

Council Candidate Orientation Manual



Table of Contents

An Overview of New Castle’s Municipal Government

Your Role and Responsibility.....	1
Organizational Structure and Form of Government.....	1
Town Council Essentials.....	1
<i>Meetings and Work Sessions</i>	1
<i>Public Hearings</i>	2
<i>Ordinances</i>	2
<i>Resolutions and Policies</i>	3
<i>Proclamations</i>	3
<i>Consent Agendas</i>	3
<i>Basic Parliamentary Procedure</i>	3
<i>Open Meetings / Executive Sessions</i>	4
<i>Budget</i>	4
Elections.....	5
Liquor Licensing.....	5
Administration and Departmental Overview.....	5
Commissions and Committees.....	6

Appendices

I	-	Home Rule Charter
II	-	Open Records, Open Meetings, and Conflicts of Interest
III	-	Executive Sessions
IV	-	2016 Town Budget
V	-	Town Organizational Chart
VI	-	Commissions and Committees
VII	-	The Language of Local Government
VIII	-	Tips for When the Baton is Passed
IX	-	Rules Regarding Political Signs



Town of New Castle

450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department

Phone: (970) 984-2311

Fax: (970) 984-2716

www.newcastlecolorado.org

An Overview of New Castle's Municipal Government A Guide for Town Council Candidates

Your Role and Responsibility

As a Town Councilor, your job is to represent your constituents and make legislative decisions for the good of the community.

The Town Administrator is the liaison between Town Council and staff activity. The Town Administrator maintains an open door policy for discussing non-personnel departmental issues with Town Council. Councilors are encouraged to call the Town Administrator with any questions regarding agenda items prior to meetings.

"Administration and Departmental Overview" below explains further the structure of the Town's departments with regard to specific staff activities.

Organizational Structure and Form of Government

New Castle is a home rule town. This means that we as a community have adopted our own Charter, rather than deferring to statutory state laws. Changes to the Charter must be passed at election. The Charter is included with your candidate packet.

The chosen form of government is Council-Mayor. The Town Council is the legislative body that determines laws and policy for New Castle. The Town Administrator, along with staff, is charged with carrying out the decisions of Town Council and is responsible for making the day-to-day decisions required in the operations of the Town.

There are six Councilors and one Mayor, all representing the Town at-large. Four-year terms are staggered so that at each regular election three Council seats are available.

The Mayor presides at all regular and special meetings of the Council and has the same voting powers as any member of the Council. The Mayor is the ceremonial head of government of the Town. He or she executes legal documents requiring his or her signature as such official.

At the first regular meeting following a general election, the Council appoints one of its Members as Mayor Pro Tem, who acts as Mayor during the absence of the Mayor.

New Castle opted out of term limits when it adopted the Home Rule Charter in January 1999. Councilors and Mayor may serve an unlimited number of terms, but must run for election at the end of each four-year term.

Town Council Essentials

Meetings and work sessions. Regular Council meetings are held on the first and third Tuesdays of each month at 7:00 p.m. Special meetings are called as needed. These official meetings are the only time that Council may make decisions.

Work sessions are held for the purpose of informal discussion and study outside the official meetings. These are scheduled as Council desires.

In accordance with the Town Charter, a Council Member cannot be absent from four consecutive regular meetings of the Council or 25% of the regular meetings of the Council within any 12-month period after being elected; otherwise, the Council Member is deemed to have vacated his or her seat. A majority of the entire Council may vote to excuse one or more absences for unusual and extenuating circumstances.

The Mayor and Councilors taking office after the April 2016 election receive compensation of \$470 per month and \$370 per month, respectively.

Council meeting agendas and documents to be reviewed prior to the meeting are distributed on Fridays prior to regular meetings. The deadline for inclusion of an item on the agenda is Thursday at 3:00 p.m. This schedule may vary with holidays. Council Members have mailboxes in the Council Chambers at Town Hall, used for delivering meeting packets and mail of a general nature.

Four Councilors are needed to make a quorum and conduct business at a meeting. For most items, a majority vote of those present is needed for passage.

A Councilor should abstain from voting when a conflict of interest exists. If you believe that a conflict exists, it may be appropriate to refrain from participating in discussion, or to even leave the room during discussion. See Appendix II, "Open Records, Open Meetings, and Conflicts of Interest," for guidance.

Public Hearings

A public hearing is for the purpose of obtaining testimony from the public regarding a certain issue or decision. For example, liquor license and zoning issues may require public hearings.

A public hearing may be prefaced by staff comments and/or general statements by the requesting party. Like all Council regular meetings, the hearing is recorded electronically. This necessitates only one person speaking at a time. After the public hearing has closed, Council may discuss the issue or direct additional questions to staff.

Ordinances

Ordinances are the local laws that Council enacts and staff carries out. An ordinance is needed to make budget appropriations, fix compensation, borrow money, levy a tax, establish regulations for which a penalty is imposed, limit the use of private property, or for various other purposes. Ordinances are proposed by Council and/or recommended by staff.

Except for emergency ordinances, ordinances making general codification of existing ordinances, and ordinances adopting standard codes, Council follows this procedure to enact an ordinance:

- The ordinance is introduced at any regular or special meeting of the Council.
- The ordinance is read in full, or in cases where copies of the ordinance are available to the Council and to those persons in attendance at said Council meeting, the ordinance may be read

by title only.

- After the first reading of the ordinance, Council approves or rejects the ordinance.
- If passed on first reading, the ordinance is published in full on the Town website and also posted in at least two public places within the Town.
- The ordinance is introduced a second time at a regular or special meeting of the Council held not sooner than 7 days after first publication. The ordinance is read by title and number at the second introduction.
- The ordinance may be amended at the second introduction. Any amendments are read in full, unless copies of all amendments are available to the Council and to those persons in attendance at the Council meeting.
- After the second reading, including any amendments, the ordinance is passed or rejected by a vote of the Council.
- After final passage, the ordinance is published by its original title and number on the Town website and posted in at least two public places within the Town. Any amendments in the title or text of the ordinance adopted after the first publication are also published with the second publication. Unless the ordinance provides for a later effective date, it takes effect fourteen days after final publication.

Resolutions and Policies

A resolution may enact legislation or policy that is not subject to penalties for violation. It may also state Council's opinion or position on an issue. Policies may be adopted to regulate procedures or requirements within varying areas, such as within town departments, and may control the use of town facilities.

Proclamations

Proclamations are used to designate an appreciation event, and are usually requested by a supporting organization.

Consent Agendas

Consent Agendas are used to expedite routine business. Items on the Consent Agenda do not require discussion by Council. Typical items included on the Consent Agenda are approval of minutes, approval of bills paid by the Town, and liquor license renewals.

Council may request that a certain item be removed from the Consent Agenda and placed under regular agenda items for discussion if desired.

Basic Parliamentary Procedure

The object of parliamentary rules of order is to facilitate the smooth functioning of meetings. For the most part, Council meetings tend to be informal, with no need to refer to Robert's Rules of Order. However, these are recognized customs in Council meetings:

- The Mayor is referred to by his or her title, "Mr./Madam Mayor."
- No Council Member should speak until recognized by the Mayor.
- The maker of a motion has the right to speak first in debate. No member should speak a second time in debate until all other members have had a chance to speak once.
- Speakers should always yield the floor to the Mayor.

These are the steps for presenting a motion:

- A Council Member addresses the Mayor: "Mr. Mayor?"
- The Mayor recognizes the Member: "Councilor Smith."
- The Member proposed a motion: "I move that"
- Another member seconds the motion: "Second" or "I second the motion." This only shows that the member agrees that the motion should be debated, not necessarily that s/he favors it.
- The Mayor states the motion and opens debate: "It has been moved and seconded that Is there any discussion/debate?"
- Council debates the motion.
- The Mayor calls for a vote on the motion. The Town Charter requires votes by "yes" or "no" (not "yea," "aye," or "nay"). Roll call votes are taken on ordinances; votes on other matters may be by voice vote only. Every Council Member, when present, must vote upon ordinances and resolutions, except when s/he has a conflict of interest.
- The Mayor announces the results of the vote.

Open Meetings/Executive Sessions

The Colorado Open Meetings Law, also known as the "Sunshine Law," provides that any meeting of a quorum of the Council, or 3 or more Council Members, whichever number is less, at which public business is discussed, is **a meeting open to the public**, and with respect to such a meeting, 24 hours' notice of the meeting must be given and minutes of the meeting must be kept. Council Members should take care to discuss public business with each other only in Council meetings. An exception to this is a chance meeting or social gathering for a purpose other than discussing public business. See Appendix II for more details.

Another exception to the open meeting requirement is the executive session. Executive Sessions must meet limited legal criteria, and be for the purpose of receiving legal advice regarding a specific negotiation, litigation, personnel issue, or other subject that is protected by law. See the attachment on executive sessions.

Budget

The Town uses a fund budgeting system. Monies collected from specific revenue sources are kept separate from others and used only to pay for certain activities that are related to that source. For example, revenue gathered from utility bills can only be used for expenses related to supplying utility services. In this manner, the Town actually operates a number of different "companies," each with their own revenues and expenses. The reason for this budgeting system is to assure the public that fees and taxes collected are being used only for the purposes for which they are intended. Each fund has its own set of accounting records detailing its financial condition. Thus, it is possible for one of the Town's "businesses" to be financially healthy while another has a deficit that is funded by reserved monies. One major difference is that while a private company can move money from a healthy fund to one that is not doing as well, the Town is more restricted in making such transfers. Those restrictions work to assure that the public is paying the true cost of whatever services they are receiving and that they are not subsidizing other services.

The Town operates the following funds:

<u>Fund Name</u>	<u>Major Revenues</u>	<u>Major Expenses</u>
General Fund	Sales and use taxes, property taxes, franchise fees, license and permit fees	Administration, Building Inspection, Police, Park Maintenance, Recreation, Street and Public Building Maintenance
Utility Fund	Payment of utility bills and	Costs associated with providing water, sewer

Conservation Trust Fund	tap fees State lottery proceeds	and trash collection services Improvements to new and existing parks
Cemetery Fund	Sale of plots at Town's Highland Cemetery	Maintenance of cemetery

In its budget, the Town uses a cash basis of accounting. Revenues are recognized when they are collected, and expenses are recorded when payment is actually made. This differs from the accrual basis, in which revenues are recorded when they become receivable, generally before the money is actually received, and expenses are recorded when the liability is incurred, rather than when payment is actually made.

By October 15th of each year, the Town Administrator presents Council a draft budget for the following calendar year. Work sessions on the budget are scheduled as needed. Following a public hearing, Council adopts the budget by resolution in early December. Attached is a copy of the 2016 Town budget.

Elections

Regular elections are held in even-numbered years on the first Tuesday following the first Monday in April. Council candidates are voted upon, as well as any measures referred by Council or initiated by citizens. Candidate nomination petitions are available in early February.

All municipal elections are non-partisan. No candidate for any municipal office may run under a party label of any kind.

A special election may be conducted if needed. If Garfield County is conducting an election at the same time as the Town's special election, the Town and County could conduct a coordinated election.

Liquor Licensing

Town Council serves as the Local Licensing Authority with regard to liquor licensing issues. The Town Clerk's office administers the licenses, with Council having the decision-making authority.

The most common actions requested of Council include annual license renewals, new license applications, and transfers of ownership of existing licenses. Council also has the authority and responsibility to take action and call for hearings in the event of liquor code violations.

A Special Event Permit is a one-day liquor license and may be requested by a non-profit organization that meets certain qualifications.

Administration and Departmental Overview

Attached is an Organizational Chart for New Castle Town Government.

The **Town Administrator** is appointed by Town Council, and is the Chief Administrative Officer of the town staff. This office prepares the budget with fiscal guidance from the Town Treasurer / Finance Director and input from each department director and Town Council.

The **Town Clerk** is appointed by the Town Council. The Clerk is responsible for preparing

agendas, packets and minutes for Council and Town Commissions, customer reception at Town Hall, managing Town records, issuing licenses, billing for utility services, conducting elections, selling cemetery lots, administering the Town web site, and providing support services to other town departments.

The **Town Treasurer / Finance Director**, appointed by Town Council, conducts all fiscal activity of the Town, including investments, debt, accounting, and payroll, and provides fiscal control and support for implementing the annual budget.

The **Building Department** conducts plan reviews, issues contractor licenses, building permits and certificates of occupancy, and inspects water, sewer and street infrastructure during its installation.

The **Maintenance Department** maintains and improves the Town's streets, sidewalks, public buildings, utilities and parks.

The **Water / Wastewater Department** operates the Town's water treatment facilities and sanitary sewer collection system. The Town provides trash collection and recycling services to residents by contract with a non-governmental organization.

The **Police Department** is charged with protecting the safety of the public and enforcement of Town ordinances, as well as state and federal laws.

The **Municipal Court** has a part-time Judge and a part-time Prosecutor, appointed directly by and accountable to Town Council. The Court convenes on the 2nd Monday of each month at 8:30 a.m. in the Council Chambers at Town Hall.

The **Recreation Department** operates extensive programs for both children and adults, and is also in charge of renting the Community Center to individuals and groups. Administrative offices are located at the Community Center, across the street from Town Hall.

Council retains a part-time **Town Attorney**, a part-time **Town Engineer**, and a part-time **Town Planner**, each on a contracted basis.

Commissions and Committees

The attached lists describe the various citizen Commissions and Committees, as well as Council Committees.

Appendix I

Home Rule Charter

HOME RULE CHARTER

for the

TOWN OF NEW CASTLE, COLORADO

Adopted January 12, 1999

TABLE OF CONTENTS

<u>Prefatory Synopsis</u>	C-5
<u>Preamble</u>	C-6
Article I - <u>General Provisions</u>	C-6
Article II – <u>Elections</u>	C-7
Article III – <u>Town Council</u>	C-8
Article IV – <u>Town Council Procedures</u>	C-10
Article V – <u>Initiative and Referendum</u>	C-12
Article VI – <u>Town Administration</u>	C-14
Article VII – <u>Boards and Commissions</u>	C-15
Article VIII – <u>Town Attorney and Municipal Court</u>	C-15
Article IX – <u>Town Finances</u>	C-16
Article X – <u>Bonded Indebtedness</u>	C-18
Article XI – <u>Taxation</u>	C-20
Article XII – <u>Public Utilities and Franchises</u>	C-20
Article XIII – <u>Transitional Period</u>	C-21
Article XIV – <u>Miscellaneous Legal Provisions</u>	C-22

CERTIFICATE OF ADOPTION

Prefatory Synopsis

With sincere conviction in the belief that the citizens of the Town of New Castle are deserving of all the rights, responsibilities and privileges of self-government afforded any Colorado municipality, the Home Rule Charter Commission respectfully submits to the Town's electorate this Home Rule Charter which is framed in conformity with Article XX of the Colorado Constitution.

The Charter reflects the Commission's underlying ideology, that elected officials and employees of the Town provide a representative and economical government which is at all times accountable to the citizens. Where appropriate, this document has been written without redundancy regarding the protections offered under the Constitutions of the United States and the State of Colorado, in order to ensure future flexibility in governance and equitable freedoms for all our citizens.

Consistent with the Board-Mayor structure that presently governs the Town, the Charter provides for a Council-Mayor form of government. The elected body includes six council members and a Mayor who are elected to four year terms on a rotating basis to assure continuity in Town government. Municipal elections will be held in April of even numbered years. The current members of the Board of Trustees will serve out their elected terms as members of the Town Council under the new Charter. Through the municipal election process, the people of the Town have the ultimate power governing how long an individual is permitted to serve on the Council.

The Charter includes several new procedures that are meant to maximize the flow of information to the Town's citizens and encourage participation by every member of the community. Some highlights of the new procedures include the requirement of two readings and advanced publication of ordinances before passage by the Council. This Charter also grants the Town new powers, such as the power of eminent domain outside our municipal boundaries.

The intent of the Charter is not to institute dramatic changes in the Town's government. Existing ordinances will stay in effect unless superceded by provisions of the Charter. As the Town's needs and desires change, flexibility in our government will be enhanced by our ability to institute laws, procedures, and boards and commissions through ordinances. Additionally, this design strengthens the voice of our citizens and their ability to become involved in local government by providing for the electorate's rights of referendum, petition and recall.

Although the Charter can be amended if the need arises, it has been written as a document intended to serve the citizens of the Town of New Castle for many years to come. The Charter is designed to balance the power of government among the elected representatives, the judicial system, and the direct voice of the people. Through this balance the Charter provides for a responsible government that will maintain and enhance the quality of life for the community, work for the good of the Town as a whole, and respond to the needs and concerns of the citizens.

We believe this Charter fosters democracy and ensures a lasting municipal government that is truly “of the People, for the People and by the People.”

Preamble

We, the people of New Castle, Colorado, under authority granted by the Constitution of the State of Colorado, do ordain and establish this Charter for the Town government of New Castle.

Article I - General Provisions

Section 1.1 Name and Boundaries

The municipal corporation heretofore existing as the Town of New Castle, which is located in Garfield County, State of Colorado, shall remain and continue as a body politic and corporate and under this Charter be known as the Town of New Castle, with the same boundaries, until changed in a manner authorized by law.

Section 1.2 Powers

The Town shall have all the power of local self-government and home rule and all power possible for a city or town to have under the Constitution and laws of the State of Colorado. The enumeration of particular powers in this Charter is not exclusive of others.

Section 1.3 Rights and Liabilities

By the name of the Town of New Castle, the municipal corporation shall have perpetual succession; shall own, possess and hold all property, real and personal heretofore owned, possessed and held by the said Town of New Castle, including water rights, and shall assume and manage and dispose of all trusts in any way connected therewith; shall succeed to all the rights and liabilities and shall acquire all benefits and shall assume and pay all bonds, obligations and indebtedness of said Town of New Castle; may purchase, receive, hold and enjoy or sell and dispose of real and personal property, including water rights, and may sue, defend, plead and be impleaded in all courts and places and in all matters and proceedings; and may have and use a common seal and alter the same.

Section 1.4 Existing Ordinances to Remain in Force

All ordinances of the Town in force at the time that this Charter becomes effective shall remain in full force and effect, except as they may conflict with the provisions of this Charter, or shall be amended or repealed by ordinance enacted under authority of this Charter.

Section 1.5 Form of Government

The municipal government provided by this Charter shall be known as the Council-Mayor form of government. Pursuant to the Charter provisions and subject only to limitations imposed by the State Constitution and by this Charter, all powers of the Town shall be vested in an elective Mayor and elective Council, hereinafter collectively referred to as the “Council.” The Council shall determine policies, enact local legislation, adopt budgets, and may appoint a Town Administrator and may delegate executive and administrative functions to the Mayor and/or the Town Administrator as it sees fit. The Mayor and/or the Town Administrator, if appointed, shall execute the laws and administer the Town government. All powers of the Town shall be exercised in a manner consistent with the provisions of this Charter. If the manner be not expressly prescribed in the Charter, then they shall be exercised as may be prescribed by ordinance or resolution, or by other applicable law.

Article II - Elections**Section 2.1** Colorado Municipal Election Laws Adopted

All Town elections shall be governed by the Colorado Municipal Election Code of 1965, as now existing or hereafter amended or modified, except as otherwise provided in this Charter, or by ordinance.

Section 2.2 Time of Elections

All regular elections of the Town shall be held on the first Tuesday following the first Monday of April in each even numbered year. Any special election of the Town shall be called by ordinance enacted at least 30 days in advance of such election. The ordinance calling a special election shall set forth the purpose of such election.

Section 2.3 Non-Partisan Elections

All municipal elections shall be non-partisan. No candidate for any municipal office shall run under a party label of any kind.

Section 2.4 Elective Officers

The elective officers of the Town shall be six Council Members and one Mayor, who shall be a member of the Council, all of whom shall be nominated and elected from the Town at large unless otherwise provided by ordinance in accordance with this Charter. Nominations shall be by petition as provided in the Colorado Municipal Election Code of 1965 as now existing, or hereafter amended or modified, except that 15 signatures shall be required on each petition. Notwithstanding the provisions of the Colorado Municipal Election Code, a registered elector may sign any number of nominating petitions regardless of the number of separate offices to be filled in any municipal election.

After January 1, 1999, the Council shall have the authority to provide for election of the Council Members other than the Mayor by Districts, provided that the ordinance is enacted more than (six) 6 months prior to the first election date to which it would apply. Said Districts shall be contiguous, compact, and have approximately the same number of registered voters. The Mayor, however, shall always be elected from the Town at large.

Section 2.5 Election Precincts

The Town shall consist of one (1) voting precinct, provided that the Town Council may, for the convenience of voters, establish precincts thirty (30) days or more prior to any election. Any precincts so established shall remain for subsequent elections until otherwise provided by ordinance.

Section 2.6 Election Procedures

The establishment of regulations on registration, judges, and clerks, and the conducting of elections shall be governed by the Colorado Municipal Election Code as now existing, or hereafter amended or modified, except as otherwise provided in this Charter, or by ordinance.

Section 2.7 Recall

Any elected officer of the Town may be recalled at any time after six (6) months in office by the electors entitled to vote for a successor of such incumbent, as provided for in Article XXI of the Colorado Constitution. Consistent with the Constitution and this Charter, the Council may provide by ordinance for further recall procedures.

Article III - Town Council**Section 3.1** Town Council

There shall be a Town Council consisting of six Council Members and one Mayor, who shall act as and be considered as a Council Member. The Council shall be the governing body of the Town and shall have all legislative powers and other powers possessed by the Town not otherwise limited or conferred upon others by this Charter. These powers shall include but not be limited to the power to own and transfer property, the power of taxation, the power to provide for health, safety, welfare and morals, and the power of eminent domain. No enumeration of particular powers shall in any way limit or impair any other powers or any general grant of powers by this Charter, the Constitution, or other law.

Section 3.2 Terms of Office

Each Council Member and the Mayor shall be elected for a term of four years. Three Council Members shall be elected at the general election in April of 2000 and every four years thereafter. Three Council Members and the Mayor shall be elected at the general election in April of 2002 and every four years thereafter, subject to the provisions of Section 3.6 of this Article. Notwithstanding the provisions of Section 11, Article XVIII of the Colorado Constitution, no elected official of the Town shall be subject to any limitation on the number of terms of office that such official may serve.

Section 3.3 Qualifications for Elected Office

Each Council Member and the Mayor when nominated and elected, and during his or her entire tenure in office, shall be a qualified elector of the Town and shall have resided for at least one year preceding the election in an area that is within the Town as of the time of the election. No Council Member nor the Mayor shall be a paid employee of the Town. The term of any Council Member or the Mayor shall terminate when he or she no longer resides within the Town Limits of the Town of New Castle.

Section 3.4 Duties of the Mayor

The Mayor shall preside at all regular and special meetings of the Council and shall be required to vote except as otherwise provided herein. The Mayor shall act as the ceremonial head of government of the Town. He or she shall execute and authenticate legal instruments and documents requiring his or her signature as such official.

Section 3.5 Mayor Pro Tem

At the first regular meeting following a general election, the Council shall appoint one of its Members as Mayor Pro Tem, who shall act as Mayor during the absence of the Mayor with all powers herein granted to the Mayor. Such appointment shall be made by a majority of the Council Members present constituting a quorum.

Section 3.6 Vacancies**(A)** Occurrence of a Vacancy

A vacancy shall occur whenever a Council Member dies, becomes incapacitated, or resigns. A vacancy shall also occur whenever a Council Member fails to attend four consecutive regular meetings of the Council or fails to attend at least seventy-five percent (75%) of the regular meetings of the Council within any twelve (12) month period after being elected, provided, however, that a majority of the entire Council may vote to excuse one or more absences for unusual and extenuating circumstances. An excused absence shall not

be counted for the purpose of this provision. For the purpose of this provision only, to "attend" a meeting means to attend a substantial portion of such meeting as determined by a majority of the entire Council.

(B) Procedure to Fill Vacancy

Whenever a vacancy occurs more than ninety (90) days prior to the next general election, the Council may either appoint a replacement or call a special election to replace such person. If the Council fails to appoint a replacement within sixty (60) days following the occurrence of the vacancy, then the Council shall schedule a special election to be held within ninety (90) days after such failure, unless a general election is already scheduled within that time period. If a vacancy occurs within ninety (90) days of the next general election, then the office shall remain vacant, and a replacement shall be elected at such general election.

If three or more vacancies exist on the Council at any given time, then the Council shall immediately schedule a special election to take place within sixty (60) days after the occurrence of the third vacancy, unless a general election is already scheduled within ninety (90) days.

