

**RESOLUTION NO. 09-86**

**INTRODUCED BY:**

**Councilperson Havercroft**

**Councilperson Hoffman**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF CASTLE PINES NORTH  
ADOPTING THE BUDGET FOR 2010 FISCAL YEAR AND CERTIFYING  
THE MILL LEVY**

WHEREAS, the City Manager's duties include the preparation and presentation of a proposed budget to the City Council of the City of Castle Pines North ("City"); and

WHEREAS, the City Manager submitted the proposed 2010 budget to City Council by October 15, 2009 in compliance with C.R.S. § 29-1-105; and

WHEREAS, a public hearing was properly noticed and held on November 12, 2009 in conformance with C.R.S. §§ 29-1-106 and 29-1-108; and

WHEREAS, through the budget process and public hearing, interested persons were given an opportunity to file or register any objections to the proposed budget; and

WHEREAS, the City Council desires to adopt the budget and certify the mill levy in accordance with State law.

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

Section 1. The 2010 budget, as submitted, revised and attached hereto, is herein approved and adopted as the budget for the City of Castle Pines North for the 2010 year. The following appropriations are hereby made:

	Total
General Fund:	\$ 2,288,088.00
Conservation Trust Fund:	\$ 40,000.00
Law Enforcement Fund:	\$ 726,000.00


Section 2. The 2010 budget is available for public inspection at the office of the City Clerk and will be made available on the City's website.

Section 3. Within thirty (30) days of the adoption of the budget, a certified copy of such budget shall be filed by the City Clerk in the office of the State Division of Local Government.


Section 4. For the purpose of meeting the law enforcement expenses of the City of Castle Pines North during the 2010 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.

Section 5. The Treasurer and Mayor of the City are 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.


INTRODUCED, READ AND ADOPTED AT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH by a vote of five (5) in favor, none against and two (2) absent this 10th day of December, 2009.

  
Maureen A. Shul, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Berry, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Linda C. Michow, City Attorney

**ATTACHMENT**  
**2010 BUDGET FOR THE CITY OF CASTLE PINES NORTH, COLORADO**



# 2010 Adopted Budget Summary General Fund

**Beginning 2010 Fund Balance** **TBD**

## **Total 2010 Draft Revenues**

Taxes	1,962,000
Franchise Fees	344,000
Intergovernmental Revenues	508,680
Licenses, Fees and Charges	217,300
Fines & Forfeitures	24,000
	<hr/>
	<b>\$3,055,980</b>

## **Total 2010 Draft Expenditures**

General Government	2,894,071
Capital Expenditures	100,000
Contingency	60,000
	<hr/>
	<b>\$3,054,071</b>

