



CITY MANAGER'S
2025 PROPOSED ANNUAL BUDGET

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Budget Message

September 30, 2024

Dear Mayor Engerman, Members of the City Council, and citizens of the City of Castle Pines,

It is my privilege to present the proposed budget for fiscal year 2025. This budget reflects our ongoing commitment to achieving the vision and strategic goals outlined in the 2024-2025 Strategic Plan, positioning our City for continued success and resilience.

The City's Home Rule Charter requires the City Manager to submit a proposed budget to the City Council by September 30 for the upcoming year. Leading up to this submittal, preparation of the 2025 budget started in early 2024, beginning with the City Council retreat in March. On August 6, staff and the City Council met again to review the budget's alignment with the strategic plan. A study session to discuss the proposed budget is scheduled for October 22, and a Public Hearing and adoption on December 3.

2025 STRATEGIC PLAN ALIGNMENT

The 2025 budget has been carefully developed to align with our City's strategic priorities as outlined in the Council's Strategic Plan. The budget reflects a deep commitment to the key focus areas established by the Council, ensuring that our financial resources are dedicated to enhancing the quality of life for all Castle Pines residents.

Our 2025 Strategic Plan outlines four Key Focus Areas that will guide the City's activities:

- Safe and Sustainable Infrastructure
- A Sense of Place
- Vibrant and Healthy Economic Development
- Great Government

SAFE AND SUSTAINABLE INFRASTRUCTURE

Ensuring our City's infrastructure remains safe, reliable, and sustainable is a top priority in this budget. Critical investments have been made in our roads, parks, and transportation networks. The 2025 budget appropriates funding for continued roadway infrastructure improvements, including Buckets 1 & 2 roads, Monarch Blvd. from Glen Oaks Ave. to Winter Berry Pl., the Happy

Canyon Interchange project, and ongoing traffic signal and pedestrian safety, improvements, all of which are critical for improving connectivity and safety.

A SENSE OF PLACE

Building a cohesive community identity remains essential. The 2025 budget supports projects that will foster a stronger sense of belonging in Castle Pines, including expanding community events and initiating the Gateway Project, which aims to create distinct and welcoming entrances to our City. We will also continue to invest in park development, such as Coyote Ridge Park and Soaring Hawk Park, reinforcing our commitment to outdoor recreation and neighborhood identity.

Additionally, creating a Parks and Recreation Director position will further enhance the management of these spaces, ensuring that our parks and recreation services will continue to strengthen the community's Sense of Place. This position will elevate the leadership of this critical area and foster a more profound connection for residents through well-maintained and thoughtfully developed outdoor spaces.

VIBRANT AND HEALTHY ECONOMIC DEVELOPMENT

To ensure Castle Pines thrives economically, we continue to focus on attracting and retaining high-quality businesses. The 2025 budget supports collaborations with the Chamber of Commerce, economic outreach initiatives, and the Castle Pines Urban Renewal Authority. By investing in these partnerships, we seek to stimulate local commerce and ensure a vibrant business community.

GREAT GOVERNMENT

Maintaining an efficient and high-performing City government is critical to delivering the best services to our residents. The 2025 budget reflects our dedication to fiscal stewardship by maintaining a 25% General Fund reserve, consistent with our policy of ensuring long-term financial stability. With two new operational funds, the Roads Fund and the Parks and Recreation Fund, each with its own restricted revenue, this budget proposes an amendment to the City's reserve policy requiring a 25% operational reserve for those funds.

Another critical component in the 2025 budget is the inclusion of a part-time Communications Specialist. This role will improve the City's ability to communicate effectively with residents and ensure timely, transparent, and engaging public relations. By enhancing our outreach efforts, the Communications Specialist will support Great Government by promoting City events, maintaining a consistent communications strategy, and fostering stronger community connections.

Finally, a core component of our City's success is the dedication and excellence of its employees. As part of our commitment to fostering a high-performing and motivated workforce, the 2025 budget includes a 3.5% compensation increase for City employees. This investment aligns with our goal of attracting and retaining top-tier talent to provide exceptional services to the

community. Additionally, we have allocated funds to cover a 13.5% increase in health insurance costs, ensuring that our employees are supported in maintaining their well-being.

POLICY QUESTIONS

Several key policy questions have emerged as part of the 2025 proposed budget that requires the City Council's guidance. These questions are highlighted here to introduce critical decisions that will influence the allocation of resources and strategic direction for the coming year.

1. Does the City Council support increasing staff's compensation to a level commensurate with the identified labor market, including performance-based pay increases of up to 3.5%?
2. Does the City Council support a new full-time Parks and Recreation Director position?
3. Does the City Council support a new part-time Communications Specialist position?
4. Does the City Council support amending the existing reserve policy of the General Fund to include the Parks and Recreation Fund and the Roads Fund?
5. Does the City Council support improvements in Coyote Ridge Park, Soaring Hawk Park, other City parks, and trails?
6. Does the City Council support road improvements, including the Pavement Maintenance Program (Buckets 1 & 2), Happy Canyon Interchange, and Monarch Blvd from Glen Oaks Ave. to Winter Berry Place?
7. Does the City Council support furthering the City's Gateway and Wayfinding plan by installing monumentation near the Lagae roundabout?

FINANCIAL OVERVIEW

The General Fund, as the City's primary operating fund, serves as the financial foundation for services such as public safety, community development, economic development, communications, community events, and administrative functions, including the City Manager's Office, City Clerk's Office, Finance, Human Resources, Information Technology, and Legal Services. This budget ensures continued support for critical infrastructure through its transfer to the Capital Improvements Fund.

KEY HIGHLIGHTS

General Fund

- The proposed 2025 budget projects an ending fund balance of \$1.9 million, which maintains the City's fund balance reserve requirement of 25%, ensuring that the City remains financially resilient.

- Revenues are projected to increase slightly to \$14.4 million in 2025, up from the 2024 year-end projection of \$14.1 million. This growth is driven primarily by increased tax revenues, expected to rise from \$10.0 million in 2024 to \$11.0 million in 2025, reflecting assumptions around growth and inflation. Charges for services are expected to decrease to \$2.0 million in 2025 from the year-end projection of \$2.25 million but remain higher than the original 2024 budget of \$1.6 million. These two categories will continue to make up most of the City's General Fund revenues at 91%.
- Expenditures are projected to rise to \$7.6 million in 2025, representing a 7% increase over the 2024 year-end projection of \$7.1 million. This increase reflects investments in staff, including a 3.5% compensation adjustment for City employees and a 13.5% increase in health insurance premiums. The General Fund budget also includes a new part-time Communications Specialist position to support the community's growing needs.
- The 2025 budget supports capital improvements through a \$6.6 million transfer to the Capital Improvements Fund, dedicated to improving infrastructure and public assets.

Parks and Recreation Fund

- In 2023, voters approved a 12-mill property tax dedicated to the Parks and Recreation Fund, providing a stable annual funding source of over \$4.5 million to maintain and expand the City's parks, trails, and recreational facilities. The 2025 budget estimates \$4.75 million in property tax revenue from the 12 mills City-wide.
- The proposed budget reflects a 215% increase over the 2024 year-end projection, driven by new parks and open space areas of responsibility, significant capital improvement projects, and ALL park staff salaries and benefits previously allocated to the Parks and Recreation North Fund. Annual operational costs are expected to continue to rise as the City takes over more parks, open space, and trails on the east side of town.
- The 2025 budget proposes creating a Parks and Recreation Director position to lead the department's long-term planning, development, and compliance efforts.
- Notable capital improvement projects include \$4 million in improvements to Coyote Ridge Park (\$900,000 from this fund and \$3.1 million from the Parks and Recreation North Fund), \$700,000 for Soaring Hawk Park, and \$750,000 for other City park upgrades, including required ADA compliance. Staff also support building up the Fund balance to meet the future capital construction needs to complete Coyote Ridge Park and Soaring Hawk Park.
- Staff is proposing to amend the City's reserve policy (25% operational reserve) to include the Parks and Recreation Fund now that it has its own revenue source. Currently, the reserve policy applies only to the General Fund because, until 2024, the Parks and Recreation Fund did not have a dedicated funding source and relied on the General Fund's investment.

Roads Fund

- Voters approved a 1% sales and use tax in 2023, which provides the Roads Fund with a dedicated/restricted annual revenue stream of over \$3.0 million for road maintenance, operations, and capital improvements. The 2025 budget estimates \$3.3 million in revenue from the new sales and use tax.
- The proposed budget reflects a 27% increase over the 2024 year-end projection, primarily due to the expansion of road maintenance services as the number of miles the City maintains grows.
- Staff is proposing to amend the City's reserve policy (25% operational reserve) to include the new Roads Fund. Now that Public Works street maintenance and operations are tracked in this fund (previously in the General Fund), extending the reserve policy to this operational fund is prudent.

Stormwater Utility Fund

- The Stormwater Utility Fund continues to support the administration, maintenance, and improvements of the City's stormwater system, funded entirely through user fees.
- The 2025 budget includes capital projects to enhance the stormwater infrastructure, better manage runoff, reduce flooding risks, and ensure compliance with regulatory requirements.

Capital Improvements Fund

- The Capital Improvements Fund will continue to finance large infrastructure projects, primarily related to roads, funded by transfers from the General Fund and Roads Fund. The proposed budget for road-related improvements is \$8.6 million and \$750,000 for gateway monumentation.

Parks and Recreation North Fund

- The Parks and Recreation North Fund is a temporary fund that accounts for funds transferred to the City from the Castle Pines North Metro District. Those funds are projected to be fully utilized by the end of 2025.
- In addition to maintaining parks and open space in the CPNMD area, the Parks and Recreation North Fund will allocate its remaining resources toward the Coyote Ridge Park project (\$3.1 million) and trail capital improvements (\$250,000).

City Staff

In the City of Castle Pines, the incredible achievements outlined in this budget have been made possible by the dedication and hard work of our small but highly capable staff of only 15.75 full-time equivalent (FTE) employees (2025 proposed 17.25 FTE). Despite the challenges of limited resources, our team consistently delivers exceptional service across all City functions, from community development to parks and recreation and infrastructure maintenance.

Each member of our staff plays a critical role in ensuring the success of the City’s operations, often going above and beyond to meet the growing demands of our community. The ability to accomplish so much with such a lean team speaks volumes about their talent, commitment, and efficiency. This year’s budget highlights their work and showcases our ongoing commitment to investing in these professionals, who are the backbone of our City’s continued growth and success.

The chart below breaks down our team’s FTE count across various departments, illustrating the breadth of responsibilities our small but dedicated workforce manages. Every FTE represents an essential contribution towards making Castle Pines a vibrant, well-served, and resilient community.

City Staff Positions by Department (FTE)	2021	2022	2023	2024	2025
City Manager					
City Manager	1.00	1.00	1.00	1.00	1.00
Asst. to the City Manager (formerly Mgmt Analyst)	1.00	1.00	1.00	1.00	1.00
Community Events and Recreation Programming Manage	0.50	0.50	0.50	0.75	0.75
Communication					
Communication and Engagement Director	1.00	1.00	1.00	1.00	1.00
Communication Specialist*	0.00	0.00	0.00	0.00	0.50
City Clerk					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Community Development					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Finance					
Finance Director	1.00	1.00	1.00	1.00	1.00
Public Works					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Capital Projects and Operations Manager	1.00	1.00	1.00	1.00	1.00
Civil Engineer	0.00	0.00	1.00	1.00	1.00
Permit Technician	0.00	0.00	1.00	1.00	1.00
Stormwater Manager	0.00	1.00	1.00	1.00	1.00
Parks and Recreation					
Parks and Recreation Director*	0.00	0.00	0.00	0.00	1.00
Parks, Trails, Open Space Manager	0.00	0.00	1.00	1.00	1.00
Parks Foreman	0.00	0.00	0.00	1.00	1.00
Total City FTE	10.50	11.50	14.50	15.75	17.25

*requested in the 2025 proposed budget

As the chart demonstrates, the City has experienced measured and strategic growth in full-time equivalent (FTE) positions in five years, increasing from 10.5 FTEs in 2021 to a proposed 17.25 FTEs in 2025 providing full City services to a community of over 16,500. While this represents significant growth, it is essential to highlight that our approach to adding positions remains careful and deliberate. Each role has been introduced thoughtfully to meet the expanding needs of our City as it grows, ensuring that we continue to provide high-quality services to our residents without unnecessary staffing increases.

Even with this growth, Castle Pines operates with a lean team compared to similar-sized municipalities. We only add positions when necessary to support essential services, enhance operational efficiency, or expand critical functions, such as parks and recreation or communications. This careful planning allows the City to maintain fiscal responsibility while ensuring we have the right resources to serve our growing community effectively.

CASTLE PINES URBAN RENEWAL AUTHORITY BUDGET

A separate budget will be drafted for the newly formed Castle Pines Urban Renewal Authority (URA), which will be submitted for approval by the URA Board. CPURA-related costs before 2025 were expended from the City's budget in support of the URA's initial formation and operational needs. The URA will begin receiving tax increment revenues in 2025, with an estimated amount of only \$10,500. The City will continue to advance its funds to the URA until it becomes financially self-sufficient through its own revenue generation.

CONCLUSION

The proposed 2025 budget reflects Castle Pines' continued commitment to delivering excellent municipal services while maintaining a solid financial position. It supports the City's mission to provide outstanding services through operational excellence and innovation while responsibly managing resources to ensure a prosperous future.