Any person appointed or elected to the Council due to a vacancy shall serve the remainder of the term of office for such position, except that a Mayor appointed or elected due to a vacancy shall serve only until the next general election. If a current Council Member is appointed or elected as Mayor, that Council Member's former seat shall become vacant upon the effective date of the appointment or election, and a replacement shall be appointed or elected in accordance with this Section.

Section 3.7 Council Meetings

(A) Regular Meetings

The Council shall hold regular meetings not less than once per month, at a time and place as established by ordinance.

(B) Special Meetings

Special meetings of the Council shall be called by the Town Clerk on the request of the Mayor or at least three Council Members. At least twenty-four hours prior to such meeting, the Clerk shall post a notice of the meeting in at least two public places within the Town and shall provide reasonable notice to all Council Members of the meeting. Council Members shall have the duty to keep the Clerk informed of their preferred method of receiving notice for this and other provisions of this Charter. A special meeting may be held on shorter notice if a quorum of the Council consents.

(C) Organizational Meeting

The Council shall appoint the Mayor Pro Tem and conduct such other organizational business as it sees fit during the first regular meeting following a general election.

(D) Meetings Open to the Public - Executive Sessions Authorized

All meetings of the Council shall be open to the public. Executive sessions may be conducted during regular or special meetings of the Town Council pursuant to the provisions of the laws of the State of Colorado as may be enacted from time to time. In addition to subjects authorized by State law, any matter covered by the attorney-client privilege may be discussed during executive session. Executive sessions shall not be "meetings" for the purpose of this Section.

(E) Quorum

A majority of the Council Members in office at the time shall be a quorum for the transaction of business at all council meetings.

Section 3.8 Oath of Office

Before entering upon the duties of their respective offices, every person elected or appointed to any office shall take and file with the Town Clerk an oath or affirmation to support the Constitution of the United States, the Constitution of the State of Colorado, and the Charter and ordinances of the Town of New Castle, and to faithfully perform the duties of the office.

Section 3.9 Compensation of Elected Officials

The compensation for the Mayor and other Council Members shall be as established by ordinance from time to time; provided, however, that any change or increase passed during a Council Member's current term of office shall not take effect with respect to that Council Member until a subsequent term, if any.

Section 3.10 Council/Administration Relations

Except for informal inquiry, Council Members shall deal with Town administrative personnel and employees solely through the Mayor and shall not give orders directly to Town employees. The Mayor, whenever feasible, shall deal with Town administrative personnel and employees solely through the Town Administrator.

Section 3.11 Independent Annual Audit and Report

An independent audit shall be made annually of all financial affairs of the Town, and more frequent audits may be made if deemed necessary by the Council. Such audits shall be made by registered or certified public accountants, experienced in municipal accounting, selected by the Council.

Copies of such audits shall be made available for public inspection at the office of the Town Clerk.

Article IV - Town Council ProceduresSection 4.1 Ordinances, Resolutions, and Motions

All actions of the Council shall be by ordinance, resolution, or motion. In addition to such Council acts that are required by other provisions of this Charter to be by ordinance, every action making an appropriation, creating an indebtedness, authorizing the borrowing of money, levying a tax, establishing any rule or regulation for the violation of which a penalty is imposed, disposing of any municipally-owned real estate, or placing any burden upon or limiting the use of private property, shall be by ordinance; provided, however, that this Section shall not apply to the annual appropriation and budget procedures set forth in Article IX of this Charter, nor shall an ordinance be required to levy an ad valorem tax. Ordinances making appropriations shall be confined to the subject of appropriation.

Section 4.2 Voting

A roll call vote by "yes" or "no" shall be taken upon the passage of all ordinances and entered upon the minutes of the Council proceedings. Except as otherwise provided herein, all ordinances, motions, and resolutions shall require the affirmative vote of the majority of the Council members present and entitled to vote for final passage. Every Council Member, when present, must vote upon ordinances and resolutions, except he or she shall be excused from voting on matters involving the consideration of his or her own official

conduct or when his or her personal or financial interest is involved. If a Council Member who is present, entitled to vote, and not excused from voting nevertheless fails to vote, his or her vote shall be counted as a vote in the affirmative.

Section 4.3 Procedure for Ordinances

Except for emergency ordinances, ordinances making general codification of existing ordinances, and ordinances adopting standard codes, the following procedure for enactment of ordinances shall be followed:

(A) The ordinance shall be introduced at any regular or special meeting of the Council by any Council Member.

(B) The ordinance shall be read in full, or in cases where copies of the ordinance are available to the Council and to those persons in attendance at said Council meeting, said ordinance may be read by title only.

(C) After the first reading of the ordinance, the same shall be approved or rejected by a vote of the Council.

(D) If passed upon first introduction, the ordinance shall be published in full in a local newspaper of general circulation and also posted in at least two public places within the Town, except as otherwise provided herein.

(E) The ordinance shall be introduced a second time at a regular or special meeting of the Council held not sooner than seven (7) days after first publication. The ordinance shall be read by title and number at the second introduction.

(F) The ordinance may be amended as to form at the second introduction. Any amendments shall be read in full, unless copies of all amendments are available to the Council and to those persons in attendance at said Council meeting.

(G) After the second reading, including any amendments, the ordinance shall be passed or rejected by a vote of the Council.

(H) After final passage, the ordinance shall be published by its original title and number. Any amendments in the title or text of the ordinance adopted after the first publication shall also be published with the second publication. The publication shall contain a notice regarding the effective date. Unless the ordinance provides for a later effective date, it shall be in force and take effect fourteen days after final publication.

Section 4.4 Form of Ordinances

Every ordinance shall be in written or printed form. The enacting clause of all ordinances shall be, "BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO." Failure of the enacting clause to comply with this section shall not invalidate the Ordinance.

Section 4.5 Disposition of Ordinances

A true copy of every ordinance, as adopted by the Council, shall be numbered and recorded, and adoption and publication shall be authenticated by the signatures of the Mayor and the Town Clerk and by the certificate of the publisher. Copies of the original ordinances and the proofs of publication of same shall be kept and be available for public inspection in the office of the Town Clerk.

Section 4.6 Codes Adopted by Reference

Standard codes, promulgated by the Federal Government, the State of Colorado, or any agency of either, or by any municipality within the State of Colorado, or by recognized trade or professional organizations, or amendments or revisions thereof, may be adopted by reference without the requirement for publication in full, but otherwise as provided by Section 4.3 of this Charter, and provided, however, that any penalty clause in said codes shall be set forth in full and published with the adopting ordinance. The publication of the adopting ordinance shall advise that copies of the code to be adopted by reference are available for inspection at the office of the Town Clerk.

Section 4.7 Emergency Ordinances

(A) An ordinance that is immediately necessary for the preservation of public peace, health, safety or welfare may be enacted as an "emergency ordinance" at any regular or special meeting of the Council by the affirmative vote of every Council Member present or by affirmative votes equal to a quorum plus one, whichever is less. Any emergency ordinance shall state expressly that it is an emergency ordinance and shall describe the nature of the emergency. An emergency ordinance shall take effect immediately upon passage and shall be published in full as soon as reasonably possible.

(B) No ordinance granting any special privilege, levying taxes, or incurring indebtedness shall be passed as an emergency ordinance.

Section 4.8 Severability of Ordinances

Unless an ordinance shall expressly provide to the contrary, if any portion of an ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions or applications of the ordinance that can be given effect without the invalid portion or application; provided such remaining portions or applications are not determined by the court to be inoperable, and to this end ordinances are declared to be severable.

Article V - Initiative and Referendum**Section 5.1** Initiative and Referendum

An ordinance may be submitted by petition, or a referendum on an enacted ordinance may be had by petition, or the Council may, on its own motion, submit an ordinance or any other matter to the electorate as hereafter provided.

Section 5.2 Ordinances Excepted from Referendum

Anything to the contrary notwithstanding, ordinances authorizing the issuance of bonds, levying taxes, appropriation ordinances and those ordering improvements to be paid for by special assessments, and those declaring an emergency shall be excepted from the referendum.

Section 5.3 Petition Requirements

An initiative or referendum petition shall be signed by qualified electors of the Town equal in number to ten percent (10%) of the number of persons who were registered electors of the Town as of the date of the last general election. All signatures on said petition shall be obtained within twenty-one (21) days before the date of filing the petition with the Clerk. Any such petition shall be addressed to the Council and may be the aggregate of two or more petition papers identical as to content and simultaneously filed by one person. An initiative petition shall set forth in full the ordinance it proposes to initiate, and no petition shall propose to initiate more than one ordinance. A referendum petition shall identify the ordinance or part thereof or code

section it proposes to have approved or repealed. Each signer of a petition shall sign his or her name, the date, and his or her place of residence by street and number, or by other customary designation. To each petition paper, there shall be attached a sworn affidavit by the circulator thereof stating the number of signers thereof, and that each signature thereon is the genuine signature of the person whose name it purports to be, and that it was made in the presence of the affiant. Such petition shall be filed with the Clerk who shall, within fifteen (15) days, canvass the signatures thereon. If the petition does not contain a sufficient number of signatures of qualified electors of the Town, or if any other error or insufficiency be found in the petition, the Clerk shall notify forthwith by registered mail the person filing such petition, and ten days from such notification shall be allowed for filing of supplemental or corrected petition papers. When a petition with sufficient signatures is filed within the time allowed by this section, the Clerk shall present the petition to the Council at its next regular meeting.

Section 5.4 Time for Submission of Referendum Petition C Suspension of Ordinance

Any person seeking a referendum on an enacted ordinance shall submit to the Town Clerk a written notice of intent to circulate a referendum petition within fourteen (14) days after final publication of the subject ordinance, and the Town Clerk shall promptly transmit same to the Council. The petitioner shall then file the referendum petition with the Clerk within fourteen (14) days of submission of the notice of intent to circulate. Upon filing of the notice of intent, the ordinance shall be suspended and shall not go into effect unless:

(A) Fourteen (14) days have passed since the filing of the notice of intent, and no referendum petition has been filed with the Town Clerk; or

(B) A petition is filed but is declared to be insufficient by the clerk, and sufficient supplemental or corrected petition papers are not filed in the time and manner provided by Section 5.3; or

(C) The subject ordinance has been approved by the electorate in accordance with the provisions of this Charter.

Section 5.5 Procedure on Petitions

Upon presentation to the Council of an initiative or referendum petition by the Clerk, the Council shall, within thirty (30) days, either:

(A) Adopt the ordinance as submitted by an initiative petition; or

(B) Repeal the ordinance, or part thereof, referred by a referendum petition; or

(C) Determine to submit the proposal provided for in the petition to the electors.

If the Council adopts the ordinance, it shall follow the procedures and publication requirements for all other ordinances as provided in Chapter IV. If the Council submits a proposed ordinance to the electorate, the proposed ordinance shall be published in full at least thirty days prior to the election, subject to the exceptions provided in Section 4.6 of this Charter. If approved, the ordinance shall be re-published and shall take effect in the same manner and time as other ordinances passed after second introduction.

Section 5.6 Submission of Initiative and Referendum to Electors

Should the Council decide to submit the proposal to the electors, or should they, on their own motion, submit an ordinance or other matter to the electors, it shall be submitted at the next regular or special Town election held in the Town for any other purpose, or in the discretion of the Council at a special election called for that specific purpose. Any petition submitted to the Council less than sixty (60) days prior to the next scheduled election may, at the discretion of the Council, be held over and submitted at the first election

thereafter. In the case of an initiative petition, if no election at which the proposal may be considered is to be held in the Town for any other purpose within one hundred fifty (150) days from the time the petition is submitted to the Council, and it does not enact the ordinance, then the Council shall call a special election within ninety (90) days from such date of presentment for the submission of the proposal. The result of all elections held under the provisions of this section shall be determined by a majority vote of the electors voting thereon.

Section 5.7 Miscellaneous Provisions on Initiative and Referendum

An ordinance adopted by the electorate may not be amended or repealed for a period of six (6) months after the date of the election at which it was adopted, and an ordinance repealed by the electorate may not be re-enacted for a period of six months after the date of the election at which it was repealed; provided, however, that any ordinance may be adopted, amended, or repealed at any time by appropriate referendum or initiative procedure in accordance with the foregoing provisions of this Charter, or if submitted to the electorate by the Council on its own motion. If two or more ordinances adopted at the same election shall have conflicting provisions, the provisions in the ordinance receiving the highest number of affirmative votes shall govern.

Article VI - Town Administration

Section 6.1 Town Administrator

The Town Administrator, if appointed, shall be the chief administrative officer of the Town. If no Town Administrator is appointed, or if the office becomes either permanently or temporarily vacant, the Mayor shall have all the duties and powers of the Town Administrator.

Section 6.2 Appointment and Qualifications of Town Administrator

The Town Council may appoint a Town Administrator if and when it sees fit. Such appointment shall be made on the basis of fitness, competency, training and experience in professional urban administration. The Town Administrator, if appointed, shall serve at the pleasure of the Town Council and may be removed by the Council at any time with or without cause.

Section 6.3 Powers and Duties of the Town Administrator

The Town Administrator shall enforce the laws and ordinances of the Town, shall have the duty and authority to hire, suspend, transfer and remove any Town Employee except for those employees directly appointed by the Council, and other powers and duties as provided by ordinance.

Section 6.4 Other Appointed Positions: Treasurer and Town Clerk

The Council shall appoint a Town Clerk. The Clerk shall be the custodian of the Town Seal and shall keep records of Council proceedings and record in full all ordinances, motions, and resolutions. The Town Clerk shall have the power to administer oaths and take acknowledgments under the seal of the Town and shall perform such other duties as required by this Charter or the Council.

The Council shall appoint a Town Treasurer, who shall have charge of the financial records of the Town and shall collect, receive and disburse all monies belonging to the Town and shall have all other duties required to administer properly the financial affairs of the Town.

Unless otherwise prohibited by this Charter or by ordinance, the Town Council may appoint any one person to multiple positions.

Article VI - Boards and Commissions

Section 7.1 Existing Boards and Commissions

All existing Boards and Commissions shall continue as established by ordinance, except as otherwise provided by ordinance or this Charter.

Section 7.2 General Provisions

The Town Council may establish Boards and Commissions and provide for their powers and duties, and the Council may consolidate, merge, or abolish any of the said Boards or Commissions. The establishment, consolidation, merger, or abolishment of any Boards or Commissions shall be accomplished only by ordinance, except that the Council may create, merge, or abolish Advisory Commissions by resolution. The ordinance establishing a Board or Commission, or the resolution establishing an Advisory Commission, shall provide for any required qualifications of Board and Commission members, the terms of office for such members, and the method of appointment. Unless otherwise provided by the establishing ordinance or resolution, the Council shall make appointments to fill vacancies for unexpired terms. Unless otherwise provided by this Charter or the establishing ordinance or resolution, each Board and Commission shall choose its own chairperson from its members and adopt and follow its own rules of procedure.

All meetings shall be open to the public. Copies of all records and minutes of all meetings shall be kept and placed in the office of the Town Clerk for public inspection. Reports shall be made to the Council as the Council shall require. Members of Boards and Commission shall not be paid, but they may be reimbursed for their reasonable expenses. Members of Boards and Commissions may be removed by the Town Council only for cause.

Article VIII - Town Attorney and Municipal Court

Section 8.1 Town Attorney

The Council shall appoint a Town Attorney, who shall be the legal representative of the Town and shall advise the Town Council and Town officials in matters relating to their official powers and duties and legal matters affecting the Town of New Castle. The Town Attorney or his or her assistants shall represent the Town in legal proceedings and shall assist with the drafting of ordinances and resolutions and the preparation of other legal documents. The Town Attorney shall be an attorney-at-law licensed and admitted to practice in the State of Colorado. The Council shall establish the compensation to be paid to the Town Attorney, and the Council may remove the Town Attorney at any time with or without cause. The Town Attorney may use associated counsel. The Town Council may also retain the services of special counsel for any matter and may, in its discretion, delegate any duty of the Town Attorney to such special counsel.

Section 8.2 Municipal Court

There shall be a Municipal Court which shall have jurisdiction to hear and try all alleged violations of this Charter and the Town ordinances. The Municipal Court shall have all jurisdiction as is provided under state statutes and rules promulgated by the Colorado Supreme Court. The Municipal Court shall be a qualified Municipal Court of Record and shall keep a verbatim record of all proceedings and evidence at trials by either electronic or stenographic means.

Section 8.3 Municipal Judge

The Council shall appoint a Municipal Judge. The Council may establish by ordinance the position(s) of one or more Assistant Municipal Judges as may be reasonably necessary to insure the prompt and expeditious determination of Municipal Court matters. The Council may also appoint substitute municipal

judges as circumstances may require in case of temporary absence, sickness, disqualification, or other inability of the presiding or assistant municipal judges to act.

The Municipal Judge shall be appointed for a term of two (2) years, and any vacancy shall be filled by appointment by the Council for the remainder of the unexpired term. The Council shall determine the salary for the Municipal Judge, which shall not be increased during the two-year term. The Municipal Judge shall be removable only for cause. A judge may be removed for cause if:

- (A) He or she is found guilty of a felony or a crime of moral turpitude;
- (B) He or she has a disability which interferes with the performance of his or her duties and which is or is likely to become of a permanent character;
- (C) He or she has willfully or persistently failed to perform his or her duties;
- (D) He or she is habitually intemperate or lacking restraint.

Article IX - Town Finances

Section 9.1 Fiscal Year

The fiscal year of the Town shall commence on the first day of January or on such date each year as may be fixed by the Council.

Section 9.2 Budget

The Town Administrator or such other Town staff as the Council may designate shall be the Budget Officer and shall annually prepare a budget and accompanying message, which shall be submitted to the Council by October 15 of each year. The budget shall provide a complete financial plan for all town funds and activities for the ensuing fiscal year, and, except as required by law or by this Charter, shall be in such form as the Budget Officer deems desirable or the Council may require. In organizing the budget, the Budget Officer shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity and object. It shall begin with a clear statement showing comparative figures for income and expenditures of the preceding fiscal year. The Budget Officer may require spending agencies and departments within the Town to submit estimates of their expenses for the coming fiscal year and any special requests prior to the deadline to submit the budget to the Council.

Section 9.3 Capital Program

The Budget Officer shall prepare a long-range capital program and shall submit the same to the Council no later than the time the budget is submitted to the Council.

Section 9.4 Budget Hearing

A public hearing on the proposed budget and proposed capital program shall be held before the budget's final adoption at such time and place as the Council may direct. Notice of such public hearing and notice that the proposed budget and capital program are on file for public inspection in the office of the Town Clerk shall, at least seven (7) days prior to the hearing, be published one time and posted in at least two public places within the Town.

Section 9.5 Budget Amendment After Public Hearing

After the public hearing, the Council shall give due consideration to the input of the public and any issues raised at the hearing, and it may then proceed to adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit.

Section 9.6 Budget Adoption

The Council shall adopt the budget by resolution on or before the final day established by law for the certification of the ensuing year's tax levy to the County. If it fails to adopt the budget by this date, the amounts appropriated for the current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the Council adopts the budget for the ensuing fiscal year.

Section 9.7 Property Tax Levy

Adoption of the budget by the Council shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed. The Council shall cause the same to be certified to the County Assessor as required by law.

Section 9.8 Contingencies

The budget shall include an item for contingencies. Except in those cases where there is no logical account to which an expenditure can be charged, expenditures shall not be charged directly to contingencies; but, instead, the necessary part of the appropriation for contingencies shall be transferred to the logical account, and the expenditure charged to such account. No such transfer, appropriation, or expenditure shall be made except by ordinance or resolution, and then only for expenditures which could not readily be foreseen at the time the budget was adopted.

Section 9.9 Amendments after Adoption

(A) *Supplemental Appropriations.* If, during the fiscal year, the Town Administrator certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Council by ordinance may make supplemental appropriations for the year up to the amount of such excess.

(B) *Emergency Appropriations.* To meet a public emergency affecting life, health, property, or the public peace, the Council may make emergency appropriations. Such appropriations shall be by emergency ordinance in accordance with Section 4.7 of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year will be paid no later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

(C) *Reduction of Appropriations.* If at any time during the fiscal year, it appears probable to the Town Administrator that the revenues available will be insufficient to meet the amount appropriated, he or she shall report to the Council without delay, indicating the estimated amount of deficit, any remedial action taken by him or her, and his or her recommendation as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

(D) *Transfer of Appropriations.* Any time during the fiscal year, the Town Administrator may transfer part or all of any unencumbered appropriation balance among programs within a department, office or

agency and, upon written request of the Town Administrator, the Council may by resolution transfer part or all of any unencumbered appropriation balance from one department, office, agency or object to another.

(E) *Limitation C Effective Date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below, any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this Section may be made effective immediately upon adoption.

Article X - Bonded Indebtedness

Section 10.1 Forms of Borrowing

The Town may borrow money and to evidence such borrowing may issue the following securities in accordance with the provisions of this Article X:

- (A) General obligation bonds and other like securities;
- (B) Revenue bonds and other like securities;
- (C) Special assessment bonds and other like securities;
- (D) Certificates of participation and other like securities;
- (E) Short term notes;
- (F) Refunding securities;
- (G) Any other securities not in contravention of this Charter.

Section 10.2 General Obligation Bonds

Except as otherwise provided in this Article X of this Charter, no bonds or other evidence of indebtedness payable in whole or in part from the proceeds of ad valorem taxes, or to which the full faith and credit of the Town are pledged, shall be issued until the question of their issuance shall, at a special or regular election, be submitted to a vote of the electors of the Town of New Castle and approved by a majority of those voting on the question. However, such securities issued for creating, improving or extending any municipal utility system, including but not limited to water and sewer systems, may be issued without an election and shall not be included in the determination of any debt limitation which may be imposed by law.

Section 10.3 Revenue Bonds

(A) The Town, by Council action and without an election, may issue securities made payable solely from revenues derived from the operation of the project or capital improvement acquired with the securities' proceeds, or from other projects or improvements, or from the proceeds of any sales tax, use tax, or other excise tax, or solely from any source or sources or any combination thereof other than ad valorem taxes of the Town.

(B) The Council may, by ordinance, establish any one or more of the Town's water, wastewater, or other utilities as an enterprise of the Town. The Council may also, by ordinance, authorize any such Town-owned enterprise, acting by and through the Council, sitting as the board of the enterprise, to issue its own revenue bonds or other obligation (including refunding securities) on behalf of the Town, which revenue bonds or other obligations shall be payable solely from the net revenues (including special assessments) derived

from the operation of the enterprise. Such revenue bonds or other obligations may be additionally secured by mortgages on or security interests in any real or personal property of the Town used in the operation of the enterprise. Such revenue bonds or other obligations shall be issued by ordinance of the board of the enterprise, adopted in the same manner and subject to referendum to the same extent as ordinances of the Council. Nothing in this Section shall invalidate any enterprise existing, or any enterprise bond issued or approved, as of the time of adoption of this Charter.

Section 10.4 Special Assessment Bonds

The Town Council shall have the power by ordinance to create local improvement districts and to assess the cost relating to the construction or installation of special or local improvements of every character against benefitted property within designated districts in the Town by:

(A) Order of the Council upon its determination that such improvement is necessary for the preservation of the public peace, safety, health, or welfare; or

(B) On a petition by the owners of more than fifty percent (50%) of the area of the proposed district, provided that such majority shall include not less than fifty percent (50%) of the owners of the land within the territory.

In either event, a public hearing shall be held at which all interested parties may appear and be heard. Right to protest and notice of hearing shall be given as provided by ordinance. Such improvements shall confer special benefits to the real or personal property within said district and general benefits to the Town at large. The Town Council shall have the power by ordinance without an election to prescribe the method of making such improvements, of assessing the cost thereof, and of issuing bonds for the cost of constructing or installing such improvements, including the costs incidental thereto.

Where all outstanding bonds of a special or local improvement district have been paid and any money remains to the credit of the district, it may be transferred to a Special Surplus and Deficiency fund. Whenever there is a deficiency in any improvement district to meet payment of outstanding bonds and interest due thereon, it may be paid out of said fund.

Whenever a special or local improvement district has paid and canceled three-fourths of its bonds issued, and for any reason the remaining assessments are not paid in time to take up the remaining bonds of the district and interest due thereon, and there is not sufficient money in the special surplus and deficiency fund, then the Town may pay the bonds when due and interest due thereon and reimburse itself by collecting the unpaid assessments due the district.

In consideration of general benefits conferred upon the Town at large from the construction and installation of improvements in improvement districts, the Council may levy annual taxes without an election on all taxable property within the Town at a rate to be determined by the Council for the purpose of advancing moneys to maintain current payments of interest and equal annual payments to the principal amount of bonds issued for any improvement district hereafter created. The proceeds of such taxes shall be placed in a special fund and shall be disbursed only for the purposes specified herein, provided that in lieu of such tax levies, the Council may annually transfer to such special fund any available money of the Town.

