

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: Legislative

BUDGET TITLE & NUMBER: 10-110

**DEPARTMENT DESCRIPTION:**

*As the elected body of the citizens, the Council is responsible to consider and make decisions on all matters brought before them; provide guidance and direction to City Staff; serve as liaisons for committees and commissions of the City; and represent their constituents in all matters relevant to the operation of the City Government*

Resources	Actual Last year	Budgeted Current year	Projected Current Year	Requested Next year	Final next year
Personnel Services	22,862	31,353	31,353	31,444	31,444
Supplies	9,126	10,000	2,500	6,250	6,250
Purchased Services	8,509	19,620	13,050	13,550	13,550
Fixed Cost	38,238	41,500	37,800	41,000	41,000
Capital Outlay	21,048	0	0	0	0
Gross City Cost	99,783	102,473	84,703	92,244	92,244
Revenue	250	300	0	300	300
Net City cost	99,533	102,173	84,703	91,944	91,944
Budgeted Positions	0.15	0.15	0.15	0.15	0.15

**SUMMARY OF CHANGES:**

*Due to declining revenue this budget was decreased to the minimum and still allow the department to be functional. Supplies and purchased services are lowered \$9820 to align with current years spending patterns, donations remain equal to 2009 to allow council ability to support the community needs.*

**OBJECTIVES:**

*To maintain the infrastructure of the City as best possible within financial constraints of the Budget. Plan and direct the affairs of the City according to agreed development programs*

### PERFORMANCE MEASURES

	2008 Actual	2009 Estimated	2010 Projected
<b>Efficiency Measures</b>			
Per Capita Cost (city support)	\$ 13.66	\$ 11.62	\$ 12.61

Finance Recommendation:

*Approve as requested.*

Council Action:

*Approved*

**LEGISLATIVE  
REVENUE DETAIL**

**GENERAL FUND RAL FUND**

<b>Account</b>	<b>Description</b>	<b>2008 Actual</b>	<b>2009 Amended Budget</b>	<b>2009 Projected Year End</b>	<b>2010 Requested Budget</b>	<b>2010 Final Budget</b>
39030	Donation-fireworks Celebration	250	300	-	300	300
	<b>Total Legislative Revenue</b>	<b>250</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>

**REVENUE SUMMARY**

Private Contributions	250	300	-	300	300
<b>Total Revenues</b>	<b>250</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>

