
Total Revenue	\$7,449,593	\$10,666,935	\$9,006,800	\$11,712,200	\$1,045,265	10%

The City's primary revenue source is from taxes (\$5,793,600 - 50%). Another 32% comes from charges for services (\$3,715,800), which is mostly building permit fees (\$1,493,200) and stormwater pass-through fees (\$2,000,000). Intergovernmental revenue makes up 11% (\$1,327,100) and franchise fee revenue is another 4% (\$522,600). The remaining 3% is fines and forfeitures, licenses and permits, and interest earnings.

Total taxes are made up of 34% sales tax (\$1,939,600), 30% building use tax (\$1,733,700), 19% automobile use tax (\$1,093,300), 16% property tax (\$947,600), and 1% specific ownership tax (\$79,400).

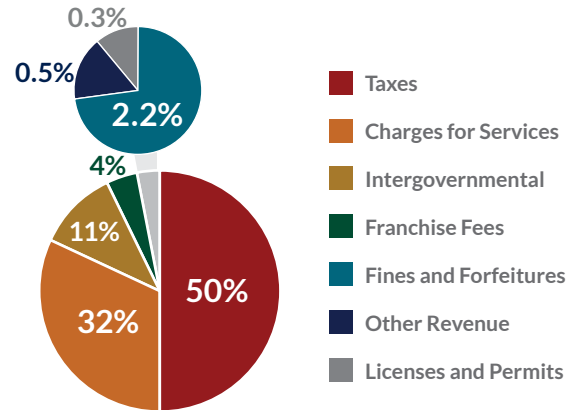
Intergovernmental revenue are funds received from other taxing jurisdictions. The City receives a share of Douglas County's property tax for roads and bridges (\$466,800), as well as a share of their sales and use tax (\$531,000). Other intergovernmental revenue includes Highway Users Tax Fund (\$279,500).

EXPENDITURES

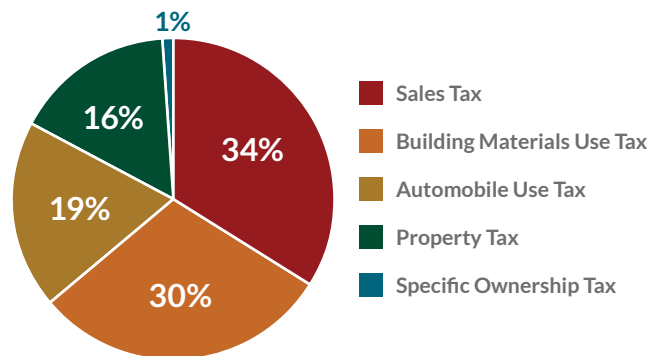
General Fund expenditures total \$7,986,600.

Public Works (\$3,738,700 - 47%), Community Development (\$1,635,500 - 20%), and Public Safety (\$1,062,500 - 13%) are the largest components of the General Fund's budget. Administrative and support services are another 20% as detailed in the accompanying chart and table.

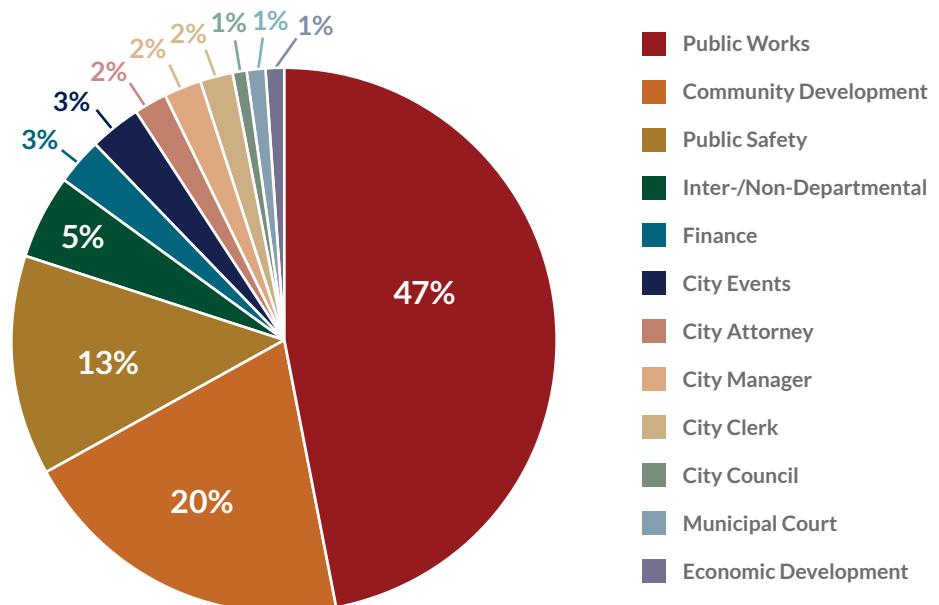
2020 REVENUE SOURCES



2020 TAXES



2020 EXPENDITURES



Expenditures	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
City Council	\$58,998	\$63,600	\$68,000	\$80,300	\$16,700	26%
City Manager	\$205,603	\$207,722	\$182,700	\$179,800	(\$27,922)	-13%
Inter-/Non-Departmental	\$282,537	\$254,298	\$319,700	\$401,900	\$147,602	58%
City Attorney	\$163,393	\$160,000	\$149,600	\$146,700	(\$13,300)	-8%
Finance	\$137,433	\$123,416	\$206,500	\$258,900	\$135,484	110%
City Clerk	\$114,532	\$151,269	\$142,800	\$143,300	(\$7,969)	-5%
Municipal Court	\$35,704	\$49,600	\$37,200	\$41,300	(\$8,300)	-17%
Public Safety	\$847,703	\$929,291	\$917,200	\$1,062,500	\$133,209	14%
Public Works	\$1,457,105	\$2,379,533	\$2,236,100	\$3,738,700	\$1,359,167	57%
Community Development	\$859,288	\$1,937,898	\$1,392,800	\$1,635,500	(\$302,398)	-16%
Economic Development	\$34,899	\$82,134	\$115,400	\$95,900	\$13,766	17%
City Events	—	\$92,888	\$124,600	\$201,800	\$108,912	117%
Total Revenue	\$4,197,185	\$6,431,649	\$5,892,600	\$7,986,600	\$1,554,951	24%

The 2020 budget (\$7,986,600) is \$1,554,951 or 24 percent greater than the 2019 adopted budget (\$6,431,649). Expenditures in the Public Works budget make up most of this increase (\$1,359,167) going from \$2,379,533 to \$3,738,700. Most of this increase is due to the increase in the pass-through amount (2020 = \$2,000,000; 2019 = \$700,000) for the Newlin Gulch/Spring tributary improvements (stormwater). Other major changes are explained in the following departmental sections.



GENERAL FUND - CITY COUNCIL

DESCRIPTION

Council members make policy decisions on a variety of City issues, such as approving the annual City budget. They are given the authority to approve resolutions and enact and provide for the enforcement of ordinances, which are City laws. They also appoint the city manager, who serves the Council and citizens and is responsible for City staff and day-to-day management. Castle Pines is governed by a mayor and six City Council members. The City is divided into three “wards” of approximately 3,500 residents. Each ward is represented by two City Council members with staggered four-year terms.

BUDGET DETAIL

City Council	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Professional Services	\$7,405	\$5,000	\$1,000	\$5,000	—	0%
Dues and Subscriptions	\$32,888	\$28,000	\$17,700	\$21,200	(\$6,800)	-24%
Training	\$7,466	\$9,000	\$9,000	\$9,000	—	0%
Supplies	—	\$3,600	—	\$1,800	(\$1,800)	-50%
Contributions	—	—	\$19,800	\$19,800	\$19,800	
Council Activities	\$7,843	\$10,000	\$4,000	\$4,000	(\$6,000)	-60%
Travel	\$3,138	\$7,800	\$9,400	\$9,400	\$1,600	21%
Meetings	—	—	\$7,000	\$10,000	\$10,000	
Worker's Compensation	\$248	\$200	\$100	\$100	(\$100)	-50%
Total City Council	\$58,988	\$63,600	\$68,000	\$80,300	\$16,700	26%

2019 ACCOMPLISHMENTS

- ▶ Approved submitting the proposed Home Rule Charter to City voters.
- ▶ Held successful special election on May 14, 2019. City voters approved the City's Home Rule Charter by a 4-to-1 majority affirmative vote.
- ▶ Approved the 2017 Parks and Recreation Comprehensive Plan.
- ▶ Approved an Intergovernmental Agreement with the Castle Pines Parks Authority and the Castle Pines North Metropolitan District regarding the dissolution of the Authority and the transfer of Authority assets to the City.
- ▶ Amended the following Chapters to Castle Pines Municipal Code to conform with the City's Home Rule Charter.
 - ◆ Chapter 1 - General Provisions
 - ◆ Chapter 2 - Administration
 - ◆ Chapter 4 - Revenue and Finance (Budget and Sales and Use Tax Articles)
 - ◆ Chapter 6, Article 1 and added Article 7 - General Requirements for City Licenses.
- ▶ Amended Chapter 11 of the Castle Pines Municipal Code to address median safety for pedestrians and traffic.
- ▶ Amended Chapter 7 of the Castle Pines Municipal Code to address hours of construction and noise abatement.
- ▶ Amended Chapter 5 of the Castle Pines Municipal Code concerning franchises.
- ▶ Approved the 2020 Economic Action Plan.
- ▶ Created the City of Castle Pines Parks and Recreation Advisory Board.
- ▶ Adopted the 2020 Annual Budget.