I look forward to working with the City Council and our residents as we move forward with this budget and continue to build a robust and sustainable future for Castle Pines.

Best Regards,

Michael Penny, City Manager

POLICY QUESTIONS

1. DOES THE CITY COUNCIL SUPPORT INCREASING STAFF’S COMPENSATION TO A LEVEL COMMENSURATE WITH THE IDENTIFIED LABOR MARKET, INCLUDING PERFORMANCE-BASED PAY INCREASES OF UP TO 3.5%?

\$59,300 salary plus \$10,000 for employment taxes and retirement - various funds

Survey results show that entities, on average, throughout Colorado are proposing a 3.5% increase for 2024.

The City Council supported the proposed compensation philosophy and the recommended results of the salary study, enhancing the City’s ability to recruit and retain high-quality employees in service of the City’s Strategic Plan’s focus areas and goals in 2023. Generally, the compensation philosophy states that the City will “meet the market” and keep our salary ranges and employees' compensation competitive. To do so, employee compensation will be evaluated annually, with a comprehensive market evaluation occurring every three to five years.

Strategic Plan Key Focus Area Supported: Great Government

2. DOES THE CITY COUNCIL SUPPORT A NEW FULL-TIME PARKS AND RECREATION DIRECTOR POSITION?

\$158,400 salary plus \$67,700 for employment taxes, health insurance, and retirement benefits – Parks and Recreation Fund

Creating a Parks and Recreation Director position is essential to address the growing demands on the City’s recreational resources and provide dedicated leadership for planning, development, and maintenance. Currently, parks, recreation, and open space management fall under the Public Works Department, where two positions are dedicated to park maintenance and operations. As the number of parks, trails, and open spaces expands, this staffing structure is no longer sufficient to effectively meet the community's needs, particularly in leadership, creation, and visioning.

With this position, the City will gain focused leadership to ensure compliance with local, state, and federal regulations while driving long-term planning efforts. This position will enable a more specialized and strategic approach to managing recreational resources, allowing for improved service delivery and the development of new facilities to enhance the City’s sense of place.

Strategic Plan Key Focus Areas Supported: Great Government, A Sense of Place

3. DOES THE CITY COUNCIL SUPPORT A NEW PART-TIME COMMUNICATIONS SPECIALIST POSITION?

\$35,900 salary plus \$11,500 for employment taxes and retirement benefits – General Fund.

The request for a part-time (0.5 FTE) Communications Specialist position is driven by the growing need to enhance the City's communication efforts, both internally and externally. Currently, the Communications Department manages various responsibilities, including media relations, public information dissemination, community outreach, and event promotion. However, the increasing demands on the department, especially with the expansion of community events and digital communication, have made it clear that additional staff is necessary to maintain service quality.

By adding a part-time Communications Specialist, the City will improve its capacity to manage communications efficiently, ensuring timely and consistent information distribution to residents, businesses, and other stakeholders. This position will also help support the City's growing digital and social media presence, further enhancing community engagement. As the City grows, this role will strengthen transparency, promote critical initiatives, and inform the public about City projects and events.

Strategic Plan Key Focus Areas Supported: Great Government, A Sense of Place

4. DOES THE CITY COUNCIL SUPPORT AMENDING THE EXISTING RESERVE POLICY OF THE GENERAL FUND TO INCLUDE THE PARKS AND RECREATION FUND AND THE ROADS FUND?

We recommend extending the City's current 25% reserve policy to the Parks and Recreation Fund and the Roads Fund. Currently, this policy only applies to the General Fund. This extension is prudent given the significant operational shifts following the establishment of dedicated funding sources for parks, recreation, and roads, which were approved by City voters in 2023.

The Parks and Recreation Fund, now supported by a 12-mill property tax, and the Roads Fund, funded by a 1% sales and use tax, can sustain their respective operations independently. Applying the 25% reserve policy to these funds will ensure they maintain the same level of financial stability as the General Fund, enabling them to weather unforeseen circumstances and fluctuations in revenue without jeopardizing core services.

The reserve policy helps protect against revenue shortfalls, unexpected capital needs, or emergencies, ensuring that the City can continue to invest in critical infrastructure and recreational amenities. By formalizing this reserve requirement, the City can promote responsible fiscal management across all significant operational funds, providing long-term security and flexibility while meeting voter expectations for sustainable parks and road services.

Strategic Plan Key Focus Area Supported: Great Government

5. DOES THE CITY COUNCIL SUPPORT THE FOLLOWING PARK IMPROVEMENTS?

a. Coyote Ridge Park

\$4,000,000 - Parks and Recreation and PR North Funds

As part of adopting the 2024 Parks and Recreation Comprehensive Plan, staff proposed a Phase 1 Coyote Ridge Capital Project. This will be brought before PRAB in October and City Council in November. The estimated cost, including engineering and construction, is \$4 million.

b. Soaring Hawk Park

\$700,000 - Parks and Recreation Fund

While there is no planned project for Soaring Hawk Park in 2025, staff anticipates PRAB will be recommending to the City Council to move infrastructure engineering forward in 2025. These funds are set aside to address the proposed PRAB request.

c. Other Park Improvements

\$750,000 - Parks and Recreation Fund

Staff proposes a set aside of \$750,000 to refurbish, enhance, and address ADA compliance in other City-owned parks. PRAB will be making recommendations on what parks and what improvements to spend these funds on.

d. Trails Capital

\$250,000 - Parks and Recreation North Fund

PRAB is using the Council-adopted Trails Master Plan to prioritize trails within the CPNMD area for 2025. These funds will be used exclusively to make improvements within this area.

Strategic Plan Key Focus Areas Supported: Safe and Sustainable Infrastructure, A Sense of Place

Council-Adopted Supporting Policies: Strategic Plan, Comprehensive Plan, Parks and Recreation Comprehensive Plan, Economic Action Plan

6. DOES THE CITY COUNCIL SUPPORT THE FOLLOWING ROAD IMPROVEMENTS?

a. Pavement Maintenance Program (Buckets 1 & 2)

\$2,145,500 - Capital Improvements Fund

Each year, the City begins a neighborhood street refresh that helps extend the life of roadway infrastructure throughout Castle Pines. This effort, known as the Pavement Maintenance Program, is a strategic, proactive approach to extending the lifespan of roadways while minimizing the cost of maintaining road surfaces. The City uses software and consulting engineers to determine locations annually for repair with its given budget. Each year, different areas of the City alternate for proposed repair, but all locations with dangerous conditions are taken very seriously and will be addressed. Structural integrity is analyzed for longevity and cost-effectiveness, but safety concerns are prioritized.

b. Happy Canyon Interchange

\$1,769,200 - Capital Improvements Fund

These funds continue the engineering and design for the new Happy Canyon Interchange. These funds are necessary to keep the City project on track for a 2026/2027 construction timeline.

c. Monarch Blvd from Glen Oaks Ave. to Winter Berry Place

\$4,500,000 - Capital Improvements Fund

This stretch of Monarch is the remaining part of Monarch Blvd., north of Castle Pines Parkway, requiring reconstruction and repair. As with other sections of Monarch Blvd., this project will include water line replacement and will be a joint project with the CPNMD.

Staff is evaluating the potential for a roundabout at the intersection of Monument Blvd. and Buffalo Trail that may substantially improve safety in Buffalo Trail and Hidden Point. The 2025 budget proposal does not include funding, as the engineering analysis has not been completed. However, we want to inform the City Council that there may be an additional appropriation request and discussion of the timeline of the Roads Solution Plan.

Strategic Plan Key Focus Areas Supported: Safe and Sustainable Infrastructure, A Sense of Place

Council-Adopted Supporting Policies: Strategic Plan, Comprehensive Plan, Master Transportation Plan, Roads Solution Plan, Multi-modal Enhancement Plan

7. DOES THE CITY COUNCIL SUPPORT FURTHERING THE CITY'S GATEWAY AND WAYFINDING PLAN BY INSTALLING MONUMENTATION NEAR THE LAGAE ROUNDABOUT?

\$750,000 - Capital Improvements Fund

The City Council has stated the need for a gateway feature near the Lagae roundabout. This proposed amount is a placeholder for staff to implement this Council goal once a location and design have been approved.

Strategic Plan Key Focus Area Supported: A Sense of Place

Council-Adopted Supporting Policy: Gateway and Wayfinding Plan

GENERAL FUND

FUND BALANCE

The General Fund is the City’s primary operating fund. It accounts for services provided to the community: public safety, community development, economic development, community events, and communication. The General Fund also accounts for administrative and support services: city manager, city clerk, finance, human resources, legal, and information technology. The City also provides streets, parks, recreation, and stormwater utility services, which are accounted for in their respective funds. The General Fund may also support streets, parks, and other capital improvements via transfers to the various funds.

The table below summarizes the General Fund’s change in fund balance for the 2025 Proposed Budget. It compares it to the 2023 year-end projection and audited actual amount and the 2024 adopted budget and year-end projection. The fund balance reserve percentage demonstrates compliance with the City’s fund balance reserve policy, which requires the fund balance to be at least 25% of operating expenditures.

When developing the following year's budget, it is essential to consider the two most recent years. Their outcomes set the stage for the new year’s budget. Among other things, the year-end projected fund balance becomes the following year’s beginning fund balance. The year-end projections for revenues and expenditures are also used to determine the following year’s revenue and expenditures.

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
GENERAL FUND					
Beginning Fund Balance	\$ 3,358,976	\$ 3,358,976	\$ 2,697,576	\$ 1,451,200	\$ 1,763,000
Revenue	14,906,200	14,824,014	14,028,800	14,106,000	14,407,400
Total Funds Available	18,265,176	18,182,990	16,726,376	15,557,200	16,170,400
Expenditures	(8,134,100)	(8,518,788)	(7,113,200)	(7,113,200)	(7,620,700)
Transfer to Parks and Recreation Fund	(708,500)	(704,997)	-	-	-
Transfer to Grant and Restricted Revenue Func	-	-	-	(1,000)	(26,600)
Transfer to Conservation Trust Fund	-	(33,046)	-	-	-
Transfer to Capital Improvements Fund	(6,725,000)	(7,475,000)	(7,760,000)	(6,680,000)	(6,640,000)
Ending Fund Balance	\$ 2,697,576	\$ 1,451,159	\$ 1,853,176	\$ 1,763,000	\$ 1,883,100
Fund Balance Reserve %	32%	16%	26%	25%	25%

The following analysis highlights key factors affecting the changes in fund balance. Following this analysis, revenues and expenditures will be discussed in more detail.

2023 YEP and 2023 Audited Actual

The 2023 year-end projection (YEP) estimated an ending fund balance of \$2.7 million, which significantly exceeds the audited actual balance of \$1.45 million. The projected ending fund balance suggested that the City is expected to maintain a strong reserve position with a fund balance reserve ratio of 32%, well above the City's policy requirement of 25%. However, the actual ending fund balance of \$1.45 million resulted in a much lower reserve ratio of 16%, below the policy threshold. This variance highlights a slightly overestimated revenue and a greater-than-expected drawdown (expenditures and transfers) of the fund balance by year's end. The table above shows that the fund balance reserve % is restored per the City's reserve policy.

2024 Budget and 2024 YEP

Although the 2024 budget was developed using an estimated beginning fund balance of \$2.7 million, the actual beginning fund balance was restated to 2023's actual ending balance of \$1.45 million. The revenue and expenditure sections below will discuss measures taken (primarily a reduction in the amount transferred to the Capital Improvements Fund) to bring the projected ending fund balance back to the policy amount of 25%.

The 2024 ending fund balance projected at year-end (\$1.76 million) is slightly lower than the budgeted amount (\$1.85 million); however, it remains at the reserve requirement.

2025 Budget and 2024 Budget & YEP

The 2025 proposed budget projects an ending fund balance of \$1.88 million, an increase above the 2024 budget and YEP projections. The fund balance reserve for 2025 is expected to remain at 25%, consistent with the City's reserve policy. This stability demonstrates the City's intention to maintain a healthy balance between operational expenditures, capital transfers, and sufficient reserves.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% of total - 2024	% of total - 2025
GENERAL FUND							
Taxes	9,204,300	9,110,027	10,982,100	10,049,600	11,074,800	78%	77%
Franchise Fees	770,000	692,632	855,100	676,200	718,800	6%	5%
Licenses & Permits	206,800	241,781	41,700	56,900	57,400	0%	0%
Intergovernmental	1,556,200	1,593,211	83,200	67,700	70,800	1%	0%
Charges for Services	1,758,800	2,338,926	1,601,600	2,253,000	2,018,100	11%	14%
Fines	241,000	207,046	256,500	201,200	208,900	2%	1%
Other	1,169,100	640,391	208,600	801,400	258,600	1%	2%
Total	14,906,200	14,824,014	14,028,800	14,106,000	14,407,400	100%	100%

2023 YEP and 2023 Audited Actual

In 2023, the year-end revenue projection was close to the actual amount, although it varied widely within some sources. Charges for services revenue significantly improved over the year-end forecast. While actual tax and franchise fee revenues ended slightly lower than their projections, the most significant downward variance is in other revenues explained as follows.