**LEGISLATIVE**

**GENERAL FUND**

**BUDGET DETAIL**

Account	Description	2008 Actual	2009 Amended Budget	2009 Projected Year End	2010 Requested Budget	2010 Final Budget
51100	Salaries & Wages	21,237	29,118	29,118	29,206	29,206
51110	FICA	1,317	1,805	1,805	1,810	1,810
51115	Medicare	308	422	422	420	420
51210	Unemployment Insurance	-	8	8	8	8
	<b>Total Personnel</b>	<b>22,862</b>	<b>31,353</b>	<b>31,353</b>	<b>31,444</b>	<b>31,444</b>
52010	General Supplies	4,342	4,000	2,000	2,500	2,500
52020	Office Supplies	564	1,000	500	750	750
53105	Equip <\$5000	4,220	5,000	-	3,000	3,000
	<b>Total Supplies</b>	<b>9,126</b>	<b>10,000</b>	<b>2,500</b>	<b>6,250</b>	<b>6,250</b>
53060	Services	1,314	2,500	500	1,500	1,500
53010	Advertising	-	250	1,500	1,000	1,000
53080	Dues & Subscriptions	5,025	7,000	6,000	5,000	5,000
53290	Telephone Exp.	-	500	-	-	-
53180	Postage	493	500	350	500	500
53200	Printing	23	250	100	50	50
53220	Ads & Public Notices	655	5,000	2,500	2,500	2,500
53130	Marketing & Promo	605	1,000	500	1,000	1,000
53250	Repairs & Maintenance	-	120	100	-	-
53300	Travel & Meetings	394	1,500	1,000	1,500	1,500
53280	Staff Development	-	1,000	500	500	500
	<b>Total Purchased Services</b>	<b>8,509</b>	<b>19,620</b>	<b>13,050</b>	<b>13,550</b>	<b>13,550</b>
55180	Donations - Misc	-	5,000	-	5,000	15,000
55180	Donations - Food Bank	10,000	10,000	10,000	10,000	-
55180	Donations - Relay For Life	800	-	900	-	-
55180	Donations - OMI Golf Tournament	500	-	500	-	-
55180	Donations - Ft. Lupton High School Dri	-	-	400	-	-
55180	Donations - Odyssey of the Mind	1,000	-	-	-	-
55180	Donations - School Supplies Dinner	1,555	-	-	-	-
55180	Donations - DECA Conference	100	-	-	-	-
55180	Donations - Thanksgiving Baskets	500	-	-	-	-
55180	Donations - Town of Windsor	500	-	-	-	-
55450	Trappers Day	2,018	1,500	1,500	1,500	1,500
55010	Appreciation	6,675	6,500	6,500	6,500	6,500
55230	Fireworks Celebration	7,411	7,500	7,500	7,500	7,500
55030	Boards & Commissions	387	1,000	500	500	500
55090	Clean Up Days	6,792	10,000	10,000	10,000	10,000
	<b>Total Fixed Costs</b>	<b>38,238</b>	<b>41,500</b>	<b>37,800</b>	<b>41,000</b>	<b>41,000</b>
57500	Capital Outlay	-	-	-	-	-
57500	Digital Recording System	12,605	-	-	-	-
57500	Paperless Packets	8,443	-	-	-	-
	<b>Total Capital Outlay</b>	<b>21,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL</b>	<b>99,783</b>	<b>102,473</b>	<b>84,703</b>	<b>92,244</b>	<b>92,244</b>

**BUDGET SUMMARY**

Personnel	22,862	31,353	31,353	31,444	31,444
Supplies	9,126	10,000	2,500	6,250	6,250
Purchased Services	8,509	19,620	13,050	13,550	13,550
Fixed Costs	38,238	41,500	37,800	41,000	41,000
Capital Outlay	21,048	-	-	-	-
<b>Gross City Cost</b>	<b>99,783</b>	<b>102,473</b>	<b>84,703</b>	<b>92,244</b>	<b>92,244</b>

## Budget Unit Summary

AGENCY/DEPARTMENT NAME: City Clerk

BUDGET TITLE & NUMBER: 10-130

**DEPARTMENT DESCRIPTION:**

*Responsible for maintaining a public, permanent record of the City Council and Enterprise Board meetings, adopted ordinances and resolutions. Issues or renews licenses as provided by City ordinances and state laws including publishing notices and holding hearings of determination. Serves as chief election officer when City elections are not concurrent with general elections, and also maintains the City cemetery records and maps.*

<i>Resources</i>	<i>Actual Last year</i>	<i>Budgeted Current year</i>	<i>Projected Current Year</i>	<i>Requested Next year</i>	<i>Final next year</i>
<i>Personnel Services</i>	91,794	103,406	101,975	99,437	99,437
<i>Supplies</i>	2,505	1,300	1,679	1,200	1,200
<i>Purchased Services</i>	7,522	9,500	6,856	8,350	8,350
<i>Fixed Cost</i>	0	5,000	5,000	0	0
<i>Gross City Cost</i>	101,821	119,206	115,510	108,987	108,987
<i>Revenue</i>	0	0	0	0	0
<i>Net City cost</i>	101,821	119,206	115,510	108,987	108,987
<i>Budgeted Positions</i>	1.5	1.5	1.5	1.5	1.5

**SUMMARY OF CHANGES:**

*Minimal changes in this department total \$10,544 primarily in the salary lines to reflect the furlough.*

**OBJECTIVES:**

*Maintain the City Clerk's office in a professional manner, keep citizens informed through legal publications and public notices, have a good working relationship with the general public, citizens, council and staff; ensure that records are maintained to meet necessary legal, fiscal, administrative, and historical requirements; conduct coordinated municipal elections, and administer the election laws pursuant to the Colorado Revised Statutes; coordinate and conduct candidate orientation sessions pursuant to the Colorado Fair Campaign Practices Act.*