Section 10.5 Certificates of Participation

Section 10.6 Short Term Notes

The Town is authorized to borrow money, by the affirmative vote of the Town Council, without a public election in anticipation of the collection of taxes or other revenues and to issue short-term notes to evidence

the amount so borrowed. Such short-term notes shall mature within twelve (12) months from the date of issue.

Section 10.7 Refunding Bonds

Section 10.8 No Additional Limitations

Except as explicitly provided in this Article, there shall be no limitations on the authority of the Town Council to incur indebtedness or to issue securities.

Article XI - Taxation

Section 11.1 Authority to Levy Taxes

The Council may levy and collect taxes without limitation as to amount for municipal purposes, which may include but shall not be limited to general ad valorem property taxes, sales tax, excise tax or income tax. The authority to levy taxes shall be subject only to those limitations imposed by duly adopted ordinance, by this Charter, or by the Constitution of the State of Colorado, as now existing or as may be hereafter adopted or amended.

Section 11.2 Authority to Acquire Property

In addition to any other power it has to acquire property, the Town is hereby authorized to purchase or otherwise acquire property on which there are delinquent taxes and/or special assessments. The Town may sell and dispose of any property acquired under this authority, provided provision for any such sale or disposal is accomplished by ordinance.

Article XII - Public Utilities and Franchises

Section 12.1 General Powers

The Town shall have and exercise with regard to all utilities and franchises all municipal powers including, without limitation, all powers not expressly forbidden by the Constitution or statute. The right of the Town to construct, purchase, or condemn any public utility, work or way is expressly reserved. Except as expressly forbidden by the Constitution or this Charter, all powers concerning the granting, amending, revoking or otherwise dealing in franchises shall be exercised by the Town Council.

Section 12.2 Utility Rates and Service Areas

The Town Council shall by ordinance establish rates for services provided by municipally-owned utilities. The Council may by ordinance extend the municipal utilities beyond town boundaries.

Section 12.3 Granting of Franchises

The Town Council shall have the power to grant a franchise for a period of up to and including five (5) years by ordinance without the need for an election. No franchise shall be granted for a period of greater than five (5) years except upon the affirmative vote of a majority of the qualified electors voting thereon at a general election or at a special election called for that purpose. If a special election is called, or if an ordinance granting a franchise is put to voter approval pursuant to the initiative or referendum process, the proposed franchisee shall pay the expense of such election. No franchise shall be granted under any procedure for longer than twenty (20) years. Any franchise may, however, be renewed in accordance with the same procedures to grant a new franchise.

Section 12.4 Assignment of Franchises

Assigning, selling, leasing, or otherwise alienating a franchise shall operate as a forfeiture of all franchise rights by the franchisee, unless consent or express prior authorization is given by the Council by ordinance.

Section 12.5 Control of Water Reserved to Town

No franchise, right, or privilege shall be granted affecting the use of water or water rights belonging to the Town, or affecting its water systems, without retaining complete and absolute control in the Town.

Section 12.6 Franchise Records

The Council shall cause to be kept in the office of the Town Clerk a franchise record in which shall be transcribed copies of all franchises granted by the Town. The record shall be a complete history of all such franchises and shall include a comprehensive and convenient reference to all actions at law affecting the same, and copies of all annual and inspection reports, and such other information as the Council may require.

Section 12.7 Existing Franchises

All franchise ordinances of the Town in effect at the time that this Charter is adopted shall remain in full force and effect according to their provisions and terms until the expiration date provided in such ordinance or until modified by another franchise.

Article XIII - Transitional Period**Section 13.1** Purpose of Transitional Provisions

The purpose of this Article is to provide for an orderly transition from the present Town government to the Home Rule government under the provisions of this Charter.

Section 13.2 Effective Date of Charter and Transition Period

This Charter shall become effective upon approval of the electors voting at an election pursuant to C.R.S. ' 31-2-207, provided, however, that the provisions regarding adoption of the budget shall become effective so as to control adoption of the budget for the first full fiscal year that begins at least six (6) months after the effective date of the Charter, and for subsequent years. Beginning with the effective date of the Charter, there shall be a period of ninety (90) days which shall be known as the "transition period." During the transition period, the Colorado statutes governing statutory towns shall remain in full force and effect, except where such statutes conflict with the effective provisions of this Charter or duly-adopted ordinances of the Town. During the transition period, the Town Council shall review the existing ordinances of the Town and shall take steps to enact new ordinances or resolutions to implement the provisions of this Charter where necessary.

Section 13.3 Prior Town Legislation

All ordinances and resolutions of the Town which are not inconsistent with this Charter and which are in force and effect upon the effective date of this Charter shall continue in full force and effect until repealed or amended. Those provisions of any effective bylaw, ordinance, resolution, rule or regulation which are inconsistent with this Charter are hereby repealed.

Section 13.4 Present Mayor and Board of Trustees to Continue in Office

The Board of Trustees and Mayor in office at the time of adoption of this Charter shall become the Members of the Town Council and the Mayor, respectively, and shall carry out the duties and responsibilities of the Town Council and the Mayor as provided herein. The terms of office of members of the Board of Trustees who were previously elected to serve until the general election in 2000 shall continue until that time. The terms of office of members of the Board of Trustees and the Mayor who were previously elected to serve until the general election in 2002 shall continue until that time.

Section 13.5 Continuation of Officers and Employees

Except as otherwise provided herein, after the effective date of this Charter, all appointive officers and all employees of the Town shall continue in that Town office or employment which corresponds to the Town office or employment which they held prior to the effective date of this Charter as though they had been appointed or employed in the manner provided in this Charter, except that any officer or employee who holds a position which this Charter provides to be held at the pleasure of the appointing officer or body, shall hold such position only at such pleasure regardless of the term for which originally appointed.

Section 13.6 Saving Clause

This Charter shall not affect any suit pending in any Court or any document heretofore executed in connection therewith. Nothing in the Charter shall invalidate any existing contracts between the Town and any person or public agency.

Article XIV - Miscellaneous Legal Provisions**Section 14.1 Eminent Domain**

The Town shall have the right of eminent domain to acquire property both within and without the boundaries of the Town for any purpose deemed by the Town Council to be in the Town's best interest.

Section 14.2 Power to Supercede State Statutes

The Town shall have the power to supercede statutes of the State of Colorado in matters of local concern to the fullest extent possible, subject only to the limitations found in this Charter and the Colorado Constitution.

Section 14.3 Notice Required on Negligence Action

No action for the recovery of compensation of personal injury or death or property damage, or any other cause of action against the Town, shall be maintained unless written notice of the time, place, and cause of injury is given to the Town Clerk by the person injured, his agent or attorney, within the time and in the manner provide by the statutes of the State of Colorado.

Section 14.4 Intergovernmental Agreements

The Town Council may, by resolution or by ordinance, enter into contracts or agreements with other governmental units or special districts for the use of building, equipment, or facilities, and for furnishing or receiving commodities or services and for other matters in the best interests of the Town.

Section 14.5 Bequests, Gifts, and Donations

The Town Council, on behalf of the Town, may receive bequests, gifts, and donations of all kinds of property in fee simple, or in trust, for public, charitable or other purposes, and do all things and acts necessary to carry out the purposes of such gifts, bequests, and donations, with the power to manage, sell, lease, or otherwise dispose of the same in the accordance with the terms of the gift, bequest, or trust.

Section 14.6 Penalties for Violations of Charter

In addition to any other remedies provided by law, the Town Council shall have the power to impose non-criminal sanctions upon any person who is determined by the Council to have committed a violation of this Charter. Such sanctions may include (but shall not be limited to) public censure, fines, or, in the case of Town officials or employees, removal from office; provided, however, that no elected official of the Town shall be removed from office except upon the vote of a majority plus one of the entire Town Council in office at the time. Any vacancy created by such removal shall be filled in accordance with Section 3.6 of this Charter. Any person charged with such violation shall have the right to a public hearing before the Council.

Section 14.7 Emergency Powers and Line of Succession

In case of riot, insurrection, disaster, or extra-ordinary emergency, the Mayor shall have the power to assume control of the Town government and to take such steps as are reasonably necessary to restore order and normal conditions.

In the case of the death or absence of the Mayor, and pending the appointment or election of a new Mayor, the powers, duties, and responsibilities of the Mayor shall be held first by the Mayor Pro Tem, then by the Members of the Town Council in order of seniority, and then by the Town Administrator.

Section 14.8 Article and Section Headings

The headings and titles of Articles, Sections, and Subsections of this Charter are for convenience only and shall have no substantive effect.

Section 14.9 Charter Amendments

This Charter may be amended at any time in the manner provided by the Constitution. Nothing herein contained shall be construed as preventing the submission to the people of more than one Charter amendment at any one election. If provisions of two or more proposed amendments adopted or approved at the same election conflict, the amendment receiving the highest affirmative vote shall become effective.

Section 14.10 Interpretations

Except as otherwise specifically provided or indicated by the context hereof, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter but shall extend to and include the time of the happening of any event or requirement for which provision is made herein. The singular number shall include the plural, the plural shall include the singular, and the masculine gender shall extend to and include the feminine gender and the neuter.

Section 14.11 Definitions

As used in this Charter the following words and phrases shall have the following meanings:

Ad valorem tax. A general property tax levied annually on real or personal property listed with the assessor of Garfield County, Colorado, not including income tax, sales tax, use tax, excise tax, or specific ownership tax on a motor vehicle or trailer. The generality of this definition shall not be restricted by the listing set forth herein.

Appropriation. The authorized amount of money set aside for expenditures during a specified time for a specific purpose.

Constitution. The Constitution of the State of Colorado. The "federal" constitution means the Constitution of the United States of America.

Council or Town Council. The Town Council of the Town of New Castle, Colorado, including the Mayor. "Council Member" shall also include the Mayor unless the relevant provision expressly excludes the Mayor.

Franchise. An irrevocable privilege granted by the Town permitting a specified use of public property for a specified length of time.

Officer. Any person elected to office or appointed by the Council, including appointees to boards and commissions.

Person. An individual, partnership, corporation, company, body politic, or other legal entity.

Public Hearing. A meeting, or a portion of a meeting, of the Council or any Board or Commission during which members of the public are given the opportunity to offer input, information, and opinions to be considered by the Council, Board, or Commission on a specific subject or subjects.

Public Utility. Any person, firm, or corporation providing public services such as heat, power or light, communication systems, water, sewer, or scheduled transportation systems, and serving or supplying the public under a franchise granted by the Town. The term can also include an enterprise established by the Town.

State. The State of Colorado.

Town. Town of New Castle, Colorado, a municipal corporation.

Written or in writing. Except in reference to signatures, any communication by printing, writing, typing, engraving, facsimile, or by electronic means (provided that a record is kept of any such communication by computer or other electronic means), or any other similar method.

Section 14.12 Lease Agreements

The Council may lease, for such time as the Council shall determine, any real or personal property to or from any person, firm or corporation, public or private, governmental or otherwise. This power shall include the power to enter into lease-purchase agreements.

Section 14.13 Saturdays, Sundays, and Holidays

Except where expressly provided to the contrary, whenever a date fixed by this Charter, or by ordinance, for the doing or completion of any act falls on a Saturday, Sunday, or legal holiday, such act shall be done or completed on the next succeeding day that is not a Saturday, Sunday, or legal holiday.

Section 14.14 Severability of Charter Provisions

If any provision, section, article or clause of this Charter or the application thereof to any person or circumstance shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect any remaining portion or application of the Charter which can be given effect without the invalid portion or

application, provided such remaining portions or applications are not determined by the court to be inoperable, and to this end this Charter is declared to be severable.

Section 14.15 Termination of Officials Appointed by Council

Any employee or official appointed directly by the Council may be removed from office only by the affirmative vote of a majority of the entire Council in office at the time.

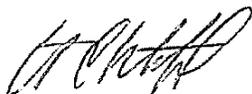
Section 14.16 References to Constitutions and Statutes

Unless expressly provided to the contrary in the relevant provision, all references in this Charter to the Constitution, statutes, or laws of the State of Colorado shall mean such Constitutional provisions, statutes, or laws as such may exist at the relevant time, including any amendments adopted subsequent to the effective date of this Charter.

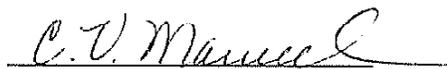
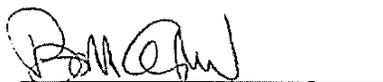
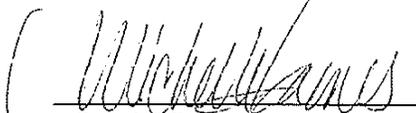
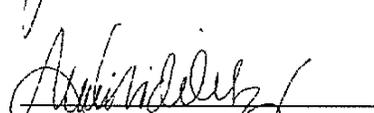
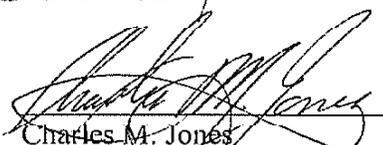
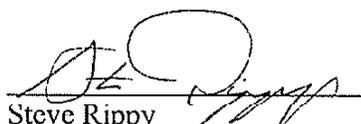
CERTIFICATE OF ADOPTION

We, the undersigned, present members of the Town of New Castle Home Rule Charter Commission, duly elected by the people of New Castle, Colorado, at a special election held on June 23, 1998, under authorization of Article XX, Constitution of the State of Colorado, do hereby certify that the foregoing is the Proposed Charter as finally approved and adopted by the members of the Commission on the 15th day of October, 1998, for submission to the people of New Castle at a special election to be held on January 12, 1999.

Done in triplicate at New Castle, Colorado, this 15th day of October, 1998.

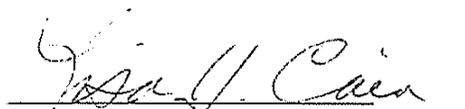


BILL WENTZEL
Chairman


Virginia E. Erickson
Chris Manuel
Bill Gibson
Jeanette Refior
Michelle James
Mari Riddile
Charles M. Jones
Steve Rippy

I hereby certify that the above and foregoing document is the Charter adopted at a Special Election for the Town of New Castle, Colorado, held January 12, 1999, and duly filed by me with the Secretary of State of the State of Colorado.

ATTEST:


Lisa Cain
Town Clerk of New Castle, Colorado

Appendix II

Open Records, Open Meetings, and Conflicts of Interest

GARFIELD & HECHT, P.C.
ATTORNEYS AT LAW

ASPEN OFFICE

601 EAST HYMAN AVENUE
ASPEN, COLORADO 81611
TELEPHONE (970) 925-1936
FACSIMILE (970) 925-3008

Since 1975

www.garfieldhecht.com

AVON OFFICE

AVON TOWN SQUARE, UNIT 104
0070 BENCHMARK ROAD
AVON, COLORADO 81620
TELEPHONE (970) 949-0707
FACSIMILE (970) 949-1810

GLENWOOD SPRINGS OFFICE

THE DENVER CENTRE
420 SEVENTH STREET, SUITE 100
GLENWOOD SPRINGS, COLORADO 81601
TELEPHONE (970) 947-1936
FACSIMILE (970) 947-1937

BASALT OFFICE

RIVER VIEW PLAZA
100 ELK RUN DRIVE, SUITE 220
BASALT, COLORADO 81621-8364
TELEPHONE: (970)-927-1936
FACSIMILE: (970)-927-1939

January 21, 2010

*David D. Smith, Esq.
Glenwood Springs Office
dsmith@garfieldhecht.com*

MEMORANDUM

TO: Members of New Castle Boards and Commissions
FROM: David D. Smith, Assistant Town Attorney
RE: Open Records, Open Meetings, and Conflicts of Interest

This memo is intended to provide a brief overview of the law and offer some recommendations surrounding open records, open meetings, and conflicts of interest. Specific questions should be directed to the Town Clerk or Town Attorney.

OPEN MEETINGS

Meetings of local public bodies are governed by the Colorado Sunshine Law, and specifically by the Open Meetings Law, C.R.S. § 24-6-401 *et seq.* The statute states that it is a “[m]atter of statewide concern...that the formation of public policy is public business and may not be conducted in secret.” C.R.S. § 24-6-401.

The statute defines “local public body” expansively to mean “any board commission, authority, or other advisory policy-making, rule-making, or formally constituted body of any political subdivision of the state...” C.R.S. § 24-6-402(1)(a).

The triggering language of the statute is found in § 24-6-402(2)(b), which requires “all meetings of a quorum or three or more members of a local public body...at which public business is discussed or at which any formal action may be taken...” to be open meetings. The term “meeting” is also defined broadly, and **includes email communication.**

EXECUTIVE SESSIONS

Under limited circumstances members of a local public body may go into executive session to discuss matters outside of public view. Executive sessions are only authorized for: consideration of the purchase of property, privileged attorney-client communications, matters confidential by operation of law, security arrangements, determining a position for negotiations, and personnel matters. C.R.S. § 24-6-402(4). Additionally, there are strict procedural steps that must be followed in order to go into executive session.

OPEN RECORDS

As with the open meetings law, the open records act is designed to provide the public with broad access to governmental documents. The act provides that “[a]ll public records are open for inspection by any person at reasonable times” unless otherwise provided by law. C.R.S. § 24-72-203(1). The term “public record” is defined in the law, but that has not stopped numerous lawsuits concerning its meaning and the interpretation of the provision. With few exceptions, the information given to local public bodies in the performance of their duties will be public records. All requests for documents should be directed to the Clerk’s Office, as there is a specific statutory procedure they will follow when processing an open records request.

EX PARTE CONTACTS AND CONFLICTS OF INTEREST

Ex parte contacts are interactions between individual members of a local public body and members of the public that occur outside of the confines of an open meeting. When a local public body is acting in a “quasi-judicial” manner, ex-parte contacts are prohibited. When acting in a legislative manner, ex-parte contacts are permitted and even encouraged.

“Quasi-judicial” actions are those that require notice and a public hearing. In the hearing the local public body will be applying a specific regulatory scheme to factual scenario. A typical example is a land use application. In these situations the applicant is entitled to due process and the members of the local public body are acting as judges, which is why members are not permitted to discuss the matter outside of the confines of the public hearing.

Conversely, when a local public body is acting in a legislative manner, the members are permitted, and indeed encouraged to speak with members of the public outside of the confines of a public meeting. A typical example would be the recent process to adopt the comprehensive plan.

Improper ex-parte contacts may result in the overturning of the decision of the local public body.

Connected to this is the concept of a “conflict of interest.” There are two kinds of conflicts: statutory conflicts and personal conflicts. Under C.R.S. § 24-18-101 *et seq.* local governmental officials (which includes appointed officials) have a fiduciary duty to act in the best interests of their constituents. This includes refusing to use one’s position to obtain personal financial gain, and refusing to accept a gift or thing of substantial value, actions which are also prohibited by the Town code. Violations of this statutory fiduciary responsibility can result in potential criminal and civil penalties.

The statutes create an exception that permit a member to vote if necessary to obtain a quorum or to allow the Town to act. However, at least 72 hours before voting under this exception, the member must comply with written disclosure requirements to both the Town and the Colorado Secretary of State. If the member votes without complying with these disclosure requirements, he or she may again be subject to civil and criminal penalties.

A more difficult area is the personal conflict of interest. These arise with much greater frequency, and ultimately it is up to each member of a local public body to determine how best to address the issue. A common example would be when a trusted friend comes before a board requesting something, such as a land use approval. The member/friend must decide whether his or her personal relationship with the applicant somehow clouds the member’s ability to objectively review the application and render an unbiased vote. This is often referred to as the “appearance” of a conflict of interest, even though it does not rise to the level of a statutory conflict.

RECOMMENDATIONS

As a threshold matter, you are receiving this memo because you serve as a member of a local public body that is covered by the Open Meetings Law and the Open Records Act. The following are recommendations to guide you in the execution of your duties.

OPEN MEETINGS

The Clerk’s Office in conjunction with the Town Attorney will determine when an event needs to be noticed as a public meeting, and generally members of boards and commissions can rely on Staff for this direction. However, unforeseen circumstances often arise, so members should consider the following:

- 1. Email and telephone communications are considered in determining whether a meeting exists: DO NOT hit “reply all”.**

Email communications are a helpful tool, but misuse of email can result in an open meeting violation. Email from members concerning public business should only be directed to Staff, not to other members of the board or commission. Staff may email the entire board or commission, but please do not hit “reply-all” or otherwise email more than one other member of your board. Such action may

result in an unauthorized meeting, and as outlined below, the emails themselves are likely public records. Likewise, telephone conference calls involving more than two members of the board or commission are likely public meetings.

2. Be cognizant of social situations where more than one member of your board is present.

There is the real possibility that you could attend a social gathering where other members of your board are present. Although truly social situations where no public meeting is discussed are not open meeting violations, inevitably the tendency is to talk about recent board issues. Public business should not be discussed unless the gathering was properly noticed. This includes situations where a quorum or three or more members of a public body are attending the same party, riding in the same car, or even eating at the same restaurant. It does not matter whether the subject matter is legislative or quasi-judicial when determining whether an open meeting violation has occurred.

EXECUTIVE SESSIONS

Executive sessions should be used sparingly and must conform to proper procedure. Our advice would be to rely on the Clerks Office and the Town Attorney for determining whether and when an executive session is warranted.

OPEN RECORDS

1. Presume everything you generate or come into contact with is an open record subject to disclosure.

This assumption, that any document you generate or come into contact with in your capacity as a member of a local public body is an open record, is the best way to guide the execution of your duties. This includes your email communications concerning public business, even if done on a personal email account. Therefore, the question you must always ask yourself is: is what I am writing something that I want the public at large to be able to read? If not, consult the Town Clerk or Town Attorney before committing it to writing.

2. Direct all document requests to the Clerk's Office for processing.

EX PARTE CONTACTS AND CONFLICTS OF INTEREST

1. When approached by a member of the public concerning a pending quasi-judicial matter, direct the member to attend a public meeting.

The easiest way to avoid any problems with ex-parte contacts is not to have them. This often proves difficult, if not impossible, and brief ex parte contacts can be mitigated by disclosure on the record. For example, if someone approaches you in the supermarket

and wants to talk about an upcoming land use case, you should tell the person that you cannot talk about it, and ask them to attend the upcoming meeting. Then, at that meeting, you should state on the record that so-and-so approached you and wanted to talk, and that you asked them to come to the meeting. The goal with this kind of disclosure is to make sure everyone in the public hearing has the same information.

If the contact is too extensive, you should consider recusing yourself from voting on the matter. Using the example above, what often happens is that you tell the person in the supermarket that you can't talk to them about it and politely ask them to attend the meeting, and then they continue to talk to you about the matter. A tactic to use in this case is to tell the person that if they insist on continuing the conversation, you may be forced to recuse yourself and not vote on the matter.

2. Use your own personal ethics to decide when you have a conflict you cannot overcome, but feel free to consult with the Clerk's Office or the Town Attorney for guidance.

Obviously if you have a statutory conflict-where you stand to personally benefit from a decision your board may make-you cannot vote on the matter. If you have one of those tricky personal conflicts that does not rise to the level of a statutory conflict, you must use your own personal ethics to decide how to proceed. The fundamental questions you should ask yourself are: whether you can be truly objective when voting on the matter, and how it will look to the general public if you vote on the matter. If you know of a conflict you should disclose it immediately, to Board and either the Town Clerk or Town Attorney. Such disclosure is best handled as far in advance of the meeting as possible, rather than at the meeting itself.

3. If you decide you have a conflict, you need to recuse yourself from voting on matter, leave hearing and not participate in testimony.

Generally, any member with a potential conflict of interest should disclose the conflict to the board or commission and abstain from voting on the issue subject to the conflict. The disclosure should be made on the record and reflected in the minutes. In the alternative, written disclosure to the board or commission should be provided.

The statute on conflicts of interest prohibits not only voting on a matter in which you have a conflict, but even appearing to influence the outcome of the matter. Members often ask whether they can recuse themselves from a vote and then speak as a member of the public on the item. The short answer is no, you cannot. If you have a conflict the proper procedure is to recuse yourself and leave the meeting room, so that there is no argument that you attempted to influence the outcome of the vote. This measure is as much for your protection as it is for the preservation of due process.