GENERAL FUND - CITY MANAGER

DESCRIPTION

The City Manager is responsible for the general day-to-day oversight and management of the City of Castle Pines and is responsible for directing the development and implementation of the City's operating budget. The City Manager also:

- ▶ Provides recommendations to the mayor and City Council;
- ▶ Implements policy decisions made by the City Council;
- ▶ Participates in City Council meetings;
- ▶ Anticipates future needs of the City;
- ▶ Serves as a general representative of the City.

BUDGET DETAIL

City Manager	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salary	\$162,914	\$166,250	\$142,200	\$139,300	(\$26,950)	-16%
Taxes/Retirement/Worker's Comp	\$21,162	\$25,443	\$21,100	\$20,700	(\$4,743)	-19%
Health Insurance/401K	\$14,487	\$6,529	\$7,000	\$7,000	\$471	7%
Training	\$1,872	\$2,000	\$1,700	\$1,700	(\$300)	-15%
Mileage	\$563	\$500	—	—	(\$500)	-100%
Dues and Subscriptions	\$736	\$2,000	\$2,000	\$2,000	—	0%
Travel	\$3,869	\$5,000	\$5,100	\$5,500	\$500	1%
Meetings	—	—	\$3,600	\$3,600	\$3,600	
Total City Manager	\$205,603	\$207,722	\$182,700	\$179,800	(\$27,922)	-13%

2019 ACCOMPLISHMENTS

- ▶ Hired Public Works Director.
- ▶ Hired the City's first Finance/Human Resources Director replacing the former Deputy Treasurer position.
- ▶ Led Charter Commission process to successful vote.
- ▶ Successfully enhanced City events.
- ▶ Improved City communications.
- ▶ Improved the City's website.
- ▶ Developed the recommended 2020 Annual Budget.
- ▶ Awarded grant funding for a community garden and a study on aging.

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Salary and benefits - decreased due to cost allocated to the Economic Development cost center in addition to Parks and Recreation.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
City Manager	1.0	1.0	1.0

GENERAL FUND INTER/NON-DEPARTMENTAL

DESCRIPTION

The Inter/Non-Departmental cost center accounts for expenditures that support the functions of all City departments and cannot efficiently be classified to a specific department (for example, administrative assistant position, tech support, central office supplies, postage) or those that are external to all departments (for example, contributions to other organizations).

BUDGET DETAIL

Inter/Non-Departmental	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	\$21,682	\$13,000	\$41,000	\$83,200	\$70,200	540%
Taxes/Retirement/Worker's Comp	\$10,495	\$9,000	\$6,300	\$12,700	\$3,700	41%
Health Insurance/401K	\$488	\$275	\$9,400	\$21,400	\$21,125	7682%
Training	—	—	—	\$1,500	\$1,500	
Professional Services	\$15,936	\$19,000	\$27,200	\$45,500	\$26,500	139%
Insurance	\$34,686	\$17,633	\$26,200	\$37,700	\$20,067	114%
Utilities/Common Area Maintenance	\$27,967	\$26,780	\$24,000	\$24,500	(\$2,280)	-9%
Telephone/Internet	\$12,465	\$10,300	\$9,000	\$9,200	(\$1,100)	-11%
Tech Support	\$29,336	\$16,500	\$17,800	\$16,100	\$400	-2%
Computer/Software	\$4,273	\$4,500	\$17,400	\$10,600	\$6,100	136%
Printing/Copying	\$11,743	\$7,500	\$7,500	\$7,700	\$200	3%
Central Supplies	\$8,714	\$7,000	\$13,500	\$9,000	\$2,000	29%
Postage/Mailing	\$1,590	\$2,000	\$1,700	\$1,700	(\$300)	-15%
Dues and Subscriptions	\$690	\$710	\$100	\$100	(\$610)	-86%
Communications	\$94,584	\$120,000	\$110,200	\$120,000	—	0%
Meetings	\$7,888	\$100	\$1,600	\$1,000	\$900	900%
Furniture and Equipment	—	—	\$6,800	—	—	
Total Inter/Non-Departmental	\$282,537	\$254,298	\$319,700	\$401,900	\$147,602	58%

2019 ACCOMPLISHMENTS

- ▶ Created and hired for a new Administrative Assistant position (mid-year).
- ▶ Hired a Management Analyst intern (mid-year).
- ▶ Hired a new technology support team.
- ▶ Participated in hiring of contractor employee who will be dedicated to Castle Pines communication efforts.

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Salaries and benefits - full-year employment of new Administrative Assistant and Management Analyst intern.
- ▶ Professional Services - \$30,000 for citizen survey and promotion of potential election question to approve new revenue and issuance of debt for recreation facility.
- ▶ Professional Services - \$15,000 for participation in the Communities of Excellence 2026.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
Administrative Assistant	0.0	1.0	1.0
Management Analyst	0.0	1.0	1.0

GENERAL FUND - LEGAL SERVICES

DESCRIPTION

The City Attorney's office provides legal services to the City Council, boards, commissions, and administrative staff. This helps to enforce the law, avoid or mitigate risks associated with City operations, and protect the legal interests of the City of Castle Pines. In addition, legal services also include the following:

- ▶ Prosecution of criminal defendants
- ▶ Prosecution of Castle Pines code violations
- ▶ Provides civil defense council for the City and employees in administrative, county, state, and federal courts
- ▶ Represents the City in administrative, county, state, and federal courts
- ▶ Prepares contracts and other legal documents.

BUDGET DETAIL

Legal Services	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Legal Services	\$148,480	\$130,000	\$126,400	\$120,000	(\$10,000)	-8%
Legal Service – Community Dev.	\$14,913	\$30,000	\$23,200	\$26,700	(\$3,300)	-11%
Total Legal Services	\$163,393	\$160,000	\$149,600	\$146,700	(\$13,300)	-8%

2019 ACCOMPLISHMENTS

- ▶ Provided legal support to Home Rule Charter Commission and assisted in drafting of Home Rule Charter.
- ▶ Researched and drafted ordinances and resolutions including those to conform to the City's new Home Rule status.
- ▶ Assisted in land use entitlements including review of land use applications, and drafting subdivision improvement agreements and associated ordinances and resolutions.
- ▶ Assisted in negotiation and preparation of contracts for services and equipment, public private partnership agreements, intergovernmental agreements and other agreements on behalf of the city.
- ▶ Provided legal counsel to City Council and City staff.

GENERAL FUND - FINANCE

DESCRIPTION

The Finance Department is responsible for the financial activities of the City. This includes administration of sales and use tax, all accounting functions (payroll, accounts payable, accounts receivable, and financial reporting), preparation of the annual budget, and managing investment portfolios. The Finance Department also performs human resources duties including assisting with employee hiring, training, and administration of City-provided benefits (health insurance and retirement).

BUDGET DETAIL

Finance	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	\$55,849	\$56,831	\$73,600	\$88,600	\$31,769	56%
Taxes/Retirement/Worker's Comp	\$9,071	\$9,227	\$11,200	\$13,500	\$4,273	46%
Health Insurance/401K	\$11,531	\$8,758	\$10,100	\$11,600	\$2,842	32%
Training	\$922	\$2,000	\$2,000	\$2,500	\$500	25%
Professional Services	\$6,293	\$4,000	\$13,600	\$30,900	\$26,900	673%
Audit	\$16,500	\$17,000	\$17,300	\$18,000	\$1,000	6%
Mileage	\$111	\$100	\$100	—	(\$100)	-100%
Credit Card/Bank Fees	\$36,206	\$24,000	\$70,000	\$80,000	\$56,000	233%
Dues and Subscriptions	\$190	\$100	\$1,000	\$1,000	\$900	900%
Travel	\$60	\$400	\$100	\$1,000	\$600	150%
Meetings	—	—	—	\$200	\$200	
Computer/Software	\$700	\$1,000	\$7,500	\$11,600	\$10,600	1060%
Total Finance	\$137,433	\$123,416	\$206,500	\$258,900	\$135,484	110%

2019 ACCOMPLISHMENTS

- ▶ Successful preparation and audit of the 2018 audited financial statements.
- ▶ Improved City monthly financial reports.
- ▶ Rewrote the City's new sales and use tax ordinance to establish policy and procedures for self-collection of the City's sales tax (as a result of election approving the City's Home Rule Charter).
- ▶ Drafted a new ordinance for supplemental appropriation procedures (Home Rule Charter).
- ▶ Hired a contractor to provide services for collection and enforcement of City sales taxes.
- ▶ Worked with the City Manager and staff to develop the proposed 2020 Annual Budget.
- ▶ Implemented an online platform for budget development.
- ▶ Established an account with Colorado Surplus Asset Fund Trust to improve yield on City cash.