The 2023 year-end projection for Other Revenue included \$500k in school mitigation funds. These funds, collected from development, were held in a holding account until they were budgeted to be spent, which in 2023 were budgeted for a sidewalk capital improvement. Although the 2023 budget included transferring these funds from the General Fund to the Capital Improvements Fund (expenditure-side), they were not recognized as revenue. The \$801k in Other Revenue in the 2024 year-end projection includes the \$500k school mitigation funds as revenue.

2024 Budget and YEP

First, to get an accurate starting point for 2025, 2024 revenue is closely analyzed, and new projections (budget vs. YEP) are made based on results for the year's first 6 to 7 months.

The year-end projection anticipates a total revenue of \$14.1 million, slightly higher than the adopted budget of \$14.0 million. Charges for Services revenue is the primary contributor to the overall increase. Unless otherwise noted, variances among the revenue sources may have occurred because the factors used to estimate the 2024 budget, such as 2023 year-end projections and population growth and inflation assumptions, may have differed from actual outcomes.

Taxes: The year-end projection estimates tax revenue at \$10.0 million, lower than the adopted budget figure of nearly \$11.0 million. Construction Use Tax revenue from new home construction is the primary reason for the reduced estimate. The Motor Vehicle Use Tax revenue projection is also lower than initially budgeted.

Charges for Services: The year-end projection shows \$2.25 million in revenue from charges for services, considerably higher than the adopted budget of \$1.6 million. Based on the first seven months, building permit fee revenue was revised from \$1.4 million to \$2 million.

Other: As discussed earlier, school mitigation funds received from development will be recognized as revenue in the 2024 year-end projections.

2025 Budget

The 2025 proposed budget increases to \$14.41 million, up from the 2024 year-end projection of \$14.1 million.

Tax revenue is expected to increase from \$10.0 million in 2024 to \$11.0 million in 2025. This reflects assumptions about population growth and inflation and their impact on sales tax, motor vehicle tax, and construction materials use tax revenues. The recently approved HB24B-1001 does not affect 2025 property tax revenue projections.

Charges for Services revenues are expected to decrease to \$2.0 million from the 2024 year-end projection of \$2.25 million, but they are still higher than the 2024 budget.

Forecast assumptions used for revenues include a 3.8% increase in population and a 2.5% inflationary increase for those revenues affected by such factors.

EXPENDITURES

The 2023 total audited expenditures were \$8.52 million. 2024 year-end expenditures are estimated to end at the budgeted amount of \$7.11 million. The 2025 proposed budget is \$7.62 million, or 7% greater than the prior year projection.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
GENERAL FUND				
Elected Officials	160,727	216,200	228,900	241,700
City Manager	311,419	326,300	313,400	327,800
Inter/Non-Departmental	699,783	421,400	567,100	552,000
Communications	243,588	271,900	272,600	355,400
Legal Services	202,287	249,700	242,000	264,900
Human Resources/Risk Management	-	90,800	164,600	163,900
Finance	395,920	411,500	434,600	444,200
City Clerk	285,436	340,700	269,300	362,900
Municipal Court	44,564	43,000	43,000	60,700
Law Enforcement	1,385,023	1,861,500	1,843,000	1,899,400
Public Works - Streets	1,907,615	-	-	-
Community Development	1,730,155	1,345,000	1,665,000	1,655,200
Economic Development	729,613	1,146,500	638,500	838,600
Community Events	422,658	388,700	431,200	454,000
General Fund	8,518,788	7,113,200	7,113,200	7,620,700

Primary factors affecting the development of the 2025 budget include a proposed 3.5% compensation increase for staff, a 13.5% increase in health insurance (the first double-digit increase in at least five years), a new part-time communications specialist, and a 2.5% inflationary increase. The budget's Policy Questions include the proposed compensation increase and part-time Communications Specialist.

GENERAL FUND - ELECTED OFFICIALS

DESCRIPTION

Elected Officials include the City's Mayor and Council Members who make policy decisions on various City issues, such as approving the annual City budget. They are given the authority to approve resolutions and enact and provide for the enforcement of ordinances, which are City laws. They also appoint the City Manager, who serves the Council and citizens and is responsible for City staff and day-to-day management. Castle Pines is governed by a mayor and six City Council members.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Elected Officials					
Mayor/Council Compensation	43,375	72,400	72,400	72,400	0%
Purchased Services	-	4,700	21,300	27,500	29%
Other Operating	38,695	53,300	49,400	50,200	2%
Contributions	78,657	85,800	85,800	91,600	7%
Total	160,727	216,200	228,900	241,700	6%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 6% increase over year-end projections.
- Compensation increased in 2024 and continues into 2025, with all elected officials receiving the monthly stipend.
- The increase in Purchased services in 2024 reflects the consultant brought in to facilitate the Council retreat. The 2025 budget proposes using the same consultant for next year's retreat.
- Contributions include Douglas County Housing Partnership (\$35,000), Douglas County Youth Initiative (\$25,000), and Douglas County Community Foundation (\$18,000). Other contributions include the Metro Mayors Caucus, the Douglas County Library Foundation, and the Regional Air Quality Council. The organizations contributed to are the same as those in prior years. The Douglas County Youth Initiative requested an increase in the City's contribution from \$19,800 to \$25,000.

GENERAL FUND - CITY MANAGER

DESCRIPTION

The **City Manager's Office** is responsible for the general day-to-day oversight and management of the City of Castle Pines and for directing the development and implementation of the City's operating budget and the City Council's Strategic Plan. The City Manager provides recommendations to the Mayor and City Council, implements policy decisions made by the City Council, participates in City Council meetings, anticipates future needs of the City, and serves as the general representative of the City.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
City Manager					
Salaries and Benefits	289,186	308,600	286,100	305,500	7%
Other Operating	22,233	17,700	27,300	22,300	-18%
Total	311,419	326,300	313,400	327,800	5%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 5% increase over year-end projections.
 - Salaries and benefits include the proposed 3.5% compensation increase and the 13.5% increase in health benefits.
- A portion of the salaries and benefits was reallocated to the new Roads Fund, which decreased the 2024 year-end projection.

STAFF

- City Manager (salary and benefits also allocated to Economic Development, Parks and Recreation Fund, Roads Fund, and Stormwater Utility Fund)
- Assistant to the City Manager (salary and benefits also allocated to Roads Fund)

GENERAL FUND - INTERDEPARTMENTAL

DESCRIPTION

The **Interdepartmental** cost center accounts for expenditures that support the functions of all City departments and cannot efficiently be classified into a specific department (for example, information technology support, office space, printing, central office supplies, postage).

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Interdepartmental					
Salaries and Benefits	1,420	-	-	-	
Purchased Services	179,867	124,400	206,800	175,300	-15%
Other Operating	502,097	297,000	322,200	326,700	1%
Capital Equipment	14,762	-	-	-	
Contributions	1,637	-	38,100	50,000	31%
Total	699,783	421,400	567,100	552,000	-3%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 3% decrease from year-end projections.
 - Contributions consist of the City’s grants to homeowners' associations and other applicants for fire mitigation efforts. These funds were budgeted in a different fund and moved to the General Fund, deemed more appropriate for this expenditure. The proposed budget requests an increase to \$50,000 from \$30,000 for this successful program.
 - The 2025 budget for purchased services includes expenditures related to the following.
 - Information technology support
 - On-call grants
 - Geographic information systems
 - Zip-code change
 - Participation in the Community of Excellence program
 - Migration to Microsoft SharePoint
- 2024’s budget included the following, differentiating it from 2025.
 - Community of Excellence survey
 - Development of the policy guide for disasters and emergencies
 - 3-D modeling visualization for capital construction projects.

GENERAL FUND - COMMUNICATIONS

DESCRIPTION

The **Communications Department** is responsible for all aspects of the City's communications and community events programs, including, but not limited to, media and public relations, marketing, internal and external communications, community outreach, and city-wide events.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Communications					
Salaries and Benefits	109,625	136,900	123,400	181,100	47%
Purchased Services	74,466	60,000	70,900	96,700	36%
Other Operating	59,497	75,000	78,300	77,600	-1%
Total	243,588	271,900	272,600	355,400	30%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 30% increase over year-end projections.
 - Salaries and benefits include a proposed part-time (0.5 FTE) communications specialist position, a 3.5% compensation increase, and a 13.5% increase in health benefits.
 - Purchased services include funding for a community survey, typically completed every three years.

STAFF

- Communications Director (salary and benefits also allocated to Parks and Recreation Fund and Roads Fund)
- Communications Specialist (0.5 FTE)

GENERAL FUND – LEGAL SERVICES

DESCRIPTION

Legal Services are provided by a contracted law firm. Their office offers legal services to the City Council, boards, commissions, and administrative staff to enforce the law, avoid or mitigate risks associated with City operations, and protect the legal interests of the City of Castle Pines. Legal services include prosecution of criminal defendants, prosecution of Castle Pines code violations, providing civil defense counsel for the City and employees in administrative, county, state, and federal courts, representing the City in administrative hearings, county, state, and federal courts, and preparing contracts and other legal documents.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Legal					
Purchased Services	202,287	249,700	242,000	264,900	9%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 9% increase over year-end projections, which includes an hourly rate increase for legal services.
- Purchased services consist of the City’s contracted law firm, Michow Guckenberger & McAskin for which the City receives legal counsel from the firm’s partners and associates with expertise in all aspects of municipal law.

GENERAL FUND – HUMAN RESOURCES AND RISK MANAGEMENT

DESCRIPTION

Human Resources and Risk Management consists of overseeing all aspects of employee relations and organizational risk, including but not limited to recruitment, employee benefits, performance management, compliance with labor laws, workplace safety, employee training and development, and managing the City's risk exposure through insurance and risk mitigation programs.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Human Resources/Risk Management					
Purchased Services	-	4,400	76,200	67,700	-11%
Other Operating	-	86,400	88,400	96,200	9%
Total	-	90,800	164,600	163,900	0%

HIGHLIGHTS

- This cost center was created in 2024 to better identify these costs. Human Resources and Risk Management expenditures were previously accounted for in the Finance/Human Resources and Interdepartmental departments.
- The City Clerk’s department provides staffing.
- Overall, the 2025 proposed budget reflects a 0% increase over year-end projections.
 - The 2025 budget and the 2024 year-end projections include expenditures related to staff development focusing on organizational culture and leadership.
 - Other operating expenditures include the cost of insurance through CIRSA, which is increasing 9%.

GENERAL FUND - FINANCE

DESCRIPTION

The **Finance Department** is responsible for the City's financial activities, including the administration of sales and use tax, all accounting functions (payroll, accounts payable, accounts receivable, and financial reporting), preparation of the annual budget, and management of cash on hand (investments).

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Finance					
Salaries and Benefits	175,578	184,600	180,000	197,900	10%
Purchased Services	107,981	108,800	129,800	122,300	-6%
Other Operating	112,361	118,100	124,800	124,000	-1%
Total	395,920	411,500	434,600	444,200	2%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 2% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health benefits.
 - The decrease in purchased services reflects the reallocation of the annual audit cost to the Roads Fund and the Parks and Recreation Fund, which had previously only been allocated to the General Fund and Stormwater Utility Fund.

STAFF

- Finance Director (salary and benefits also allocated to Parks and Recreation Fund, Roads Fund, and Stormwater Utility Fund)

GENERAL FUND - CITY CLERK

DESCRIPTION

The **City Clerk's Office** works with the City Council, the City Manager, and all other City departments. It is responsible for preparing agenda packets, meeting minutes, liquor licensing, parks and recreation reservations, records management, legal notices, public records requests (CORA), election management, coordinating with the municipal court, and municipal code maintenance. The City Clerk also oversees the Human Resources and Risk Management function.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
City Clerk					
Salaries and Benefits	207,039	234,500	195,100	219,800	13%
Purchased Services	28,982	52,300	18,300	63,900	249%
Other Operating	49,415	53,900	55,900	79,200	42%
Total	285,436	340,700	269,300	362,900	35%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 35% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health benefits.
 - The increase in purchased services is due to 2025 being an election year. Also, a document scanning project was budgeted for 2024, most of which will now be completed in 2025.
 - Other operating expenditures are budgeted to increase because of improvements to the City’s meeting and agenda software, including the one-time upgrade and ongoing support costs.

STAFF

- City Clerk (salary and benefits also allocated to Parks and Recreation Fund, Roads Fund, and Stormwater Utility Fund)
- Deputy City Clerk (salary and benefits also allocated to Parks and Recreation Fund)

GENERAL FUND - MUNICIPAL COURT AND LAW ENFORCEMENT

DESCRIPTION

Municipal court services are contracted with the court clerk and municipal judge. The court is committed to administering justice expeditiously and timely with equality, fairness, and integrity.

Law enforcement services are contracted for with the Douglas County Sheriff. Services include reactive patrol to enforce laws and respond to calls for service, proactive patrol to prevent and deter criminal activity, traffic patrol to enforce City traffic codes, investigation of crimes, and other services provided to all County residents.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Municipal Court					
Purchased Services	39,055	39,700	39,700	54,200	37%
Other Operating	5,509	3,300	3,300	6,500	97%
Total	44,564	43,000	43,000	60,700	41%
Law Enforcement					
Purchased Services	1,385,023	1,861,500	1,843,000	1,899,400	3%

HIGHLIGHTS

MUNICIPAL COURT

- Overall, the 2025 proposed budget reflects a 41% increase over year-end projections.
 - The proposed increase is due to the contracted court clerk requesting an increase for expanded service capabilities, including managing calls and emails within regular business hours and the increasing complexity of court cases.