Appendix III

Executive Sessions



1144 Sherman Street ● Denver, Colorado 80203-2207 ● Phone (303)831-6411, Fax (303)860-8175

MEMORANDUM

TO: Interested Persons
FROM: Geoff Wilson, General Counsel
SUBJECT: Synopsis of Executive Session Procedures After Enactment of HB 01-1359
DATE: June 14, 2001

HB 01-1359 made several amendments to the Colorado Open Meetings Law that affect executive session procedures. This memo briefly summarizes those changes, which become effective August 8, 2001, and presents them in the context of current executive session requirements. *However, nothing in this memo should be considered a substitute for advice from your own municipal attorney concerning the matters described herein.*

I. In the open meeting, before going into executive session

- (a) Announce what the "topic for discussion" will be in the executive session (current law; 24-6-402(4), C.R.S.).
- (b) Announce the citation to the provision or provisions of 24-6-402(4), C.R.S., (paragraphs (a) - (h)) that authorize the session (NEW: Id.).
- (c) Identify in the announcement the "particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized." (NEW: Id.).
- (d) An affirmative vote of two-thirds of the quorum present, following the above described announcements, is required before going into executive session. (current law: Id.)
- (e) If the session is for consideration of a "personnel matter," the law now provides expressly that such matters do not include discussion of members of a local public body, including any elected official, nor the appointment of any person to fill a vacancy on such body, including in an elected position. Discussion of personnel policies that does not require discussion of matters personal to a particular employee is also expressly not a "personnel matter." (NEW: 24-6-402(4)(5)(II), C.R.S.)

II. Once the body is in executive session

- (a) The executive session shall be at a regular or special meeting, and for the "sole purpose" of considering any of the topics for which an executive session is allowed pursuant to 24-6-402(4)(a)-(h), C.R.S. (current law: 24-6-402(4), C.R.S.).
- (b) "No adoption of any proposed policy, position, resolution, rule or regulation," nor any "formal action" may occur in the executive session (current law, Id.; but see exception described in III(a), below).

- (c) Make a “record” of the “actual contents” of the discussion in the executive session, using the “same manner and media” as are used to record minutes of open meetings (i.e., written minutes or an electronic record are acceptable). Regardless of the way in which minutes are recorded in open meetings, however, the law permits “any form of electronic recording” of the executive session to satisfy the statute. (NEW: 24-6-402(2)(d.5)(II)(A), C.R.S.)
- (d) The executive session record must also contain a citation to the provision or provisions of 24-6-402(4), C.R.S., that authorize the executive session. (NEW: Id.)
- (e) If written minutes are made of the executive session, these minutes must include a signed statement by the chair of the executive session that the record “substantially reflects the substance” of the discussions during the executive session (the law states that the requirement that the record reflect the “actual contents” of the discussion does not mean that a verbatim transcript of the discussion is required). Presumably, this statement could be signed after the written minutes are reviewed, amended and approved, which may occur in a subsequent executive session (see below). (NEW: Id.)
- (f) If in the opinion of the public body’s attorney, who is present at the executive session, “all or a portion” of the discussion constitutes attorney-client privileged communications:
 - (i) No record need be kept of this part of the discussion.
 - (ii) If an electronic record is being made, the attorney for the body must state on the record that, as to the unrecorded portions of the executive session, no record was kept because, in his or her opinion, such discussion constituted privileged attorney-client communication.
 - (iii) If written minutes of the executive session are kept, the minutes “shall contain a signed statement” from the attorney attesting that the unrecorded portion of the executive session constituted, in the attorney’s opinion, privileged attorney-client communications. The minutes must also include a signed statement from the chair of the executive session attesting that the discussion in the unrecorded portion of the session was confined to the topic or topics for which the executive session is authorized pursuant to the Open Meetings Law.

(NEW: 24-6-402(2)(d.5)(II)(B), C.R.S.)

III. After the executive session

- (a) If written minutes were utilized, the law now makes an exception to the prohibition on formal actions in executive sessions, for the narrow purpose of reviewing, amending, and approving executive session minutes (NEW: 24-6-402(4), C.R.S.).
- (b) The public entity must retain the record for at least ninety days following the executive session (NEW: 24-6-402(2)(d.5)(II)(E), C.R.S.), after which it may be destroyed pursuant to the municipality’s records management policy (see 24-80-101-112, C.R.S.).
- (c) The 2001 amendments establish a procedure through which a judge may privately review the executive session record to see whether the body’s discussions strayed substantially off topic or whether the body took prohibited formal actions in its executive session (NEW: 24-72-204(5.5) C.R.S.). However, the executive session record is not available directly to the public for its review and is not subject to discovery in any administrative or judicial proceeding (NEW: 24-6-402(2)(d.5)(II)(D), C.R.S.).

KEY PROVISIONS OF H.B. 01-1359

Effective Date: August 8, 2001

- An announcement must be made of the executive session topic, including specific citation to the statute authorizing the session, and identification of the particular matter to be discussed in as much detail as possible without compromising the purpose for which the session is authorized. The attached motion form may help in crafting motions.
- The following types of discussions can no longer be conducted in executive session as a "personnel matter": discussions concerning any member of the local public body; the appointment of a person to fill the office of a member of the local public body; or the discussion of "personnel policies" that do not require the discussion of matters personal to particular employees.
- Each executive session must be "recorded in the same manner and media" used to record minutes of open meetings. "Any form of electronic recording" is permitted. It may be best to procure a second tape recorder to use specifically for recording executive sessions (especially if executive sessions are held in a different room), so that the tape of the executive session can be retained separately.
- The record of the executive session must be retained for at least 90 days after the date of the session.
- The record of the executive session must reflect the SPECIFIC LEGAL CITATION authorizing the executive session; the actual contents of the discussion during the session; and include a signed statement from the chair attesting that any written minutes substantially reflect the substance of the discussion during the session. Language for these requirements is attached.
- If the executive session (or a portion of it) constitutes a privileged attorney-client communication in the attorney's opinion, a record is NOT REQUIRED of that communication. Any written minutes must include a signed statement from the attorney attesting that the unrecorded session (or portion) constituted a privileged attorney-client communication in the attorney's opinion, and a signed statement attesting that the unrecorded session (or portion) was confined to the topic authorized for discussion in an executive session. Language for these requirements is attached.
- A person may seek access to the record of the executive session by filing an application in the district court. The court reviews the record of the session and, if it finds that the local public body engaged in substantial discussion of unauthorized matters, or took formal action in the executive session, that portion of the record will be opened for public inspection. Attorney's fee awards to applicants improperly denied access to records under the Open Records Act have been liberalized.

SAMPLE PROCEDURES FOR EXECUTIVE SESSIONS

(may be included in the local public body's rules of procedure)

- A. Minutes of each executive session shall be kept by tape recording, unless the tape recorder is unavailable or is not operating, in which case written minutes shall be taken and kept by the City/Town Attorney if present or by the Presiding Officer if the City/Town Attorney is not present.
- B. If a different tape recorder will be used than the tape recorder normally used in Council/Board meetings, the tape recorder shall be tested before going into executive session to make sure it is operating. The tape shall be labeled with the name of the body and the date.
- C. If executive session minutes are kept by tape recording, they shall stand approved with no further action. If written minutes are taken, they shall be approved at a future executive session.
- D. Upon completion of the executive session, the label on the tape recording shall be initialed or signed by the Presiding Officer.
- E. The tape recording or written minutes of the executive session shall be maintained by the City/Town Attorney; or, if the City/Town Attorney was the subject of the executive session and did not participate in the executive session, the tape recording or written minutes of the executive session shall be maintained by the Presiding Officer.
- F. The tape recording or written minutes of the executive session shall be maintained for 90 days after the date of the executive session, and shall not be disclosed to any person except as required by law.

EXECUTIVE SESSION MOTION FORM

(Note: 2/3 quorum present must vote yes; the session may only occur at a regular or special meeting of the body)

I MOVE TO GO INTO EXECUTIVE SESSION:

(language in bold-face is for inclusion in the motion as applicable; if the stated purpose of the executive session is legal advice, do not combine it with any other purpose):

_____ For a conference with the City/Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b);

_____ For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e);

_____ To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a);

_____ For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees;

_____ For discussion of a matter required to be kept confidential by the following federal or state law, rule, or regulation: _____ under C.R.S. Section 24-6-402(4)(c);

_____ For discussion of specialized details of security arrangements or investigations under C.R.S. Section 24-6-402(4)(d);

_____ For consideration of documents protected by the mandatory nondisclosure provisions of the Open Records Act under C.R.S. Section 24-6-402(4)(g);

_____ Other (specify): _____

AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES (Presiding Officer may ask Attorney/staff to provide the details): _____

ANNOUNCEMENT NO. 1

ANNOUNCEMENT TO BE MADE BY PRESIDING OFFICER AT THE BEGINNING OF THE EXECUTIVE SESSION (MAKE SURE THE TAPE RECORDER IS TURNED ON; DO NOT TURN IT OFF DURING THE EXECUTIVE SESSION UNLESS SO ADVISED BY THE CITY/TOWN ATTORNEY)

It's _____, and the time is _____. For the record, I am the presiding officer, _____. As required by the Open Meetings Law, this executive session is being electronically recorded.

Also present at this executive session are the following persons:

This is an executive session for the following purpose:

(repeat the language of the motion, including the statutory citation)

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.

If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

ANNOUNCEMENT NO. 2

ANNOUNCEMENT TO BE MADE BY THE PRESIDING OFFICER BEFORE CONCLUDING THE EXECUTIVE SESSION (WHILE THE TAPE RECORDER IS STILL ON)

I hereby attest that this recording reflects the actual contents of the discussion at the executive session and has been made in lieu of any written minutes to satisfy the recording requirements of the Open Meetings Law.

_____ I will hand the tape to the City/Town Attorney to retain for a 90-day period.

OR

(if City/Town Attorney was the subject of the session and was not present at the session)

_____ I will retain the tape in my possession for a 90-day period.

The time is now _____, and we now conclude the executive session and return to the open meeting.

(turn off tape and return to open meeting)

ANNOUNCEMENT NO. 3

ANNOUNCEMENTS TO BE MADE AT THE BEGINNING OF AN EXECUTIVE SESSION FOR LEGAL ADVICE, OR FOR THE DISCUSSION OF LEGAL ADVICE DURING AN EXECUTIVE SESSION WHOSE STATED PURPOSE IS A SUBJECT OTHER THAN LEGAL ADVICE

(make sure Announcement No. 1 has been made first)

By City/Town Attorney:

As City/Town Attorney, it is my opinion that the discussion of the matter announced in the motion to go into executive session constitutes a privileged attorney-client communication. I am therefore recommending that no further record be kept of this executive session.

By Presiding Officer:

The City/Town Attorney has recommended that no further record be kept of this executive session. The time is now _____ and I am turning off the tape recorder at this time.

(turn off tape recorder at this time)

(If the attorney-client communication has finished, but the executive session continues, TURN THE TAPE RECORDER BACK ON)

By Presiding Officer:

The time is now _____ and I have turned the tape recorder back on because the privileged attorney-client communication is finished.

(AT THE END OF THE EXECUTIVE SESSION, MAKE SURE ANNOUNCEMENT NO. 2 IS MADE BEFORE TURNING OFF THE TAPE RECORDER)

ANNOUNCEMENT NO. 4

STATEMENT TO BE MADE BY THE PRESIDING OFFICER UPON RETURNING TO THE OPEN MEETING

The time is now _____, and the executive session has been concluded. The participants in the executive session were:

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.

Seeing none, the next agenda item is . . .

Appendix IV 2016 Town Budget

TOWN OF NEW CASTLE, COLO. **2016 BUDGET - TOTAL OF ALL GENERAL FUNDS**

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Actual thru 9/30/15</u>	<u>Projected 2015</u>	<u>Budget 2016</u>
BEGINNING FUND BALANCE	2,021,890	1,979,398	1,320,715	1,345,595	1,345,595	1,052,608
Restricted - Tabor	149,000	139,000	161,000	151,000	151,000	161,000
Restricted - Prepaid-Non Spendable	42,473	35,902	29,450	29,814	29,814	23,957
Committed - Burning Mtn Ave.	5,494	5,494	5,494	5,494	5,494	5,494
Committed - Economic Development	67,769	39,962	8,812	15,798	15,798	
Committed - PS Training/Mahan Fund	5,361	2,685	2,560	2,688	2,688	468
Committed - Police Training	13,778	13,779	12,079	12,530	12,530	9,355
Committed - Transfer to Utility Fund	371,046	371,046				
Committed - Traffic Impact	291,248	291,248	221,728	220,358	220,358	226,153
Committed - Ambulance/Trees	8,250	8,250	8,250	8,250	8,250	8,250
Assigned - Main Street StreetScape	1,000	1,000	1,000	1,000	1,000	
Assigned - Solar Purchase	27,000	32,000	42,000	42,000	42,000	47,000
Assigned - Street Maintenance						
Assigned - Public Safety Facility	60,000	60,000	60,000	60,000	60,000	
Assigned - Vehicle Replacement						
Unassigned	979,471	979,032	768,342	796,663	796,663	570,931
REVENUES						
Other Revenues (Administration)	1,488,577	1,741,329	1,369,223	1,416,488	1,631,557	1,447,086
Building/Planning Department	52,370	85,536	74,300	104,553	119,753	84,200
Main Street Streetscape	0	0	0	0	0	350,000
Municipal Court	44,177	39,413	38,275	18,256	23,125	19,150
Parks /Trails Capital	152,354	2,696,938	181,500	268,131	314,986	193,350
Park/Trails Maintenance	82,232	81,150	81,600	62,973	86,340	85,725
Public Safety Department	47,841	37,127	192,618	27,145	211,538	12,600
Recreation Department	64,629	81,480	65,000	51,836	59,682	90,500
Street Maintenance	1,140,280	860,897	672,350	565,277	725,866	1,147,380
Developers Contribution						
Total Revenues	3,072,460	5,623,870	2,674,866	2,514,659	3,172,847	3,429,991
Expenditures						
Administration Department	405,371	432,416	408,064	345,130	488,402	433,813
Building/Planning Department	161,787	187,726	169,365	148,903	199,930	175,460
Health and Welfare	17,427	17,045	20,500	19,712	21,312	21,400
Main Street Streetscape	0		150,000	88,358	372,000	226,104
Municipal Court	26,512	30,947	34,925	15,257	23,620	28,725
Parks/Trails Capital	78,060	3,191,638	149,180	82,957	100,846	70,780
Parks/Trails Maintenance	262,811	261,223	316,125	250,628	328,789	311,030
Public Safety Department	825,810	827,780	1,141,910	960,637	1,167,185	908,600
Recreation Department	204,554	234,780	221,375	165,606	228,122	263,485
Street Maintenance	1,089,270	657,635	452,005	320,817	458,443	1,119,562
Town Maintenance	43,350	45,437	63,160	31,887	52,185	53,520
Developers Contributions						
Transfer Out		371,046				
Contingency Amount					25,000	
TOTAL EXPENDITURES	3,114,952	6,257,673	3,126,609	2,429,892	3,465,834	3,612,479
ENDING FUND BALANCE	1,979,398	1,345,595	868,972	1,430,362	1,052,608	870,120

2016 BUDGET - TOTAL OF ALL GENERAL FUNDS

TOWN OF NEW CASTLE, COLO.
Continued:

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Actual thru 9/30/15</u>	<u>Projected 2015</u>	<u>Budget 2016</u>
ENDING FUND BALANCE	1,979,398	1,345,595	868,972	1,430,362	1,052,608	870,120
Assigned Amounts:						
Restricted - TABOR	139,000	151,000	161,000	151,000	161,000	161,000
Restricted - Prepaid-Non Spendable	35,902	29,814	23,000	26,742	23,957	18,757
Committed Burning Mountain I	5,494	5,494	5,494	5,494	5,494	5,494
Committed - Economic Development	39,962	15,798	0	0	0	0
Committed - PS Training/Mahan Fund	2,685	2,688	260	1,226	468	718
Committed - Police Training	13,779	12,530	5,829	10,552	9,355	6,105
Committed - Transfer to Utility Fund	371,046					
Committed - Traffic Impact	291,248	220,358	228,578	226,153	226,153	230,553
Committed - Ambulance	8,250	8,250	8,250	8,250	8,250	8,250
Assigned - Main Street Streetscape	1,000	1,000	1,000	1,000		
Assigned - Solar Purchase	32,000	42,000	47,000	42,000	47,000	52,000
Assigned - Street Maintenance						
Assigned - Public Safety Facility	60,000	60,000				
Assigned - Veh-Equip Replacement						
Unassigned	979,032	796,663	388,561	957,945	570,931	387,243

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-001	General Property Tax	370,655	261,369	259,762	257,984	256,565	258,000	326,409
10-4010-002	Property tax-Contr Obligations	91,280	87,047	92,332	97,127	100,526	101,950	97,365
10-4010-020	Specific Ownership	17,797	16,000	16,084	16,250	11,021	14,500	14,500
10-4010-021	Capital Exp - Specific Own	347	300	347-	.00	.00	.00	.00
10-4010-030	Interest / Penalties	1,290	275	376	275	184	247	100
10-4010-031	Int/Penalty-Contr Obligations	257	50	.00	25	.00	.00	.00
10-4010-040	Sales 1 3/4 %	544,223	557,000	570,038	580,000	431,122	598,500	616,450
10-4010-080	Use Tax	8,220	5,000	20,029	30,000	29,178	31,000	36,000
10-4010-095	Lodging Tax	8,638	6,500	9,818	8,400	9,612	12,000	11,750
10-4010-100	Cigarette Tax	4,979	5,250	4,011	4,000	2,706	3,525	3,000
10-4010-120	Franchise Tax	120,403	113,000	123,151	121,000	91,793	119,000	120,000
10-4010-140	Occupation Tax	6,461	6,000	6,130	5,500	6,021	6,375	5,900
10-4010-191	Finance Charges	.00	50	.00	.00	.00	.00	.00
10-4010-220	Animal Permits	1,779	1,800	2,611	2,000	1,710	2,000	2,000
10-4010-260	Liquor Licenses	5,631	2,500	2,280	2,100	1,794	4,903	2,100
10-4010-280	Business Licenses	3,023	3,000	740-	.00	.00	.00	.00
10-4010-390	Mineral Lease Distribution	155,721	124,577	404,634	124,577	252,177	252,177	140,000
10-4010-391	Severance Tax	126,513	101,210	179,324	101,210	194,782	194,782	50,000
Total Revenues:		1,467,216	1,290,928	1,689,494	1,350,448	1,389,191	1,598,959	1,425,574

Revenues								
10-4020-001	AD Charges for Services	54	40	34	30	24	33	30
10-4020-020	Ad Rent Income	6,900	5,000	15,700	9,800	9,350	11,456	12,100
10-4020-040	AD Sale of Assets	2,802	.00	.00	.00	.00	.00	.00
10-4020-050	125th Anniversary Revenues	3,371	.00	329	.00	.00	.00	.00
10-4020-051	Burn. Mtn. Festival Rev.	.00	.00	8,355	5,500	7,329	6,900	5,500
10-4020-060	AD Miscellaneous	563	200	864	400	6,939	7,500	1,000
10-4020-066	Retirement Forfeiture	5,022	.00	6,609	.00	641	3,179	.00
10-4020-084	Comm. Garden Revenue	.00	.00	4,066	.00	150	150	150
10-4020-200	Tap Fee Agreement Rev.	.00	.00	12,672	.00	.00	.00	.00
10-4020-505	Tap Fee Interest	.00	.00	282	409	409	409	312
10-4020-540	AD CT Interest	916	950	823	700	804	950	800
10-4020-570	First Bank Interest	743	1,225	1,254	1,236	771	970	720
10-4020-580	AD C-SAFE Interest	989	1,000	846	700	879	1,050	900
10-4020-590	2010 Bond Revenue	1	.00	1	.00	1	1	.00
Total Revenues:		21,361	8,415	51,835	18,775	27,297	32,598	21,512

Administration								
10-5040-010	Council Salaries	16,140	16,140	16,375	16,140	13,450	16,140	16,140
10-5040-020	Salaries	112,493	115,500	120,172	116,000	90,156	118,000	118,750
10-5040-030	Payroll Tax Exp - Social Sec	7,975	8,160	8,466	8,315	6,424	8,320	8,375
10-5040-031	Payroll Tax Exp - Medicare	1,866	1,910	1,981	1,950	1,503	1,950	1,955
10-5040-032	Payroll Tax Exp - St Unemplmnt	387	400	410	405	311	450	450
10-5040-041	CCOERRA Retirement Exp	4,126	4,625	4,327	4,700	3,415	4,725	4,750
10-5040-042	Health Insurance Exp	19,404	23,750	19,638	22,000	15,989	22,150	26,600
10-5040-043	Cafeteria Plan Expense	5,069	100	3,244	100	3,028	4,100	100
10-5040-050	Employee Support	902	700	236	700	2,094	2,300	2,000
10-5040-100	Office Supplies	3,053	2,750	3,346	2,750	3,589	5,200	3,000
10-5040-101	Office Op. Supply & Furniture	90	400	.00	1,900	304	3,500	2,600
10-5040-102	Postage Expense	880	1,400	1,957	1,800	1,532	1,600	1,800
10-5040-103	Computer Hardware/Software	5,091	.00	2,231	4,800	3,980	4,800	3,000
10-5040-104	Printing & Copies	796	2,000	1,054	2,000	751	1,200	1,400
10-5040-106	Credit Card Fees	175	175	254	200	251	300	300
10-5040-107	Computer Services	6,409	4,500	2,572	4,500	2,057	4,000	4,000
10-5040-110	Ordinance Codification	1,425	3,000	1,595	3,000	1,920	2,000	3,000

Period: 09/15

Nov 25, 2015 10:37AM

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
10-5040-120	Utilities	3,379	4,100	3,517	4,100	2,308	3,800	4,100
10-5040-140	Telephone Expense	4,111	4,700	4,228	4,700	5,172	6,200	4,700
10-5040-144	Public Access. Expense	.00	300	61	300	.00	300	300
10-5040-145	Internet Svc/Web Page	3,589	2,650	2,327	2,400	4,802	8,000	7,000
10-5040-146	Newsletter Expenses	2,550	2,600	2,524	2,600	1,363	2,600	2,600
10-5040-150	Mileage Expense	.00	.00	205	100	772	1,000	600
10-5040-160	Dues, Subscriptions	1,914	2,000	2,001	2,000	2,013	2,013	2,300
10-5040-170	Training & Meetings	1,996	1,600	1,009	1,600	2,538	3,050	3,200
10-5040-172	Career Development Exp.	.00	.00	.00	.00	.00	.00	.00
10-5040-175	Meals, Lodging	1,888	1,000	2,366	3,000	2,498	3,500	3,000
10-5040-180	Publication of Notices	300	1,000	641	750	.00	400	750
10-5040-200	Legal Services	19,670	27,000	20,713	27,000	20,768	28,000	28,000
10-5040-210	Technical Support	2,508	3,400	2,988	3,400	2,773	3,400	3,600
10-5040-220	Other Prof Services	233	400	995	3,100	912	2,100	2,500
10-5040-240	Audit Expense	1,400	1,400	1,400	1,400	1,600	1,600	1,600
10-5040-250	Economic Dev./Enhancement	21,592	40,000	33,982	19,000	27,990	39,000	25,000
10-5040-251	125th Anniversary Exp.	27,741	.00	.00	.00	.00	.00	.00
10-5040-252	Outdoor Rec. Marketing	14,853	9,350	9,350	15,000	.00	20,000	10,000
10-5040-253	Tap Fee Agreement Purch.	.00	.00	12,672	.00	.00	.00	.00
10-5040-260	Insurance Expense	8,923	9,000	8,108	9,000	5,798	9,200	10,000
10-5040-279	Council Expenses	.00	.00	.00	.00	.00	.00	500
10-5040-280	Miscellaneous Expense	907	800	27,407	1,000	2,448	33,500	2,000
10-5040-283	Community Garden Exp.	.00	.00	4,176	500	309	450	450
10-5040-290	Special Events	.00	.00	1,075	15,000	10,186	15,000	15,000
10-5040-320	Veh Exp-08 Toyota	107	1,000	701	400	153	400	500
10-5040-321	Veh Exp - Traverse	7	1,000	503	400	321	500	500
10-5040-340	Gas & Oil	2,321	2,400	1,712	2,400	1,003	1,600	2,200
10-5040-360	County Treasurer Fees	8,960	11,000	6,153	7,500	6,422	7,600	7,600
10-5040-361	Treasurer Fees - Capital Exp	1,754	2,000	1,739	2,000	1,929	2,100	2,100
10-5040-362	Bank Charges	.00	10	.00	10	.00	10	10
10-5040-421	Vehicle Lease/Purchase	1,122	1,122	993	.00	.00	.00	.00
10-5040-430	Donated Capital Assets	.00	.00	.00	.00	.00	.00	.00
10-5040-480	Engineering & Survey	.00	100	310	100	.00	1,500	.00
10-5040-520	Election Expense	.00	3,800	633	.00	37	200	4,500
10-5040-575	Senior Housing	.00	.00	2,246	1,000	3,219	3,600	3,000
10-5040-600	Loan Interest	25,015	22,572	22,572	19,794	19,794	19,794	16,733
10-5040-630	2010 Bond Costs	250	250	250	250	250	250	250
10-5040-650	Loan Principal	62,000	65,000	65,000	67,000	67,000	67,000	71,000
Total Administration:		405,371	407,064	432,416	408,064	345,130	488,402	433,813
Transfers Out								
10-6000-000	Operating Transfer Out	.00	.00	371,046	.00	.00	.00	.00
Total Transfers Out:		.00	.00	371,046	.00	.00	.00	.00
General Fund Revenue Total:		1,488,577	1,299,343	1,741,329	1,369,223	1,416,488	1,631,557	1,447,086
General Fund Expenditure Total:		405,371	407,064	803,462	408,064	345,130	488,402	433,813
Net Total General Fund:		1,083,206	892,279	937,867	961,159	1,071,358	1,143,155	1,013,273
Net Grand Totals:		1,083,206	892,279	937,867	961,159	1,071,358	1,143,155	1,013,273

