



City of Woodland Park
City Council Agenda
June 3, 2021
7:00 PM

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE. Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research. PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA ITEM. Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

6:30 PM Executive Session Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter, and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Regarding the City Manager position. And Pursuant to C.R.S. Section 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, regarding the City Manager's Contract.

- 1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Teller County Commissioners update to Council.
B. Approval of City Manager's contract and Oath of Office. (Presenter, Mayor Pro-tem LaBarre)
C. Woodland Park Aquatic Center quarterly performance update. (Presenter, Parks and Recreation Director Cindy Keating)
D. Council discussion regarding the appointments of Council Liaisons to the various Boards & Commissions. (A) (Presenter, City Clerk Suzanne Leclercq)

- 4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA
5. CONSENT CALENDAR

All matters listed under Consent Calendar are considered routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Calendar and considered separately.

- A. Approval of the May 20, 2021 Regular City Council Meeting Minutes. (A) (Presenter, City Clerk Suzanne Leclercq)
B. Approve agreement for Professional Services between the City of Woodland Park, Colorado and Logan, Thomas & Johnson, LLC to provide interim Finance Director Services. (A) (Presenter, Acting City Manager Michael Lawson)

- 6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA 1
7. UNFINISHED BUSINESS (Public Comment may be heard 1)

A. None

## 8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard <sup>1</sup>)

- A. Approve Ordinance No. 1398, Series 2021 an Ordinance amending Chapter 14 of the Woodland Park Municipal Code to repeal and reenact Section 14.04.030 #25 concerning hours of closure of City Parks on initial posting and set the Public Hearing for June 17, 2021. **(L)**  
(Presenter, Parks and Recreation Director Cindy Keating)

## 9. PUBLIC HEARINGS

(Public comment may be heard <sup>1</sup>)

- A. Approve Ordinance No. 1395, Series 2021, Amending Chapter 15.02 of the Municipal Code of the City of Woodland Park by Adopting By Reference the Pikes Peak Regional Building Code, 2017 Edition, 2nd Printing. **(L)**  
(Presenter, Planning Director Sally Riley)

## 10. NEW BUSINESS

(Public comment may be heard <sup>1</sup>)

- A. Approval of the dedication of a Memorial Plaque for Mayor Val Carr to be located at the Memorial Park Pavilion. **(A)**  
(Presenter, City Clerk Suzanne Leclercq)

## 11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report

## 12. ADJOURNMENT

\*Per Ordinance No. 1391, Series 2021 posted on the City Website 5/26/2021

### Key to agenda abbreviations:

**(A) Administrative** – matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

**(L) Legislative**- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

**(QJ) Quasi-Judicial** - apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively

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Public comment is intended for the community to provide feedback to the City Council. In an effort to facilitate a productive meeting, we urge everyone to strive to be respectful of one another. Public Comment is not intended to be a platform for argument or abrasive conduct. City Council and staff will take note of your concerns and comments and will work towards providing a response at a later time as appropriate. We ask that you state your name and municipality of residence before you begin your comments. Comments will be limited to 5 minutes. We appreciate your assistance in creating an atmosphere of civility as we all work together for the betterment of our community.

based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial.

**CITY COUNCIL**  
**June 3, 2021**  
**Council Agenda Item No. 3D**

**TO: MAYOR PRO-TEM LABARRE AND CITY COUNCIL**

**FROM: SUZANNE LECLERCQ, CITY CLERK**

**DATE: May 25, 2021**

**RE: Boards and Committees and Council Liaisons**

**BACKGROUND:** Attached please find a list of the current Board and Committees for the City of Woodland Park. The list includes the board/committee name, the meeting dates and times and the current Council liaisons.

On June 3, Council will discuss the vacant Boards and Committees and if they would like to continue to serve on the Boards and Committees they currently serve on. This is for you to get familiar with before that time.