**Ending 2010 Fund Balance** **\$1,909**



## 2010 Adopted Revenue Budget General Fund

Taxes		2009 Budget (Approved)	2009 Budget (Revised)	2009 YTD Actual (as of 11/09)	#REF!
313.1	Sales Tax	867,000	624,000	585,586	624,000
313.2	Sales Tax - County (Road & Bridge Shareback)				-
311.12	Property Tax (Law Enforcement Millage)	651,000	651,000	651,748	670,000
311.22	Specific Ownership Tax (Law Enforcement Millage)	56,000	56,000	46,101	56,000
311.11	Property Tax (General)				-
311.21	Specific Ownership Tax (General)				-
313.3	Use Tax - Building Materials	125,000	80,000	82,823	60,000
313.4	Use Tax - Automobile	340,000	540,000	463,698	530,000
313.6	Use Tax - Douglas County			22,919	22,000
<b>Total Taxes</b>		<b>2,039,000</b>	<b>1,951,000</b>	<b>1,852,874</b>	<b>1,962,000</b>
<b>Franchise Fees</b>					
318.1	IREA				168,000
318.2	Xcel				60,000
318.3	Cable TV				116,000
<b>Total Franchise Fees</b>		<b>450,000</b>	<b>312,791</b>	<b>306,134</b>	<b>344,000</b>
<b>Intergovernmental Revenues</b>					
331	County Road & Bridge Shareback (Property Tax)	333,000	333,000	321,404	340,000
332	Highway Users Tax (HUTF)	198,000	195,000	105,326	95,680
333	Conservation Trust Fund (Lottery)	47,000	47,000	0	40,000
334	Cigarette Tax	50,000	2,000	3,500	2,000
335	Motor Vehicle Registration Fees	34,000	28,800	26,407	30,000
336	State Energy Distributions			1,587	1,000
<b>Total Intergovernmental Revenues</b>		<b>662,000</b>	<b>605,800</b>	<b>458,224</b>	<b>508,680</b>
<b>Licenses, Fees and Charges</b>					
321	Sales Tax & Business License Fees	20,000	10,000	9,857	10,000
322	Contractor Licensing Fees	30,000	10,000	11,955	8,000
323	Liquor License Fees	10,000	2,000	1,308	2,000
343.1	Building Plan Review Fees	50,000	30,000	22,690	25,000
343.5	Planning & Zoning Fees	105,000	125,000	222,709	50,000
344	Building Permit & Inspection Fees	200,000	120,000	44,320	60,000
345.1	Engineering Fees	0	15,000	0	10,000
345.2	Sign Permit Fees	0	0	1,130	1,500
345.4/345.5	ROW & Utility Fees	30,000	5,000	200	5,000
345.6	Site Improvement Plan Fees		0	325	2,500
346	Annexation Fees				-
	Other	46,000	38,000	73,038	43,300
<b>Total Licenses, Fees and Charges</b>		<b>491,000</b>	<b>355,000</b>	<b>387,530</b>	<b>217,300</b>
<b>Fines &amp; Forfeitures</b>					
350	Court Fines	187,500			24,000
	Other Court Fees				-
<b>Total Fines &amp; Forfeitures</b>		<b>187,500</b>	<b>-</b>		<b>24,000</b>
<b>Total 2010 Draft Revenue Budget</b>					
		<b>3,829,500</b>	<b>3,224,591</b>	<b>3,004,763</b>	<b>3,055,980</b>



## 2010 Adopted Expenditure Budget General Fund

City Council			2009 Budget (Approved)	2009 Budget (Revised)	2009 YTD Actual (as of 11/09)	2010 Adopted	
4110.1	Compensation	Elected Officer Compensation				-	-
4110.2	Dues & Subscriptions					11,293	
		CML Dues	5,686	5,686	5,686	5,338	
		Colorado Department of Public Health				355	
		Douglas County Libraries		2,500	2,500	-	
		Cherry Creek Water Basin				600	
		Economic Development	5,000	5,000	5,000	5,000	
		South East Business Partnership	2,500	2,500	2,500	-	
		Economic Development Council	2,500				
4110.3	Education & Training						5,500
4110.31		City Events				2,500	
4110.32		Council Training	500	500	430	3,000	
4110.4	Council Committees	Council Committees				5,000	5,000
4110.5	Supplies & Materials						19,800
4110.51		General Supplies & Materials	1,500	1,500	2,450	2,000	
4110.52		Media Expenses	600	600	1,858	1,800	
4110.53		Ward Meetings/Meet the Mayor				1,000	
4110.54		Unallocated Spending				15,000	
4110.6	Council Insurance	Workers Compensation Insurance	1,500	1,500	1,385	1,000	1,000
<b>Total City Council</b>			<b>19,786</b>	<b>19,786</b>	<b>21,809</b>		<b>42,593</b>
<b>City Manager</b>							
4121	Professional Services						
		Staff	202,660	134,871	127,028	96,942	121,729
		Other Staff Expenses				24,787	
4122	Unallocated Spending	Unallocated Spending				5,000	5,000
<b>Total City Manager</b>			<b>202,660</b>	<b>134,871</b>	<b>127,028</b>		<b>126,729</b>
<b>General Operations</b>							
4131	Professional Services						192,200
		Admin Staff Services	223,970	223,014	69,703	80,104	
		Startup	230,000	230,000	230,000	-	
		Admin Support	54,158	26,024	8,134	18,890	
		IT Support	103,702	71,393	22,314	57,701	
		Training, Education, Dues	17,077	7,424	2,320	5,930	
		Transportation	45,245	21,167	6,616	15,174	
		Equipment & Supplies	28,589	18,205	5,690	14,400	
4132	Insurance - Standard Coverage	Insurance - Standard Coverage	47,500	47,500	44,942	25,000	25,000
4133	Building Leases						35,000
4133.1		City Hall Building Lease	25,000	21,000	18,751	30,000	
4133.2		Meeting Space Lease				5,000	
4134	Other Services	Other Services			13,092		
4135	Loan Fees	Loan Fees		24,763			
4136	Master Association Reimbursement	Master Association Reimbursement		10,000	786	144,000	144,000
	Communications	Communications				30,000	30,000
	Unallocated Spending	Unallocated Spending				15,000	15,000
<b>Total General Operations</b>			<b>775,241</b>	<b>700,490</b>	<b>422,349</b>		<b>441,200</b>