Period: 09/15

Nov 25, 2015 10:39AM

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-170	Land Use Application Fees	600	500	293	500	710	960	500
10-4010-180	Building Permits	25,386	21,140	41,536	50,000	68,923	73,000	60,000
10-4010-190	Developers Reimbursement	22,013	20,000	38,388	20,000	29,753	40,000	20,000
10-4010-240	Contractor Licenses	3,875	2,200	4,950	3,500	4,875	5,225	3,500
10-4010-245	Misc. Building Dept Revenue	.00	100	.00	.00	100	100	.00
10-4010-300	Sign	495	150	370	300	193	468	200
Total Revenues:		52,370	44,090	85,536	74,300	104,553	119,753	84,200
Building & Planning								
10-5030-020	Salaries	74,809	77,400	75,912	71,750	57,306	73,100	74,500
10-5030-030	Payroll Tax Exp - Social Sec	4,638	4,800	4,707	4,375	3,553	4,550	4,625
10-5030-031	Payroll Tax Exp - Medicare	1,085	1,125	1,101	1,025	831	1,060	1,080
10-5030-032	Payroll Tax Exp - St Unemplmnt	225	230	228	215	172	220	225
10-5030-041	CCOERRA Retirement Exp	2,705	3,100	2,817	2,825	2,101	2,925	2,980
10-5030-042	Health Insurance Exp	12,725	14,000	12,867	14,400	9,915	13,750	15,700
10-5030-043	Cafeteria Plan Expense	2,761	100	1,939	100	1,744	2,400	100
10-5030-050	Employee Support	100	200	4	200	.00	150	200
10-5030-100	Office Supplies	1,335	1,200	1,142	1,200	1,196	1,550	1,300
10-5030-101	Office Op. Supply & Furniture	.00	400	.00	400	.00	100	400
10-5030-102	Postage Expense	46	200	124	200	24	200	200
10-5030-103	Computer Hardware/Software	2,250	.00	19	1,750	1,649	1,750	500
10-5030-104	Printing & Copies	809	1,500	925	1,500	679	1,100	1,300
10-5030-106	Credit Card Fees	200	250	250	250	250	250	250
10-5030-107	Computer Services	2,272	3,000	2,544	3,000	1,935	3,000	3,200
10-5030-140	Telephone Expense	882	1,000	869	1,000	791	1,200	1,300
10-5030-150	Mileage Expense	.00	.00	31	50	287	400	300
10-5030-160	Dues, Subscriptions	492	500	125	350	125	125	300
10-5030-161	Bldg Code Library	92-	400	100	450	.00	.00	700
10-5030-170	Training & Prof Dues	363	650	.00	500	.00	150	500
10-5030-175	Meals, Lodging	333	650	28	500	73	300	500
10-5030-180	Publication of Notices	58	500	.00	500	.00	.00	300
10-5030-190	Developers Costs	19,817	20,000	41,413	20,000	30,867	44,000	20,000
10-5030-195	Developers Bad Debt	172-	.00	.00	.00	.00	500	500
10-5030-200	Legal Services	7,308	6,500	1,334	6,500	3,339	5,000	6,500
10-5030-210	Technical Support	1,777	2,500	722	2,800	669	1,500	1,800
10-5030-220	Other Prof Services/Inspection	18,081	20,000	32,264	27,000	27,323	35,000	30,000
10-5030-235	Planning Fees	.00	750	.00	500	.00	500	500
10-5030-240	Audit Expense	500	500	450	500	500	500	500
10-5030-260	Insurance Expense	4,770	5,000	4,615	5,225	3,475	4,450	5,100
10-5030-280	Miscellaneous Expense	.00	50	.00	50	100	200	100
10-5030-320	Vehicle Expense	84	250	.00	250	.00	.00	.00
10-5030-421	Vehicle Lease/Purchase	1,627	1,375	1,197	.00	.00	.00	.00
Total Building & Planning:		161,787	168,130	187,726	169,365	148,903	199,930	175,460
General Fund Revenue Total:		52,370	44,090	85,536	74,300	104,553	119,753	84,200
General Fund Expenditure Total:		161,787	168,130	187,726	169,365	148,903	199,930	175,460
Net Total General Fund:		109,417-	124,040-	102,190-	95,065-	44,350-	80,177-	91,260-
Net Grand Totals:		109,417-	124,040-	102,190-	95,065-	44,350-	80,177-	91,260-

Account Number	Account Title	2013-13 Pri Year 2 Actual	2014-14 Pri Year Budget	2014-14 Pri Year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Health & Welfare								
10-5080-500	Health & Welfare	16,250	16,300	16,300	19,300	17,700	19,300	19,300
10-5080-502	H & W-CMC Seniors Program	1,177	1,200	745	1,200	2,012	2,012	2,100
Total Health & Welfare:		17,427	17,500	17,045	20,500	19,712	21,312	21,400
General Fund Revenue Total:		.00	.00	.00	.00	.00	.00	.00
General Fund Expenditure Total:		17,427	17,500	17,045	20,500	19,712	21,312	21,400
Net Total General Fund:		17,427-	17,500-	17,045-	20,500-	19,712-	21,312-	21,400-
Net Grand Totals:		17,427-	17,500-	17,045-	20,500-	19,712-	21,312-	21,400-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Historic Grant Revenue								
10-4030-100	Historic Main St Streetscape	.00	.00	.00	.00	.00	.00	.00
10-4030-120	FMLD Grant- St Scape	.00	.00	.00	.00	.00	.00	350,000
10-4030-540	Main St. Streetscape Int.	.00	.00	.00	.00	.00	.00	.00
Total Historic Grant Revenue:		.00	.00	.00	.00	.00	.00	350,000
Historic Grant Expenditures								
10-5010-480	Engineering & Survey	.00	.00	.00	.00	31,130	50,000	10,000
10-5010-600	Construction	.00	.00	.00	150,000	57,228	322,000	216,104
Total Historic Grant Expenditures:		.00	.00	.00	150,000	88,358	372,000	226,104
General Fund Revenue Total:		.00	.00	.00	.00	.00	.00	350,000
General Fund Expenditure Total:		.00	.00	.00	150,000	88,358	372,000	226,104
Net Total General Fund:		.00	.00	.00	150,000-	88,357-	372,000-	123,896
Net Grand Totals:		.00	.00	.00	150,000-	88,357-	372,000-	123,896

Account Number	Account Title	2013-13 Pri Year 2 Actual	2014-14 Pri Year Budget	2014-14 Pri Year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-400	Misc. Court Revenue	.00	.00	4,426	.00	2,522	3,400	1,700
10-4010-420	Traffic Fines	29,045	26,000	21,766	26,000	7,008	9,750	7,750
10-4010-421	Parking Tickets	215	300	215	275	210	250	250
10-4010-440	Other Fines	7,829	5,900	7,341	6,000	5,493	6,000	6,000
10-4010-460	Court Costs	3,220	2,750	2,567	2,750	1,501	1,900	1,700
10-4010-480	PS Citation Serv Charges	3,868	3,250	3,098	3,250	1,523	1,825	1,750
Total Revenues:		44,177	38,200	39,413	38,275	18,256	23,125	19,150
Municipal Court								
10-5055-020	Salaries	6,105	17,000	7,885	9,600	7,200	9,600	9,600
10-5055-100	Office Supplies	574	375	159	350	40	350	350
10-5055-102	Postage Exp.	.00	375	78	200	120	150	150
10-5055-105	Office - Misc.	871	1,000	648	1,000	600	870	1,000
10-5055-106	Credit Card Fees	200	200	200	200	100	200	200
10-5055-160	Judge Exp (Dues, Taxes)	.00	.00	40	50	.00	50	50
10-5055-170	Training	.00	.00	.00	.00	.00	.00	.00
10-5055-175	Meals, Lodging	321	400	607	400	.00	300	400
10-5055-180	Publication of Notices	.00	350	.00	.00	.00	.00	.00
10-5055-220	Attorney Fees - Court	16,708	18,500	19,535	21,000	5,916	10,500	15,000
10-5055-260	Insurance Expense	1,194	1,275	1,190	1,375	911	1,150	1,375
10-5055-340	Municipal Court Expense	184	400	255	350	20	100	200
10-5055-420	Training	355	400	350	400	350	350	400
Total Municipal Court:		26,512	40,275	30,947	34,925	15,257	23,620	28,725
General Fund Revenue Total:		44,177	38,200	39,413	38,275	18,256	23,125	19,150
General Fund Expenditure Total:		26,512	40,275	30,947	34,925	15,257	23,620	28,725
Net Total General Fund:		17,665	2,075-	8,467	3,350	2,999	495-	9,575-
Net Grand Totals:		17,665	2,075-	8,467	3,350	2,999	495-	9,575-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Park Revenue								
10-4040-030	Sales Tax 1/2% (new 2001)	150,854	155,418	157,786	162,000	119,066	165,675	170,650
10-4040-090	Recreational Dev Fee	1,500	1,000	5,500	6,000	6,000	6,500	6,500
10-4040-110	GOCO Grant	.00	.00	.00	.00	.00	.00	.00
10-4040-111	FMLD Grant	.00	.00	9,051	.00	21,913	21,659	.00
10-4040-112	DOLA Grant	.00	.00	450,000	.00	47,928	47,928	.00
10-4040-113	GARCO Grant	.00	.00	2,074,601	.00	55,767	55,767	.00
10-4040-394	Sale of Parks Assets	.00	.00	.00	13,500	17,457	17,457	16,200
Total Park Revenue:		152,354	156,418	2,696,938	181,500	268,131	314,986	193,350
Park Expenses								
10-5075-421	Veh/Equip - Lease/Purchase	15,730	6,541	24,291	33,000	20,791	20,791	9,225
10-5075-600	Parks Interest Expense	29,100	26,897	27,698	26,894	19,967	26,894	23,688
10-5075-650	VIX Loan Principal	32,455	34,658	33,858	34,661	26,200	34,661	37,867
10-5075-700	Capital - Park Development	775	54,625	.00	54,625	.00	.00	.00
10-5075-703	Capital Park Planning	.00	.00	1,875	.00	.00	2,500	.00
10-5075-704	Capital - Trails	.00	.00	3,103,916	.00	16,000	16,000	.00
Total Park Expenses:		78,060	122,721	3,191,638	149,180	82,957	100,846	70,780
General Fund Revenue Total:		152,354	156,418	2,696,938	181,500	268,131	314,986	193,350
General Fund Expenditure Total:		78,060	122,721	3,191,638	149,180	82,957	100,846	70,780
Net Total General Fund:		74,295	33,697	494,700-	32,320	185,174	214,140	122,570
Net Grand Totals:		74,295	33,697	494,700-	32,320	185,174	214,140	122,570

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Park Revenue								
10-4040-020	Sales Tax 1/4 %	75,427	77,500	78,893	81,000	59,533	82,840	85,325
10-4040-040	Park Use Revenue	588	150	1,332	500	240	300	400
10-4040-080	Donations	.00	.00	.00	.00	3,200	3,200	.00
10-4040-120	Miscellaneous	6,217	.00	925	100	.00	.00	.00
Total Park Revenue:		82,232	77,650	81,150	81,600	62,973	86,340	85,725
Park Expenses								
10-5075-020	Salaries	125,869	123,700	122,017	147,000	107,896	140,800	145,750
10-5075-025	Salary-Summer Temps	23,801	31,900	31,648	31,900	21,153	31,900	23,040
10-5075-030	Payroll Tax Exp - Social Sec	9,280	9,650	9,527	11,100	8,232	10,725	10,475
10-5075-031	Payroll Tax Exp - Medicare	2,170	2,260	2,228	2,600	1,925	2,500	2,450
10-5075-032	Payroll Tax Exp - St Unemplmnt	449	475	461	540	399	520	510
10-5075-041	CCOERA Retirement Exp	4,951	4,950	4,838	5,900	4,342	5,650	5,830
10-5075-042	Health Insurance Exp	20,456	20,800	24,409	34,900	19,869	29,000	31,500
10-5075-043	Cafeteria Plan Expense	2,713	100	3,691	100	1,833	2,200	100
10-5075-050	Employee Support	489	500	500	500	12	500	500
10-5075-100	Office Supplies	377	200	640	250	1,041	1,400	750
10-5075-101	Office Op. Supply & Furniture	.00	.00	85	.00	.00	.00	.00
10-5075-103	Computer Hardware/Software	840	300	120	3,100	4,192	4,400	3,100
10-5075-106	Credit Card Fees	25	25	25	25	50	25	25
10-5075-107	Computer Services	2,344	2,900	1,960	2,400	1,820	2,800	3,000
10-5075-120	Utilities	5,610	10,000	3,738	7,000	2,131	4,500	5,500
10-5075-125	Porta-Jon Svc.	8,181	10,000	7,705	9,500	7,788	9,800	10,000
10-5075-140	Telephone Expense	1,326	1,350	1,575	1,700	2,159	2,800	2,100
10-5075-150	Mileage Expense	.00	.00	54	10	.00	.00	.00
10-5075-160	Dues, Subscriptions	267	300	217	300	182	300	300
10-5075-170	Training	95	800	319	750	533	700	750
10-5075-175	Meals, Lodging	130	200	160	250	70	250	250
10-5075-180	Publication of Notices	41	50	263	50	335	335	300
10-5075-200	Legal Services	2,192	150	.00	150	334	400	150
10-5075-210	Technical Support	739	900	823	1,100	600	1,000	1,200
10-5075-220	Other Prof Services/Inspection	.00	50	163	900	54	900	900
10-5075-240	Audit Expense	500	500	500	500	500	500	500
10-5075-260	Insurance Expense	8,578	9,400	8,770	9,400	6,867	9,400	10,000
10-5075-280	Miscellaneous Expense	99	100	288	100	.00	100	100
10-5075-300	Tools	1,549	1,800	1,964	1,800	2,176	2,400	2,500
10-5075-320	Vehicle Expense	89	200	75	200	107	200	200
10-5075-325	Veh Exp-08 Chevy 2500(P2)	533	800	365	800	136	400	250
10-5075-326	Veh Exp-08 Chevy Colo(P9)	.00	200	.00	200	361	400	.00
10-5075-327	Veh Exp-08 Chevy 2500(P4)	.00	800	679	800	205	250	.00
10-5075-328	Veh Exp-09 Chevy 3500(P5)	944	800	133	800	361	800	250
10-5075-329	Veh Exp-00 GMC(P12)	.00	.00	.00	.00	.00	.00	.00
10-5075-340	Gas & Oil	8,659	9,800	9,201	10,500	4,926	6,500	8,500
10-5075-380	Equipment Maintenance	2,557	3,500	3,938	3,500	2,765	3,500	3,500
10-5075-383	Eq. Maint. Jacobsen Mower	736	800	1,128	800	1,378	1,500	1,200
10-5075-388	Irrigation Winterization	801	1,000	96	1,000	.00	1,000	.00
10-5075-389	Irrigation M & O	7,475	7,000	5,846	7,000	8,245	8,750	9,000
10-5075-390	M & O	11,157	5,000	4,516	5,300	5,847	6,500	6,500
10-5075-391	Equipment Rental	.00	300	143	300	350	350	750
10-5075-392	Fertilizer	1,006	3,000	.00	3,000	1,802	3,000	3,000
10-5075-393	Weed management	458	800	1,331	900	2,065	2,100	1,800
10-5075-394	Mosquito Control	4,700	4,800	4,800	4,900	4,184	4,184	5,400

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
10-5075-396	Talbott Trail Maint.	.00	.00	.00	.00	11,896	12,500	500
10-5075-397	Gardens Expense	.00	.00	.00	.00	3,876	4,000	3,000
10-5075-480	Engineering & Survey	310	.00	.00	.00	150	1,000	2,000
10-5075-481	Safety	139	300	83	300	271	300	300
10-5075-499	PWF Maintenance	112	200	202	1,000	894	1,000	800
10-5075-500	Tree Maintenance - Parks	64	1,000	.00	1,000	4,316	4,750	2,500
Total Park Expenses:		262,811	273,660	261,223	316,125	250,628	328,789	311,030
General Fund Revenue Total:		82,232	77,650	81,150	81,600	62,973	86,340	85,725
General Fund Expenditure Total:		262,811	273,660	261,223	316,125	250,628	328,789	311,030
Net Total General Fund:		180,579-	196,010-	180,073-	234,525-	187,655-	242,449-	225,305-
Net Grand Totals:		180,579-	196,010-	180,073-	234,525-	187,655-	242,449-	225,305-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-500	PS Charges for Services	2,056	2,700	605	500	703	900	600
10-4010-510	PS-VIN Inspect.	525	.00	1,340	1,000	1,070	1,320	1,000
10-4010-520	PS Dog Impound Fees	1,345	1,500	1,875	1,500	475	575	700
10-4010-560	PS Donation to Bike Rodeo	350	1,000	580	500	.00	.00	500
10-4010-580	PS Vehicle Sale	7,123	6,000	.00	.00	6,400	6,400	500
10-4010-585	Veh. Impound Fees	12,676	10,000	7,668	7,500	8,745	11,000	7,000
10-4010-625	PS State Leaf Grant	.00	900	.00	.00	.00	.00	.00
10-4010-636	Mahan Scholarship Fund	731	800	516	700	220	280	250
10-4010-638	FMLD Grant	.00	.00	.00	180,918	.00	180,917	.00
10-4010-640	PS Bail Bonds	.00	10	.00	.00	987	1,500	1,000
10-4010-661	PS - Donations	23,000	.00	16,210	.00	.00	100	1,000
10-4010-670	PS Miscellaneous Revenue	35	200	8,334	.00	8,546	8,546	50
Total Revenues:		47,841	23,110	37,127	192,618	27,145	211,538	12,600
Public Safety								
10-5050-020	Salaries	479,635	493,000	484,287	508,000	404,844	508,000	515,000
10-5050-022	Call Out Pay	1,319	1,500	1,265	1,500	901	1,500	1,500
10-5050-030	Payroll Tax Exp - Social Sec	29,820	30,700	30,104	31,600	25,156	31,700	32,000
10-5050-031	Payroll Tax Exp - Medicare	6,974	7,175	7,041	7,400	5,883	7,400	7,500
10-5050-032	Payroll Tax Exp - St Unemplmnt	1,443	1,500	1,456	1,530	1,218	1,550	1,550
10-5050-041	CCOERRA Retirement Exp	19,066	19,780	19,274	20,380	16,122	20,400	20,675
10-5050-042	Health Insurance Exp	107,021	116,000	111,846	135,000	92,527	122,500	135,000
10-5050-043	Cafeteria Plan Expense	17,417	100	18,733	100	14,571	19,500	100
10-5050-049	Recruitment Expense	.00	500	.00	500	41	500	500
10-5050-050	Employee Assistance Program	692	700	323	700	15	200	500
10-5050-100	Office Supplies	2,592	2,600	2,443	2,600	1,715	2,000	2,100
10-5050-101	Office Op. Supply & Furniture	240	400	330	500	165	200	500
10-5050-102	Postage Expense	335	700	237	550	280	350	500
10-5050-103	Computer Hardware/Software	6,800	250	554	1,900	5,322	5,500	1,750
10-5050-104	Printing & Copies	2,384	2,500	2,781	2,500	2,598	3,100	2,500
10-5050-106	Credit Card Fees	150	50	75	50	50	100	100
10-5050-140	Telephone Expense	7,458	7,800	7,062	8,000	8,013	10,000	9,000
10-5050-150	Mileage Expense	.00	.00	.00	.00	144	200	250
10-5050-160	Dues & Subscriptions	18	350	50	500	125	200	250
10-5050-175	Meals, Lodging	2,366	3,000	2,660	3,000	2,790	4,000	5,500
10-5050-180	Publication of Notices	.00	350	.00	350	.00	100	250
10-5050-190	Refund	.00	150	.00	150	.00	100	150
10-5050-200	Legal & Professional Svcs.	445	2,000	3,469	7,600	3,116	5,000	5,600
10-5050-240	Audit Expense	700	700	600	600	800	800	600
10-5050-260	Insurance Expense	24,685	25,000	25,239	25,500	17,350	23,500	25,500
10-5050-280	Miscellaneous Expense	6,296	3,000	1,641	2,500	467	1,000	1,000
10-5050-290	Special Events Exp.	485	750	471	750	458	700	750
10-5050-300	Uniform Allowance	2,955	2,900	3,878	4,500	2,200	4,000	4,500
10-5050-301	Officer's Equipment	7,070	7,000	7,196	11,000	4,852	11,000	10,000
10-5050-314	Veh Exp-013-2009 Dod. Chg.	1,971	1,800	855	1,500	2,484	2,500	.00
10-5050-315	Veh Exp-014-2009 Dod. Chg.	2,225	1,800	2,651	1,500	714	750	1,500
10-5050-318	Veh Exp-068 - 04 Crown Vic	1,730	1,000	.00	.00	.00	.00	.00
10-5050-319	Veh Exp-069 - 04 Crown Vic	941	1,000	17	1,000	.00	.00	.00
10-5050-320	Veh Exp-#255-2010 Charger	1,457	1,800	325	2,000	55	300	2,500
10-5050-321	Veh Exp-2009 Chevy Tahoe	.00	.00	747	1,600	770	1,600	1,600
10-5050-322	Veh Exp-764 / 00 Crown Vic	660	1,000	372	.00	.00	.00	.00
10-5050-323	Veh Exp- 028 - 2009 Explor	1,291	1,800	3,718	1,800	1,056	1,500	1,800