LAW ENFORCEMENT

- Overall, the 2025 proposed budget reflects a 3% increase over year-end projections.
 - Most of the budget is directly tied to the City's 4.5 property tax mill levy. Additional services include traffic enforcement, security, and animal control.

GENERAL FUND - COMMUNITY DEVELOPMENT

DESCRIPTION

The **Community Development Department** comprises building, code enforcement, planning, and zoning. The Building Division implements and enforces building codes and standards, examines construction plans, inspects building construction, and enforces International Building Codes. The Code Enforcement Division enforces the zoning ordinance. The Planning and Zoning Division administers and enforces zoning and subdivision ordinances and the Comprehensive Plan, reviews development applications, permits signage, and administers GIS mapping services.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Community Development					
Salaries and Benefits	284,732	319,100	259,800	336,700	30%
Purchased Services	1,417,925	994,500	1,376,700	1,287,600	-6%
Other Operating	27,498	31,400	28,500	30,900	8%
Total	1,730,155	1,345,000	1,665,000	1,655,200	-1%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 1% decrease from year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health benefits. The 30% increase reflects projected vacancy and hiring savings due to the departure of the former Community Development Director.
 - The decrease in purchased services is due to a reduction in the estimate for building services activity. The City’s contractor, SAFEbuilt, provides building permit services, whose fees are set at 60% of the building permit fee revenue and 80% of contractor licensing.

STAFF

- Community Development Director
- Senior Planner

GENERAL FUND - ECONOMIC DEVELOPMENT

DESCRIPTION

The **Economic Development** division accounts for activities that foster job growth and enhance the City's economic landscape through business attraction, retention, and expansion. Key priorities include supporting existing businesses, attracting new businesses that create employment opportunities and generate revenue, promoting development along major transportation corridors, improving housing quality and availability, redeveloping underperforming areas, and making strategic investments in parks and open spaces to stimulate high-quality development and strengthen community connections.

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
GENERAL FUND					
Economic Development					
Salaries and Benefits	80,767	86,700	43,800	45,700	4%
Purchased Services	75,006	125,000	50,000	9,000	-82%
Other Operating	70,429	6,500	7,000	7,000	0%
Use Tax Credit	503,411	928,300	537,700	776,900	44%
Total	729,613	1,146,500	638,500	838,600	31%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 31% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health benefits. A portion of the City Manager's salary and benefits are allocated to this cost center.
 - Purchased services will decrease due to the costs related to the Castle Pines Urban Renewal Authority being transferred to the newly created authority, which will have its own budget. In addition, the 2024 budget included funds to develop an economic incentive plan.
 - The use tax credit is directly proportional (50%) to the 2.75% construction use tax revenue collected within the Shea development for new home construction. This is an agreement with the developer.

STAFF

- Salary and benefits include a portion of the City Manager's FTE

GENERAL FUND - COMMUNITY EVENTS

DESCRIPTION

The **Community Events Department** manages the City's community events, which are held annually in the spring, summer, fall, and holidays to enhance the sense of our Castle Pines community and promote regional awareness and economic development.

	2023	2024	2024	2025	%
	Audited	Adopted	Year-end	Proposed	increase
	Actual	Budget	Projection	Budget	over YEP
GENERAL FUND					
Community Events					
Salaries and Benefits	35,547	63,700	51,200	64,000	25%
Purchased Services	382,111	325,000	380,000	390,000	3%
Contributions	5,000	-	-	-	
Total	422,658	388,700	431,200	454,000	5%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 5% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase.
 - With the expansion and success of the City events program, 2024 expenditures are tracking to reach the same level as 2023, which is expected to continue into 2025.

STAFF

- Community Events and Recreation Programming Manager (0.75 FTE)

PARKS AND RECREATION FUND

DESCRIPTION

The **Parks and Recreation Fund** accounts for the revenues and expenditures necessary to maintain our parks and recreational amenities and to improve and acquire parks, recreation, trails, and open spaces for City parks, except for Coyote Ridge Park, which is accounted for in the Parks and Recreation North Fund.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
PARKS AND RECREATION FUND				
Beginning Fund Balance	\$ 610,152	\$ 123,552	\$ 123,580	\$ 3,651,780
Revenue	349,429	4,589,800	5,058,000	5,242,300
Transfer from General Fund	704,996	-	-	-
Transfer from Conservation Trust Fund	250,000	-	-	-
Total Funds Available	1,914,577	4,713,352	5,181,580	8,894,080
Expenditures	(1,790,997)	(1,573,700)	(1,529,800)	(4,819,600)
Ending Fund Balance	<u>\$ 123,580</u>	<u>\$ 3,139,652</u>	<u>\$ 3,651,780</u>	<u>\$ 4,074,480</u>
Fund Balance Reserve %		237%	287%	169%

HIGHLIGHTS

- The fund balance is projected to grow to \$4.1 million by the end of 2025 due to the new voter-approved 12 mills property tax.
 - As we look to the future, the 2025 estimated ending fund balance is critical to supporting significant park capital improvements, including the expansion of Coyote Ridge Park and the construction of Soaring Hawk Park. The total cost of these projects is projected to exceed \$80 million, underscoring the necessity of maintaining a strong fund balance to address these long-term needs.
- Significant park maintenance expenditures in the CPNMD area are funded through the Parks and Recreation North Fund, with funds received from CPNMD, which are expected to be used entirely by the end of 2025. In 2026, expenditures will be funded with the 12 mills property tax accounted for in this fund.
- With the new dedicated property tax, park expenditures no longer need funding from the General Fund or the Conservation Trust Fund, as in prior years.
- Fund reserves are projected to be greater than 25%, which is the City’s policy for the General Fund.
 - To ensure the City’s financial stability and preparedness for unforeseen circumstances, the City’s reserve policy requires that the fund balance be at

least 25% of operating expenditures. Now that the Parks and Recreation Fund has its revenue source, it is prudent to maintain the same philosophy for this fund. Staff is proposing the same as a policy question for the Parks and Recreation Fund.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
PARKS AND RECREATION FUND					
Taxes	-	-	4,428,800	4,834,000	5,104,700
Intergovernmental	-	-	49,500	99,000	-
Charges for Services	106,600	49,429	111,500	70,000	74,400
Other	300,000	300,000	-	55,000	63,200
Total Revenue	406,600	349,429	4,589,800	5,058,000	5,242,300

HIGHLIGHTS

- The 2025 budget estimates the 12 mills' property tax revenue at \$5.1 million using the County Assessor's August preliminary assessed value certification.
- Property tax revenue is ahead of expectations, estimated at \$4.8 million, compared to the original estimate of \$4.4 million.
- Intergovernmental revenue in 2024 is a state grant awarded by the Colorado State Forest Service to assist with the city's fire mitigation efforts. A portion of the repair and maintenance expenditures (\$113,000) in the table below is the cost related to the grant.
- In 2023, charges for services included the estimated rental revenue from renting Coyote Ridge Park facilities, which were transferred from the CPNMD to the City. Actual revenue in 2023 was lower than the estimates, and the 2024 year-end projection and 2025 budget are decreased based on the 2023 actual amount and 2024 year-to-date revenue trends.

EXPENDITURES

	2023	2024	2024	2025	%
	Audited	Adopted	Year-end	Proposed	increase
	Actual	Budget	Projection	Budget	over YEP
PARKS AND RECREATION FUND					
Salaries and Benefits	165,748	183,500	190,100	670,800	253%
Purchased Services	46,114	225,800	166,000	418,000	152%
Repairs & Maintenance	257,492	832,000	858,800	1,221,000	42%
Other Operating	7,924	32,400	14,900	31,200	109%
Capital Improvements	1,213,719	200,000	200,000	2,378,600	1089%
Contributions/Other	100,000	100,000	100,000	100,000	0%
Total Expenditures	1,790,997	1,573,700	1,529,800	4,819,600	215%

HIGHLIGHTS

- The Parks and Recreation Advisory Board reviewed the 2025 budget proposal at its September 19 meeting and recommended that the City Council approve it.
- Overall, the 2025 proposed budget reflects a 215% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health insurance. All park staff salaries and benefits will be accounted for in this fund. Previously, salaries were allocated to the Parks and Recreation North Fund. The 2025 budget also includes a proposed Parks and Recreation Director position.
 - Purchased services include utilities (water/electric), snow removal, and custodial services. It also includes the County Treasurer fee, which the County retains 1% of the City’s 12 mills property tax collected for administering the tax collection and its remittance to the City.
 - The 2024 year-end projection balance is lower than the adopted budget because the remaining funds in the North Pine Vistas Metro District (NPVMD) could still cover 2024 utilities and snow removal, so those costs were recorded in that fund.
 - The 2025 budget is increased to include the cost of utilities and snow removal within the North Pine Vistas Metro District area.
 - The 2025 budget is also increased because the City will take over Shea's utilities and snow removal responsibilities due to the transfer of parks and recreation from their metro district to the City pending the approval of an Intergovernmental Agreement with the district. Shea provided the estimate based on what they spent.
 - Repairs and maintenance include landscape, open space, park facilities, and wildfire mitigation costs. Although the 2024 budget and year-end projection are relatively unchanged, there is a sizeable shift within those numbers.

- The 2024 budget included costs for the NPVMD area, whereas, just as with the utilities and snow removal, 2024 costs within the NPVMD will be funded via the NPVMD Fund.
 - The 2024 budget included \$250,000 for monument improvements, including caps. These costs were moved to the Parks and Recreation North Fund because the monuments are all within the CPNMD area and would have been the District's costs before the transfer.
 - The 2024 budget included \$113,000 for wildfire mitigation as part of a Community Wildfire Prevention Implementation Plan (CWPIP). The CWPIP planned for wildfire mitigation within 255 acres of open space over three years. However, when the CWPIP was presented to the City Council, the Council identified the project as a high priority and authorized the wildfire mitigation project for all 255 acres in 2024. Therefore, the 2024 year-end projection includes an increase from \$113,000 to \$510,000.
 - The 2025 budget is increased to include the cost of open space maintenance within the North Pine Vistas Metro District area.
 - The 2025 budget is also increased because the City will take over Shea's landscape maintenance responsibilities according to the pending IGA.
- Capital improvements include the following.
 - Partial funding for Coyote Ridge Park improvements (\$928,600), with the remaining costs of the \$4 million project funded by the Parks and Recreation North Fund. Design work for this project was completed in 2024 out of the Parks and Recreation North Fund.
 - Continuing design work for Soaring Hawk improvements (\$700,000). \$200,000 was budgeted in 2024.
 - Improvements, including ADA compliance for other city parks (\$750,000).

STAFF

- Parks and Recreation Director (proposed)
- Parks, Trails, and Open Space Manager
- Parks Foreman
- Salary and benefits include portions of the City Manager, City Engineer, Communications Director, and other City administrative and public works FTEs.

NORTH PINE VISTAS METRO DISTRICT NOS. 1-3 O&M FUND

DESCRIPTION

The **North Pine Vistas Metro District Nos. 1-3 O&M Fund** is a temporary fund that accounts for funds received from the North Pine Vistas Metro District to own, operate, and maintain specific public improvements previously the District’s responsibility. Following the City’s successful election, this fund will be dissolved once all funds from the District are used.

HIGHLIGHTS

- The funds from the NPVMD are projected to be used entirely in 2024.

FUND BALANCE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
NPVMD NOS. 1-3 O&M FUND					
Beginning Fund Balance	\$ 3,604	\$ 3,604	\$ 68,000	\$ 209,900	\$ -
Revenue	296,000	312,764	-	-	-
Total Funds Available	299,604	316,368	68,000	209,900	-
Expenditures	(231,600)	(106,538)	(68,000)	(209,900)	-
Ending Fund Balance	\$ 68,004	\$ 209,830	\$ -	\$ -	\$ -

PARKS AND RECREATION NORTH FUND

DESCRIPTION

The **Parks and Recreation North Fund** is a temporary fund that accounts for funds received from the Castle Pines North Metro District to own, operate, and maintain specific public improvements previously the District’s responsibility. Following the City’s successful election to create its funding for parks and recreation, this fund will be dissolved once all funds from the District are used.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
PARKS AND RECREATION NORTH FUND				
Beginning Fund Balance	\$ -	\$ 6,596,600	\$ 6,600,800	\$ 5,408,300
Revenue	8,641,523	141,500	1,522,900	67,000
Total Funds Available	8,641,523	6,738,100	8,123,700	5,475,300
Expenditures	(1,677,975)	(2,576,800)	(2,715,400)	(5,475,300)
Transfer to Capital Improvements Fund	(362,800)	-	-	-
Ending Fund Balance	<u>\$ 6,607,748</u>	<u>\$ 4,161,300</u>	<u>\$ 5,408,300</u>	<u>\$ -</u>

HIGHLIGHTS

- The 2025 budget estimates that the balance of this fund will be used in its entirety by the end of the year.