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Salaries and benefits - change from Deputy Treasurer position to Finance/Human Resources Director.
- ▶ Professional Services - added contracted sales tax collection and enforcement services.
- ▶ Computer/Software - purchase of budgeting software.
- ▶ Credit card/bank fees - increased number of building permits paid for with credit card. The fee schedule will be revised to capture this cost increase.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
Deputy Treasurer	1.0	0.0	0.0
Finance/HR Director	0.0	1.0	1.0

GENERAL FUND - CITY CLERK

DESCRIPTION

Overall, the City Clerk's office works in partnership with the City Council, City manager and all other City departments. The City Clerk is responsible for the following:

- ▶ City Council agenda and packet preparation
- ▶ City Council meeting minutes preparation
- ▶ Liquor licensing
- ▶ Elk Ridge Park permitting
- ▶ Records management program
- ▶ Legal notices
- ▶ Public records requests (CORA)
- ▶ Election management
- ▶ City liaison for municipal court
- ▶ City code maintenance

BUDGET DETAIL

City Clerk	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	\$62,083	\$70,452	\$67,000	\$69,900	(\$552)	-1%
Taxes/Retirement/Workers' Comp	\$2,142	\$12,691	\$10,200	\$10,700	(\$1,991)	-16%
Health Insurance/401K	\$17,650	\$21,011	\$8,900	\$11,000	(\$10,011)	-48%
Training	\$1,335	\$3,000	\$1,500	\$3,000	—	0%
Election	\$6,774	\$25,000	\$25,000	\$15,000	(\$10,000)	-40%
Filing Fees	\$828	\$300	\$500	\$500	\$200	67%
Mileage	\$465	\$515	\$900	\$900	\$385	75%
Dues and Subscriptions	\$245	\$450	\$200	\$200	(\$250)	-56%
Travel	\$1,186	\$850	\$100	\$1,000	\$150	18%
Meetings	—	—	—	\$100	\$100	
Computer/Software	\$11,804	\$10,000	\$25,000	\$25,000	\$15,000	150%
Public Notice Advertising	\$6,942	\$5,000	\$1,500	\$1,500	(\$3,500)	-70%
Codification	\$3,078	\$2,000	\$2,000	\$4,500	\$2,500	125%
Total City Clerk	\$114,532	\$151,269	\$142,800	\$143,300	(\$7,969)	-5%

2019 ACCOMPLISHMENTS

- ▶ Prepared for and held May 14, 2019 Home Rule Special Election
- ▶ Implementation of paperless Council packets
- ▶ 2019 Coordinated election
- ▶ City Clerk voted winner of Colorado Municipal Clerks Association's 2019 Outstanding Contribution to a Municipality award

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Election - Possible election in 2020 for new revenue and debt issuance.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
City Clerk	1.0	1.0	1.0

GENERAL FUND - MUNICIPAL COURT

DESCRIPTION

The Castle Pines municipal court is committed to the administration of justice with equality, fairness and integrity, in an expeditious and timely manner, for the people of the City of Castle Pines. The court seeks to provide equal access to justice, prompt and courteous service, independence and accountability of court actions, and to exercise case-management practices designed to facilitate the fair and timely disposition of cases. The court values equality and fairness, excellence of service, respect for the individual, and responsible use of resources, and strives to nurture public confidence and trust.

BUDGET DETAIL

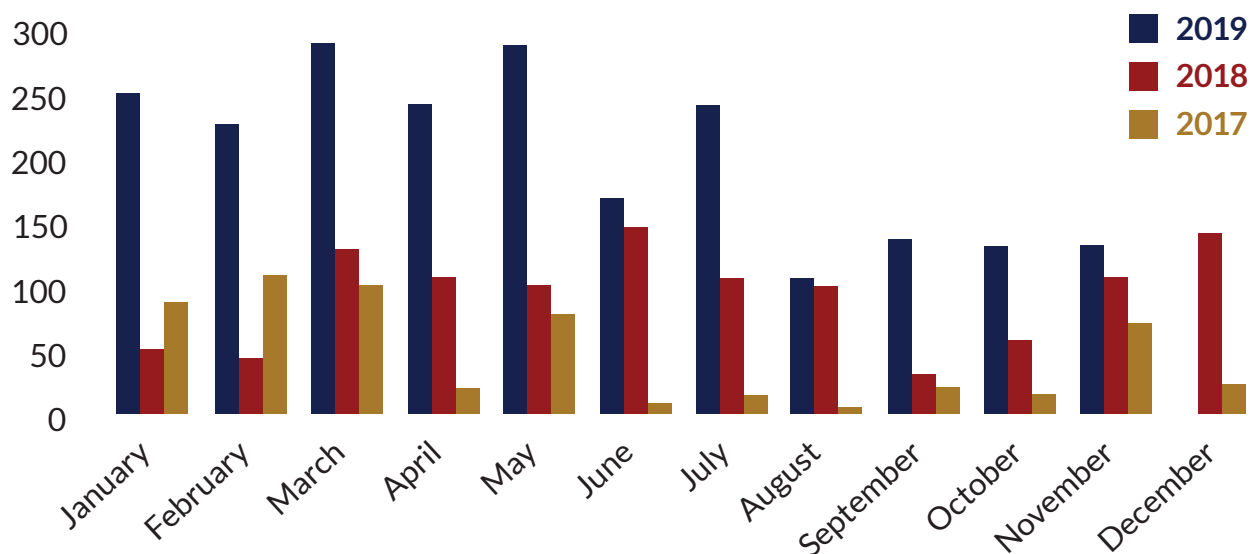
Municipal Court	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Workers' Comp	\$162	—	—	—	—	
Prosecutor	\$7,200	\$7,200	\$7,200	\$7,600	\$400	6%
Court Clerk	\$15,000	\$17,500	\$19,800	\$24,000	\$6,500	37%
Judge	\$6,822	\$7,000	\$6,800	\$7,000	—	0%
Computer/Software	\$6,520	\$16,900	\$3,200	\$2,400	(\$14,500)	-86%
Court Forms	—	\$1,000	\$200	\$300	(\$700)	-70%
Total Municipal Court	\$35,704	\$49,600	\$37,200	\$41,300	(\$8,300)	-17%

2019 ACCOMPLISHMENTS

- ▶ Successfully handled a 125% increase in the volume of tickets and court appearances.
- ▶ Implemented a significant court software upgrade.

Figure 2

TRAFFIC TICKETS- CITY OF CASTLE PINES



GENERAL FUND - PUBLIC SAFETY

DESCRIPTION

Public safety services are provided by the Douglas County Sheriff's Office through an annual Intergovernmental Agreement with the City of Castle Pines. Specifically, the Sheriff's Office provides the following functions.

- ▶ Reactive patrol to enforce laws and to respond to calls for service
- ▶ Proactive patrol to prevent and deter criminal activity
- ▶ Traffic patrol to enforce City traffic codes
- ▶ Investigation of crimes and the participation in the South Metro Drug Task Force
- ▶ Special operations services such as canine patrol, hostage negotiations, SWAT, and bomb disposal
- ▶ Communications services, including call receiving, dispatch, and reports
- ▶ Attendance and testimony in courts of appropriate jurisdiction and consultation with prosecuting attorneys
- ▶ Command support staff
- ▶ Administrative services including but not limited to planning and statistics, subpoena control, training, weapon permits, accounting, payroll, personnel, media relations, fleet control, radio maintenance, purchasing, records, internal investigations, and other services provided by other county agencies in support of the sheriff's office
- ▶ Emergency management and disaster services in the event of an emergency
- ▶ Liquor code compliance and enforcement and law enforcement liaison to liquor licensing authority

BUDGET DETAIL

Public Safety	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Law Enforcement	\$819,809	\$805,790	\$805,800	\$947,600	\$141,810	18%
Traffic Management	—	\$87,000	\$77,700	\$79,300	(\$7,700)	-9%
Treasurer's fees	\$7,900	\$10,907	\$8,100	\$9,500	(\$1,407)	-13%
Animal Control	\$19,994	\$25,594	\$25,600	\$26,100	\$506	2%
Total Public Safety	\$847,703	\$929,291	\$917,200	\$1,062,500	\$133,209	14%

2019 ACCOMPLISHMENTS

- ▶ Implemented traffic control services.