## 2010 Adopted Expenditure Budget General Fund

Legal Services			2009 Budget (Approved)	2009 Budget (Revised)	2009 YTD Actual (as of 11/09)	2010 Adopted	
Professional Services							<b>245,000</b>
4141		City Attorney Fees	325,000	379,000	100,898	120,000	
4142		Community Development Legal Fees	10,000	25,000	91,816	15,000	
4143		Home Rule Legal Fees				10,000	
4144		Special Counsel Fees				100,000	
<b>Total Legal Services</b>			<b>335,000</b>	<b>404,000</b>	<b>192,714</b>		<b>245,000</b>
Finance							
4151	Professional Services	Contracted Services	187,601	84,934	81,252	45,507	<b>45,507</b>
4152	Contractual Services						<b>11,200</b>
4152.1		Annual Audit Fees	9,000	9,000	8,000	11,000	
4152.2		GASB 34 Accounting Services					
4152.3		Bank Charges	100	100	-	200	
4153	Supplies & Materials						<b>1,200</b>
4153.1		Misc Supplies & Equipment	400	400	174	400	
4153.2		Printing	800	800	-	500	
4153.3		Postage	300	300	-	300	
4154	Dues & Subscriptions						<b>515</b>
4154.1		CGFOA membership	30	30		30	
4154.2		GFOA membership	185	185		185	
4154.3		QuickBooks annual fee	350	350	264	300	
4155	Education & Training						<b>800</b>
4155.1		CGFOA Annual Conference	400	400	-	400	
4155.2		Travel	400	400	-	400	
4156	Advertising	Miscellaneous Advertising (Purchasing)	1,000	500	-	500	<b>500</b>
4157	Sales Tax Paid	Sales Tax Paid			69	100	<b>100</b>
<b>Total Finance</b>			<b>200,566</b>	<b>97,399</b>	<b>89,759</b>		<b>59,822</b>
City Clerk							
4171	Professional Services	Contracted Services	72,111	110,402	102,562	96,924	<b>96,924</b>
4172	Contractual Services						<b>10,000</b>
4172.1		Deed Recording	1,000	1,000		1,000	
4172.2		Election Services	8,000	8,000	-	8,000	
4172.3		Filing Fees	1,000	1,000		1,000	
4173	Advertising						<b>5,500</b>
4173.1		Alcohol Beverage License		500		500	
4173.2		Public Notices	1,500	5,000	8,440	5,000	
4174	Codification	Codification	500	500		10,000	<b>10,000</b>
4175	Printing & Postage	Printing & Postage	500	500		500	<b>500</b>
4176	Travel	Travel	500	500		500	<b>500</b>
4177	Dues & Subscriptions	CO Municipal Clerks Association	250	250		250	<b>250</b>
<b>Total City Clerk</b>			<b>85,361</b>	<b>127,652</b>	<b>111,002</b>		<b>123,674</b>