*Budget Unit Summary*

*AGENCY/DEPARTMENT NAME:* City Clerk

*BUDGET TITLE & NUMBER:* 10-130

*PERFORMANCE MEASURES*

	<i>2008 Actual</i>	<i>2009 Estimated</i>	<i>2010 Projected</i>
<i>Efficiency Measures</i>			
<i>Pages of minutes created</i>	<i>147</i>	<i>140</i>	<i>175</i>
<i>Action Memo's assigned and maintained</i>	<i>147</i>	<i>140</i>	<i>150</i>
<i>Ordinances maintained</i>	<i>144</i>	<i>115</i>	<i>130</i>
<i>Resolutions maintained</i>	<i>44</i>	<i>24</i>	<i>36</i>
<i>Renewal/Special Events licenses</i>	<i>20</i>	<i>20</i>	<i>20</i>
<i>Occupational licenses issued</i>	<i>22</i>	<i>22</i>	<i>22</i>
<i>Per Capita Cost (city support)</i>	<i>\$ 13.97</i>	<i>\$ 15.85</i>	<i>\$ 14.95</i>

*Finance Recommendation:* *Approve as requested.*

*Council Action:* *Approved*

**CITY CLERK**

**GENERAL FUND**

**BUDGET DETAIL**

<b>Account</b>	<b>Description</b>	<b>2008 Actual</b>	<b>2009 Amended Budget</b>	<b>2009 Projected Year End</b>	<b>2010 Requested Budget</b>	<b>2010 Final Budget</b>
51100	Salaries& Wages	82,335	83,904	83,904	83,931	83,931
51101	Salaries& Wages - Furlough	-	-	(1,431)	(4,294)	(4,294)
51110	FICA	4,989	5,202	5,202	5,204	5,204
51115	Medicare	1,167	1,217	1,217	1,217	1,217
51255	VALIC Retirement	3,295	3,356	3,356	3,358	3,358
51210	Unemployment Insurance	8	169	169	169	169
51220	Health Insurance Expense	-	7,901	7,901	8,238	8,238
51230	Dental Insurance Expense	-	1,003	1,003	961	961
51240	Vision Insurance Expense	-	154	154	154	154
51250	Life & LTD Insurance Exp	-	208	208	208	208
51285	LTD Insurance Exp	-	292	292	291	291
	<b>Total Personnel</b>	<b>91,794</b>	<b>103,406</b>	<b>101,975</b>	<b>99,437</b>	<b>99,437</b>
52010	General Supplies	94	500	475	500	500
52020	Office Supplies	525	800	800	700	700
53105	Equipment <\$5000	1,886	-	404	-	-
	<b>Total Supplies</b>	<b>2,505</b>	<b>1,300</b>	<b>1,679</b>	<b>1,200</b>	<b>1,200</b>
53060	Services	1,230	2,500	4,800	4,600	4,600
53080	Dues & Subscriptions	877	1,000	1,300	1,000	1,000
53290	Telephone Expense	-	-	-	-	-
53200	Printing	4,438	4,500	-	2,000	2,000
53180	Postage	-	-	6	-	-
53300	Travel & Meetings	332	500	250	250	250
53280	Staff Development	645	1,000	500	500	500
	<b>Total Purchased Services</b>	<b>7,522</b>	<b>9,500</b>	<b>6,856</b>	<b>8,350</b>	<b>8,350</b>
55210	Elections	-	5,000	5,000	-	-
	<b>Total Fixed Costs</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
	<b>TOTAL</b>	<b>101,821</b>	<b>119,206</b>	<b>115,510</b>	<b>108,987</b>	<b>108,987</b>

**BUDGET SUMMARY**

Personnel	91,794	103,406	101,975	99,437	99,437
Supplies	2,505	1,300	1,679	1,200	1,200
Purchased Services	7,522	9,500	6,856	8,350	8,350
Fixed Costs	-	5,000	5,000	-	-
<b>Gross City Cost</b>	<b>101,821</b>	<b>119,206</b>	<b>115,510</b>	<b>108,987</b>	<b>108,987</b>