EXPENDITURES

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
PARKS AND RECREATION NORTH FUND					
Salaries and Benefits	86,079	212,900	159,100	-	-100%
Purchased Services	276,863	353,200	902,300	455,600	-50%
Repairs & Maintenance	1,095,942	1,444,900	1,425,000	1,618,000	14%
Other Operating	11,531	78,200	29,000	35,300	22%
Capital Equipment	38,463	20,000	-	45,000	
Capital Improvements	169,097	467,600	200,000	3,321,400	1561%
Total Expenditures	<u>1,677,975</u>	<u>2,576,800</u>	<u>2,715,400</u>	<u>5,475,300</u>	<u>102%</u>

HIGHLIGHTS

- The Parks and Recreation Advisory Board reviewed the 2025 budget proposal at its September 19 meeting and recommended that the City Council approve it.
- Overall, the 2025 proposed budget reflects a 102% increase over year-end projections.

- All park staff salaries and benefits will be accounted for in the Parks and Recreation Fund in anticipation that other costs associated with the CPNMD area will be entirely used up in 2025.
- Capital equipment consists of a vehicle for the Parks Foreman position.
- Capital Improvements include the following.
 - Coyote Ridge Park improvements - \$3,071,400. This project will zero out the remaining funds received from the CPNMD; therefore, the Parks and Recreation Fund will fund the remainder of this \$4 million project.
 - Trails Capital - \$250,000. Implement the trails master plan within the CPNMD area.

CONSERVATION TRUST FUND

DESCRIPTION

The **Conservation Trust Fund** accounts for all government revenue and expenditures associated with state lottery disbursements that may only be used for parks and recreation maintenance or capital purposes.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
CONSERVATION TRUST FUND				
Beginning Fund Balance	\$ 328,798	\$ 631,898	\$ 774,500	\$ 1,155,600
Revenue	662,567	669,700	381,100	399,900
Transfer From General Fund	33,046	-	-	-
Total Funds Available	1,024,411	1,301,598	1,155,600	1,555,500
Transfer to Parks and Recreation Fund	(250,000)	-	-	-
Ending Fund Balance	\$ 774,411	\$ 1,301,598	\$ 1,155,600	\$ 1,555,500

HIGHLIGHTS

- In 2023, revenue included a transfer of Conservation Trust Funds (CTF) from the Castle Pines North Metro District (due to the transfer of parks ownership from the District to the City).
- Beginning in 2024, the City started receiving the CTF revenue directly previously allocated to the District.
- Use of Conservation Trust Funds is not proposed for 2025 (same as 2024), leaving the ending fund balance at \$1.6 million.

ROADS FUND

DESCRIPTION

The **Roads Fund** accounts for the expenditure of revenue restricted to road and road-related operations, maintenance, and capital purposes. Revenue sources include road-use restricted revenues, including 1% sales and use tax, shared revenue from Douglas County, and highway users tax fund revenue.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
ROADS FUND				
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 710,100
Revenue	-	5,613,300	5,086,500	5,525,900
Total Funds Available	-	5,613,300	5,086,500	6,236,000
Expenditures	-	(3,047,900)	(2,793,800)	(3,549,600)
Transfer to Grant and Restricted Revenue Fund	-	-	(22,600)	-
Transfer to Capital Improvements Fund	-	(1,800,000)	(1,560,000)	(1,810,000)
Ending Fund Balance	\$ -	\$ 765,400	\$ 710,100	\$ 876,400
Fund Balance Reserve %		25%	25%	25%

HIGHLIGHTS

- The fund balance is projected to grow from \$710,100 in 2024 to \$876,400 in 2025.
- Fund reserves are maintained at 25%, which is the City's policy for the General Fund.
 - To ensure the City's financial stability and preparedness for unforeseen circumstances, the City's reserve policy requires that the fund balance be at least 25% of operating expenditures. Now that the Roads Fund has its revenue source, it is prudent to maintain the same philosophy for this fund. Staff is proposing the same as a policy question for the Roads Fund.
- Funds over 25% are transferred to the Capital Improvements Fund in support of improving the City's roadway infrastructure.
- The transfer to the Grant and Restricted Revenue Fund in 2024 matches the Safe Streets for All federal grant funds.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% of total - 2024	% of total - 2025
ROADS FUND							
Taxes	-	-	3,341,100	3,006,900	3,331,600	60%	60%
Licenses & Permits	-	-	156,900	100,000	100,000	3%	2%
Intergovernmental	-	-	1,915,300	1,764,600	1,869,100	34%	34%
Charges for Services	-	-	200,000	200,000	200,000	4%	4%
Other	-	-	-	15,000	25,200	0%	0%
Total Revenue	-	-	5,613,300	5,086,500	5,525,900	100%	100%

HIGHLIGHTS

- Following voter approval in 2023, this new Roads Fund was created to account for the new 1% sales and use tax road-related restricted revenue, resulting in a new revenue stream of \$3 million in 2024 and \$3.3 million in 2025.
- Previously accounted for in the General Fund, road-related revenue includes ROW, HUTF, and Douglas County road-related shareback revenues.
- Taxes and intergovernmental revenue provide most of the support to this fund.

EXPENDITURES

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
ROADS FUND					
Salaries and Benefits	-	467,400	585,100	639,200	9%
Purchased Services	-	290,000	542,000	470,600	-13%
Repairs & Maintenance	-	1,793,000	1,321,000	1,942,500	47%
Other Operating	-	159,900	150,200	169,800	13%
Capital Equipment	-	-	-	45,000	
Use Tax Credit	-	337,600	195,500	282,500	45%
Total Expenditures	-	3,047,900	2,793,800	3,549,600	27%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 27% increase over year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health insurance.
 - Capital equipment consists of a vehicle for the City Engineer position. This vehicle was approved in 2023; however, it was not purchased at that time.
 - Year-end expenditures are not expected to meet the approved budget; however, the 2025 budget reflects an increase over 2024 due to the rise in road miles maintained.

- The use tax credit is directly proportional (50%) to the 1% construction use tax revenue collected within the Shea development for new home construction. This is an agreement with the developer.

STAFF

- Public Works Director (salary and benefits also allocated to the Stormwater Utility Fund)
- Capital Projects and Operations Manager (salary and benefits also allocated to Parks and Recreation Fund and Stormwater Utility Fund)
- City Engineer
- Public Works Permit Technician
- Salary and benefits include portions of the City Manager, Communications Director, and other City administrative FTEs.

GRANT AND RESTRICTED REVENUE FUND

DESCRIPTION

The **Grant and Restricted Revenue Fund** accounts for revenue restricted for specific purposes. Its purpose is to provide accounting for various forms of restricted revenue. This will allow the City to transparently ensure proper tracking and compliance with various grant and other restricted revenue legal or donor requirements on their use.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
GRANT AND RESTRICTED REVENUE FUND				
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenue	29,786	-	84,200	122,400
Transfer from General Fund	-	-	1,000	26,600
Transfer from Roads Fund	-	-	22,600	-
Total Funds Available	29,786	-	107,800	149,000
Expenditures	(28,744)	-	(107,800)	(149,000)
Ending Fund Balance	\$ 1,042	\$ -	\$ -	\$ -

HIGHLIGHTS

- Transfers from various funds represent matching requirements for grants.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
GRANT AND RESTRICTED REVENUE FUND					
Intergovernmental	-	29,786	-	60,200	98,400
Charges for Services	-	-	-	24,000	24,000
Total Revenue	-	29,786	-	84,200	122,400

HIGHLIGHTS

- DOLA Local Planning Capacity Grant – \$80,000 for workforce housing analysis and overlay zone project.
- Colorado State Forest Service Grant – \$18,400 for wildfire education.
- State disposable bag fee – \$24,000

EXPENDITURES

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
GRANT AND RESTRICTED REVENUE FUND				
Purchased Services	28,744	-	107,800	149,000
Total Expenditures	28,744	-	107,800	149,000

HIGHLIGHTS

- \$100,000 for a workforce housing analysis and overlay zone project.
- \$25,000 for wildfire education.
- \$24,000 used for purposes allowed for revenue from the state’s disposable bag fee.

COMMUNITY CAPITAL INVESTMENT FUND

DESCRIPTION

The **Community Capital Investment Fund** accounts for the setting aside and accumulating funds reserved for future capital asset purposes. Funds may be one-time revenues that the City Council desires to save for specific future capital projects.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
COMMUNITY CAPITAL INVESTMENT FUND				
Beginning Fund Balance	\$ 3,042,000	\$ 3,042,000	\$ 3,042,000	\$ 3,352,400
Revenue	-	-	310,400	-
Total Funds Available	3,042,000	3,042,000	3,352,400	3,352,400
 Ending Fund Balance	 \$ 3,042,000	 \$ 3,042,000	 \$ 3,352,400	 \$ 3,352,400

HIGHLIGHTS

- The 2025 ending fund balance is \$3.35 million.
- The \$310,400 received in 2024 was from the sale of lot 2A.

CAPITAL IMPROVEMENTS FUND

DESCRIPTION

The **Capital Improvements Fund** accounts for capital improvements or acquisitions that are not accounted for in other funds. Most capital improvements in this fund are related to roads and are funded with transfers from the General Fund and Roads Fund.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
CAPITAL IMPROVEMENTS FUND				
Beginning Fund Balance	\$ 5,962,494	\$ 5,874,376	\$ 5,874,400	\$ 2,464,400
Revenue	75,000	3,619,000	5,219,000	1,119,000
Transfer from General Fund	7,475,000	7,760,000	7,760,000	6,640,000
Transfer from Parks and Recreation North Fund	362,800	-	-	-
Transfer from Roads Fund	-	1,800,000	1,800,000	1,810,000
Total Funds Available	13,875,294	19,053,376	20,653,400	12,033,400
Expenditures	(8,000,918)	(18,150,100)	(18,189,000)	(9,384,700)
Ending Fund Balance	\$ 5,874,376	\$ 903,276	\$ 2,464,400	\$ 2,648,700

HIGHLIGHTS

- The General Fund and Roads Fund transfers are the amounts available above those funds' 25% reserve threshold.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
CAPITAL IMPROVEMENTS FUND					
Intergovernmental	-	-	2,619,000	2,619,000	1,119,000
Other	1,700,000	75,000	1,000,000	2,600,000	-
Total Revenue	1,700,000	75,000	3,619,000	5,219,000	1,119,000

HIGHLIGHTS

- 2025: DRCOG \$1.1 million grant funding for the Happy Canyon Interchange
- 2024:
 - DRCOG \$1.5 million grant funding for the HC Interchange
 - County \$1.1 million contribution for the HC Interchange
 - County \$1.5 million contribution for the Lagae Roundabout

EXPENDITURES

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
CAPITAL IMPROVEMENTS FUND				
Road-related Improvements	5,210,742	17,023,100	17,062,000	8,634,700
Gateway and Monument Improvements	2,790,176	1,127,000	1,127,000	750,000
Total Expenditures	8,000,918	18,150,100	18,189,000	9,384,700

HIGHLIGHTS

- The \$9,384,700 proposed capital improvements for 2025 include the following.
 - Buckets 1 & 2 - \$2,145,500
 - Happy Canyon Interchange design and engineering - \$1,769,200 (continuing from prior years)
 - Monarch from Glen Oaks to Winterberry - \$4,500,000
 - Does not include a \$4 million estimate for a potential roundabout at Buffalo Trail, which is currently under engineering evaluation.
 - Traffic signals - \$135,000
 - Pedestrian safety - \$85,000
 - Lagae roundabout monumentation - \$750,000

STORMWATER UTILITY FUND

DESCRIPTION

The **Stormwater Utility Fund** accounts for expenditures for the administration, operation, maintenance, and improvements to the City's stormwater system and the revenues collected. As an enterprise fund, fees pay expenses, not taxes.

FUND BALANCE

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
STORMWATER UTILITY FUND				
Beginning Fund Balance	1,430,100	1,430,100	2,811,200	2,651,300
Revenue	1,746,941	655,700	709,900	749,800
Total Funds Available	3,177,041	2,085,800	3,521,100	3,401,100
Expenditures	(365,896)	(858,400)	(869,800)	(809,000)
Ending Fund Balance	\$ 2,811,145	\$ 1,227,400	\$ 2,651,300	\$ 2,592,100

HIGHLIGHTS

- The 2025 ending fund balance is estimated at \$2.6 million, which will be drawn down as significant capital improvements occur, including tributary improvements made in partnership with Mile High Flood Control District.

REVENUE

	2023 Year-end Projection	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget
STORMWATER UTILITY FUND					
Charges for Services	570,400	335,654	627,500	637,500	664,400
Other	1,401,500	1,411,287	28,200	72,400	85,400
Total Revenue	1,971,900	1,746,941	655,700	709,900	749,800

HIGHLIGHTS

- Residential and commercial stormwater utility management fees are the primary funding source for expenses.
 - All City residential and commercial properties are billed once a year.
 - Residential properties are billed \$105 annually, and commercial property annual fees are based on their impervious area. The rates are adjusted annually based on the Denver-Aurora-Lakewood Consumer Price Index.