## 2010 Adopted Expenditure Budget General Fund

Municipal Court		2009 Budget (Approved)	2009 Budget (Revised)	2009 YTD Actual (as of 11/09)	2010 Adopted
4181	Contractual Services				<b>26,200</b>
4181.1	Prosecution Services	18,750			7,200
4181.2	Clerk Services	15,000			10,000
4181.3	Security Services	6,750			2,000
4181.4	Judge Services	18,750			6,000
4181.5	Public Defender Services	750			500
4181.6	Interpreter Services	750			500
4182	Software				<b>11,000</b>
	Court Software				11,000
4183	Printing & Postage				<b>3,000</b>
4183.1	Court Forms	2,000			2,500
4183.2	Mailing	1,000			500
4184	Supplies & Equipment				<b>1,100</b>
4184.1	Office Supplies & Equipment	800			750
4184.2	Uniforms	350			350
<b>Total Municipal Court</b>		<b>64,900</b>	-	-	<b>41,300</b>
<b>Police</b>					
	Professional Services - Police IGA				<b>726,000</b>
4201	Douglas County IGA - Base	667,698	667,698	659,461	697,800
4202	Douglas County IGA - Animal Services	28,200	28,200	46,155	28,200
4203	LEA Tax - Tabor Reserve	11,102	11,102		-
<b>Total Police</b>		<b>707,000</b>	<b>707,000</b>	<b>705,616</b>	<b>726,000</b>
<b>Public Works/Engineering</b>					
4301	Professional Services				<b>653,954</b>
	Admin Staff Services	189,940	129,225	122,121	190,145
	Field Services	518,293	300,854	284,745	156,245
	Snow Management Services				270,576
	Traffic Signal Maintenance	18,293	18,293	17,287	18,293
	Stormwater Management	12,194	10,366	9,796	10,366
	Training, Education, Dues	4,062	3,791	3,376	3,772
	Transportation	4,085	1,989	1,783	1,935
	Equipment & Supplies	4,909	2,622	2,351	2,622
4302	Professional Services				
	Douglas County IGA Expenses	50,000	50,000	49,033	
4303	Maintenance				<b>70,000</b>
	Unallocated Maintenance Expenses				70,000
4304	Maintenance				<b>45,000</b>
	Pavement Management Program				45,000
4305	Dues & Subscriptions				<b>1,000</b>
	Dues & Subscriptions				1,000
4306	Utilities				<b>9,000</b>
	Utilities (7 signals & street lights)	10,000	10,000	9,379	9,000
	Water Utility Department Setup				<b>500</b>
	Water Utility Setup				500
<b>Total Public Works</b>		<b>811,775</b>	<b>527,140</b>	<b>499,871</b>	<b>779,454</b>
<b>Recreation &amp; Parks</b>					
4501	Conservation Trust Fund Expenditures				<b>40,000</b>
	Park acquisition, development & maintenance	47,000	47,000	-	40,000
	Recreation Department Setup				<b>500</b>
	Recreation Department Setup				500
<b>Total Recreation &amp; Parks</b>		<b>47,000</b>	<b>47,000</b>	-	<b>40,500</b>