GENERAL FUND - PUBLIC WORKS

DESCRIPTION

- ▶ Assist city manager to develop and implement programs benefiting community safety and growth
- ▶ Street maintenance – pavement/roadway management and maintenance, and general street repair
- ▶ Snow and ice management
- ▶ Traffic analysis and traffic modifications
- ▶ Stormwater management (MS4 Permit)
- ▶ Right of way permits
- ▶ Elk Ridge Park operations and maintenance
- ▶ Consulting and engineering oversight, construction document review, site inspections;
- ▶ Legal document review and implementation
- ▶ Code implementation/education and enforcement

CONTRACTED SERVICES

To meet the needs and expectations of the community, the Public Works department contracts with experienced consultants to deliver high quality professional services which include grading and erosion control (GES), new infrastructure construction, existing infrastructure construction, and MS4 storm water compliance inspection. These services are technical in nature and involve development related activity along with aging infrastructure evaluation and recommendations. These services are flexible and can accommodate a fluctuating development market and meet the service needs of the City and its residents.

BUDGET DETAIL

Public Works	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	\$35,132	\$66,435	\$49,500	\$51,600	(\$14,835)	-22%
Taxes/Retirement/Workers' Comp	\$6,920	\$10,293	\$8,800	\$9,200	(\$1,093)	-11%
Health Insurance/401K	\$7,246	\$12,470	\$8,400	\$9,400	(\$3,070)	-25%
Training	\$241	\$2,000	\$1,000	\$2,000	—	0%
Professional Services	\$77,342	\$106,080	\$190,000	\$200,000	\$93,920	89%
Mileage	—	\$75	\$100	\$200	\$125	167%
Dues and Subscriptions	\$1,532	\$400	\$800	\$900	\$500	125%
Travel	—	—	—	\$1,200	\$1,200	6%
Meetings	—	\$100	\$100	\$100	—	0%
Computer/Software	—	—	\$60,400	\$21,100	\$21,100	0%
Traffic Study	—	—	—	\$15,000	\$15,000	-86%
Pedestrian Crossings O&M	—	—	\$19,500	\$20,000	\$20,000	-70%
Traffic Signals O&M	\$84,502	\$69,680	\$70,000	\$75,000	\$5,320	8%
Roads/Streets R&M	\$373,373	\$400,000	\$400,000	\$400,000	—	0%
Weed Mitigation	\$5,000	\$15,000	\$10,000	\$10,000	(\$5,000)	-33%
Snow Removal	\$277,754	\$400,000	\$500,000	\$400,000	—	0%
Stormwater	\$555,771	\$1,294,000	\$900,000	\$2,520,000	\$1,226,000	95%
Community Garden	—	—	\$15,000	—	—	-70%
Gateway	\$2,133	—	—	—	—	
Lagae	\$29,422	—	—	—	—	
Fleet	\$737	\$3,000	\$2,500	\$3,000	—	0%
Total Public Works	\$1,457,105	\$2,379,533	\$2,236,100	\$3,738,700	\$1,359,167	57%

2019 ACCOMPLISHMENTS

FULL DEPTH ROADWAY RE-CONSTRUCTION

Construction efforts included complete removal of existing asphalt roadway and subbase including additional soils not suitable for vehicle loading on the following roadway sections:

- ▶ Brambleridge Drive
- ▶ Briar Haven Court
- ▶ Keech Way
- ▶ Tenby Way
- ▶ Bramblewood Drive
- ▶ Clare Drive
- ▶ Shoreham Drive
- ▶ Winter Berry Drive
- ▶ Briar Dale Court
- ▶ Crossing Circle
- ▶ Sugarfoot Street

MILL AND OVERLAY ROADWAY RE-CONSTRUCTION

Construction efforts involve the removal of two (2) inches of the existing asphalt roadway and with a new asphalt top mat on the following roadway sections:

- ▶ Briar Haven Drive
- ▶ Briar Dale Drive
- ▶ Crossing Circle
- ▶ Kent Place
- ▶ Briar Haven Court

CONCRETE REHABILITATION WORK

One of the changes made to this year's program was the inclusion of all curb, gutter and sidewalk repairs along with the installation of new ADA Compliant Curb Ramps which included:

- ▶ 1900 LF of Curb, Gutter, and Sidewalk
- ▶ 115 each of new ADA Compliant Ramps

COMPLETE RECONSTRUCTION OF THE CASTLE PINES PARKWAY AND MONARCH BOULEVARD INTERSECTION

- ▶ Removal and replacement of the entire concrete intersection
- ▶ Addition of second left hand turn lane from SB Monarch to EB Castle Pines Parkway
- ▶ Reconstruction of all four corners to meet ADA Compliance

GENERAL STREET REPAIR RIGHT OF WAY TO RIGHT OF WAY

- ▶ Curb/Gutter Replacement – In the Berkshire Community
- ▶ Curb/Gutter Replacement – Stonedale Drive
- ▶ Curb/Gutter Replacement – Serena Drive various locations
- ▶ Sidewalk chase installation at 7331 Serena Drive

PEDESTRIAN SIGNALIZATION UPGRADES

The City standardized the pedestrian cross walk signals from Castle Pines Parkway north along Monarch Boulevard. This standardization included signage, light enhancements, and on the intersections with site distance issues the addition of advanced flashers.

2020 BUDGETARY NOTES AND HIGHLIGHTS

- Professional services - increased development activity.
- Computer/Software - purchase of asset management, street scan, and SmartGov software.
- Traffic study - update 2015 study and to determine non-local traffic counts on Monarch Boulevard and Castle Pines Parkway.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
Public Works Director	1.0	1.0	1.0



GENERAL FUND COMMUNITY DEVELOPMENT

DESCRIPTION

The Community Development Department is comprised of three separate but interrelated divisions: Building, Code Enforcement, and Planning and Zoning. The Building Division is responsible for the implementation and enforcement of building codes and standards. The Building Division provides building permit services, plans examination, building inspections and is responsible for the enforcement of the 2015 International Building Codes. The Code Enforcement Division is responsible for the enforcement of the City's Zoning Ordinance. Scope of enforcement services include, but is not limited to, land use issues, fence regulations, home occupations, pets, signs, abandoned vehicles, development standards and general public nuisances. The Planning and Zoning Division is responsible for the administration and enforcement of the City's Zoning and Subdivision Ordinances as well as the implementation of the City's Comprehensive Plan. Current and long-range planning activities are coordinated, implemented and administered by the Planning and Zoning Division. Current planning duties include development review, zoning compliance, code enforcement, sign permitting, GIS/mapping services and site development administration. In addition, Planning and Zoning staff researches, analyzes and prepares technical reports for complex land development projects to City Council.

CONTRACTED SERVICES

To meet the needs and expectations of the community, the Community Development Department contracts with experienced consultants to deliver high quality professional services which include building services, development plan review services and GIS services. These services are technical in nature and generally dependent upon development related activity. These services are flexible and can accommodate a fluctuating development market and meet the service needs of the City and its residents.

BUDGET DETAIL

Community Development	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	\$106,509	\$86,989	\$113,400	\$154,000	\$67,011	77%
Taxes/Retirement/Workers' Comp	\$21,290	\$14,876	\$17,300	\$23,400	\$8,524	57%
Health Insurance/401K	\$27,762	\$14,671	\$12,600	\$34,500	\$19,829	135%
Training	\$659	\$1,000	\$100	\$2,000	\$1,000	100%
Professional Services	\$288,133	\$245,000	\$380,000	\$197,100	(\$47,900)	-20%
Building Department Services	\$413,723	\$1,573,532	\$846,000	\$1,209,600	(\$363,932)	-23%
Mileage	\$433	\$250	\$500	\$800	\$550	220%
Dues and Subscriptions	\$580	\$580	\$700	\$1,200	\$620	107%
Travel	\$199	\$1,000	\$200	\$1,500	\$500	50%
Computer/Software	—	—	\$22,000	\$11,400	\$11,400	-86%
Total Community Development	\$859,288	\$1,937,898	\$1,392,800	\$1,635,500	(\$302,398)	-16%

2019 ACCOMPLISHMENTS

- ▶ Successful rollout of GIS applications and maps on the City's website.
- ▶ The City anticipates closing out the year with 238 new home permits. This is a 284% increase in new home construction for 2019 (62 permits in 2018 to 238 permits in 2019).
- ▶ 2019 was an above average year for land use application submittals which includes platting activity, site improvement plans for attached residential development and rezoning proposals.
- ▶ Successful completion of the City's Branding, Gateway Entrance Signage and Wayfinding Signage project.
- ▶ Commencement of an online Citywide permitting system.
- ▶ Commencement of a Trails Master Plan.
- ▶ Commencement of a Mixed-Use Development scenario planning project that will be used to rewrite the City's Business Zone District zoning regulations.
- ▶ Commencement of a space planned needs assessment for a future municipal facility.
- ▶ Commencement of the effort to rewrite, restructure, streamline and unify the City of Castle Pines Zoning Ordinance and Subdivision Ordinance into a "Consolidated Land Use Code."
- ▶ Ongoing oversight, review and permitting for active development projects including: Lagae Ranch, Castle Pines Town Center, The Canyons.
- ▶ Created and hired a Planner II position (mid-year).