## **Current Boards and Committee Council Liaisons as of May 20, 2021**

PPACG – Pikes Peak Area Council of Government – Primary – Mayor Pro- tem LaBarre

**Meets 2<sup>nd</sup> Wednesday of the month 9 AM (Alternate needed)**

KWPB – Keep Woodland Park Beautiful – Councilmember Neal

**Meets 1<sup>st</sup> Monday of the month 6 PM**

UAC – Utility Advisory Board – Mayor Pro-tem LaBarre

**Meets 2<sup>nd</sup> Tuesday of the month at 4 PM**

Main Street – Councilmember Zuluaga

**Meets 4<sup>th</sup> Monday of the month at 6 PM**

CML Policy Committee- Primary Mayor Pro-tem LaBarre, **(Alternate Needed)**

PRAB – Parks, Recreation Advisory Board – Councilmember Case

**Meets 2<sup>nd</sup> Wednesday of the month at 6:30 PM**

SIF – Seizure Investigation Fund – Councilmember Case

**Meets as needed (very rarely)**

HPC – Historical Preservation Committee – **(Liaison needed)**

**Meets 1<sup>st</sup> Monday of the month at 3:30 PM**

DDA – Downtown Development Authority – Councilmember Zuluaga

**Meets 1<sup>st</sup> Tuesday of the month at 7:30 AM**

Woodland Park City Council  
Council Chambers - City Hall  
May 20, 2021  
6:15 PM  
(In Person/Via Zoom)

*If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video. Time stamp after each item is noted for your convenience and corresponds with recorded video.*

6:15 Executive Session: Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter specifically the City Manager's contract.

**1. CALL TO ORDER AND ROLL CALL**

Mayor Pro-tem LaBarre called the meeting to order at 6:18 PM.

**Motion:** To move into Executive Session: Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter specifically the City Manager's contract. Case/Neal. Motion carried 5-0.

**The following individuals were present for the Executive Session:** Mayor Pro-tem LaBarre, Councilmember Alfieri, Councilmember Case, Councilmember Neal, Councilmember Zuluaga and City Attorney Geoff Wilson.

The Executive Session concluded at 7 PM.

Mayor Pro-tem LaBarre called the Regular Council Meeting to order at 7:09 PM.

City Clerk Leclercq called roll with the following members of Council present:

Mayor Pro-tem LaBarre, Councilmember Alfieri, Councilmember Case, Councilmember Neal, and Councilmember Zuluaga.

The following staff members appeared in person: Acting City Manager Michael Lawson, City Attorney Geoff Wilson, City Clerk Suzanne Leclercq, Management Analyst Rob Felts, Planning Director Sally Riley, City Planner Lor Pellegrino, Acting Chief of Police Ryan Holzwarth and Utilities Director Kip Wiley.

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS:**

A. Girls of the West Presentation [\(7:30\)](#)

B. Logan Simpson Comprehensive Plan update [\(13.42\)](#)

C. Appointment of Deputy Municipal Judge [\(25.57\)](#)

Mayor Pro-tem LaBarre shared with the Council that the Municipal Judge has requested assistance for the Court for when she cannot be there. LaBarre shared a hiring committee was formed that

consisted of the Municipal Judge, the Court Clerk, the City Prosecutor, herself and Councilmember Case. The Committee interviewed and Ronald Carlsen was selected.

**Motion:** To appoint Ronald Carlsen as the Deputy Judge for the Municipal Court of the City of Woodland Park. Case/Neal. Motion carried 5-0.

City Clerk Leclercq added that she would invite Mr. Carlsen to a future Council meeting to meet the Council and administer his Oath of Office.

- D. Approval of City Manager's contract and oath of Office (Tabled to the June 3, 2021 City Council Meeting)
- E. Presentation, update and request for Council and Community support for Salute to American Veterans rally planned for August 2021. (30.28)

Jim Wear shared a presentation of the Salute to American Veterans rally planned for August 21, 2021 and shared two videos with the Council. Wear asked for a letter of support from the Council for this event. Council agreed to issue that letter.