## 2010 Adopted Expenditure Budget General Fund

<b>Community Development</b>		<b>2009 Budget (Approved)</b>	<b>2009 Budget (Revised)</b>	<b>2009 YTD Actual (as of 11/09)</b>	<b>2010 Adopted</b>	
4601	Professional Services - Planning & Zoning					<b>144,454</b>
	Admin Staff Services	201,946	186,157	174,908	137,174	
	Training, Education, Dues	3,031	2,589	2,432	3,439	
	Transportation	1,545	1,046	982	1,188	
	Equipment & Supplies	4,140	2,652	2,490	2,652	
4602	Professional Services					<b>91,346</b>
	Building Inspection & Permitting Services	225,000	135,000	90,041	76,500	
	Unallocated Staff Resources				14,846	
4603	Advertising					<b>10,000</b>
4603.1	Variance	5,000	5,000	-	5,000	
4603.2	Zoning	5,000	5,000		5,000	
4604	Reimbursable Fees			63,861		
	Reimbursable Fees					
4605	County Tax Reimbursement			23,815	22,000	<b>22,000</b>
	Douglas County Use Tax Reimbursement		-			
4606	Dues & Subscriptions			355	-	-
	Dues & Subscriptions		0			
<b>Total Community Development</b>		<b>445,662</b>	<b>337,444</b>	<b>358,884</b>		<b>267,800</b>
<b>Capital Investment</b>						
4800	Capital Purchases				100,000	<b>100,000</b>
	Miscellaneous Capital Purchases					
<b>Total Capital Investment</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>100,000</b>
<b>Other</b>						
	Contingency					<b>10,000</b>
4900	Budget Stabilization Reserve	21,000	7,500		10,000	
5000	TABOR Reserve - Mandatory 3% Reserve	113,475	95,440	88,560	-	
	General Unallocated Discretionary Spending				50,000	<b>50,000</b>
<b>Total Contingency</b>		<b>134,475</b>	<b>102,940</b>	<b>88,560</b>		<b>60,000</b>
<b>Total 2010 Draft Expenditures Budget</b>		<b>2009 Budget (Approved)</b>	<b>2009 Budget (Revised)</b>	<b>2009 YTD Actual (as of 11/09)</b>	<b>2010 Adopted</b>	
		<b>3,829,426</b>	<b>3,205,722</b>	<b>2,617,591</b>	<b>\$3,054,071</b>	



# 2010 Adopted Budget Notes General Fund

## Revenues

Sales Tax	Used same amount as 2009 revised budget to be very conservative
Property Tax / Specific Ownership Tax	Douglas County's projected amount, including 3% estimate for uncollectable amounts
Use Tax - Building Materials	Staff projects decrease in building activity in 2010
Use Tax - Automobile	Staff projects actual amount for 2009 to be higher than 2009 revised budget. Want to be conservative in 2010.
Franchise Fees	Increase from 2009 to 2010 due to franchise fees not collected for full year in 2009. Used actuals to estimate 2010 revenues
County Road & Bridge Shareback (Property Tax)	Douglas County's projected amount, including 3% estimate for uncollectable amounts
Highway Users Tax (HUTF)	Estimate from DOLA
Conservation Trust Fund (Lottery)	Quarter 4, 2009 revenues were \$11,054. This was the highest quarter for 2009 for other cities. Multiplying a monthly average of \$10,000 by 4 quarters gives \$40,000.
Sales Tax & Business License Fees	Nearly all businesses should renew at same 2009 amount
Contractor Licensing Fees	Staff projects decrease in building activity in 2010
Liquor License Fees	This includes all renewals and assuming one transfer
Other building fees	Staff projects decrease in building activity in 2010
Other	This includes reimbursements (matched to revenues) for building lease (\$16,800), ComDev legal fees (\$15,000), ComDev advertising (\$10,000), and deed recording (\$1,000). It also includes \$500 miscellaneous revenues.
Fines & Forfeitures	Court revenues as estimated by Douglas County Sheriff's office (200 tickets per year)