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Salaries and benefits - first full year of Planner II position.
- ▶ Professional services - anticipating fewer land use applications in 2020 compared to 2019.
- ▶ Building department services - increased new home construction.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
Community Development Dir	1.0	1.0	1.0
Planner I/II	0.0	1.0	1.0

GENERAL FUND ECONOMIC DEVELOPMENT

DESCRIPTION

The purpose of Economic Development expenditures will be to foster job growth by encouraging new business development and retention and expansion of existing businesses. Challenging economic conditions and competition from other cities requires a thoughtful and flexible economic plan, which can achieve the following results:

- ▶ Retain and strengthen existing businesses
- ▶ Attract new businesses that offer new employment opportunities and new sources of revenue
- ▶ Promote new growth and development located along major transportation corridors and proximate to retail and service hubs in order to increase the customer base for Castle Pines businesses
- ▶ Improve the quality and availability of single-family housing through encouraging reinvestment in existing housing stock, an affordable senior housing rehab incentive program and expanded housing and graduated care options within or proximate to Castle Pines
- ▶ Encourage new housing development to complement existing housing stock and bolster local property values
- ▶ Improve or redevelop distressed and underperforming shopping areas
- ▶ Identify and improve undeveloped and underdeveloped properties along major corridors to meet the goals of the Comprehensive Plan
- ▶ Increase employment opportunities
- ▶ Expand the availability of products and services in Castle Pines
- ▶ Make strategic investments in expanding Castle Pines parks and open space system in order to strengthen connections while stimulating high-quality development/redevelopment
- ▶ Develop, recognize and capitalize on strategic relationships and partnerships that make Castle Pines a great community

BUDGET DETAIL

Economic Development	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	—	\$21,747	\$51,700	\$52,100	\$30,353	140%
Taxes/Retirement/Workers' Comp	—	\$3,719	\$7,800	\$7,900	\$4,181	112%
Health Insurance/401K	—	\$3,668	\$5,700	\$5,900	\$2,232	61%
Training	—	\$2,000	\$200	\$2,000	—	0%
Professional Services	\$34,899	\$50,000	\$50,000	\$25,000	(\$25,000)	-50%
Dues and Subscriptions	—	\$1,000	—	\$3,000	\$2,000	200%
Total Economic Development	\$34,899	\$82,134	\$115,400	\$95,900	\$13,766	17%

2019 ACCOMPLISHMENTS

- ▶ Developed the 2020 Economic Action Plan.
- ▶ Implemented business development and retention committee in partnership with Chamber of Commerce. Topics discussed included the City Vision, the 2020 Economic Development Plan, Small Business Administration, and how to prevent crime.
- ▶ Advertised and promoted the City in two magazine ads.
- ▶ Developed Letter of Intent to bring the nation's first multi-sheet hockey facility, which will be purpose-built to serve both disabled and able-bodied athletes to the City.
- ▶ Continuous economic development outreach to numerous entities that wish to come to the City.

GENERAL FUND - COMMUNITY EVENTS

DESCRIPTION

Community events are held throughout the year to enhance the sense of our Castle Pines community, as well as, promote regional awareness and economic development. Community events include Pizza in the Park, Movie at the Ridge, Summer Stage, and other events during the Spring, Summer, Fall and holidays.

BUDGET DETAIL

Community Events	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Salaries	—	\$13,000	\$17,000	\$26,900	\$13,900	107%
Taxes/Retirement/Workers' Comp	—	\$9,605	\$2,600	\$4,100	(\$5,505)	-57%
Health Insurance/401K	—	\$283	—	\$800	\$517	183%
Event Activities	—	\$70,000	\$105,000	\$170,000	\$100,000	143%
Total Community Events		\$92,888	\$124,600	\$201,800	\$108,912	117%

2019 ACCOMPLISHMENTS

- ▶ Held many more successful new events.

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Event Activities - more successful events to come.
- ▶ Salaries and benefits - increased PT staff hours to accommodate additional events.

POSITIONS

Title	2018 FTE	2019 FTE	2020 FTE
Community Events Specialist	0.0	0.25	0.5

GENERAL FUND - TRANSFERS OUT

DESCRIPTION

General Fund revenue support expenditures in other City funds including those for parks and recreation operations and maintenance and capital improvements.

BUDGET DETAIL

Transfers (In)/Out	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Parks and Recreation Fund	\$123,000	\$265,663	\$265,700	\$196,600	(\$69,063)	-26%
Capital Improvement Fund	\$1,800,000	\$3,082,433	\$4,876,000	\$4,400,000	\$1,317,567	43%
Capital Projects Fund	\$1,692,317	—	—	—	—	0%
General Fund Reserve	\$1,399,061	\$887,190	\$331,800	(\$234,200)	(\$1,121,390)	-126%
Total Transfers Out	\$5,014,378	\$4,235,286	\$5,473,500	\$4,362,400	\$127,114	3%

GENERAL FUND - RESERVE

DESCRIPTION

Although still part of the General Fund, the General Fund Reserve is budgeted for separately to clearly identify the reserved portion of the fund balance. The City's reserve requirement policy is that the ending fund balance be at least 25 percent of General Fund operating expenditures.

This General Fund reserve includes the TABOR reserve required under state law. TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3 percent of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

BUDGET DETAIL

General Fund Reserve	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Beginning Fund Balance	—	\$1,256,692	\$1,399,100	\$1,730,900	\$474,208	38%
Transfers In/(Out)	\$1,399,061	\$887,190	\$331,800	(\$234,200)	(\$1,121,390)	-126%
Ending Fund Balance	\$1,399,061	\$2,143,882	\$1,730,900	\$1,496,700	(\$647,182)	-30%
Reserve as % of operating exp	33%	33%	33%	25%		
Number of months	4.0	4.0	4.0	3.0		

PARKS AND RECREATION FUND

DESCRIPTION

The Parks and Recreation Fund accounts for the expenditures devoted to the maintenance and general upkeep of our parks and recreational amenities. This fund is supported by fees and General Fund revenues.

BUDGET DETAIL

Parks and Recreation Fund	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Beginning Fund Balance	\$236,288	\$131,255	\$132,500	\$734,400	\$603,145	460%
REVENUES						
Park Fees	\$18,676	\$18,494	\$20,100	\$20,500	\$2,006	11%
Castle Pines Park Authority	\$120,000	—	\$719,800	—	—	143%
Transfers In	\$123,000	\$265,663	\$265,700	\$196,600	(\$69,063)	117%
Total Revenue and Transfers In	\$261,676	\$284,157	\$1,005,600	\$217,100	(\$67,057)	-24%
EXPENDITURES						
Salary and Benefits	—	\$25,456	\$101,200	\$109,100	\$83,644	329%
Training	—	\$1,000	—	\$1,000	—	0%
Professional Services	—	\$10,000	\$3,000	\$11,000	\$1,000	10%
Park Supplies	—	\$4,000	\$4,000	\$4,000	—	0%
Park Utilities	—	\$40,000	\$40,000	\$40,000	—	0%
Park Contracted Services	—	\$46,800	\$46,800	\$48,000	\$1,200	3%
Water Feature O&M	—	\$32,000	\$32,000	\$32,000	—	0%
Insurance	—	\$46,207	\$10,200	\$12,500	(\$33,707)	-73%
Parks O&M	—	\$40,000	\$30,000	\$47,000	\$7,000	18%
Weed Mitigation	—	\$18,000	\$10,000	\$8,000	(\$10,000)	-56%
Dues and Subscriptions	—	\$200	—	(\$200)	—	-100%
City Events	—	—	—	\$12,000	\$12,000	
Fleet	—	\$2,000	\$2,000	\$2,000	—	0%
Fitness Court	—	—	\$124,500	—	—	
Total Expenditures	\$365,447	\$265,663	\$403,700	\$326,600	\$60,937	23%
Ending Fund Balance	\$132,517	\$149,749	\$734,400	\$624,900	\$475,151	317%

2019 ACCOMPLISHMENTS

- Implement formal playground inspection program
- Completed repair of issues identified in previous CIRSA (Colorado Intergovernmental Risk Sharing Agency) inspection including removal and replacement of failing rope, installation of additional playground mulch, installation of chemical containment in slash pad equipment room, and electrical system repair
- Parking lot striping upgrade for ADA compliance
- Construction of the Adult Fitness Court
- Astro-Turf field maintenance including multiple repairs of the nets

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Salary and Benefits - adjusted allocation to include City Manager, Public Works Director, Finance/HR Director, City Clerk, Administrative Assistant.
- ▶ Insurance - adjusted allocation of insurance to direct cost of insurance, as quoted.