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
10-5050-324	Veh Exp-407-2010 Explorer	2,784	1,800	137	1,800	560	700	1,800
10-5050-325	Veh Exp-015-00 Crown Vic	445	.00	617	.00	.00	.00	.00
10-5050-327	Veh Exp-93 Aerostar	1,260	500	.00	.00	.00	.00	.00
10-5050-328	Veh Exp-568-08 Ford F-150	.00	1,000	1,096	1,500	1,798	2,000	1,500
10-5050-329	Veh Exp-337-08 Ford F-150	.00	1,000	441	1,500	799	1,700	1,500
10-5050-330	Veh Exp-763-2004 Crown Vic	1,548	1,000	1,347	.00	.00	.00	.00
10-5050-335	Equip. Expense-Radar Trlr	.00	500	.00	600	.00	660	660
10-5050-336	Veh Exp-568-08 Ford PU	338	.00	.00	.00	.00	.00	.00
10-5050-337	Veh Exp-337-08 Ford PU	133	.00	.00	.00	.00	.00	.00
10-5050-340	Gas & Oil	25,458	25,000	21,913	25,000	13,525	18,000	22,000
10-5050-360	Abandon Vehicle	7,981	10,000	6,354	10,000	8,316	10,000	10,000
10-5050-380	Equipment Maintenance	2,545	4,000	3,888	4,000	1,097	3,000	2,500
10-5050-384	Tires - New	1,077	1,900	1,215	1,900	.00	706	1,900
10-5050-419	Mahan Fund/Training Exp.	3,407	3,000	513	3,000	1,682	2,500	.00
10-5050-420	Training & Certification	3,867	5,000	4,346	9,500	3,501	5,000	5,000
10-5050-421	Vehicle Lease/Purchase	23,437	10,000	15,267	20,000	25,059	29,094	49,015
10-5050-460	Jail	.00	.00	.00	200	.00	.00	200
10-5050-480	Public Relations	1,615	1,800	268	200	.00	200	200
10-5050-482	Shop W/Cop Exp.	.00	.00	1,386	.00	35	600	600
10-5050-500	Bike Rodeo	742	1,000	1,208	1,000	641	641	1,000
10-5050-540	Community Policing	.00	200	.00	1,800	672	1,800	1,800
10-5050-560	Capital Replacement	.00	.00	13,742	255,000	277,729	283,000	.00
10-5050-580	Capital Equipment	.00	.00	.00	.00	.00	.00	.00
10-5050-600	Animal Control	89	500	.00	500	.00	300	500
10-5050-601	Kennel Expenses	2,400	3,000	2,400	3,000	2,400	2,400	3,000
10-5050-620	Emergency Preparedness	443	750	.00	750	.00	750	750
10-5050-642	Computer Services	3,214	4,000	2,544	4,000	1,948	4,000	3,500
10-5050-643	Training Library	.00	400	136	400	284	284	400
10-5050-644	Hiring Expense	876	1,000	3,610	1,500	759	1,500	1,500
10-5050-645	Ammunition Expense	369	2,200	2,662	2,500	2,145	2,500	2,500
10-5050-646	Laboratory Fees	220	800	403	800	20	1,000	650
10-5050-647	Printing Expense	1,628	1,500	315	1,500	47	1,500	1,500
10-5050-651	Evidence Equip. & Supplies	851	1,000	224	800	28	400	600
10-5050-652	Evid. Collection/Analysis	446	500	48	500	790	1,200	1,500
Total Public Safety:		825,810	824,005	827,780	1,141,910	960,637	1,167,185	908,600
General Fund Revenue Total:		47,841	23,110	37,127	192,618	27,145	211,538	12,600
General Fund Expenditure Total:		825,810	824,005	827,780	1,141,910	960,637	1,167,185	908,600
Net Total General Fund:		777,970-	800,895-	790,653-	949,292-	933,492-	955,647-	896,000-
Net Grand Totals:		777,970-	800,895-	790,653-	949,292-	933,492-	955,647-	896,000-

Account Number	Account Title	2013-13 Pri Year 2 Actual	2014-14 Pri Year Budget	2014-14 Pri Year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-680	REC Wrestling	.00	1,000	500	.00	.00	.00	.00
10-4010-700	REC Baseball	3,484	4,000	1,892	2,500	2,325	2,325	2,500
10-4010-720	REC Basketball	3,503	4,500	4,183	4,000	1,660	4,000	4,000
10-4010-725	REC Beginning Basketball	1,971	1,500	1,723	2,000	600	2,090	2,000
10-4010-740	REC Softball	2,931	3,500	759	2,000	700	700	1,000
10-4010-760	REC Beginning Baseball	1,113	2,000	1,376	2,000	1,645	1,715	2,000
10-4010-770	REC Junior Golf	.00	.00	1,416	2,000	668	668	1,500
10-4010-771	REC Adult Golf	.00	.00	747	1,000	239	239	1,000
10-4010-780	Flag Football	1,994	2,500	3,821	3,000	1,280	1,280	2,000
10-4010-785	REC Lacrosse	.00	.00	.00	.00	.00	.00	.00
10-4010-790	REC Fitness Activities	2,787	3,000	1,554	3,000	3,530	4,300	4,000
10-4010-795	REC Pickleball	.00	.00	.00	.00	415	435	1,000
10-4010-820	REC Adult Basketball	94	1,000	8-	1,000	.00	500	500
10-4010-840	REC Soccer	2,522	2,500	3,088	3,500	4,057	4,500	4,500
10-4010-841	Beginning Soccer	8,160	7,500	7,856	8,000	8,660	8,820	9,000
10-4010-843	Rec. Adult Soccer	4,048	5,000	5,750	5,000	5,645	5,645	6,000
10-4010-845	REC Competitive Soccer	13,533	15,000	11,011	10,000	9,646	9,646	10,000
10-4010-847	REC MLS Soccer Camp	.00	.00	.00	.00	20	20	.00
10-4010-850	REC Volleyball	150	1,500	.00	1,500	20	140	1,000
10-4010-851	Youth Volleyball	3,844	3,000	1,388	1,500	2,080	2,080	2,000
10-4010-860	REC Miscellaneous Program	3,243	5,000	820	2,000	55-	55-	2,000
10-4010-870	REC After-School Programs	155	.00	.00	.00	.00	.00	.00
10-4010-880	REC Donations	20	.00	.00	.00	.00	.00	.00
10-4010-885	Special Events Donations	1,083	1,000	768	1,000	770	1,000	1,000
10-4010-887	Rec. Scholarship Donations	1,062	1,000	423	1,000	234	234	500
10-4010-900	REC Grants	.00	.00	25,640	.00	.00	.00	.00
10-4010-901	Rec FMLD Grant	.00	.00	.00	.00	.00	.00	25,000
10-4010-910	Comm Center Rental/Fees	8,425	12,000	6,774	9,000	7,697	9,400	8,000
10-4010-940	REC Miscellaneous	60	1,000	.00	.00	.00	.00	.00
10-4010-970	REC Special Events Revenue	447	1,000	.00	.00	.00	.00	.00
Total Revenues:		64,629	78,500	81,480	65,000	51,836	59,682	90,500
Recreation								
10-5070-020	Salaries	93,281	96,850	92,026	105,500	74,916	105,500	111,200
10-5070-025	Salary - Temps	11,594	11,500	10,732	11,500	9,119	11,500	15,000
10-5070-030	Payroll Tax Exp - Social Sec	6,502	6,725	6,371	7,175	5,210	7,250	7,825
10-5070-031	Payroll Tax Exp - Medicare	1,521	1,575	1,490	1,680	1,218	1,700	1,830
10-5070-032	Payroll Tax Exp - St Unemplmnt	315	325	308	350	252	350	380
10-5070-041	CCOERRA Retirement Exp	3,764	3,875	4,024	4,170	3,277	4,220	4,450
10-5070-042	Health Insurance Exp	21,212	23,000	25,594	27,700	21,131	28,415	31,500
10-5070-043	Cafeteria Plan Expense	2,563	100	9,824	100	7,443	8,800	100
10-5070-050	Employee Support	104	150	23	150	.00	150	150
10-5070-100	Office Supplies	828	600	1,058	900	473	900	1,000
10-5070-101	Office Op. Supply & Furniture	.00	.00	.00	.00	.00	.00	.00
10-5070-102	Postage Expense	38	100	63	100	.00	100	100
10-5070-103	Computer Hardware/Software	4,955	.00	574	2,000	2,280	2,500	2,000
10-5070-104	Printing & Copies	558	600	684	850	516	750	500
10-5070-106	Credit Card Fees	200	200	200	200	200	200	200
10-5070-107	Computer Services	3,304	3,000	2,544	3,000	1,961	2,750	3,000
10-5070-120	Promotion & Advertising	200	300	53	300	21	200	300
10-5070-140	Telephone Expense	2,328	2,400	2,463	2,700	2,576	3,450	3,450
10-5070-150	Mileage Expense	.00	.00	.00	.00	.00	.00	.00

Account Number	Account Title	2013-13 Pri Year 2 Actual	2014-14 Pri Year Budget	2014-14 Pri Year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
10-5070-160	Dues, Subscriptions	298	300	231	200	279	300	300
10-5070-170	Training, Meetings	368	250	155	200	588	650	300
10-5070-175	Meals, Lodging	198	100	19	100	10	100	300
10-5070-180	Publication of Notices	.00	.00	.00	.00	.00	.00	.00
10-5070-210	Technical Support	392	500	480	500	445	650	500
10-5070-220	Other Prof Services	87	500	671	1,200	1,358	1,700	1,700
10-5070-240	Audit Expense	600	600	600	600	600	600	600
10-5070-260	Insurance Expense	6,161	6,500	5,954	6,500	4,461	5,750	6,000
10-5070-280	Miscellaneous Expense	2,577	200	1,718	2,000	336	600	1,000
10-5070-290	Veh Exp-09 GMC(R8)	40	200	220	300	.00	500	300
10-5070-295	Gas & Oil	273	350	199	200	187	225	250
10-5070-300	Wrestling	5	250	127	.00	.00	.00	.00
10-5070-320	Basketball	1,197	1,500	1,907	1,500	1,158	1,500	1,500
10-5070-340	Adult Basketball	65	250	48	250	.00	250	250
10-5070-360	Beginning Basketball	706	500	1,062	1,000	.00	1,000	1,000
10-5070-380	Baseball	1,056	1,200	1,728	2,500	1,721	1,721	2,000
10-5070-385	Beginning Baseball	204	500	589	500	307	307	500
10-5070-400	Softball	951	1,500	391	1,500	417	417	1,000
10-5070-421	Flag Football	1,974	1,000	3,254	1,500	349	657	1,000
10-5070-450	Fitness Activities Exp.	3,919	3,000	2,798	3,000	1,080	1,500	2,000
10-5070-460	Soccer	2,867	2,000	652	2,000	1,938	2,500	2,000
10-5070-462	Beginning Soccer	1,443	1,500	2,586	2,500	1,401	2,000	2,000
10-5070-464	Adult Soccer	552	500	1,073	1,500	1,000	1,922	1,500
10-5070-465	Competitive Soccer	7,092	5,000	7,153	5,000	3,153	3,573	4,000
10-5070-470	Volleyball	978	500	210	500	1,307	1,500	.00
10-5070-471	Youth Volleyball	412	500	776	500	610	1,176	500
10-5070-490	Lacrosse	.00	.00	.00	.00	262	262	300
10-5070-495	Adult Golf	.00	.00	.00	.00	931	931	200
10-5070-500	Misc Programs	1,417	1,500	866	1,000	513	1,000	1,000
10-5070-502	Facilities Rental	.00	.00	.00	.00	45-	45-	.00
10-5070-520	C.C. - Insurance	.00	.00	.00	.00	.00	.00	.00
10-5070-530	C.C. - Repairs/Maint.	1,041	1,500	2,021	1,500	410	1,500	1,500
10-5070-531	C.C. - Janitorial	1,127	1,200	2,466	2,250	1,742	2,250	2,500
10-5070-535	C.C. - Supplies	2,380	800	1,343	1,000	2,042	2,500	1,000
10-5070-540	C.C. - Utilities	3,604	5,200	5,536	6,200	3,585	6,000	6,000
10-5070-550	C.C - Rental Refund	42	.00	.00	.00	774	1,000	.00
10-5070-610	Special Events	1,318	1,500	944	1,000	891	891	1,000
10-5070-640	Field Maintenance	813	1,000	1,481	1,000	1,203	1,500	1,000
10-5070-641	Equip. Maintenance	.00	.00	.00	.00	.00	.00	.00
10-5070-642	Facilities Maintenance	139	500	223	500	.00	500	500
10-5070-660	Storage Expense	.00	.00	.00	.00	.00	.00	.00
10-5070-695	Vehicle Lease/Purchase	3,516	3,516	3,088	.00	.00	.00	.00
10-5070-700	Capital Expenditures	1,475	.00	24,180	3,000	.00	.00	35,000
Total Recreation:		204,554	197,216	234,780	221,375	165,606	228,122	263,485
General Fund Revenue Total:		64,629	78,500	81,480	65,000	51,836	59,682	90,500
General Fund Expenditure Total:		204,554	197,216	234,780	221,375	165,606	228,122	263,485
Net Total General Fund:		139,925-	118,716-	153,300-	156,375-	113,770-	168,440-	172,985-
Net Grand Totals:		139,925-	118,716-	153,300-	156,375-	113,770-	168,440-	172,985-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Revenues								
10-4010-060	Sales Street 1%	312,484	322,631	326,842	332,000	246,635	343,184	353,480
10-4010-070	County Sales Tax 3/4%	86,471	110,000	115,146	107,000	85,961	117,000	111,000
10-4010-320	M/V Special Assessment	16,616	16,000	17,817	17,000	13,290	17,000	16,500
10-4010-340	County Road & Bridge	68,675	68,000	56,498	70,000	64,351	64,700	59,000
10-4010-360	Highway Use Tax	127,966	122,500	129,768	126,000	97,058	126,000	126,000
10-4010-370	Traffic Impact Fee	2,664	2,664	4,110	6,850	5,795	5,795	4,400
10-4010-371	Permits-St Maint.	.00	.00	66	.00	.00	.00	.00
10-4010-375	CVB Cost Recovery Fee	1,332	.00	.00	.00	.00	.00	.00
10-4010-379	St. Improvement Interest	.00	30	.00	.00	.00	.00	.00
10-4010-385	DOLA Grant - Sts	25,000	.00	.00	.00	.00	.00	.00
10-4010-394	Sale of Assets	5,100	.00	.00	13,500	45,029	45,029	15,000
10-4010-395	Misc. Street Revenue	18,250	250	10	.00	7,158	7,158	.00
10-4010-397	FMLD Grant	475,722	282,230	210,640	.00	.00	.00	462,000
Total Revenues:		1,140,280	924,305	860,897	672,350	565,277	725,866	1,147,380
Street Maintenance								
10-5090-020	Salaries	145,891	152,600	150,191	178,500	123,295	173,000	190,000
10-5090-025	Salary - Temps	23,801	31,800	31,648	31,800	23,400	31,800	23,040
10-5090-030	Payroll Tax Exp - Social Sec	10,521	11,435	11,274	13,000	9,095	12,800	13,225
10-5090-031	Payroll Tax Exp - Medicare	2,460	2,675	2,637	3,050	2,127	3,000	3,100
10-5090-032	Payroll Tax Exp - St Unemplmnt	509	555	546	630	440	620	650
10-5090-041	CCOERRA Retirement Exp	5,764	6,110	6,013	7,100	4,945	6,950	7,600
10-5090-042	Health Insurance Exp	25,196	29,000	28,005	39,600	23,088	33,750	46,000
10-5090-043	Cafeteria Plan Expense	4,124	100	4,405	100	3,145	4,500	100
10-5090-050	Employee Support	150	200	137	250	88	250	500
10-5090-100	Office Supplies	242	200	243	300	196	300	300
10-5090-101	Office Op. Supply & Furniture	190	100	85	100	.00	100	100
10-5090-102	Postage Expense	26	100	83	125	6	125	125
10-5090-103	Computer Hardware/Software	1,876	1,800	.00	3,300	2,273	2,500	2,000
10-5090-104	Printing & Copies	83	.00	.00	.00	.00	.00	.00
10-5090-107	Computer Services	2,243	3,000	2,544	3,250	2,055	3,250	3,250
10-5090-120	Utilities	9,513	9,000	9,388	9,500	1,461	9,500	9,500
10-5090-140	Telephone Expense	2,450	2,700	2,471	2,700	2,736	3,900	2,700
10-5090-160	Dues, Subscriptions	833	800	663	800	662	700	800
10-5090-170	Training	75	600	.00	600	409	900	600
10-5090-175	Meals, Lodging	125	200	199	300	179	300	300
10-5090-180	Publication of Notices	111	300	.00	300	555	600	300
10-5090-200	Legal Services	843	600	480	600	316	600	600
10-5090-210	Technical Support	1,293	1,650	1,513	1,850	1,241	1,850	1,950
10-5090-220	Other Prof Services	.00	500	218	1,050	404	1,050	1,050
10-5090-240	Audit Expense	1,300	1,300	1,300	1,300	1,300	1,300	1,300
10-5090-260	Insurance Expense	10,251	10,800	9,822	10,800	7,572	10,800	10,800
10-5090-280	Miscellaneous Expense	2,705	100	.00	100	700	900	100
10-5090-300	Machinery, Equipment, Tools	1,048	1,500	1,974	1,500	1,098	1,500	2,000
10-5090-320	Vehicle Expense	56	500	272	500	69	500	500
10-5090-322	Veh Exp-2009 Hook Truck	97	200	121	500	228	250	500
10-5090-327	Veh Exp-00 GMC P.U.	.00	.00	.00	.00	.00	.00	.00
10-5090-328	Veh Exp-08 Chevy 3500(M5)	135	200	.00	800	.00	800	250
10-5090-329	Veh Exp-09 chevy 2500(M6)	529	200	688	800	.00	800	250
10-5090-330	Veh Exp-09 Canyon(A1)	446	200	.00	400	934	1,000	250
10-5090-340	Gas & Oil	10,131	12,000	12,105	14,500	5,837	10,000	12,000
10-5090-360	Co. Treas. Fees-Prop. Tax	1,582	2,400	2,490	2,400	1,747	2,475	2,500

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
10-5090-377	Eq. Maint - Snow Plows	3,082	2,800	2,482	3,000	414	2,000	3,000
10-5090-378	Eq. Maint. - JD MiniEx	665	500	278	500	.00	.00	.00
10-5090-379	Eq. Maint. Bobcat Skidsteer	147	500	557	500	.00	500	500
10-5090-380	Equipment Maintenance	381	1,200	1,333	1,200	688	1,200	1,200
10-5090-381	Eq. Maint. Cat Backhoe	1,438	100	201	500	62	500	500
10-5090-382	Eq. Maint. Street Sweeper	245	500	1,468	500	698	800	1,000
10-5090-383	Eq. Maint. J.D. Tractor	373	300	371	700	.00	500	500
10-5090-384	Tires - New	374	1,200	1,706	1,200	137	1,000	1,200
10-5090-390	Maintenance/Operations	5,865	8,500	4,845	8,000	3,857	8,000	11,200
10-5090-391	Equipment Rental	224	1,000	143	1,000	.00	1,000	1,000
10-5090-392	Road Base/Cinders/Patching Mtl	2,829	6,000	7,520	8,500	2,767	7,000	8,500
10-5090-393	Snow Removal	.00	.00	.00	.00	.00	.00	.00
10-5090-394	Crack Seal Exp.	88,350	12,500	.00	.00	.00	.00	75,600
10-5090-395	Sidewalk Maintenance	109,809	12,500	24,228	.00	873	1,500	2,500
10-5090-396	St. Signs	20,570	1,500	461	1,500	908	1,200	1,500
10-5090-397	Painting - St./Crosswalks	5,188	6,500	5,553	6,500	6,179	6,500	6,500
10-5090-398	Street Chip & Seal	228,999	12,500	84,082	.00	.00	.00	.00
10-5090-400	Street Lights	54,460	48,000	53,137	54,000	40,145	55,000	56,000
10-5090-421	Equip Lease/Purchase	48,073	37,579	32,965	25,500	25,773	25,773	16,922
10-5090-480	Engineering & Survey	465	500	1,555	500	1,628	5,500	500
10-5090-481	Safety	228	1,000	811	1,000	.00	600	1,000
10-5090-499	PWF Maintenance	370	500	591	1,000	1,265	1,600	800
10-5090-500	Tree Maintenance	4,050	4,000	5,475	4,000	5,593	5,800	4,000
10-5090-550	Street Asphalt Overlay	77,793	12,500	72,364	.00	8,231	9,800	587,400
10-5090-560	Capital Improvements	168,691	505,000	73,999	.00	.00	.00	.00
Total Street Maintenance:		1,089,270	962,604	657,635	452,005	320,817	458,443	1,119,562
General Fund Revenue Total:		1,140,280	924,305	860,897	672,350	565,277	725,866	1,147,380
General Fund Expenditure Total:		1,089,270	962,604	657,635	452,005	320,817	458,443	1,119,562
Net Total General Fund:		51,010	38,299-	203,261	220,345	244,461	267,423	27,818
Net Grand Totals:		51,010	38,299-	203,261	220,345	244,461	267,423	27,818

Account Number	Account Title	2013-13 Pri Year 2 Actual	2014-14 Pri Year Budget	2014-14 Pri Year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
General Fund								
Town Maintenance								
10-5060-020	Salaries	17,003	18,450	15,673	16,000	8,442	10,900	10,000
10-5060-030	Payroll Tax Exp - Social Sec	1,054	1,145	972	950	523	675	620
10-5060-031	Payroll Tax Exp - Medicare	247	275	227	225	123	160	145
10-5060-032	Payroll Tax Exp - St Unemplmnt	51	55	47	50	25	35	30
10-5060-041	CCOERRA Retirement Exp	582	740	553	610	300	440	400
10-5060-042	Health Insurance Exp	2,400	3,200	2,423	2,600	1,154	1,550	1,700
10-5060-043	Cafeteria Plan Expense	542	100	802	100	543	800	100
10-5060-050	Employee Support	.00	100	.00	100	.00	100	100
10-5060-100	Office Supplies	84	250	.00	250	.00	250	250
10-5060-104	Printing & Copies	.00	25	.00	25	.00	25	25
10-5060-160	Dues, Subscriptions	.00	50	.00	50	.00	50	50
10-5060-180	Publication of Notices	.00	50	.00	50	.00	50	50
10-5060-260	Insurance Expense	4,781	5,000	4,264	5,000	2,899	4,500	4,600
10-5060-280	Miscellaneous Expense	.00	.00	20	50	.00	50	50
10-5060-560	Capital Replacement - T/H	.00	.00	.00	15,000	5,164	10,000	10,000
10-5060-600	Town M & O	3,655	6,000	4,265	6,000	2,158	4,500	5,000
10-5060-601	T/H Cleaning & Supplies	6,179	8,000	8,161	8,000	5,135	8,000	8,000
10-5060-603	MOC Cleaning & Supplies	.00	.00	.00	.00	.00	2,000	4,000
10-5060-610	Town Apt. Expenses	6,773	7,000	8,030	8,100	5,420	8,100	8,400
10-5060-611	Museum Expense	.00	200	.00	.00	.00	.00	.00
Total Town Maintenance:		43,350	50,640	45,437	63,160	31,887	52,185	53,520
General Fund Revenue Total:		.00	.00	.00	.00	.00	.00	.00
General Fund Expenditure Total:		43,350	50,640	45,437	63,160	31,887	52,185	53,520
Net Total General Fund:		43,350-	50,640-	45,437-	63,160-	31,887-	52,185-	53,520-
Net Grand Totals:		43,350-	50,640-	45,437-	63,160-	31,887-	52,185-	53,520-

TOWN OF NEW CASTLE, C Total of the Utility Fund
 Combined Statement of Revenues, Expenses, and Changes in Retained Earnings - Budget and Actual
 Budget Year Ending December 31, 2016

	<u>Actual 2013</u>	<u>Budget 2014</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Through 9/30/2015</u>	<u>Projected 12/31/2015</u>	<u>Budget 2016</u>
Beginning - Retained Earnings	\$ 1,989,829	1,889,443	2,028,339	2,152,083	2,286,030	2,286,030	1,825,340
Water							
Operating Revenues	\$ 836,946	790,675	789,305	791,300	632,483	812,158	791,000
Operating Expenses	\$ <u>664,851</u>	<u>747,465</u>	<u>777,345</u>	<u>862,295</u>	<u>570,597</u>	<u>831,373</u>	<u>876,675</u>
Operating Revenues ***	\$ 172,095	43,210	11,960	(70,995)	61,886	(19,215)	(85,675)
Capital Revenues	\$ 19,646	18,075	77,540	90,075	69,124	231,141	743,060
Capital Expenses	\$ <u>88,747</u>	<u>109,796</u>	<u>48,329</u>	<u>110,904</u>	<u>108,990</u>	<u>488,904</u>	<u>1,392,117</u>
Capital Revenues ***	\$ (69,101)	(91,721)	29,211	(20,829)	(39,866)	(257,763)	(649,057)
Wastewater							
Operating Revenues	\$ 1,079,844	1,074,610	1,075,721	1,082,151	835,573	1,099,488	1,090,651
Operating Expenses	\$ <u>547,905</u>	<u>651,565</u>	<u>730,536</u>	<u>784,510</u>	<u>493,797</u>	<u>726,275</u>	<u>751,075</u>
Operating Revenues ***	\$ 531,939	423,045	345,185	297,641	341,776	373,213	339,576
Capital Revenues	\$ 23,596	18,075	79,340	90,080	78,103	90,048	67,548
Capital Expenses	\$ <u>603,348</u>	<u>596,043</u>	<u>582,981</u>	<u>630,973</u>	<u>579,873</u>	<u>597,973</u>	<u>571,302</u>
Capital Revenues ***	\$ (579,752)	(577,968)	(503,641)	(540,893)	(501,770)	(507,925)	(503,754)
Trash Service							
Operating Revenues	\$ 245,833	244,000	247,217	247,500	185,697	247,200	247,500
Operating Expenses	\$ <u>262,504</u>	<u>270,650</u>	<u>243,287</u>	<u>251,650</u>	<u>181,160</u>	<u>246,200</u>	<u>247,100</u>
Operating Revenues ***	\$ (16,671)	(26,650)	3,930	(4,150)	4,537	1,000	400
Transfer In			371,046				
Developers Contributions							
Capital Revenues							
Capital Expenses							
Expenditure Contingency						50,000	
Ending Retained Earnings	<u>2,028,339</u>	<u>1,659,359</u>	<u>2,286,030</u>	<u>1,812,857</u>	<u>2,152,593</u>	<u>1,825,340</u>	<u>926,830</u>