The following individuals voiced their support of the Salute to American Veterans Rally planned for August 21, 2021 in Woodland Park:

- Sheriff Jason Mikesell
- Carl Anderson
- Colt Simmons
- Elijah Murphy
- County Commissioner Dan Williams
- Tim McMillian

**4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:**

A. None

**5. CONSENT CALENDAR: (1:37:51)**

- A. Approval of the May 6, 2021 regular City Council Meeting Minutes.
- B. Approve March 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof. (Removed from the agenda and tabled to the June 3, 2021 City Council Meeting)

**Motion:** To table the approval of the March 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof to the next City Council Meeting June 3, 2021. Zuluaga/Alfieri. Motion carried 5-0.

**Motion:** To approve the May 6, 2021 regular City Council Meeting minutes. Case/Neal. Motion carried 5-0.

**6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: (1:39:44)**

- County Assessor Colt Simmons - talked about property valuations and asked to come back to Council next month to present a more detailed report.
- Cameron Wingers - shared that he lives about 1 mile outside of City limits and was disappointed he couldn't be considered for the position of Mayor.

The time being 9:04 PM the Council took a short recess.

Mayor Pro-tem LaBarre called the Council Meeting back into session at 9:20 PM.

**7. UNFINISHED BUSINESS: (2:11:04)**

- A. Consider allocation of funds for the World War II Memorial Wall in Victor, Colorado as requested by Stephen Robb.

Discussion was held by Council regarding a donation to the World War II Memorial Wall located in Victor, Colorado. Councilmember Alfieri and Councilmember Zuluaga shared that they felt using taxpayers' dollars for a non-profit was against their principles. Both Alfieri and Zuluaga shared that they supported the project and that this was just an issue of principle only. Alfieri and Zuluaga shared that they would both personally support this project financially.

After Council discussion the following motion was made.

**Motion:** To allocate \$2,500 to support the World War II Memorial Wall in Victor, Colorado. Case/LaBarre. Motion carried 3-2 with Alfieri and Zuluaga voting no.

**8. ORDINANCES ON INITIAL POSTING**

- A. None

**9. PUBLIC HEARINGS: (2:40:10)**

- A. ZON2021-05 The Grove at Spruce Haven: Consider Ordinance No. 1396, 2021, a rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres of land (portion of the W2 NW4 Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive).

City Planner Lor Pellegrino reviewed the background on this Ordinance sharing that this 1.71 acre un-platted parcel is currently vacant land zoned Community Commercial. The applicant would like to rezone to Multi-Family Residential Suburban plat and then construct Townhomes.

Pellegrino shared the approval criteria for this re-zoning and that the Planning Commission conducted a public hearing on April 22, 2021 and that they voted to approve this request.

Following Pellegrino's review of Ordinance No. 1396 Councilmember Zuluaga shared that he objected to using the comp plan as criteria. Zuluaga shared that he did not want to see ordinances based on the comp plan which is not law. Councilmember Neal agreed and shared that he felt there was a danger of codifying the comp plan by approving this document and would like to change the wording of the ordinance so that there isn't any inference codifying the comp plan.

Mayor Pro-tem LaBarre opened up the Public Comment. There being no Public Comment Mayor Pro-tem LaBarre closed the Public Hearing.

Following Council discussion it was decided that the comp plan would be removed from the ordinance and that the language would be changed.

The language would be changed from:

Section 3. Water Availability. As of the date of this Ordinance, the growth represented by the Property's buildout is compatible with the City's Comprehensive Plan. The City is in the process of developing water supplies which are sufficient to serve the City in accordance with the Comprehensive Plan.....

to:

Section 3. Water Availability. Water development is only partially within the City's control, the City cannot reserve water for the Property and cannot guarantee that water taps will be available for the Property at any future date.

**Motion:** To approve Ordinance No. 1396, 2021, a rezoning request by HopTree Development, LLC (Joe Kent & Erin Obering, Applicant) and Diane K. Dunlap Kremer Trust (Bradley Philson, Property Owner) to rezone from Community Commercial (CC) to Multi-Family Residential Suburban (MFS) approximately 1.71 acres of land (portion of the W2 NW4 Section 24, Township 12 South, Range 69 (AKA portion Kowitz tracts) (920 Spruce Haven Drive) as amended. Alfieri/Neal. Motion carried 5-0.