CONSERVATION TRUST FUND

DESCRIPTION

The Conservation Trust Fund is the segregated fund to account for the collection and expenditure of state lottery proceeds.

BUDGET DETAIL

Conservation Trust Fund	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Beginning Fund Balance	\$405,837	\$465,837	\$464,600	\$429,600	(\$36,237)	-8%
Revenue	\$58,687	\$60,000	\$65,000	\$69,400	\$9,400	16%
Expenditures	—	\$115,000	\$100,000	\$115,000	—	0%
Ending Fund Balance	\$464,524	\$410,837	\$429,600	\$384,000	(\$26,837)	-7%

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Expenditures
 - ◆ \$100,000 contribution to the Rueter-Hess Recreation Authority (same as 2019)
 - ◆ \$15,000 for upgrade to water fountain at Elk Ridge Park



CAPITAL IMPROVEMENTS FUND

DESCRIPTION

The Capital Improvement Fund accounts for most of the City's capital expenditures. A capital expenditure is for an asset that is at least \$5,000 and has or extends the assets usable life five or more years. Expenditures also include planning for capital improvements. The City also prepares a five-year Capital Improvement Plan that guides discussion and decision-making regarding current and future projects. This fund accounts for the capital improvement expenditures, as approved by City Council, for the current year of the Capital Improvement Plan. This fund is supported by fees and General Fund revenues.

BUDGET DETAIL

Capital Improvement Fund	2018 Audited	2019 Adopted Budget	2019 Year-end Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
Beginning Fund Balance	\$873,196	\$5,902,571	\$2,673,200	\$1,454,900	(\$4,447,671)	-75%
Revenue	—	—	—	\$94,000	\$94,000	
Transfers In	\$1,800,000	\$3,082,433	\$4,876,000	\$4,400,000	\$1,317,567	43%
Total Revenue and Transfers In	\$1,800,000	\$3,082,433	\$4,876,000	\$4,494,000	\$1,411,567	46%
EXPENDITURES						
Major Roads and Streets	—	\$5,075,000	\$5,075,000	\$5,075,000	—	0%
Castle Pines/ Monarch TS	—	\$125,000	\$125,000	\$125,000	—	0%
Pedestrian Signals Upgrades	—	\$100,000	\$100,000	\$75,000	(\$25,000)	-25%
Light Poles	—	—	—	\$188,000	\$188,000	0%
Gateway/Wayfinding	—	\$80,000	\$80,000	\$364,000	\$284,000	355%
Lagae Improvements	—	\$700,000	\$700,000	—	(\$700,000)	-100%
Camera Upgrades	—	\$14,000	\$14,300	—	(\$14,000)	-100%
Total Expenditures		\$6,094,000	\$6,094,300	\$5,827,000	(\$267,000)	-4%
Ending Fund Balance	\$2,673,196	\$2,891,004	\$1,454,900	\$121,900	(\$281,000)	-96%

2020 BUDGETARY NOTES AND HIGHLIGHTS

- ▶ Major Roads and Streets - allocate the budget as follows: PCI Value 0-49 = \$2,700,000; PCI Value 50-69 = \$1,950,000; PCI Value 70-99 = \$425,000
- ▶ Light Poles - purchase and replace light poles from Intermountain Rural Electric Association. IREA is contributing 50 percent of the cost
- ▶ Gateway/Wayfinding - construct a gateway monument feature at the Monarch entryway (\$364,000)

CAPITAL IMPROVEMENT PLAN

The City prepares a five-year Capital Improvement Plan (CIP) to guide discussion and decision-making on current year and future public physical improvements. The CIP provides a forecast of funds available for capital projects and identifies all planned capital improvements and their estimated costs over the five-year period. The most recent CIP is for the years 2019-2023. This fund is primarily supported General Fund revenues.

The CIP will be updated in 2020 for the years 2021-2025.

CAPITAL IMPROVEMENT PLAN (CAPITAL PROJECTS: 2019-2023)

	CIP 2019 (proposed)	CIP 2020 (projected)	CIP 2021 (projected)	CIP 2022 (projected)	CIP 2023 (projected)
PUBLIC WORKS					
MAJOR ROADS & STREETS FULL CONSTRUCTION					
PCI Value 0-49	\$2,700,000	\$3,200,000	\$3,500,000	\$3,500,000	\$3,500,000
PCI Value 50-69	\$1,950,000	\$1,950,000	\$1,950,000	\$1,950,000	\$1,950,000
PCI Value 70-99	\$425,000	\$425,000	\$425,000	\$425,000	\$425,000
Castle Pines Parkway	—	—	—	\$13,000,000	\$13,000,000
Monarch Boulevard	—	—	—	\$8,000,000	\$8,000,000
TRAFFIC SIGNALIZATION					
Castle Pines/Monarch	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Pedestrian Signal Upgrades (general)	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000
Gateway/Wayfinding	\$80,000	—	—	—	—
Vehicle Upgrade	—	—	—	—	\$50,000
Lagae Improvements	\$700,000	—	—	—	—
GENERAL GOVERNMENT					
Camera Upgrades	\$14,000	—	—	—	—
TOTAL CAPITAL EXPENDITURES	\$5,409,000	\$5,750,000	\$6,250,000	\$27,250,000	\$27,300,000