***over (under) Expenses

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Utility Fund								
Water Revenue								
20-4030-020	Water Revenues	556,333	556,000	556,254	557,000	418,369	557,850	558,000
20-4030-025	Water Svc Chg-Over 12,000 Gal.	153,167	115,000	106,092	115,000	118,361	131,000	115,000
20-4030-050	Water Service Charge	99,145	98,800	99,295	99,400	74,595	99,400	99,400
20-4030-080	Delinquent User Charge	17,517	10,000	12,525	10,000	7,822	9,400	9,400
20-4030-100	Administration Fees	335	600	513	500	546	400	400
20-4030-110	Raw Water revenue	7,543	7,500	3,429	5,000	3,416	4,100	4,000
20-4030-120	Bulk Water Revenues	.00	.00	2,170	.00	1,454	1,454	.00
20-4030-200	Water Meters/Accessory	730	475	4,570	2,500	6,115	6,300	3,000
20-4030-240	Miscellaneous	432	500	2,606	100	86	86	100
20-4030-241	Retirement Forfeiture	.00	.00	.00	.00	450	450	.00
20-4030-245	Rent Income	1,746	1,800	1,854	1,800	1,268	1,718	1,700
Total Water Revenue:		836,946	790,675	789,305	791,300	632,483	812,158	791,000
Water Administration								
20-6040-010	Council Salaries	8,070	8,100	8,188	8,100	6,725	8,100	8,100
20-6040-020	Salaries	246,650	275,000	287,648	295,500	224,051	288,000	305,000
20-6040-022	Call Out Pay	2,516	3,500	2,340	2,750	1,702	2,500	2,500
20-6040-025	Salary - Temps	7,420	8,840	9,082	8,900	4,638	9,400	5,000
20-6040-030	Payroll Tax Exp - Social Sec	16,409	18,325	19,051	19,475	14,471	19,100	19,900
20-6040-031	Payroll Tax Exp - Medicare	3,838	4,300	4,455	4,550	3,385	4,500	4,650
20-6040-032	Payroll Tax Exp - St Unemplmnt	794	900	922	945	701	945	975
20-6040-041	CCOERRA Retirement Exp	9,648	11,150	11,465	11,875	8,596	11,650	12,300
20-6040-042	Health Insurance Exp	45,690	51,500	54,818	59,000	41,456	58,000	68,600
20-6040-043	Cafeteria Plan Expense	9,010	500	9,963	500	7,035	9,800	500
20-6040-050	Employee Support	711	450	791	450	110	450	1,000
20-6040-100	Office Supplies	1,372	1,800	1,912	1,800	617	800	1,000
20-6040-101	Office Op. Supply & Furniture	.00	600	85	600	359	600	600
20-6040-102	Postage Expense	1,153	1,500	1,449	1,700	1,184	1,500	1,500
20-6040-103	Computer Hardware/Software	8,575	7,500	1,688	13,000	9,340	11,000	11,500
20-6040-104	Printing & Copies	372	1,000	530	1,000	346	600	1,000
20-6040-106	Credit Card Fees	3,951	3,500	4,205	3,800	3,190	4,500	5,000
20-6040-107	Computer Services	8,353	9,000	8,739	10,000	4,406	7,000	8,000
20-6040-110	Utility Billing Expense	5,302	6,000	5,363	6,200	4,124	6,200	6,200
20-6040-119	Office Lease	.00	.00	.00	.00	.00	.00	.00
20-6040-120	Town Hall Utilities	2,070	2,300	1,920	2,300	1,309	2,100	2,200
20-6040-140	Telephone Expense	2,670	2,600	3,119	3,500	4,847	6,000	4,500
20-6040-160	Dues, Meetings, Subscriptions	1,466	1,300	1,576	1,500	1,828	2,000	1,800
20-6040-170	Training	559	2,000	498	2,000	1,848	2,000	2,000
20-6040-175	Meals, Lodging	1,039	1,500	427	1,500	179	800	1,500
20-6040-180	Publication of Notices	80	1,000	710	1,000	729	1,000	1,000
20-6040-190	Refund	342	800	514	800	495	800	800
20-6040-200	Legal Services	13,150	18,000	14,616	18,000	11,504	17,000	18,000
20-6040-210	Technical Support	1,706	4,900	2,735	4,900	1,780	2,700	3,000
20-6040-220	Other Prof Services	6,543	8,750	11,883	12,900	7,967	10,000	12,000
20-6040-240	Audit Expense	1,650	1,800	1,800	1,800	1,900	1,900	1,900
20-6040-260	Insurance Expense	33,756	36,000	34,743	36,000	27,155	35,000	36,000
20-6040-280	Miscellaneous Expense	5,624	1,000	4,792	1,000	3,429	4,000	4,000
20-6040-281	Good Neighbor Policy Exp.	4,203	100	.00	100	.00	100	100
20-6040-480	Engineering & Survey	13,668	22,000	7,639	22,000	3,084	7,000	7,000
Total Water Administration:		468,358	517,515	519,664	559,445	404,489	537,045	559,125

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Water Dept. - Operating								
20-6050-120	Utilities	51,273	55,000	53,857	62,000	37,042	56,000	58,000
20-6050-122	Utilities-Raw Water	10,042	12,000	10,720	12,000	8,275	13,500	15,000
20-6050-200	Chemicals	23,923	28,000	36,669	30,000	21,963	30,000	30,000
20-6050-220	M & O - Plant	24,167	25,000	24,028	70,000	7,438	62,000	70,000
20-6050-230	M & O - Pretrear & Trans	222	8,000	.00	4,000	.00	4,000	1,000
20-6050-240	M & O - Distribution	40,426	34,000	70,228	47,000	32,573	47,000	67,000
20-6050-241	M & O Raw Water System	698	1,500	110	1,000	124	1,000	1,000
20-6050-245	M & O-Red Rocks Ditch	4,438	8,000	8,066	8,000	7,074	8,000	9,000
20-6050-250	Source Water Protection	204	500	3,314	3,500	.00	3,500	3,500
20-6050-260	Lab Tests	4,014	8,000	4,849	6,500	4,764	6,000	6,500
20-6050-300	Machinery & Equipment	232	1,500	1,030	1,500	.00	1,500	3,000
20-6050-320	Vehicle Expense	.00	500	.00	500	.00	500	500
20-6050-321	Veh Exp - Ford Ranger	.00	.00	.00	.00	.00	.00	.00
20-6050-322	Veh Exp-01 Ford Ranger(W9)	443	.00	.00	.00	.00	.00	.00
20-6050-323	Veh Exp-04 Ford Ranger(W10)	103	800	735	800	.00	500	500
20-6050-324	Veh Exp-08 Chevy 2500(W3)	.00	200	.00	.00	.00	.00	.00
20-6050-325	Veh Exp-09 Chevy Colo(w11)	22	200	50	200	315	400	800
20-6050-326	Veh Exp-13 Chevy P.U.(W14)	133	200	367	800	9	800	200
20-6050-340	Gas & Oil	6,482	6,500	8,170	8,500	2,945	6,000	7,500
20-6050-380	Equipment Maintenance	2	1,300	171	1,300	165	1,300	1,300
20-6050-391	Equipment Rental	487	1,000	.00	1,000	.00	1,000	1,000
20-6050-420	Training	594	500	323	500	.00	500	500
20-6050-481	Safety	448	500	1,053	500	.00	500	500
20-6050-500	Water Meter/Accessories	535	2,000	2,644	1,500	6,412	10,500	4,000
20-6050-580	Equipment & Tool-Distribute	765	1,000	3,227	9,500	7,701	9,500	3,500
20-6050-581	Lab Equip. & Supplies	1,684	1,000	932	4,000	1,575	1,800	4,000
20-6050-590	Equipment & Tool-Plant	650	1,000	1,517	1,500	205	1,000	1,500
20-6050-700	Permits	1,340	1,500	1,340	1,340	1,340	1,340	1,340
20-6050-710	W/H Ditch Fees	203	250	335	400	261	261	400
20-6050-721	Water Lease	10	5,000	10	10	10	10	10
20-6050-740	Ruedi Water Contract	22,953	25,000	23,937	25,000	25,917	25,917	26,000
Total Water Dept. - Operating:		196,493	229,950	257,681	302,850	166,108	294,328	317,550
Utility Fund Revenue Total:		836,946	790,675	789,305	791,300	632,483	812,158	791,000
Utility Fund Expenditure Total:		664,851	747,465	777,345	862,295	570,597	831,373	876,675
Net Total Utility Fund:		172,096	43,210	11,961	70,995-	61,886	19,215-	85,675-
Net Grand Totals:		172,096	43,210	11,961	70,995-	61,886	19,215-	85,675-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Utility Fund								
Water Revenue								
20-4030-262	WTP Filter/DOLA Grant	.00	.00	.00	.00	.00	.00	.00
20-4030-266	DOLA Grant	.00	.00	.00	.00	.00	150,000	664,000
20-4030-300	Cap Water Tap Fees	18,000	18,000	77,466	90,000	69,081	81,081	66,000
20-4030-340	Water Rights Dedication	.00	.00	.00	.00	.00	.00	.00
20-4030-350	Water Svc Chg Increase	.00	.00	.00	.00	.00	.00	.00
20-4030-394	Sale of Assets	1,550	.00	.00	.00	.00	.00	13,000
20-4030-525	Capital Replacement Interest	96	75	74	75	43	60	60
Total Water Revenue:		19,646	18,075	77,540	90,075	69,124	231,141	743,060
Water Dept. - Operating								
20-6050-521	Note Principal - CWCB	15,771	16,481	16,480	17,222	17,222	17,222	17,997
20-6050-541	Note Interest - CWCB	27,633	26,923	26,923	26,182	26,182	26,182	25,407
Total Water Dept. - Operating:		43,404	43,404	43,404	43,404	43,404	43,404	43,404
Capital Expenses / Water								
20-6059-100	Capital Replace/Water Lines	13,042	50,000	.00	1,000	965	40,000	1,000
20-6059-110	Capital Replace/Water Plant	.00	10,000	765	30,000	40,121	381,000	1,279,108
20-6059-140	Maintenance Facility	.00	.00	2,500	.00	.00	.00	.00
20-6059-175	Raw Water - Red Rocks Ditch	.00	.00	.00	.00	.00	.00	.00
20-6059-176	Raw Water System-Capital	.00	.00	.00	.00	.00	.00	.00
20-6059-201	Tap Fee Reduction	.00	.00	.00	.00	.00	.00	.00
20-6059-300	Capital Exp. - Water Rights	.00	.00	.00	.00	.00	.00	.00
20-6059-421	Veh/Equip-Lease/Purchase	32,301	1,892	1,660	31,500	24,500	24,500	68,605
20-6059-580	Other Capital	.00	4,500	.00	5,000	.00	.00	.00
Total Capital Expenses / Water:		45,343	66,392	4,925	67,500	65,586	445,500	1,348,713
Utility Fund Revenue Total:		19,646	18,075	77,540	90,075	69,124	231,141	743,060
Utility Fund Expenditure Total:		88,747	109,796	48,329	110,904	108,990	488,904	1,392,117
Net Total Utility Fund:		69,101-	91,721-	29,212	20,829-	39,866-	257,763-	649,057-
Net Grand Totals:		69,101-	91,721-	29,212	20,829-	39,866-	257,763-	649,057-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Utility Fund								
Wastewater Revenue								
20-4040-040	Monthly Wastewater Svc. Chg	929,278	924,000	930,506	932,000	700,300	933,500	934,000
20-4040-045	Sewer Chg-Over 6,000 Gal.	57,990	58,000	48,875	53,500	62,595	68,500	60,000
20-4040-050	Sewer Svc. Chg.	77,703	75,000	77,835	78,000	58,546	78,000	78,000
20-4040-055	South Svc Chg	9,331	9,300	9,331	9,331	6,998	9,331	9,331
20-4040-080	Delinquent Chgs-Wastewater	5,085	8,000	8,710	9,000	6,317	9,400	9,000
20-4040-100	Administrative Fees-Wastewater	335	250	453	300	462	400	300
20-4040-240	Misc. Revenue-Wastewater	110	50	.00	10	345	345	10
20-4040-540	ColoTrust Int(DOLA)-Wastewater	11	10	10	10	10	12	10
Total Wastewater Revenue:		1,079,844	1,074,610	1,075,721	1,082,151	835,573	1,099,488	1,090,651
Wastewater Department - Admin.								
20-6080-010	Council Salaries	8,070	8,100	8,188	8,100	6,725	8,100	8,100
20-6080-020	Salaries	191,293	235,000	226,026	252,500	180,310	240,000	252,500
20-6080-022	Call Out Pay	1,868	3,000	1,808	2,500	1,044	2,000	2,500
20-6080-025	Salary - Temps	7,420	8,840	9,014	8,840	5,302	8,300	5,000
20-6080-030	Payroll Tax Exp - Social Sec	12,935	15,825	15,191	16,755	11,989	16,100	16,860
20-6080-031	Payroll Tax Exp - Medicare	3,024	3,700	3,552	3,920	2,804	3,750	3,950
20-6080-032	Payroll Tax Exp - St Unemplmnt	624	775	734	810	579	775	815
20-6080-041	CCOERRA Retirement Exp	7,572	9,525	9,163	10,135	7,078	9,750	10,200
20-6080-042	Health Insurance Exp	35,059	51,000	47,787	58,000	37,986	57,100	67,000
20-6080-043	Cafeteria Plan Expense	7,300	500	9,725	500	6,864	11,000	500
20-6080-050	Employee Support	715	400	584	500	350	500	1,000
20-6080-100	Office Supplies	3,364	1,600	1,010	1,600	894	1,000	1,200
20-6080-101	Office Op. Supply & Furniture	.00	600	85	600	359	600	600
20-6080-102	Postage Expense	867	1,800	1,244	1,800	515	1,500	1,500
20-6080-103	Computer Hardware/Software	7,570	6,000	1,002	12,000	3,907	6,000	8,000
20-6080-104	Printing & Copies	372	800	547	800	346	600	600
20-6080-105	Office - Misc.	.00	.00	.00	.00	.00	.00	.00
20-6080-106	Credit Card Fees	3,951	3,500	4,205	4,000	3,190	5,200	5,500
20-6080-107	Computer Services	8,678	10,000	7,474	10,000	4,406	6,200	7,000
20-6080-110	Utility Billing Expense	5,302	6,000	5,363	6,200	4,100	6,000	6,000
20-6080-119	Office Lease	.00	.00	.00	.00	.00	.00	.00
20-6080-120	Town Hall Utilities	2,070	2,300	1,920	2,300	1,309	2,100	2,150
20-6080-140	Telephone Expense	2,387	3,100	3,063	4,200	4,844	6,350	6,000
20-6080-160	Dues, Meetings, Subscriptions	1,146	1,100	1,252	1,300	1,237	1,300	1,300
20-6080-170	Training	629	2,000	692	2,000	1,000	1,500	2,000
20-6080-175	Meals, Lodging	694	1,500	834	1,500	135	1,000	1,000
20-6080-180	Publication of Notices	1,926	1,300	537	1,300	365	1,300	1,300
20-6080-190	Refund	341	750	514	750	495	750	750
20-6080-200	Legal Services	782	2,800	.00	2,000	216	1,500	2,000
20-6080-210	Technical Support	1,706	2,500	1,455	2,750	1,780	2,500	2,750
20-6080-220	Other Prof Services/Inspection	6,543	8,000	11,883	8,900	7,967	8,900	8,900
20-6080-240	Audit Expense	850	850	850	850	1,200	1,200	1,200
20-6080-260	Insurance Expense	39,787	40,500	40,108	40,500	31,446	40,500	42,000
20-6080-270	Rental Expense	.00	.00	27	.00	.00	.00	.00
20-6080-280	Miscellaneous Expense	163	700	4,543	800	1,889	2,000	800
20-6080-281	Good Neighbor Policy Exp	10,421	1,000	.00	1,000	.00	500	1,000
20-6080-480	Engineering & Survey	.00	4,000	.00	4,000	.00	4,000	4,000
Total Wastewater Department - Admin.:		375,430	439,365	420,380	473,710	332,629	459,875	475,975

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Wastewater - Operating								
20-6090-120	Utilities	94,806	98,000	108,002	115,000	67,317	97,000	110,000
20-6090-125	South Utilities	1,485	1,900	1,457	1,900	1,067	1,500	1,700
20-6090-200	Chemicals	7,549	9,000	9,558	9,000	4,809	8,000	9,000
20-6090-220	M & O Plant - WWTP	43,857	35,000	121,079	109,000	32,022	80,000	52,000
20-6090-221	Sludge Hauling	2,600	10,000	17,432	15,000	13,900	20,000	20,000
20-6090-225	M&O - Centrifuge	540	3,000	4,103	3,000	.00	3,000	3,000
20-6090-240	M & O - Collections	5,462	30,000	4,243	30,000	27,051	33,000	25,000
20-6090-245	M & O South Collections	2,110	2,000	2,335	2,500	654	1,000	2,500
20-6090-260	Lab Tests	439	1,200	436	1,200	785	1,200	1,200
20-6090-320	Vehicle Expense	23	250	.00	250	137	250	250
20-6090-325	Veh Exp-02 Ranger(W7)	.00	.00	.00	.00	.00	.00	.00
20-6090-326	Veh Exp-08 Chevy 2500(W3)	23-	.00	.00	.00	.00	.00	.00
20-6090-327	Veh Exp-06 GMC PU(ww13)	462	800	6,938	200	1,796	1,800	1,000
20-6090-328	Veh Exp-13 Chevy PU(W12)	30	200	1,167	200	86	200	200
20-6090-340	Gas & Oil	2,570	2,400	6,236	4,000	2,217	3,000	3,000
20-6090-391	Equipment Rental	.00	400	8,479	500	.00	500	500
20-6090-420	Training	653	750	285	750	418	750	750
20-6090-481	Safety	1,009	1,000	2,161	1,000	24-	1,000	1,000
20-6090-580	Equip. & Tools - Plant	232	1,500	4,264	1,500	1,389	1,700	1,200
20-6090-581	Lab Equip. & Supplies	5,287	4,500	7,275	5,500	5,230	5,500	24,300
20-6090-590	Equipment & Tool - Collection	931	5,800	2,286	5,800	.00	2,500	14,000
20-6090-700	Permits	2,454	2,800	2,419	2,800	2,315	2,800	2,800
20-6090-740	Sludge Site Application Fee	.00	200	.00	200	.00	200	200
20-6090-760	Sludge Site	.00	1,500	.00	1,500	.00	1,500	1,500
Total Wastewater - Operating:		172,475	212,200	310,155	310,800	161,168	266,400	275,100
Utility Fund Revenue Total:		1,079,844	1,074,610	1,075,721	1,082,151	835,573	1,099,488	1,090,651
Utility Fund Expenditure Total:		547,905	651,565	730,536	784,510	493,797	726,275	751,075
Net Total Utility Fund:		531,939	423,045	345,186	297,641	341,777	373,213	339,576
Net Grand Totals:		531,939	423,045	345,186	297,641	341,777	373,213	339,576

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Utility Fund								
Wastewater Revenue								
20-4040-320	Cap Sewer Tap Fees	18,000	18,000	79,266	90,000	78,060	90,000	66,000
20-4040-394	Sale of Assets	5,500	.00	.00	.00	.00	.00	1,500
20-4040-525	Capital Replacement Interest	96	75	74	80	43	48	48
Total Wastewater Revenue:		23,596	18,075	79,340	90,080	78,103	90,048	67,548
Wastewater Department - Admin.								
20-6080-560	Note Princ-CWR&PDA	27,412	28,660	28,660	29,964	14,815	29,964	31,327
20-6080-561	Note Princ. - 08 WWTP Loan	315,317	320,754	320,754	331,627	331,627	331,627	337,063
20-6080-580	Note Int.-CWR&PDA	8,788	7,540	7,540	6,236	3,285	6,236	4,873
20-6080-581	Note Int. - 08 WWTP Loan	219,385	213,197	213,197	205,646	205,646	205,646	198,039
Total Wastewater Department - Admin.:		570,902	570,151	570,150	573,473	555,373	573,473	571,302
Capital Expenses-Wastewater								
20-6095-100	Capital Replacement/WW Lines	.00	7,500	.00	7,500	.00	.00	.00
20-6095-110	Capital Replacement-WW Plant	.00	7,500	.00	25,500	.00	.00	.00
20-6095-421	Veh/Equip-Lease/Purchase	32,447	1,892	1,655	24,500	24,500	24,500	.00
20-6095-580	Other Capital	.00	9,000	11,175	.00	.00	.00	.00
Total Capital Expenses-Wastewater:		32,447	25,892	12,830	57,500	24,500	24,500	.00
Utility Fund Revenue Total:		23,596	18,075	79,340	90,080	78,103	90,048	67,548
Utility Fund Expenditure Total:		603,348	596,043	582,981	630,973	579,873	597,973	571,302
Net Total Utility Fund:		579,752-	577,968-	503,640-	540,893-	501,770-	507,925-	503,754-
Net Grand Totals:		579,752-	577,968-	503,640-	540,893-	501,770-	507,925-	503,754-

Account Number	Account Title	2013-13 Prior year 2 Actual	2014-14 Pri Year Budget	2014-14 Prior year Actual	2015-15 Cur Year Budget	09/15 Cur YTD Actual	2015-15 Cur Year Projected Budget	2016-16 Beginning Budget
Utility Fund								
Water Revenue								
20-4030-060	Trash Revenues	245,833	244,000	247,217	247,500	185,697	247,200	247,500
Total Water Revenue:		245,833	244,000	247,217	247,500	185,697	247,200	247,500
Trash Department								
20-6070-110	Utility Billing Expense	.00	1,200	.00	1,200	.00	1,200	1,200
20-6070-180	Publication of Notices	245	200	.00	200	.00	.00	200
20-6070-200	Legal Services	496	250	.00	250	.00	.00	200
20-6070-500	Trash Service	259,196	265,000	240,503	246,000	180,920	241,500	241,500
20-6070-600	Chgs-Cleanup Weeks	2,568	4,000	2,784	4,000	240	3,500	4,000
Total Trash Department:		262,504	270,650	243,287	251,650	181,160	246,200	247,100
Utility Fund Revenue Total:		245,833	244,000	247,217	247,500	185,697	247,200	247,500
Utility Fund Expenditure Total:		262,504	270,650	243,287	251,650	181,160	246,200	247,100
Net Total Utility Fund:		16,671-	26,650-	3,930	4,150-	4,537	1,000	400
Net Grand Totals:		16,671-	26,650-	3,930	4,150-	4,537	1,000	400

TOWN OF NEW CASTLE, COLORADO
Conservation Trust Fund
Combined Statement of Revenues, Expenditures
and Changes in Fund Balances - Budget and Actual
Budget Year Ending December 31, 2016

		<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Budget</u> <u>2015</u>	<u>Actual</u> <u>9/30/2015</u>	<u>Projected</u> <u>12/31/2015</u>	<u>Budget</u> <u>2016</u>
BEGINNING FUND BALANCE	Acct. #	\$ 46,612	\$ 88,205	\$ 80,915	\$ 82,362	\$ 82,362	\$ 101,833
<u>REVENUES</u>							
State Lottery	30-4040-040	\$ 48,666	\$ 44,147	\$ 40,000	\$ 23,055	\$ 42,000	\$ 40,000
Alpine Checking Interest	30-4040-520	\$ 6	\$ 10	\$ 5	\$ 7	\$ 8	\$ 8
Total Revenues:		<u>\$ 48,672</u>	<u>\$ 44,157</u>	<u>\$ 40,005</u>	<u>\$ 23,062</u>	<u>\$ 42,008</u>	<u>\$ 40,008</u>
<u>EXPENDITURES</u>							
Capital Improvements	30-8040-400	<u>\$ 7,079</u>	<u>\$ 50,000</u>	<u>\$ 111,000</u>	<u>\$ 22,537</u>	<u>\$ 22,537</u>	<u>\$ 46,000</u>
Total Expenditures:		<u>\$ 7,079</u>	<u>\$ 50,000</u>	<u>\$ 111,000</u>	<u>\$ 22,537</u>	<u>\$ 22,537</u>	<u>\$ 46,000</u>
ENDING FUND BALANCE		<u>\$ 88,205</u>	<u>\$ 82,362</u>	<u>\$ 9,920</u>	<u>\$ 82,887</u>	<u>\$ 101,833</u>	<u>\$ 95,841</u>