EXPENDITURES

	2023 Audited Actual	2024 Adopted Budget	2024 Year-end Projection	2025 Proposed Budget	% increase over YEP
STORMWATER UTILITY ENTERPRISE FUND					
Salaries and Benefits	167,366	234,600	234,600	245,800	5%
Purchased Services	20,530	63,000	71,000	31,200	-56%
Repairs & Maintenance	27,605	30,000	30,000	40,000	33%
Other Operating	18,072	25,300	28,700	36,500	27%
Capital Improvements	132,323	500,000	500,000	450,000	-10%
Contributions/Other	-	5,500	5,500	5,500	0%
Total Expenditures	365,896	858,400	869,800	809,000	-7%

HIGHLIGHTS

- Overall, the 2025 proposed budget reflects a 7% decrease from year-end projections.
 - Salaries and benefits include a 3.5% compensation increase and a 13.5% increase in health insurance.
 - Purchased services will decrease from 2024, which includes an asset assessment within the CPNMD boundary.
 - Repair and maintenance costs are projected to increase as more stormwater infrastructure is maintained.
 - 2025 capital improvements include \$350,000 for Happy Canyon tributary improvements, which will be made in partnership with Mile High Flood Control District (MHFCD) over a multiple-year period.
 - The 2024 budget was approved for the spring tributary at Lagae Road; however, staff and MHFCD determined that the Happy Canyon tributary improvements were a higher priority, and those funds will be shifted to the Happy Canyon project.
 - \$100,000 is budgeted to address drainage, sidewalk overflow, failing cutoff wall, and pond issues.

STAFF

- Stormwater Manager
- Salary and benefits include portions of the City Manager, Public Works Director, and other City administrative and public works FTEs.

2025 ANNUAL BUDGET DETAIL

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
REVENUES					
Taxes					
Property Tax	1,199,887	1,660,800	1,660,800	1,695,000	1,781,100
Specific Ownership Tax	111,210	133,300	133,300	124,000	131,800
Sales Tax	4,327,176	4,776,000	4,776,000	4,947,200	5,259,400
Sales Tax - Collections/Enforcement	-	-	-	2,000	-
Construction Materials Use Tax	546,538	401,100	401,100	401,100	429,900
Construction Materials Use Tax - Canyons	1,006,821	1,856,600	1,856,600	1,075,300	1,553,700
Motor Vehicle Use Tax	1,918,395	2,154,300	2,154,300	1,805,000	1,918,900
Total Taxes	9,110,027	10,982,100	10,982,100	10,049,600	11,074,800
Franchise Fees					
Franchise - Electric	292,932	360,900	360,900	334,800	355,900
Franchise - Gas	205,375	244,300	244,300	158,700	168,700
Franchise - Cable	194,325	249,900	249,900	182,700	194,200
Total Franchise Fees	692,632	855,100	855,100	676,200	718,800
Licenses and Permits					
Business Licenses	14,965	-	-	800	-
Liquor/Tobacco Licenses	3,335	2,500	2,500	3,000	3,000
Contractor Licenses	50,500	36,600	36,600	50,500	51,800
Sign Permits	6,327	2,600	2,600	2,600	2,600
ROW/GESC Permits (ROW only beg. 2023)	166,654	-	-	-	-
Total Licenses and Permits	241,781	41,700	41,700	56,900	57,400
Intergovernmental Revenue					
Federal Grants	29,786	-	-	-	-
State Grants	1,000	-	-	-	-
Highway Users Tax Fund	346,579	-	-	-	-
Motor Vehicle Registration Fees	44,675	55,500	55,500	48,500	51,600
Cigarette Tax	17,976	10,000	10,000	14,000	14,000
Road and Bridge Prop Tax Shareback	587,279	-	-	-	-
Roads Sales Tax Shareback	163,063	-	-	-	-
Roads Motor Vehicle Use Tax Shareback	220,412	-	-	-	-
Construction Materials Use Tax Shareback	164,750	-	-	-	-
State Energy Distributions	17,691	17,700	17,700	5,200	5,200
Total Intergovernmental Revenue	1,593,211	83,200	83,200	67,700	70,800

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
REVENUES					
Charges for Services					
Planning and Zoning	129,160	80,500	80,500	147,500	98,900
Finance Fees	8,266	7,900	7,900	9,500	9,500
Credit Card Fees	56,187	45,200	45,200	50,000	50,000
Building Permit Fees	1,684,724	1,399,800	1,399,800	2,000,000	1,812,300
Public Works Fees	380,616	-	-	-	-
Office Space Use	36,582	41,200	41,200	46,000	47,400
State Disposable Bag Fee	29,063	27,000	27,000	-	-
City Event Fees	14,328	-	-	-	-
Total Charges for Services	2,338,926	1,601,600	1,601,600	2,253,000	2,018,100
Fines					
Court Fines	207,046	256,500	256,500	201,200	208,900
Interest and Other Income					
Interest	388,361	208,600	208,600	290,000	258,600
Grants/Contributions	225,177	-	-	500,000	-
Miscellaneous	26,853	-	-	11,400	-
Total Interest and Other Income	640,391	208,600	208,600	801,400	258,600
Total Revenue	14,824,014	14,028,800	14,028,800	14,106,000	14,407,400

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
Elected Officials					
Mayor/Council Stipend	40,200	67,200	67,200	67,200	67,200
Taxes	3,075	5,100	5,100	5,100	5,100
Worker's Compensation	100	100	100	100	100
Professional Services	-	4,700	4,700	21,300	27,500
Training	4,359	6,000	6,000	6,000	6,000
Travel	4,266	9,500	9,500	9,500	9,500
Mileage	785	800	800	800	800
Membership Dues	18,613	19,100	19,100	19,000	19,800
Supplies	49	400	400	500	500
Computers/Software	300	6,000	6,000	300	300
Meetings	10,022	10,500	10,500	12,000	12,000
Supplies/Recognition	301	1,000	1,000	1,300	1,300
Contributions	78,657	85,800	85,800	85,800	91,600
Total Elected Officials	160,727	216,200	216,200	228,900	241,700
City Manager					
Salary	230,600	226,400	226,400	210,700	217,900
Insurance/Other	9,295	30,200	30,200	27,900	37,700
Taxes/Workers Compensation	5,942	6,600	6,600	6,500	6,500
Retirement	43,349	45,400	45,400	41,000	43,400
Training	3,247	3,500	3,500	3,500	3,500
Travel	9,799	6,000	6,000	16,000	11,000
Mileage	285	400	400	400	400
Membership Dues	2,566	2,900	2,900	2,500	2,500
Supplies	508	400	400	400	400
Meetings	5,828	4,500	4,500	4,500	4,500
Total City Manager	311,419	326,300	326,300	313,400	327,800

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
Inter/Nondepartmental					
Insurance/Other	1,420	-	-	-	-
Professional Services	145,275	92,000	92,000	171,800	140,000
Info Tech Support	34,592	32,400	32,400	35,000	35,300
Office Space	286,894	165,000	165,000	179,000	181,400
Insurance	72,354	-	-	-	-
Telephone/Internet	19,083	12,500	12,500	14,500	15,000
Printing/Copying	5,869	12,000	12,000	12,000	9,100
Postage/Mailing	2,263	3,000	3,000	3,000	3,100
Training	800	-	-	-	-
Membership Dues	2,019	2,600	2,600	2,000	2,000
Central Supplies	37,729	35,000	35,000	25,900	26,000
Computer/Software	67,557	65,900	65,900	84,800	88,600
Fleet Fuel	-	-	-	-	500
Meetings	7,529	1,000	1,000	1,000	1,000
Furniture and Fixtures	14,762	-	-	-	-
Other	454	-	-	1,600	-
Contributions	1,183	-	-	36,500	50,000
Total Inter/Non-Departmental	699,783	421,400	421,400	567,100	552,000
Communications					
Salary	82,341	99,700	99,700	93,100	127,700
Insurance/Other	11,288	16,800	16,800	10,900	22,600
Taxes/Workers Compensation	1,422	1,700	1,700	2,400	4,200
Retirement	14,574	18,700	18,700	17,000	26,600
Professional Services	74,466	60,000	60,000	65,000	76,700
Special Projects	-	-	-	5,900	20,000
Advertising	16,568	20,000	20,000	20,000	20,000
Printing/Copying	12,333	20,000	20,000	20,000	20,000
Postage/Mailing	10,558	17,000	17,000	17,000	17,000
Training	-	1,500	1,500	1,800	1,800
Travel	-	1,000	1,000	1,500	1,500
Mileage	113	100	100	100	100
Membership Dues	407	500	500	500	500
Supplies	67	100	100	100	100
Promotional Supplies	7,824	2,500	2,500	5,000	2,500
Computer/Software	11,552	12,000	12,000	12,000	14,000
Meetings	75	300	300	300	100
Total Communications	243,588	271,900	271,900	272,600	355,400

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
Legal Services					
City Attorney	198,856	242,000	242,000	242,000	261,400
Outside Legal Services	3,431	7,700	7,700	-	3,500
Total Legal Services	202,287	249,700	249,700	242,000	264,900
Human Resources/Risk Management					
Other	-	900	900	900	900
Professional Services	-	3,500	3,500	3,500	3,500
Special Projects	-	-	-	71,800	63,300
Insurance	-	74,300	74,300	74,300	80,800
Advertising	-	3,000	3,000	5,000	4,000
Training	-	-	-	-	1,500
Mileage	-	100	100	100	100
Supplies	-	-	-	-	200
Computer/Software	-	3,000	3,000	3,000	3,600
Meetings	-	6,000	6,000	6,000	6,000
Total Human Resources/Risk Management	-	90,800	90,800	164,600	163,900
Finance					
Salary	136,500	139,100	139,100	139,100	143,900
Insurance/Other	11,322	17,000	17,000	12,000	21,300
Taxes/Workers Compensation	2,283	2,400	2,400	2,400	4,300
Retirement	25,473	26,100	26,100	26,500	28,400
County Treasurer's Fees	11,990	16,600	16,600	17,000	17,800
Professional Services	10,410	7,700	7,700	8,800	9,600
Audit	23,000	20,000	20,000	22,000	9,600
Sales Tax Administration	62,581	64,500	64,500	82,000	85,300
Bank/Credit Card Fees	79,962	91,000	91,000	91,000	85,200
Advertising	3,876	-	-	-	-
Training	2,058	1,500	1,500	2,100	2,200
Travel	1,866	1,900	1,900	1,900	2,000
Membership Dues	255	600	600	300	300
Supplies	1,519	100	100	200	200
Computer/Software	22,627	23,000	23,000	29,300	34,100
Meetings	198	-	-	-	-
Total Finance	395,920	411,500	411,500	434,600	444,200

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
City Clerk					
Salary	157,952	166,900	166,900	143,700	148,700
Insurance/Other	19,462	33,400	33,400	20,500	37,700
Taxes/Workers Compensation	2,679	2,900	2,900	2,900	4,500
Retirement	26,946	31,300	31,300	28,000	28,900
Filing Fees	524	300	300	300	300
Professional Services	543	-	-	-	-
Election	27,915	12,000	12,000	12,000	29,600
Special Project	-	40,000	40,000	6,000	34,000
Public Notice Advertising	1,980	1,000	1,000	2,000	2,000
Codification	2,488	5,000	5,000	5,000	5,000
Training	1,647	3,000	3,000	4,000	4,500
Travel	1,426	2,000	2,000	2,000	2,000
Mileage	537	300	300	300	300
Membership Dues	784	800	800	800	800
Supplies	401	-	-	-	-
Computer/Software	40,129	41,800	41,800	41,800	64,600
Meetings	23	-	-	-	-
Total City Clerk	285,436	340,700	340,700	269,300	362,900
Municipal Court					
Workers' Comp	26	100	100	100	100
Court Clerk	24,945	25,500	25,500	25,500	40,000
Judge	6,884	6,900	6,900	6,900	6,900
Prosecutor	7,200	7,200	7,200	7,200	7,200
Supplies	1,100	500	500	500	500
Computer/Software	4,409	2,800	2,800	2,800	6,000
Total Municipal Court	44,564	43,000	43,000	43,000	60,700
Public Safety					
Law Enforcement - 4.5 mills property tax	1,199,611	1,660,800	1,660,800	1,660,800	1,781,100
Traffic Management/Security Services	142,313	166,700	166,700	145,000	80,000
Animal Control	43,099	34,000	34,000	37,200	38,300
Total Public Safety	1,385,023	1,861,500	1,861,500	1,843,000	1,899,400

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
Public Works - Streets					
Salary	265,414	-	-	-	-
Insurance/Other	35,120	-	-	-	-
Taxes/Workers Compensation	7,244	-	-	-	-
Retirement	47,198	-	-	-	-
Professional Services	145,372	-	-	-	-
Professional Services (Development)	325,046	-	-	-	-
Utilities	8,600	-	-	-	-
Snow Removal	622,437	-	-	-	-
Gateway/ROW Maintenance	2,668	-	-	-	-
Curb/Gutter/Sidewalk R&M	35,426	-	-	-	-
Striping/Signage	90,517	-	-	-	-
Pedestrian Crossings Maintenance	11,494	-	-	-	-
Streets Repair/Maintenance	111,314	-	-	-	-
Streetlight R&M	11,283	-	-	-	-
Traffic Signals Maintenance	21,536	-	-	-	-
Stormwater Maintenance	25,680	-	-	-	-
Street Sweeping	35,971	-	-	-	-
Fleet Repair/Maintenance	13,639	-	-	-	-
Telephone/Internet Service	1,240	-	-	-	-
Training	1,331	-	-	-	-
Travel	1,325	-	-	-	-
Mileage	99	-	-	-	-
Membership Dues	1,433	-	-	-	-
Supplies	3,067	-	-	-	-
Computers/Software	79,388	-	-	-	-
Fleet Fuel	3,198	-	-	-	-
Meetings	575	-	-	-	-
Total Public Works	1,907,615	-	-	-	-