## 10. NEW BUSINESS: (3:36:43)

- A. Approve Resolution No. 877, series 2021 allocating 8 Multi-family water taps for the proposed Rampart Village Townhome development by HopTree Development II, LLC at Lots 3-6, Block 9 Foster's Addition to Manitou Park.

Utilities Director Kip Wiley reviewed Resolution No. 877, series 2021 with the Council. There being no Council discussion or Public Comment the following motion was made.

**Motion:** Approve Resolution No. 877, series 2021 allocating 8 Multi-family water taps for the proposed Rampart Village Townhome development by HopTree Development II, LLC at Lots 3-6, Block 9 Foster's Addition to Manitou Park. Alfieri/Zuluaga. Motion carried 5-0.

## 11. REPORTS

- A. Mayor's Report - none
- B. Council Reports - Councilmembers reported on their various boards and committees.

C. City Attorney's Report - none

D. City Manager's Report

1. Sales Tax and Lodging Tax Report March 2021. Acting City Manager Michael Lawson shared the Sales Tax and Lodging report with the Council.

## 12. ADJOURNMENT

Mayor Pro-tem LaBarre adjourned the Council Meeting at 10:57 PM.

Respectfully submitted:

\_\_\_\_\_  
Suzanne Leclercq MMC, City Clerk

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
Hilary LaBarre, Mayor Pro-tem