APPENDIX

2020 ADOPTED BUDGET

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND						
BEGINNING FUND BALANCE	\$ 5,251,284	\$ 1,084,483	\$ 3,489,300	\$ 1,130,000	\$ 45,517	4%
REVENUES						
Taxes						
Property Tax	\$ 798,159	\$ 1,090,724	\$ 805,500	\$ 947,600	\$ (143,124)	-13%
Specific Ownership Tax	65,922	69,478	69,500	79,400	9,922	14%
Sales Tax	1,320,421	1,239,000	1,733,000	1,939,600	700,600	57%
Building Materials Use Tax	581,008	1,906,321	1,233,000	1,733,700	(172,621)	-9%
Automobile Use Tax	982,253	1,208,538	976,900	1,093,300	(115,238)	-10%
Total Taxes	3,747,763	5,514,061	4,817,900	5,793,600	279,539	5%
Franchise Fees						
Franchise - Electric	200,114	205,000	191,100	210,100	5,100	2%
Franchise - Gas	99,281	131,400	120,200	132,200	800	1%
Franchise - Cable	150,977	160,000	166,600	175,700	15,700	10%
Franchise - Telephone	7,054	10,000	4,200	4,600	(5,400)	-54%
Total Franchise Fees	457,426	506,400	482,100	522,600	16,200	3%
Intergovernmental						
Road and Bridge Shareback	386,979	601,612	396,800	466,800	(134,812)	-22%
Highway Users Tax Fund	374,532	296,758	335,400	279,500	(17,258)	-6%
Sales and Auto Use Tax Shareback	210,119	356,380	276,300	309,200	(47,180)	-13%
Building Materials Use Tax Shareback	67,402	13,344	145,600	221,800	208,456	1562%
Cigarette Tax	6,521	6,000	7,300	7,300	1,300	22%
Motor Vehicle Registration Fees	39,162	30,000	37,100	38,800	8,800	29%
State Energy Distributions	4,082	5,000	3,700	3,700	(1,300)	-26%
Total Intergovernmental	1,088,797	1,309,094	1,202,200	1,327,100	18,006	1%
Licenses and Permits						
Business and Sales Tax Licenses	5,291	4,000	2,800	5,000	1,000	25%
Contractor Licenses	31,808	34,000	31,600	30,000	(4,000)	-12%
Liquor Licenses	2,378	1,500	2,400	2,400	900	60%
Total Licenses and Permits	39,477	39,500	36,800	37,400	(2,100)	-5%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND (continued)						
Charges for Services						
Building Permit Fees	516,991	1,966,916	1,037,700	1,493,200	(473,716)	-24%
Planning and Zoning	222,305	210,000	259,300	175,000	(35,000)	-17%
Parkland Mitigation	5,300	27,000	14,000	17,600	(9,400)	-35%
ROW and GESC	98,466	30,000	103,500	30,000	-	0%
Public Works Plan Review	-	2,000	-	-	(2,000)	-100%
School Mitigation	-	134,000	-	-	(134,000)	-100%
Credit Card Fees	5,922					
Developer/Impact Fee	652,651					
Stormwater	413,785	800,000	707,300	2,000,000	1,200,000	150%
Total Charges for Services	1,915,420	3,169,916	2,121,800	3,715,800	545,884	17%
Fines						
Court Fines	85,004	95,764	249,500	260,700	164,936	172%
Interest and Other Income						
Grants	-	-	10,000	-	-	
Interest	114,155	32,200	80,000	55,000	22,800	71%
Other	1,551	-	6,500	-	-	
Total Interest and Other Income	115,706	32,200	96,500	55,000	22,800	71%
Total Revenue	\$ 7,449,593	\$ 10,666,935	\$ 9,006,800	\$ 11,712,200	\$ 1,045,265	10%
EXPENDITURES						
City Council						
Professional Services	\$ 7,405	\$ 5,000	\$ 1,000	\$ 5,000	\$ -	0%
Dues and Subscriptions	32,888	28,000	17,700	21,200	(6,800)	-24%
Training	7,466	9,000	9,000	9,000	-	0%
Supplies	-	3,600	-	1,800	(1,800)	-50%
Contributions	-	-	19,800	19,800	19,800	
Council Activities	7,843	10,000	4,000	4,000	(6,000)	-60%
Travel	3,138	7,800	9,400	9,400	1,600	21%
Meetings	-	-	7,000	10,000	10,000	
Worker's Compensation	248	200	100	100	(100)	-50%
Total City Council	58,988	63,600	68,000	80,300	16,700	26%
City Manager						
Salary	162,914	166,250	142,200	139,300	(26,950)	-16%
Taxes/Retirement/Workers' Comp	21,162	25,443	21,100	20,700	(4,743)	-19%
Health Insurance/401K	14,487	6,529	7,000	7,000	471	7%
Training	1,872	2,000	1,700	1,700	(300)	-15%
Mileage	563	500	-	-	(500)	-100%
Dues and Subscriptions	736	2,000	2,000	2,000	-	0%
Travel	3,869	5,000	5,100	5,500	500	10%
Meetings	-	-	3,600	3,600	3,600	
Total City Manager	205,603	207,722	182,700	179,800	(27,922)	-13%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND (continued)						
Inter/Non-Departmental						
Salaries	21,682	13,000	41,000	83,200	70,200	540%
Taxes/Retirement/Workers' Comp	10,495	9,000	6,300	12,700	3,700	41%
Health Insurance/401K	488	275	9,400	21,400	21,125	7682%
Training	-	-	-	1,500	1,500	
Professional Services	15,936	19,000	27,200	45,500	26,500	139%
Insurance	34,686	17,633	26,200	37,700	20,067	114%
Utilities/Common Area Maintenance	27,967	26,780	24,000	24,500	(2,280)	-9%
Telephone/Internet	12,465	10,300	9,000	9,200	(1,100)	-11%
Tech Support	29,336	16,500	17,800	16,100	(400)	-2%
Computer/Software	4,273	4,500	17,400	10,600	6,100	136%
Printing/Copying	11,743	7,500	7,500	7,700	200	3%
Central Supplies	8,714	7,000	13,500	9,000	2,000	29%
Postage/Mailing	1,590	2,000	1,700	1,700	(300)	-15%
Dues and Subscriptions	690	710	100	100	(610)	-86%
Communications	94,584	120,000	110,200	120,000	-	0%
Meetings	7,888	100	1,600	1,000	900	900%
Furniture and Equipment	-	-	6,800	-	-	
Total Inter/Non-Departmental	282,537	254,298	319,700	401,900	147,602	58%
Legal Services						
Legal Services	148,480	130,000	126,400	120,000	(10,000)	-8%
Legal Services - Community Dev.	14,913	30,000	23,200	26,700	(3,300)	-11%
Total Legal Services	163,393	160,000	149,600	146,700	(13,300)	-8%
Finance						
Salaries	55,849	56,831	73,600	88,600	31,769	56%
Taxes/Retirement/Workers' Comp	9,071	9,227	11,200	13,500	4,273	46%
Health Insurance/401K	11,531	8,758	10,100	11,600	2,842	32%
Training	922	2,000	2,000	2,500	500	25%
Professional Services	6,293	4,000	13,600	30,900	26,900	673%
Audit	16,500	17,000	17,300	18,000	1,000	6%
Mileage	111	100	100	-	(100)	-100%
Credit Card/Bank Fees	36,206	24,000	70,000	80,000	56,000	233%
Dues and Subscriptions	190	100	1,000	1,000	900	900%
Travel	60	400	100	1,000	600	150%
Meetings	-	-	-	200	200	
Computer/Software	700	1,000	7,500	11,600	10,600	1060%
Total Finance	137,433	123,416	206,500	258,900	135,484	110%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND (continued)						
City Clerk						
Salaries	62,083	70,452	67,000	69,900	(552)	-1%
Taxes/Retirement/Workers' Comp	2,142	12,691	10,200	10,700	(1,991)	-16%
Health Insurance/401K	17,650	21,011	8,900	11,000	(10,011)	-48%
Training	1,335	3,000	1,500	3,000	-	0%
Election	6,774	25,000	25,000	15,000	(10,000)	-40%
Filing Fees	828	300	500	500	200	67%
Mileage	465	515	900	900	385	75%
Dues and Subscriptions	245	450	200	200	(250)	-56%
Travel	1,186	850	100	1,000	150	18%
Meetings	-	-	-	100	100	
Computer/Software	11,804	10,000	25,000	25,000	15,000	150%
Public Notice Advertising	6,942	5,000	1,500	1,500	(3,500)	-70%
Codification	3,078	2,000	2,000	4,500	2,500	125%
Total City Clerk	114,532	151,269	142,800	143,300	(7,969)	-5%
Municipal Court						
Workers' Comp	162	-	-	-	-	
Prosecutor	7,200	7,200	7,200	7,600	400	6%
Court Clerk	15,000	17,500	19,800	24,000	6,500	37%
Judge	6,822	7,000	6,800	7,000	-	0%
Computer/Software	6,520	16,900	3,200	2,400	(14,500)	-86%
Court Forms	-	1,000	200	300	(700)	-70%
Total Municipal Court	35,704	49,600	37,200	41,300	(8,300)	-17%
Public Safety						
Law Enforcement	819,809	805,790	805,800	947,600	141,810	18%
Traffic Management	-	87,000	77,700	79,300	(7,700)	-9%
Treasurer's fees	7,900	10,907	8,100	9,500	(1,407)	-13%
Animal Control	19,994	25,594	25,600	26,100	506	2%
Total Public Safety	847,703	929,291	917,200	1,062,500	133,209	14%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND (continued)						
Public Works						
Salaries	35,132	66,435	49,500	51,600	(14,835)	-22%
Taxes/Retirement/Workers' Comp	6,920	10,293	8,800	9,200	(1,093)	-11%
Health Insurance/401K	7,246	12,470	8,400	9,400	(3,070)	-25%
Training	241	2,000	1,000	2,000	-	0%
Professional Services	77,342	106,080	190,000	200,000	93,920	89%
Mileage	-	75	100	200	125	167%
Dues and Subscriptions	1,532	400	800	900	500	125%
Travel	-	-	-	1,200	1,200	
Meetings	-	100	100	100	-	0%
Computer/Software	-	-	60,400	21,100	21,100	
Traffic Study	-	-	-	15,000	15,000	
Pedestrian Crossings O&M	-	-	19,500	20,000	20,000	
Traffic Signals O&M	84,502	69,680	70,000	75,000	5,320	8%
Roads/Streets R&M	373,373	400,000	400,000	400,000	-	0%
Weed Mitigation	5,000	15,000	10,000	10,000	(5,000)	-33%
Snow Removal	277,754	400,000	500,000	400,000	-	0%
Stormwater	555,771	1,294,000	900,000	2,520,000	1,226,000	95%
Community Garden	-	-	15,000	-	-	
Gateway	2,133	-	-	-	-	
Lagae	29,422	-	-	-	-	
Fleet	737	3,000	2,500	3,000	-	0%
Total Public Works	1,457,105	2,379,533	2,236,100	3,738,700	1,359,167	57%
Community Development						
Salaries	106,509	86,989	113,400	154,000	67,011	77%
Taxes/Retirement/Workers' Comp	21,290	14,876	17,300	23,400	8,524	57%
Health Insurance/401K	27,762	14,671	12,600	34,500	19,829	135%
Training	659	1,000	100	2,000	1,000	100%
Professional Services	288,133	245,000	380,000	197,100	(47,900)	-20%
Building Department Services	413,723	1,573,532	846,000	1,209,600	(363,932)	-23%
Mileage	433	250	500	800	550	220%
Dues and Subscriptions	580	580	700	1,200	620	107%
Travel	199	1,000	200	1,500	500	50%
Computer/Software	-	-	22,000	11,400	11,400	
Total Community Development	859,288	1,937,898	1,392,800	1,635,500	(302,398)	-16%
Economic Development						
Salaries	-	21,747	51,700	52,100	30,353	140%
Taxes/Retirement/Workers' Comp	-	3,719	7,800	7,900	4,181	112%
Health Insurance/401K	-	3,668	5,700	5,900	2,232	61%
Training	-	2,000	200	2,000	-	0%
Professional Services	34,899	50,000	50,000	25,000	(25,000)	-50%
Dues and Subscriptions	-	1,000	-	3,000	2,000	200%
Total Economic Development	34,899	82,134	115,400	95,900	13,766	17%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
GENERAL FUND (continued)						
Community Events						
Salaries	-	13,000	17,000	26,900	13,900	107%
Taxes/Retirement/Workers' Comp	-	9,605	2,600	4,100	(5,505)	-57%
Health Insurance/401K	-	283	-	800	517	183%
Event Activities	-	70,000	105,000	170,000	100,000	143%
Total Community Events	-	92,888	124,600	201,800	108,912	117%
Transfers (In)/Out						
Parks and Recreation Fund	123,000	265,663	265,700	196,600	(69,063)	-26%
Capital Improvement Fund	1,800,000	3,082,433	4,876,000	4,400,000	1,317,567	43%
Capital Projects Fund	1,692,317	-	-	-	-	0%
General Fund Reserve	1,399,061	887,190	331,800	(234,200)	(1,121,390)	-126%
Total Transfers Out	5,014,378	4,235,286	5,473,500	4,362,400	127,114	3%
Total Expenditures/Transfers Out	9,211,563	10,666,935	11,366,100	12,349,000	1,682,065	16%
Ending Fund Balance	\$ 3,489,314	\$ 1,084,483	\$ 1,130,000	\$ 493,200	\$ (591,283)	-55%
GENERAL FUND RESERVE						
Beginning Fund Balance	\$ -	\$ 1,256,692	\$ 1,399,100	\$ 1,730,900	\$ 474,208	38%
Transfers In/(Out)	1,399,061	887,190	331,800	(234,200)	(1,121,390)	-126%
Ending Fund Balance	\$ 1,399,061	\$ 2,143,882	\$ 1,730,900	\$ 1,496,700	\$ (647,182)	-30%
Reserve as % of operating exp	33%	33%	33%	25%		
Number of months	4.0	4.0	4.0	3.0		