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
Community Development					
Salary	214,358	233,600	233,600	199,600	236,300
Insurance/Other	27,834	33,900	33,900	22,500	49,900
Taxes/Workers Compensation	5,264	6,500	6,500	6,300	7,100
Retirement	37,276	45,100	45,100	31,400	43,400
Filing Fees	-	300	300	300	300
Professional Services	14,171	20,000	20,000	20,000	16,000
Building Department Services	1,300,569	858,200	858,200	1,240,400	1,128,800
Code Enforcement Services	29,102	32,000	32,000	32,000	32,000
Legal Services	26,168	30,000	30,000	30,000	30,000
Professional Services (Development)	47,915	54,000	54,000	54,000	80,500
Training	872	2,400	2,400	2,400	3,100
Travel	20	1,600	1,600	1,600	1,600
Mileage	566	800	800	800	600
Membership Dues	789	1,200	1,200	1,700	1,700
Supplies	8	100	100	100	1,200
Computer/Software	23,409	23,000	23,000	19,600	20,400
Meetings	1,834	2,300	2,300	2,300	2,300
Total Community Development	1,730,155	1,345,000	1,345,000	1,665,000	1,655,200
Economic Development					
Salary	62,371	64,800	64,800	33,000	34,100
Insurance/Other	4,082	6,700	6,700	3,000	3,600
Taxes/Workers Compensation	1,861	2,100	2,100	1,000	1,000
Retirement	12,453	13,100	13,100	6,800	7,000
Professional Services	11,089	11,000	11,000	11,000	9,000
Legal Services - CPURA	19,442	50,000	50,000	-	-
CP Urban Renewal	44,475	25,000	25,000	-	-
Special Project	-	39,000	39,000	39,000	-
Training	645	1,000	1,000	1,000	1,000
Travel	234	500	500	500	500
Membership Dues	63,250	5,000	5,000	5,000	5,000
Supplies - CPURA	-	-	-	500	500
Computer/Software	6,300	-	-	-	-
Use Tax Credit	503,411	928,300	928,300	537,700	776,900
Total Economic Development	729,613	1,146,500	1,146,500	638,500	838,600

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GENERAL FUND					
EXPENDITURES					
Community Events					
Salary	29,206	52,500	52,500	42,000	52,100
Taxes/Workers Compensation	925	1,400	1,400	1,500	1,600
Retirement	5,416	9,800	9,800	7,700	10,300
Event Activities	382,044	325,000	325,000	380,000	390,000
Mileage	67	-	-	-	-
Contributions	5,000	-	-	-	-
Total Community Events	422,658	388,700	388,700	431,200	454,000
Transfers Out					
Parks and Recreation Fund	704,997	-	-	-	-
Grant and Restricted Revenue Fund	-	-	-	1,000	26,600
Conservation Trust Fund	33,046	-	-	-	-
Capital Improvement Fund	7,475,000	7,760,000	7,760,000	6,680,000	6,640,000
Total Transfers Out	8,213,043	7,760,000	7,760,000	6,681,000	6,666,600
Total Expenditures/Transfers Out	16,731,831	14,873,200	14,873,200	13,794,200	14,287,300
BEGINNING FUND BALANCE	\$ 3,358,976	\$ 2,697,576	\$ 2,697,576	\$ 1,451,200	\$ 1,763,000
Revenue	14,824,014	14,028,800	14,028,800	14,106,000	14,407,400
Total Funds Available	18,182,990	16,726,376	16,726,376	15,557,200	16,170,400
Expenditures	(8,518,788)	(7,113,200)	(7,113,200)	(7,113,200)	(7,620,700)
Transfers Out	(8,213,043)	(7,760,000)	(7,760,000)	(6,681,000)	(6,666,600)
ENDING FUND BALANCE	\$ 1,451,159	\$ 1,853,176	\$ 1,853,176	\$ 1,763,000	\$ 1,883,100
Fund Balance Analysis					
Total Expenditures	16,731,831	14,873,200	14,873,200	13,794,200	14,287,300
Less: Capital Outlay	(7,729,002)	(7,760,000)	(7,760,000)	(6,680,000)	(6,640,000)
Less: Other Non-operating	(117,886)	-	-	-	-
Total Operating Expenditures	8,884,943	7,113,200	7,113,200	7,114,200	7,647,300
Required Reserve - 25% of operating exp	2,221,236	1,778,300	1,778,300	1,778,550	1,911,825
Ending Fund Balance	1,451,159	1,853,176	1,853,176	1,763,000	1,883,100
25% Required Reserve	2,221,236	1,778,300	1,778,300	1,778,550	1,911,825
Excess/(Short) of Required Reserve	(770,077)	74,876	74,876	(15,550)	(28,725)
Fund Balance Reserve %	16%	26%	26%	25%	25%

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
PARKS AND RECREATION FUND					
REVENUE					
Property Tax - 12 Mills	-	4,428,800	4,428,800	4,500,000	4,749,600
Specific Ownership Tax - 12 Mills	-	-	-	334,000	355,100
Grants - State	-	49,500	49,500	99,000	-
Park Fees	49,429	111,500	111,500	70,000	74,400
Interest Earnings	-	-	-	55,000	63,200
Contributions	300,000	-	-	-	-
Transfer from General Fund	704,996	-	-	-	-
Transfer from Conservation Trust Fund	250,000	-	-	-	-
Total Revenue and Transfers In	1,304,425	4,589,800	4,589,800	5,058,000	5,242,300
EXPENDITURES					
Salary	122,693	131,100	131,100	145,000	462,600
Insurance	17,745	24,000	24,000	15,000	100,700
Taxes/Workers Compensation	3,144	3,700	3,700	4,100	14,600
Retirement	22,166	24,700	24,700	26,000	92,900
County Treasurer Fee	-	44,300	44,300	45,000	47,500
Professional Services	1,981	8,000	8,000	8,000	8,000
Audit	-	-	-	-	1,200
Information Technology	-	-	-	-	5,300
Utilities	29,652	109,000	109,000	50,000	265,000
Snow Removal	-	46,500	46,500	45,000	73,000
Custodial Services	14,481	18,000	18,000	18,000	18,000
Landscape Maintenance	105,905	552,000	552,000	160,100	874,000
Monument Maintenance	-	-	-	16,700	50,000
Open Space Maintenance	67,463	40,000	40,000	40,000	40,000
Fire Mitigation	-	113,000	113,000	510,000	130,000
Water Feature O&M	15,864	45,000	45,000	50,000	45,000
Park Facilities Repair/Maintenance	68,260	82,000	82,000	82,000	82,000
Fleet Repair/Maintenance	-	-	-	2,000	2,000
Insurance	-	-	-	-	8,700
Telephone/Internet	4,341	28,600	28,600	5,000	7,500
Training	70	-	-	-	4,500
Membership Dues	-	-	-	-	500
Supplies	-	-	-	2,500	2,500
Computer/Software	2,569	2,600	2,600	2,600	2,700
Fleet Fuel	-	-	-	1,600	1,600
Meetings	944	1,200	1,200	1,200	1,200
Parks Capital - Disc Golf Course	473,145	-	-	-	-
Parks Capital - Soaring Hawk Park	29,075	200,000	200,000	200,000	700,000
Parks Capital - Coyote Ridge Park	-	-	-	-	928,600
Parks Capital - Daniels Gate Park	-	-	-	-	750,000
Park Land Acquisition	486,572	-	-	-	-
Trails Capital - Lennar Trail	224,927	-	-	-	-
Contributions	100,000	100,000	100,000	100,000	100,000
Total Expenditures	1,790,997	1,573,700	1,573,700	1,529,800	4,819,600

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
PARKS AND RECREATION FUND					
BEGINNING FUND BALANCE	\$ 610,152	\$ 123,552	\$ 123,552	\$ 123,580	\$ 3,651,780
Revenue/Transfers In	1,304,425	4,589,800	4,589,800	5,058,000	5,242,300
Total Funds Available	1,914,577	4,713,352	4,713,352	5,181,580	8,894,080
Expenditures	(1,790,997)	(1,573,700)	(1,573,700)	(1,529,800)	(4,819,600)
ENDING FUND BALANCE	\$ 123,580	\$ 3,139,652	\$ 3,139,652	\$ 3,651,780	\$ 4,074,480
Fund Balance Detail					
Restricted Fund Balance					
Castle Pines Parks Authority	16,752	16,752	16,752	16,752	16,752
Parkland Mitigation	104,400	104,400	104,400	104,400	104,400
Unrestricted Fund Balance	2,428	3,018,500	3,018,500	3,530,628	3,953,328
Ending Fund Balance	123,580	3,139,652	3,139,652	3,651,780	4,074,480
Fund Balance Analysis					
Total Expenditures		1,573,700	1,573,700	1,529,800	4,819,600
Less: Capital Outlay		(200,000)	(200,000)	(200,000)	(2,378,600)
Less: Other Non-operating		(100,000)	(100,000)	(100,000)	(100,000)
Total Operating Expenditures		1,273,700	1,273,700	1,229,800	2,341,000
Required Reserve - 25% of operating exp		318,425	318,425	307,450	585,250
Unrestricted Fund Balance		3,018,500	3,018,500	3,530,628	3,953,328
25% Required Reserve		318,425	318,425	307,450	585,250
Excess/(Short) of Required Reserve		2,700,075	2,700,075	3,223,178	3,368,078
Fund Balance Reserve %		237%	237%	287%	169%

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
NPVMD NOS. 1-3 O&M FUND					
REVENUE					
NPVMD City Mill Levy	249,680	-	-	-	-
NPVMD Other	63,169	-	-	-	-
Interest	(85)	-	-	-	-
Total Revenue	312,764	-	-	-	-
EXPENDITURES					
Utilities	31,389	-	-	40,000	-
Snow Removal	2,088	-	-	3,000	-
Landscape Maintenance	73,061	68,000	68,000	166,900	-
Total Expenditures	106,538	68,000	68,000	209,900	-
BEGINNING FUND BALANCE	\$ 3,604	\$ 68,000	\$ 68,000	\$ 209,900	\$ -
Revenue	312,764	-	-	-	-
Total Funds Available	316,368	68,000	68,000	209,900	-
Expenditures	(106,538)	(68,000)	(68,000)	(209,900)	-
ENDING FUND BALANCE	\$ 209,830	\$ -	\$ -	\$ -	\$ -

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
PARKS AND RECREATION NORTH FUND					
REVENUE					
CPNMD Mill Levy	1,974,504	-	-	1,381,400	-
CPNMD Transfer of Funds	6,477,963	-	-	-	-
Interest	189,056	141,500	141,500	141,500	67,000
Total Revenue	8,641,523	141,500	141,500	1,522,900	67,000
EXPENDITURES					
Salary	64,238	146,200	146,200	116,100	-
Insurance	9,886	31,800	31,800	20,300	-
Taxes/Workers Compensation	1,039	7,600	7,600	1,800	-
Retirement	10,916	27,300	27,300	20,900	-
Professional Services	52	28,300	28,300	28,300	28,300
Audit	-	-	-	5,000	5,000
Info Tech Support	-	2,500	2,500	3,400	5,300
Holiday Lighting	24,368	55,000	55,000	55,000	55,000
Special Project	-	-	-	460,000	-
Utilities	227,729	238,600	250,600	250,600	262,000
Electricity Parks/Open Space	-	12,000	-	-	-
Snow Removal	-	-	-	50,000	50,000
Custodial Services	24,714	16,800	16,800	50,000	50,000
Grounds R&M	1,066,702	1,444,900	1,444,900	1,425,000	1,600,000
Fire Mitigation	28,290	-	-	-	-
Park Facilities Maintenance	950	-	-	-	18,000
Fleet Repair/Maintenance	2,678	9,900	9,900	9,900	10,000
Insurance	-	43,900	43,900	-	-
Telephone/Internet/Alarms	1,077	10,000	10,000	10,000	10,000
Training	-	4,100	4,100	4,100	4,100
Membership Dues	-	900	900	-	1,500
Supplies	1,151	-	-	-	1,200
Computer/Software	2,569	-	-	-	-
Fleet Fuel	4,056	9,400	9,400	5,000	8,500
Machinery/Equipment	38,463	20,000	20,000	-	-
Vehicles	-	-	-	-	45,000
Parks Capital - Pickleball Courts	133,609	17,600	17,600	-	-
Parks Capital - Coyote Ridge Park	35,488	200,000	200,000	100,000	3,071,400
Trails Capital	-	250,000	250,000	-	250,000
Other Capital	-	-	-	100,000	-
Transfer to Capital Improvements Fund	362,800	-	-	-	-
Total Expenditures	2,040,775	2,576,800	2,576,800	2,715,400	5,475,300
BEGINNING FUND BALANCE					
Revenue	8,641,523	141,500	141,500	1,522,900	67,000
Total Funds Available	8,641,523	6,738,100	6,738,100	8,123,700	5,475,300
Expenditures	(2,040,775)	(2,576,800)	(2,576,800)	(2,715,400)	(5,475,300)
ENDING FUND BALANCE	\$ 6,600,748	\$ 4,161,300	\$ 4,161,300	\$ 5,408,300	\$ -