## Expenditures

Elected Officer Compensation	Per pending Ordinance 09-23, assuming max amounts paid. Includes payroll taxes to be paid by City.
Council Training	Training courses/conferences for Council
Council Committees	To reimburse expenses incurred by Council committees
Media Expenses	Mailing and other advertising expenses
Ward Meetings/Meet the Mayor	To reimburse expenses incurred by Council members for ward meetings and Meet the Mayor meetings
Unanticipated Spending	To cover other Council/Manager-related expenses that may come up
Workers Compensation Insurance	Insurance coverage for Council, actual estimates come in around \$800.
City Manager Other Staff Expenses	Other expenses (training, transportation, etc.) moved from General Operations to City Manager. Reduced City Manager transportation expenses.
General Operations Admin Staff Services	Eliminated CH2M HILL communications & website services (\$10,969 reduction). Moved City Manager costs to City Manager section. Moved Community Development reachback to Community Development section.
General Operations Admin Support	Lowered CH2M Hill contract costs for allowance of 2010 timely payments. Moved City Manager costs to City Manager section.
General Operations IT Support	Lowered CH2M Hill contract costs for IT cost efficiencies
General Operations Training, Education, Dues	Moved City Manager costs to City Manager section. Reduced training expenses for staff.
General Operations Transportation	Moved City Manager costs to City Manager section. Reduced transportation expenses for staff.
General Operations Equipment & Supplies	Lowered CH2M Hill contract costs for IT cost efficiencies
Insurance - Standard Coverage	Council is changing insurance provider, which will decrease costs for 2010
City Hall Building Lease	Rent for new building. \$16,800 will be reimbursed to CPN. Net cost is \$13,200.
Meeting Space Lease	Rent for other meeting space needs, particularly for large venues when needed.



## 2010 Adopted Budget Notes General Fund

Master Association Reimbursement	Agreed-to amount to reimburse the Castle Pines Master Association for incorporation expenses they incurred on behalf of the City.
Community Development Legal Fees	Legal fees attributable to development. These can be reimbursed to the City, depending on the agreement with the particular developer.
Home Rule Legal Fees	Legal fees attributable to the City's pending desire to look into becoming a home-rule city.
Special Counsel Fees	Legal fees attributable to pending City water functions.
Annual Audit Fees	Contract cap amount with current auditor
Election Services	Estimated contract amount with Douglas County Clerk and Recorder for 2010 election.
Codification	Reflects costs to codify the City's ordinances, per City Attorney request.
Municipal Court	Court costs, including startup costs, estimated by contracted court staff. Based on 200 tickets per year.
Police	Police services, as provided by Douglas County Sheriff. Amount is Douglas County's projected amount of property taxes to pay for police services, including 3% estimate for uncollectable amounts. Adjusted the allocation amounts to coincide with the IGA allocations.
Public Works Admin Services	Costs for staff & supervision. Increased for 2010 so PW Director can be 100% allocated to CPN.
Public Works Field Services	Costs for normal street improvements, signals, lighting, ROW, signs, etc.
Public Works Snow Management Services	Costs for normal snow removal
Unanticipated Maintenance Expenses	Allocating amount for emergency-type and other needed public works services. When these public works services are provided by CH2M HILL, CH2M HILL will bill CPN for the services, since they are not being provided under the base contract with CH2M HILL.
Pavement Management Program	Allocating amount for a program to manage street paving needs
Conservation Trust Fund Expenditures	Amount available to spend on park capital and maintenance needs. Lowered the budget amount to \$40,000 from \$47,000 based on the City's first quarterly proceeds of \$11,000 for quarter 4, 2009.
Community Development Reachback	Moved Community Development reachback from General Operations to non-CH2M HILL Community Development area. When reachback services are provided by CH2M HILL, CH2M HILL will bill CPN for the services, since they are not being provided under the base contract with CH2M HILL.
Community Development Inspection & Permitting	Staff projects decrease in building activity in 2010
Tabor Reserve - Mandatory 3% Reserve	Since mandatory TABOR amount was built up in 2009 budget, and 2010 expenditures are less than 2009 expenditures, there is no need to add reserve for TABOR.