TOWN OF NEW CASTLE, COLORADO
Cemetery Fund
Combined Statement of Revenues, Expenses
and Changes in Retained Earnings - Budget and Actual
Budget Year Ending December 31, 2016

	<u>Acct Number</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Budget</u> <u>2015</u>	<u>Actual</u> <u>Through</u> <u>9/30/2015</u>	<u>Projected</u> <u>12/31/2015</u>	<u>Budget</u> <u>2016</u>
BEGINNING RETAINED EARNINGS		\$ 15,712	\$ 11,830	\$23,645	\$16,610	\$16,610	\$16,626
Reserved - Perpetual Care		(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
Reserved - Capital Improvements							
Unreserved/undesignated		\$5,712	\$1,830	\$13,645	\$6,610	\$6,610	\$6,626
 <u>REVENUES</u>							
Sale of Plots	40-4060-020	\$ 4,800	\$ 5,000	\$ 1,200	\$ 1,800	\$ 2,000	\$ 1,200
Donations	40-4060-040	1,745					
Operating Transfer In	40-4060-045						
Grants	40-4060-060	-	-	-	-	-	-
Colotrust Interest	40-4060-540	17	15	15	15	16	16
TOTAL CEMETERY FUND REVENUE		<u>\$ 6,562</u>	<u>\$ 5,015</u>	<u>\$ 1,215</u>	<u>\$ 1,815</u>	<u>\$ 2,016</u>	<u>\$ 1,216</u>
 <u>EXPENSES</u>							
Maintenance & operations	40-9040-380	\$ 444	\$ 235	\$ 2,800	\$ 5	\$ 2,000	\$ 2,000
Lot Repurchase	40-9040-395	-	-	-	-	-	-
TOTAL CEMETERY FUND EXPENSES		<u>\$ 444</u>	<u>\$ 235</u>	<u>\$ 2,800</u>	<u>\$ 5</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
ENDING RETAINED EARNINGS		<u>\$ 21,830</u>	<u>\$ 16,610</u>	<u>\$ 22,060</u>	<u>\$ 18,420</u>	<u>\$ 16,626</u>	<u>\$ 15,842</u>
Reserved - Perpetual Care		<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>	<u>\$ (10,000)</u>
Unreserved/undesignated		<u>\$ 11,830</u>	<u>\$ 6,610</u>	<u>\$ 12,060</u>	<u>\$ 8,420</u>	<u>\$ 6,626</u>	<u>\$ 5,842</u>

Appendix V

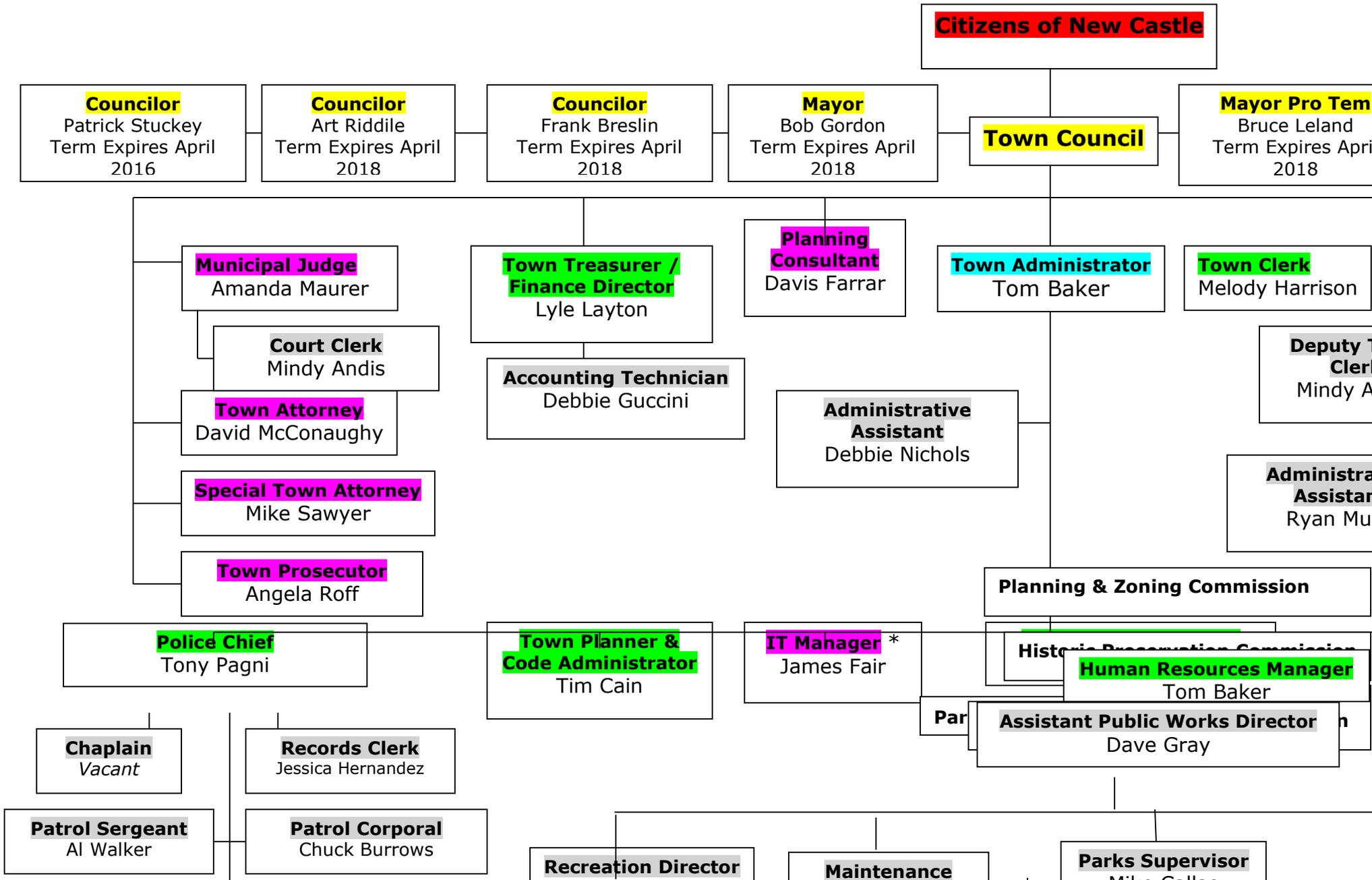
Town Organizational Chart

Updated 11/20/2015

* Contracted
Government

2015 New Castle Town

Organizational Chart



Appendix VI

Commissions
and
Committees

Citizen Commissions and Committees

The **Planning and Zoning Commission** reviews the Town master plan, which guides development of the Town and the surrounding area. It also reviews regulations governing the subdivision of land, reviews regulations for the Town's zoning districts, and reviews various types of land use applications. The Commission reviews, discusses and makes recommendations to Council on these issues, with Council making the final decisions.

The Commission meets on the 2nd and 4th Wednesdays of each month, starting at 7:00 p.m., at New Castle Town Hall, located at 450 West Main Street.

The **Historic Preservation Commission** reviews proposals to designate properties as historic landmarks, advises property owners on physical and financial aspects of property preservation, advises Town Council on matters related to preserving the historic character of the Town, and performs related duties. The Commission developed the conceptual plan for the Main Street Streetscape project.

The Commission meets at least 4 times per year, on 3rd Mondays, starting at 6:30 p.m., at New Castle Town Hall, located at 450 West Main Street.

The **Climate Action Advisory Commission** develops and provides recommendations to the Town Council on how the Town can meet the goals of the U. S. Mayors Climate Protection Agreement.

The Commission meets at least 4 times per year, on 3rd Wednesdays, starting at 7:00 p.m., at New Castle Town Hall, located at 450 West Main Street.

The **Parks/Open Space/Trails/Recreation Committee** makes recommendations to Town Council on developing property owned by the Town into community recreation areas, with guidance from the Parks, Open Space, and Trails Master Plan. Funding sources include grants, recreational facilities development fees collected by the Town from developers (the fee is \$500 for each single-family home, collected when the Town issues the building permit for the home), and a ½ percent sales tax increase approved by New Castle voters in November 2000.

The Committee's regular meetings are on the 1st Monday each month, starting at 7:00 p.m., at New Castle Town Hall, located at 450 West Main Street.

Council Committees

Town Council has formed the following Committees to study special issues. The Mayor and 3 Council Members serve on each Committee. The Finance Committee meets the first Tuesday of each month, from 6:45 to 7:00 p.m. All other Committees meet as needed.

Cable Television Committee
Cemetery Committee
Finance Committee
Personnel Committee
Public Safety Committee
Public Works Committee
Recreation Committee
Tree Committee

Board of Zoning Adjustment

The Town of New Castle Board of Zoning Adjustment hears and makes decisions on applications for zoning variances, appeals from zoning enforcement decisions, and all other matters the Council refers to the Board.

At present, the Board consists of 5 Town Councilors, with the other 2 Councilors serving as alternate Board Members. The Board meets as needed during Council meetings on 1st and 3rd Tuesdays of each month.

Appendix VII

The Language of Local Government

The Language of Local Government

ACCRUAL BASIS ACCOUNTING: A method of accounting in which revenues are recorded at the time they are incurred and expenditures are recorded when goods are received and services performed.

APPROPRIATION: Money set aside for a specific use by formal action of the Town Council. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period.

ASSESSED VALUATION: An appraisal of real or personal property that serves as the basis for levying property taxes. Property values in New Castle are established by the Garfield County Assessor's Office. A percentage is applied to the appropriate market value in order to arrive at the assessed value. The percentage used depends on the type of property and is set periodically by the state legislature.

AUDIT: An examination of the Town's accounting records by an independent firm to determine the accuracy and validity of records and reports and the conformity of procedures with established policies. The Governmental Accounting Standards Board (GASB) sets standards for financial reporting for units of government that are referred to as Generally Accepted Accounting Principles (GAAP).

BALANCED BUDGET: A budget in which identified sources of funds are equal to or greater than expenditures.

BUDGET: The official written statement of the Town's comprehensive financial program that is adopted annually by the Town Council and consists of proposed expenditures for specified purposes and the proposed means of financing those expenditures.

BUDGETARY CONTROL: The standard practices established to monitor departmental compliance with approved budgets. The Town's budgetary control practices include regular review of purchase orders and monthly reports of actual to budgeted expenses.

CAPITAL ITEM: Any single item that the Town purchases with a value of \$5,000 or greater and an expected useful life of one year or more.

CAPITAL OUTLAYS: Expenditures for the acquisition, construction or improvement of capital projects or for the acquisition of capital items.

CAPITAL PROJECT: New infrastructure (buildings, roads, parks, etc.) or replacement of or improvements to existing infrastructure.

CASH BASIS ACCOUNTING: A method of accounting in which revenues are recorded when received in cash and expenditures are recorded when paid.

CHARTER: The governing document of the Town. A citizen-adopted document that spells out the powers and limitations of the Town government. It may only be amended by a vote of the registered electors of the Town.

COMPREHENSIVE PLAN: The document that sets goals and standards to guide the future growth of New Castle.

DEBT SERVICE: Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule. The timetable for paying off debts.

DEPARTMENT: A major administrative section of the Town government. New Castle has 6 departments: Administration, Building, Maintenance, Police, Recreation, and Water/Wastewater.

ENTERPRISE FUND: A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs (i.e. expenses, including depreciation) of providing goods or services to the public are financed or recovered primarily through user fees or charges. In New Castle, the Utility Fund is an enterprise fund.

EXPENDITURE: The actual outlay of funds from the Town treasury. Spending money.

FISCAL YEAR: The twelve-month period designated in the Town Charter which establishes the beginning and ending period for recording financial transactions. The fiscal year of the Town of New Castle is from January 1 to December 31.

FRANCHISE TAX: A tax charged for the privilege of using public rights-of-way and property within the Town for public or private purposes. The Town charges franchise taxes to natural gas, telephone, cable television, and electric utilities.

FUND: An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund. The Town's budget consists of a general fund, an enterprise fund, and fiduciary funds.

FUND BALANCE: The difference between the debits and credits of a particular fund. In other words, how much money, working capital and/or retained earnings are left over in the fund at the end of the time period in question. Does not apply to enterprise funds.

GENERAL FUND: The general operating fund of the Town that accounts for all financial resources whose use is not restricted to any specific purpose(s). The General Fund pays for services such as Town Administration, Street Maintenance, Police, Parks and Recreation.

INFRASTRUCTURE: The physical assets of the Town, such as streets, water and sewer lines, public buildings and parks.

INTERGOVERNMENTAL REVENUES: Revenue the Town receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

LINE ITEM BUDGET: A budget in which expenditures are classified by detailed expense categories.

MILL LEVY: A percentage that is applied to the assessed value of real property to calculate the property tax. The mill levy in New Castle for 2008 is 6.906 mills, or 0.6906 percent of assessed value (.006906 times assessed value).

OPERATING BUDGET: The comprehensive financial plan of the Town that, in its most basic form, consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year. The budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, training and fuel.

ORDINANCE: A municipal regulation approved by the Town Council that has the force of law.

RESERVE: The portion of a fund balance or retained earnings that is legally restricted to a specific future use or is not available for appropriation or expenditure.

RESOLUTION: A formal expression of opinion, will or intent passed by the Town Council.

REVENUE: Funds that the government receives as income, such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants and interest income.

REQUEST FOR PROPOSAL (RFP): A document that serves as a formal request for entities outside the Town to submit proposals for providing goods or services. The Town may be required by law to give notice to the public if it needs to buy goods or services. The RFP is the standard procedure for meeting this requirement. RFPs must usually be advertised publicly in newspapers or by other means.

SALES TAX: A tax imposed on the sale or use of all tangible personal property. The Town's sales tax rate is 3.5%. One percent of the sales tax revenues is reserved for street maintenance, and one-half percent is reserved for recreation, parks, trails, and open space purposes.

TAX: Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public.

3-MILE PLANNING AREA: An area around New Castle which has been designated as a growth area, has the potential to be annexed into the Town, and is included in the Comprehensive Plan.

USE TAX: A complementary tax to the Town sales tax, imposed on building and construction materials that are purchased outside the Town for use or consumption within the Town. The Town's use tax rate is 2%.

USER FEES/CHARGES: The payment of fees or charges for receipt of a service by the user who benefits from using the service, e.g., fees for utility services.

Commonly Used Abbreviations and Acronyms

A

AARP	American Association of Retired Persons
ACE	Army Corps of Engineers
ACLU	American Civil Liberties Union
ADA	Americans with Disabilities Act
AF	Acre-Foot
AG	Attorney General
AGNC	Associated Governments of Northwest Colorado
APA	American Planning Association
APWA	American Public Works Association

B

BANANA	Build Absolutely Nothing Anywhere Near Anybody
BLM	Bureau of Land Management
BM1	Burning Mountain PUD, Phase 1
BM2	Burning Mountain PUD, Phase 2
BMFPD	Burning Mountains Fire Protection District
BOCC	Board of County Commissioners
BOZA	Board of Zoning Adjustment

C

CATV	Cable Access Television
CAFR	Comprehensive Annual Financial Report
CAVE	Citizens Against Virtually Everything
CC&Rs	Covenants, Conditions & Restrictions
CD	Certificate of Deposit
CDBG	Community Development Block Grant
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CFS	Cubic Feet per Second
CGFOA	Colorado Government Finance Officers Association
CIP	Capital Improvement Program
CIRSA	Colorado Intergovernmental Risk Sharing Agency
CMC	Colorado Mountain College; Certified Municipal Clerk

CMCA	Colorado Municipal Clerks Association
CML	Colorado Municipal League
CO	Certificate of Occupancy
COBRA	Consolidated Omnibus Budget Reconciliation Act
CPA	Certified Public Accountant
CPF	Campaign and Political Finance (Amendment 27 to Colorado Constitution)
CRHS	Coal Ridge High School
CRS	Colorado Revised Statutes
CRWCD	Colorado River Water Conservation District
C-SAFE	Colorado Surplus Asset Fund Trust
CTF	Conservation Trust Fund
CUP	Conditional Use Permit
CVB	Castle Valley Boulevard
CVR	Castle Valley Ranch

D

DEA	Drug Enforcement Administration
DLG	Division of Local Government (State)
DMV	Department of Motor Vehicles (State)
DOLA	Department of Local Affairs (State)
DOR	Department of Revenue (State)
DOW	Division of Wildlife (State)

E

EEOC	Equal Employment Opportunity Commission (Federal)
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
EQR	Equivalent Residential Unit

F

FAA	Federal Aviation Administration
FAQ	Frequently Asked Questions
FCC	Federal Communications Commission
FCPA	Fair Campaign Practices Act
FDIC	Federal Deposit Insurance Corporation
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Agency
FICA	Federal Insurance Contribution Act
FLSA	Fair Labor Standards Act
FMHA	Farmers Home Administration
FNMA	Federal National Mortgage Association (FannieMae)
FONSI	Findings of No Significant Impact
FOSI	Findings of Significant Impact
FSLIC	Federal Savings and Loan Insurance Corporation
FUTA	Federal Unemployment Tax Act

G

GAAP	Generally Accepted Accounting Principles
Garco	Garfield County
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GNMA	Government National Mortgage Association (GinnieMae)
GOCO	Great Outdoors Colorado

H

HAVA	Help America Vote Act
HB	House Bill
HIPAA	Health Insurance Portability and Accountability Act
HOA	Homeowners Association
HPC	Historic Preservation Commission
HUD	Department of Housing and Urban Development (Federal)
HUTF	Highway Users Tax Fund

I

I-9	Employment Eligibility Verification Form
IBC	International Building Code
ICMA	International City/County Management Association
IEBC	International Existing Building Code
IFC	International Fire Code
IFGC	International Fuel Gas Code
IGA	Intergovernmental Agreement
IIMC	International Institute of Municipal Clerks
IMC	International Mechanical Code
INS	Immigration and Naturalization Service
IPC	International Plumbing Code
IRA	Individual Retirement Account
IRC	International Residential Code
IRS	Internal Revenue Service

J

JTPA	Job Training Partnership Act
------	------------------------------

K

KSE	Kathryn Senior Elementary School
-----	----------------------------------

L

LCR	Lakota Canyon Ranch
LDI	Land Discovery, Inc.
LULU	Locally Unacceptable Land Use

M

MBE	Minority Business Enterprise
MOU	Memorandum of Understanding
MTC	Model Traffic Code

MUTCD Manual of Uniform Traffic Control Devices

N

NAACP National Association for the Advancement of Colored People
NEC National Electric Code
NEPA National Environmental Policy Act
NEIP National Flood Insurance Program
NIMBY Not in My Back Yard
NIMEY Not in My Election Year
NIMFYE Not in My Front Yard Either
NIMTOO Not in My Term of Office
NOPE Not on Planet Earth

O

OMB Office of Management and Budget (Federal)
OSHA Occupational Safety and Health Agency

P

P&Z Planning and Zoning
PA Planning Area
PAC Political Action Committee
PD Police Department
PIITBY Put It in Their Back Yard
PILT Payments in Lieu of Taxes
PO Purchase Order
POST Parks / Open Space / Trails Committee
PUC Public Utilities Commission
PUD Planned Unit Development

R

R&D Research and Development
RC&D Resource Conservation and Development
RFP Request for Proposal
RFTA Roaring Fork Transportation Authority
RSVP Retired Seniors Volunteer Program

S

SB Senate Bill
SBA Small Business Administration (Federal)
SRU Special Review Use Permit
SSA Social Security Administration
SSI Supplemental Security Income

T

TABOR Taxpayer's Bill of Rights (a/k/a Amendment 1; located at Article X, Section 20 of Colorado Constitution)

T-Bills Treasury Bills
TEFRA Tax Equity & Fiscal Responsibility Act

U

UBC Uniform Building Code
UCADB Uniform Code for the Abatement of Dangerous Buildings
UEC Uniform Electrical Code
UFC Uniform Fire Code
UPC Uniform Plumbing Code
USDA U. S. Department of Agriculture
USFS U. S. Forest Service

V

VA Veterans Administration
VISTA Volunteers in Service to America

W

W-2 Earnings Statement
W-4 Withholding Statement
WIC Women, Infants, and Children Nutrition Program
WTP Water Treatment Plant
WWTP Wastewater Treatment Plant

Appendix VIII

Tips For When The Baton Is Passed

Tips for when the baton is passed

By Jim Spehar, Grand Junction council member and CML Board Secretary-Treasurer

"Regime change."

That was the headline atop the front page of one of our local papers the morning after Grand Junction's April council election. Sounds ominous, doesn't it?



Four brand new members will soon join the three continuing council members, including yours truly. And, while the newcomers displayed no particular agendas during their campaigning, they'll make their presence felt.

Things may not change drastically but they will be different. Whether newcomers are a majority or a minority, there's the fine dance to be done that rightfully allows new views and ideas to come forward and still recognizes that the learning curve is pretty steep.

One important lesson is that, unlike most jobs, elected office is one where you don't get to choose your co-workers or, in most cases, what you get to work on. The expectation of voters is that you will work efficiently with others they select, that you will "play well together" and focus on the best interests of the community and not on personal agendas.

I expect this transition on our City Council will be relatively smooth but won't be surprised if there are a few bumps. Here are

some lessons, mostly learned the hard way in 10 years of elected office, which I've offered to our council members, new and old. Perhaps they'll be helpful to you, whether you're a veteran or a freshman on your council or board.

1 Try to keep in mind the decisions you make affect every single citizen of your community, not just those attending a public hearing, those who dress the best or those who speak loudest, longest, last or most often. Hard to do, but very important.

2 Be prepared to eventually disappoint some friends when you think the best interests of the community are different from what those friends would have you do. (Or to explain to the community why the interests of only a few ought to take precedence.)

3 Only the amateurs carry a grudge. The very people you're on the opposite side of on one issue may be your strongest allies on another and you need to keep those doors open. You may eventually want to cross the bridge you're tempted to burn.

4 Avoid grandstanding. It's always apparent and only serves to irritate those who elected you and those with whom you share responsibilities. There's a fine line between passion and obsession. Find it.

5 Pick your battles. Even after serving as a county commissioner and now on our City Council, with stints as staff to elected officials and lobbying legislators in between, I still have to remind myself that "not every battle



has to be a war." Take an occasional deep breath and decide whether this one's worth falling on your sword over.

6 Don't be afraid to admit a mistake or change your mind. If circumstances and knowledge didn't evolve, we'd still be peering over the edge of a supposedly flat earth. Or drinking warm beer and eating bad pub food.

7 While the logical application of facts is important, the best decisions come from the combination of head and heart. Don't be afraid to also trust your feelings and intuition.

8 Don't become "one of them." That piece of political advice given in my very first campaign warned against becoming an insider. Keep some distance and the perspective that you were elected by outsiders to represent them in the inner circle.

9 Explain your votes. You owe your constituents more than a "yes" or "no." They deserve to know the thinking behind your decisions. It's your chance to educate and to create expectations.

10 Step back occasionally from the issues and challenges and recognize all the good things about the community you serve. It's easy to get bogged down in all the problems you'll be asked to solve. Solutions come easier with a positive outlook.

Finally, even if you might have heard me joke on occasion that the first rule of politics is to assume the credit and assign the blame, accept responsibility for your own actions. In public service as in life, the following admonition applies:

"Every damn thing is your own fault if you're any good."

—Ernest Hemingway

Appendix IX

Rules Regarding Political Signs



Town of New Castle

450 W. Main Street

PO Box 90

New Castle, CO 81647

Administration Department

Phone: (970) 984-2311

Fax: (970) 984-2716

www.newcastlecolorado.org

Rules Regarding Political Signs

A sign permit is NOT required for a political sign, except as described below.

No political signs are permitted in public rights-of-way. If you wish to post a campaign sign on private property, please get consent from the property owner prior to posting the sign.

Political signs may NOT be placed on vehicles or trailers that are parked or located for the primary purpose of displaying the sign.

Political signs in the form of banners, pennants, festoons or searchlights are NOT allowed, except by Town permit.

Political signs cannot be larger than 8 square feet in residential zones, or 32 square feet in all other zones.

Political signs can be displayed for up to 90 days in a 12-month period (one can request that the Town extend the 90-day period).

No political signs are allowed within 100 feet of Town Hall from March 15, 2016 through April 5, 2016.

For more information, talk with Code Administrator Tim Cain, 984-2311.