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
PARKS AND RECREATION FUND						
Beginning Fund Balance	236,288	131,255	132,500	734,400	603,145	460%
Revenues						
Park Fees	18,676	18,494	20,100	20,500	2,006	11%
Castle Pines Park Authority	120,000	-	719,800	-	-	
Transfers In	123,000	265,663	265,700	196,600	(69,063)	
Total Revenue and Transfers In	261,676	284,157	1,005,600	217,100	(67,057)	-24%
Expenditures						
Salary and Benefits		25,456	101,200	109,100	83,644	329%
Training		1,000	-	1,000	-	0%
Professional Services		10,000	3,000	11,000	1,000	10%
Park Supplies		4,000	4,000	4,000	-	0%
Park Utilities		40,000	40,000	40,000	-	0%
Park Contracted Services		46,800	46,800	48,000	1,200	3%
Water Feature O&M		32,000	32,000	32,000	-	0%
Insurance		46,207	10,200	12,500	(33,707)	-73%
Parks O&M		40,000	30,000	47,000	7,000	18%
Weed Mitigation		18,000	10,000	8,000	(10,000)	-56%
Dues and Subscriptions		200	-	-	(200)	-100%
City Events		-	-	12,000	12,000	
Fleet		2,000	2,000	2,000	-	0%
Reuter-Hess Reservoir		-	-	-	-	
Fitness Court		-	124,500	-	-	
Total Expenditures	365,447	265,663	403,700	326,600	60,937	23%
Ending Fund Balance	\$ 132,517	\$ 149,749	\$ 734,400	\$ 624,900	\$ 475,151	317%

CONSERVATION TRUST FUND

Beginning Fund Balance	\$ 405,837	\$ 465,837	\$ 464,600	\$ 429,600	\$ (36,237)	-8%
Revenue	58,687	60,000	65,000	69,400	9,400	16%
Expenditures	-	115,000	100,000	115,000	-	0%
Ending Fund Balance	\$ 464,524	\$ 410,837	\$ 429,600	\$ 384,000	\$ (26,837)	-7%

	2018 Audited	2019 Adopted Budget	2019 Year- End Projections	2020 Proposed Budget	\$ Budget Change	% Budget Change
CAPITAL IMPROVEMENT FUND						
Beginning Fund Balance	\$ 873,196	\$ 5,902,571	\$ 2,673,200	\$ 1,454,900	\$(4,447,671)	-75%
Revenue	-	-	-	94,000	94,000	
Transfers In	1,800,000	3,082,433	4,876,000	4,400,000	1,317,567	43%
Total Revenue and Transfers In	1,800,000	3,082,433	4,876,000	4,494,000	1,411,567	46%
Expenditures						
Major Roads and Streets		5,075,000	5,075,000	5,075,000	-	0%
Castle Pines/Monarch TS		125,000	125,000	125,000	-	0%
Pedestrian Signals upgrades		100,000	100,000	75,000	(25,000)	-25%
Light Poles		-	-	188,000	188,000	
Gateway/Wayfinding		80,000	80,000	364,000	284,000	355%
Lagae Improvements		700,000	700,000	-	(700,000)	-100%
Camera upgrades		14,000	14,300	-	(14,000)	-100%
Total Expenditures	-	6,094,000	6,094,300	5,827,000	(267,000)	-4%
Ending Fund Balance	\$ 2,673,196	\$ 2,891,004	\$ 1,454,900	\$ 121,900	\$ (281,000)	-96%

RESOLUTION NO. 19-30

ADOPTION OF THE 2020 BUDGET

RESOLUTION NO. 19-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO ADOPTING THE 2020 BUDGET AND MAKING APPROPRIATIONS FOR THE SAME

WHEREAS, the Home Rule Charter of the City of Castle Pines (the “City Charter”) specifies that a proposed budget be presented to the City Council on or before the thirtieth of September of each year; and,

WHEREAS, the proposed budget for 2020 was presented by the City Manager on September 30, 2019; and,

WHEREAS, upon due and proper notice published and posted in accordance with the City Charter, said proposed budget was available to the public at least seven days prior to the public hearing, a public hearing was held on December 10, 2019, and interested persons were given the opportunity to file or register any objections to the proposed budget; and,

WHEREAS, the City Council desires to adopt the budget and make appropriations for the 2020 fiscal year by resolution in accordance with Section 10.11 of the City Charter.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO THAT:

Section 1. The 2020 budget for the City of Castle Pines, Colorado, which is attached hereto as **Exhibit A** and incorporated by this reference, is hereby adopted and the monies are appropriated to the various funds as the same are budgeted.

Section 2. The 2020 budget is available for public inspection at the City office, 360 Village Square Lane, Suite B, Castle Pines CO, 80108 and will be made available on the City’s website upon adoption.

Section 3. If any portion of this Resolution is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions hereof.

Section 4. This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES BY A VOTE OF 6 IN FAVOR, 0 AGAINST, AND 1 ABSENT THIS 10TH DAY OF DECEMBER 2019.

DocuSigned by:

Tera Stave Radloff

5E0C8E82780C473

Tera Stave Radloff, Mayor

ATTEST:

DocuSigned by:

Tobi Basile

AE93A5D05532496...

Tobi Basile, CMC, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

Linda C. Michow

5341DE6084FE444...

Linda C. Michow, City Attorney



RESOLUTION NO. 19-31

CERTIFICATION OF THE MILL LEVY

RESOLUTION NO. 19-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO LEVYING GENERAL PROPERTY TAXES FOR THE YEAR OF 2019, TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE 2020 BUDGET YEAR

WHEREAS, the City Council of the City of Castle Pines has determined the amount of general ad valorem taxes required for the budget year 2020; and,

WHEREAS, the mill levy total of 4.5 mills for the City of Castle Pines has remained unchanged since 2008; and,

WHEREAS, the 2019 preliminary Assessed Valuation for the City of Castle Pines as certified by the Douglas County Assessor is \$210,577,770; and,

WHEREAS, in accordance with C.R.S. § 39-5-128, the City is required to certify the mill levy on or before December 15, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Castle Pines, Colorado as follows:

Section 1. For the purpose of meeting the law enforcement expenses of the City of Castle Pines during the 2020 budget year, there is hereby levied a tax of 4.5 mills upon each dollar of the total assessed valuation of all taxable property within the City for the year 2019.


Section 2. The Finance Director is hereby authorized and directed to immediately certify to the County Commissioners of Douglas County, Colorado, the mill levy for the City as hereinabove determined and set.

Section 3. **Effective Date.** This Resolution shall take effect upon its approval by the City Council.

INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES by a vote of 6 in favor, 0 against and 1 absent, this 10th day of December, 2019.

ATTEST:

DocuSigned by:


Tobi Basile, City Clerk




DocuSigned by:


Tera Stave Radloff, Mayor

APPROVED AS TO FORM:

DocuSigned by:


Linda C. Michow, City Attorney