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
ROADS FUND					
REVENUE					
1% Sales Tax	-	1,736,700	1,736,700	1,799,000	1,912,500
1% Construction Materials Use Tax	-	145,900	145,900	145,900	156,300
1% Construction Materials Use Tax (Canyons)	-	675,100	675,100	391,000	565,000
1% Motor Vehicle Use Tax	-	783,400	783,400	671,000	697,800
ROW Permits	-	156,900	156,900	100,000	100,000
Highway Users Tax Fund	-	374,200	374,200	415,000	425,400
Road and Bridge Prop Tax Shareback	-	856,300	856,300	813,800	830,600
Roads Sales Tax Shareback	-	191,000	191,000	173,200	184,100
Roads Motor Vehicle Use Tax Shareback	-	247,700	247,700	207,600	220,700
Construction Materials Use Tax Shareback	-	246,100	246,100	155,000	208,300
Public Works Fees	-	200,000	200,000	200,000	200,000
Interest Earnings	-	-	-	15,000	25,200
Total Revenue	-	5,613,300	5,613,300	5,086,500	5,525,900

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
ROADS FUND					
EXPENDITURES					
Salaries	-	338,000	338,000	435,000	450,200
Insurance/Other	-	57,900	57,900	57,900	90,800
Taxes/Workers Compensation	-	8,100	8,100	10,400	13,500
Retirement	-	63,400	63,400	81,800	84,700
Professional Services	-	100,000	100,000	125,000	100,000
Audit	-	-	-	-	9,600
Professional Services (Development)	-	100,000	100,000	325,000	350,000
Special Project	-	75,000	75,000	83,000	-
Utilities	-	15,000	15,000	9,000	11,000
Snow Removal	-	730,000	730,000	730,000	775,000
Weed Mitigation	-	7,500	7,500	1,000	7,500
Gateway/ROW Maintenance	-	25,000	25,000	10,000	25,000
Curb/Gutter/Sidewalk R&M	-	180,000	180,000	180,000	200,000
Striping/Signage	-	145,000	145,000	120,000	145,000
Pedestrian Crossings Maintenance	-	35,000	35,000	20,000	35,000
Streets Repair/Maintenance	-	475,000	475,000	150,000	525,000
Streetlight R&M	-	35,000	35,000	20,000	35,000
Traffic Signals Maintenance	-	60,000	60,000	30,000	60,000
Street Sweeping	-	100,500	100,500	60,000	135,000
Fleet Repair/Maintenance	-	25,000	25,000	15,000	25,000
Telephone/Internet Service	-	-	-	1,500	1,500
Postage/Mailing	-	-	-	100	100
Training	-	4,900	4,900	4,900	5,500
Travel	-	2,500	2,500	2,500	2,500
Mileage	-	700	700	500	500
Membership Dues	-	2,000	2,000	4,000	5,000
Supplies	-	1,500	1,500	3,000	3,700
Computers/Software	-	115,000	115,000	115,000	120,000
Fleet Fuel	-	7,500	7,500	3,200	5,000
Meetings	-	800	800	500	1,000
Vehicles	-	-	-	-	45,000
Use Tax Credit	-	337,600	337,600	195,500	282,500
Transfer to Grant and Restricted Revenue Fun	-	-	-	22,600	-
Transfer to Capital Improvements Fund	-	1,800,000	1,800,000	1,560,000	1,810,000
Total Expenditures and Transfers Out	-	4,847,900	4,847,900	4,376,400	5,359,600

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
ROADS FUND					
BEGINNING FUND BALANCE		-	-	-	710,100
Revenue	-	5,613,300	5,613,300	5,086,500	5,525,900
Total Funds Available	-	5,613,300	5,613,300	5,086,500	6,236,000
Expenditures/Transfers Out	-	(4,847,900)	(4,847,900)	(4,376,400)	(5,359,600)
ENDING FUND BALANCE	\$ -	\$ 765,400	\$ 765,400	\$ 710,100	\$ 876,400
Fund Balance Analysis					
Total Expenditures		4,847,900	4,847,900	4,376,400	5,359,600
Less: Capital Outlay		(1,800,000)	(1,800,000)	(1,560,000)	(1,855,000)
Total Operating Expenditures		3,047,900	3,047,900	2,816,400	3,504,600
Required Reserve - 25% of operating exp		761,975	761,975	704,100	876,150
Unrestricted Fund Balance		765,400	765,400	710,100	876,400
25% Required Reserve		761,975	761,975	704,100	876,150
Excess/(Short) of Required Reserve		3,425	3,425	6,000	250
Fund Balance Reserve %		25%	25%	25%	25%

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
GRANT AND RESTRICTED REVENUE FUND					
REVENUE					
Federal Grants					
FHWA - Safe Streets for All	29,786	-	-	60,200	-
State Grants					
DOLA - Local Planning Capacity	-	-	-	-	80,000
CSFS - Wildfire Education	-	-	-	-	18,400
State Disposable Bag Fee	-	-	-	24,000	24,000
Transfer in from General Fund	-	-	-	1,000	26,600
Transfer in from Roads Fund	-	-	-	22,600	-
Total Revenue and Transfers In	29,786	-	-	107,800	149,000
EXPENDITURES					
Safe Streets For All	28,744	-	-	83,800	-
Workforce Housing Analysis & Overlay Zone	-	-	-	-	100,000
State Disposable Bag Fee Expenditures	-	-	-	24,000	24,000
Wildfire Education	-	-	-	-	25,000
Total Expenditures and Transfers Out	28,744	-	-	107,800	149,000
Revenue/Transfers In	29,786	-	-	107,800	149,000
Total Funds Available	29,786	-	-	107,800	149,000
Expenditures/Transfers Out	(28,744)	-	-	(107,800)	(149,000)
ENDING FUND BALANCE	\$ 1,042	\$ -	\$ -	\$ -	\$ -

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
CONSERVATION TRUST FUND					
REVENUE					
State Conservation Trust Fund	86,356	628,900	628,900	340,300	353,300
CPNMD Transfer of Funds	523,262	-	-	-	-
Interest Earnings	52,949	40,800	40,800	40,800	46,600
Transfer from General Fund	33,046	-	-	-	-
Total Revenue and Transfers In	695,613	669,700	669,700	381,100	399,900
EXPENDITURES					
Transfer to Parks and Rec Fund	250,000	-	-	-	-
Total Expenditures and Transfers Out	250,000	-	-	-	-
BEGINNING FUND BALANCE	\$ 328,798	\$ 631,898	\$ 631,898	\$ 774,500	\$ 1,155,600
Revenue/Transfers In	695,613	669,700	669,700	381,100	399,900
Total Funds Available	1,024,411	1,301,598	1,301,598	1,155,600	1,555,500
Expenditures/Transfers Out	(250,000)	-	-	-	-
ENDING FUND BALANCE	\$ 774,411	\$ 1,301,598	\$ 1,301,598	\$ 1,155,600	\$ 1,555,500

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
COMMUNITY CAPITAL INVESTMENT FUND					
Sale of Real Property	-	-	-	310,400	-
Total Transfers In	-	-	-	310,400	-
BEGINNING FUND BALANCE	\$ 3,042,000	\$ 3,042,000	\$ 3,042,000	\$ 3,042,000	\$ 3,352,400
Revenue/Transfers In	-	-	-	310,400	-
Total Funds Available	3,042,000	3,042,000	3,042,000	3,352,400	3,352,400
ENDING FUND BALANCE	\$ 3,042,000	\$ 3,042,000	\$ 3,042,000	\$ 3,352,400	\$ 3,352,400

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
CAPITAL IMPROVEMENT FUND					
REVENUE					
DRCOG Bike/Ped I-25 Crossing	-	1,100,000	1,100,000	1,100,000	-
DRCOG Happy Canyon Interchange	-	1,519,000	1,519,000	1,519,000	1,119,000
Contributions					
Douglas County Happy Canyon Interchange	-	1,000,000	1,000,000	1,100,000	-
Douglas County Lagae Roundabout	-	-	-	1,500,000	-
Property Owner CPP/I25 Gateway	75,000	-	-	-	-
CDOT Happy Canyon Bridge	-	-	-	-	-
Transfer from General Fund	7,475,000	7,760,000	7,760,000	7,760,000	6,640,000
Transfer from Parks and Rec North Fund	362,800	-	-	-	-
Transfer From Roads Fund	-	1,800,000	1,800,000	1,800,000	1,810,000
Total Revenue and Transfers In	7,912,800	13,179,000	13,179,000	14,779,000	9,569,000
EXPENDITURES					
Local/Collector Street Improvements	60,057	-	-	-	-
Buckets 1 & 2	1,700,743	1,750,000	1,750,000	1,750,000	2,145,500
Roadway Access to Pronghorn Park	455,404	-	-	-	-
Monarch - Winterberry to city limits (2022)	1,437,270	-	-	-	-
CPP - Yorkshire to Village Square (2022)	396,916	-	-	-	-
Happy Canyon Interchange	481,488	2,801,000	2,801,000	2,801,000	1,769,200
Monarch - Glen Oaks to CPP	226,069	6,500,000	6,500,000	6,500,000	-
Lagae Roundabout	272,094	-	3,675,400	3,675,400	-
Monarch - Glen Oaks to Winterberry	-	-	-	-	4,500,000
Traffic Signal Improvements	99,037	125,000	251,600	251,600	135,000
Pedestrian Safety Improvements	42,794	84,000	84,000	84,000	85,000
Bike/Pedestrian over I-25	-	1,500,000	1,500,000	1,500,000	-
Forest Park to Timber Trail Elem Sidewalk	38,870	-	461,100	500,000	-
CPP/I-25 Gateway	1,934,145	-	177,000	177,000	-
N. Monarch Gateway	856,031	-	-	-	-
East City Limit CPP Gateway	-	950,000	950,000	950,000	-
Lagae Roundabout Monumentation	-	-	-	-	750,000
Total Expenditures	8,000,918	13,710,000	18,150,100	18,189,000	9,384,700
BEGINNING FUND BALANCE					
Revenue/Transfers In	\$ 5,962,494	\$ 945,194	\$ 5,874,376	\$ 5,874,400	\$ 2,464,400
Total Funds Available	13,875,294	14,124,194	19,053,376	20,653,400	12,033,400
Expenditures	(8,000,918)	(13,710,000)	(18,150,100)	(18,189,000)	(9,384,700)
ENDING FUND BALANCE	\$ 5,874,376	\$ 414,194	\$ 903,276	\$ 2,464,400	\$ 2,648,700

	2023 Actual	2024 Original Budget	2024 Amended Budget	2024 Year-end Projections	2025 Original Budget
STORMWATER UTILITY ENTERPRISE FUND					
REVENUE					
GESC Permit Fees	48,508	20,000	20,000	30,000	20,000
Commercial Stormwater Management Fees	28,983	59,500	59,500	59,500	61,800
Residential Stormwater Management Fees	258,163	548,000	548,000	548,000	582,600
Interest Earnings	35,324	28,200	28,200	48,000	85,400
CPNMD - Transfer of District Funds	1,375,963	-	-	24,400	-
Total Revenue	1,746,941	655,700	655,700	709,900	749,800
EXPENDITURES					
Salaries	125,169	169,800	169,800	169,800	170,900
Insurance	21,018	29,000	29,000	29,000	37,300
Taxes/Workers Compensation	2,534	3,700	3,700	3,700	5,100
Retirement	18,645	32,100	32,100	32,100	32,500
Professional Services	18,301	20,000	20,000	20,000	20,000
Professional Services (Developers)	645	-	-	-	-
Audit	-	1,000	1,000	1,000	1,200
Legal Services	1,584	7,000	7,000	7,000	2,000
Utility Locates	-	-	-	8,000	8,000
Special Project	-	35,000	35,000	35,000	-
Stormwater Drainage Maintenance	27,605	30,000	30,000	30,000	40,000
Fleet Repair/Maintenance	-	800	800	800	800
Insurance	-	5,000	5,000	5,000	5,000
Telephone	432	1,000	1,000	500	1,000
Printing and Copying	816	1,000	1,000	2,300	1,000
Postage/Mailing	3,531	-	-	3,500	3,500
Training	2,064	2,500	2,500	2,500	2,500
Travel	70	-	-	-	-
Mileage	768	-	-	-	500
Membership Dues	1,648	4,000	4,000	1,800	4,000
Supplies	5,669	1,500	1,500	1,500	1,500
Computer/Software	1,663	7,500	7,500	9,100	15,000
Fleet Fuel	503	1,000	1,000	700	700
Meetings	908	1,000	1,000	1,000	1,000
Capital Improvements	50,000	150,000	150,000	150,000	100,000
Stormwater Improvements @ Pronghorn	82,323	-	-	-	-
Spring Tributary at Lagae Rd	-	350,000	350,000	-	-
Happy Canyon Tributary	-	-	-	350,000	350,000
Contributions	-	5,500	5,500	5,500	5,500
Total Expenditures	365,896	858,400	858,400	869,800	809,000
BEGINNING FUND BALANCE					
Revenue	\$ 1,430,100	\$ 1,430,100	\$ 1,430,100	\$ 2,811,200	\$ 2,651,300
Total Funds Available	1,746,941	655,700	655,700	709,900	749,800
Expenditures	3,177,041	2,085,800	2,085,800	3,521,100	3,401,100
	(365,896)	(858,400)	(858,400)	(869,800)	(809,000)
ENDING FUND BALANCE	\$ 2,811,145	\$ 1,227,400	\$ 1,227,400	\$ 2,651,300	\$ 2,592,100