**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 100 GENERAL FUND					
LEGISLATIVE					
OPERATING EXPENDITURES					
100-105-3335	Operating Expenditures Misc	17,950.00	66.00	17,884.00	0%
100-105-5800	Training/Travel	2,400.00	0.00	2,400.00	0%
100-105-6100	Supplies	150.00	86.66	63.34	58%
100-105-6125	Meetings/Mileage/Meals	1,500.00	0.00	1,500.00	0%
TOTAL OPERATING EXPENDITURES		22,000.00	152.66	21,847.34	1%
DISCRETIONARY APPROPRIATION					
100-105-8003	Special Projects	500.00	0.00	500.00	0%
TOTAL DISCRETIONARY APPROP		500.00	0.00	500.00	0%
LEGISLATIVE TOTAL		22,500.00	152.66	22,347.34	1%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
ADMINISTRATION					
CITY MANAGER					
SALARIES AND BENEFITS					
100-110-1100	Salaries/Wages	130,900.00	0.00	130,900.00	0%
100-110-1400	Auto Allowance	6,960.00	0.00	6,960.00	0%
100-110-1410	Health Insurance Allowance	16,766.00	0.00	16,766.00	0%
100-110-1700	Insurance	1,390.00	0.00	1,390.00	0%
100-110-1710	Payroll Taxes	12,293.00	0.00	12,293.00	0%
100-110-1720	Retirement	14,399.00	0.00	14,399.00	0%
TOTAL SALARIES AND BENEFITS		182,708.00	0.00	182,708.00	0%
OPERATING EXPENDITURES					
100-110-2010	Community Engagement/Promotion	1,500.00	0.00	1,500.00	0%
100-110-5300	Telephone/Communications	1,122.00	0.32-	1,122.32	-0%
100-110-5800	Training/Travel	3,167.00	0.00	3,167.00	0%
100-110-5850	Membership Dues	1,100.00	0.00	1,100.00	0%
100-110-6100	Supplies	100.00	86.97	13.03	87%
100-110-6125	Meetings/Mileage/Meals	531.00	0.00	531.00	0%
TOTAL OPERATING EXPENDITURES		7,520.00	86.65	7,433.35	1%
CITY MANAGER TOTAL		190,228.00	86.65	190,141.35	0%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
CITY ATTORNEY					
100-111-1100	Salaries/Wages Full-time	122,500.00	27,260.76	95,239.24	22%
100-111-1700	Insurance	17,633.00	2,152.84	15,480.16	12%
100-111-1710	Payroll Taxes	9,739.00	2,102.31	7,636.69	22%
100-111-1720	Retirement	6,125.00	1,363.03	4,761.97	22%
TOTAL SALARIES AND BENEFITS		155,997.00	32,878.94	123,118.06	21%
OPERATING EXPENDITURES					
100-111-3210	Legal Services	10,000.00	6,420.90	3,579.10	64%
100-111-5300	Telephone/Communications	700.00	92.72	607.28	13%
100-111-5800	Training/Travel	1,750.00	0.00	1,750.00	0%
100-111-5850	Membership Dues	3,800.00	765.00	3,035.00	20%
100-111-6100	Supplies	75.00	0.00	75.00	0%
TOTAL OPERATING EXPENDITURES		16,325.00	7,278.62	9,046.38	45%
TOTAL CITY ATTORNEY		172,322.00	40,157.56	132,164.44	23%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	CITY CLERK				
	SALARIES AND BENEFITS				
100-112-1100	Salaries/Wages Full-time	93,010.00	12,608.78	80,401.22	14%
100-112-1700	Insurance	13,358.00	3,620.05	9,737.95	27%
100-112-1710	Payroll Taxes	7,394.00	864.39	6,529.61	12%
100-112-1720	Retirement	4,651.00	630.47	4,020.53	14%
	TOTAL SALARIES AND BENEFITS	118,413.00	17,723.69	100,689.31	15%
	OPERATING EXPENDITURES				
100-112-2020	Elections	250.00	0.00	250.00	0%
100-112-3310	Liquor Licensing Expense	500.00	0.00	500.00	0%
100-112-3920	Codification	4,500.00	2,359.38	2,140.62	52%
100-112-5100	Document/Records Services	5,500.00	0.00	5,500.00	0%
100-112-5150	Recording	400.00	0.00	400.00	0%
100-112-5300	Telephone/Communications	700.00	103.00	597.00	15%
100-112-5400	Advertising/Legal Notices	3,000.00	0.00	3,000.00	0%
100-112-5800	Training/Travel	3,000.00	0.00	3,000.00	0%
100-112-5850	Membership Dues	500.00	0.00	500.00	0%
100-112-6100	Supplies	600.00	0.00	600.00	0%
100-112-6125	Meetings/Mileage/Meals	350.00	0.00	350.00	0%
	TOTAL OPERATING EXPENDITURES	19,300.00	2,462.38	16,837.62	13%
	CITY CLERK	137,713.00	20,186.07	117,526.93	15%
	CAPITAL OUTLAY				
	TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0%
	ADMINISTRATION/COUNCIL TOTAL	522,763.00	60,582.94	462,180.06	12%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
MUNICIPAL COURT					
SALARIES AND BENEFITS					
100-113-1200	Salaries/Wages Part-time	67,600.00	11,271.59	56,328.41	17%
100-113-1710	Payroll Taxes	5,374.00	896.10	4,477.90	17%
TOTAL SALARIES AND BENEFITS		72,974.00	12,167.69	60,806.31	17%
OPERATING EXPENDITURES					
100-113-2060	Jury Trials	500.00	0.00	500.00	0%
100-113-3200	Professional Services	3,425.00	60.00	3,365.00	2%
100-113-3210	Legal Services	29,000.00	2,426.70	26,573.30	8%
100-113-5050	Custody of Prisoners	500.00	0.00	500.00	0%
100-113-5800	Training/Travel	7,000.00	0.00	7,000.00	0%
100-113-5850	Membership Dues	350.00	0.00	350.00	0%
100-113-6100	Supplies	1,200.00	37.75	1,162.25	3%
TOTAL OPERATING EXPENDITURES		41,975.00	2,524.45	39,450.55	6%
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0%
MUNICIPAL COURT TOTAL		114,949.00	14,692.14	100,256.86	13%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
PLANNING					
SALARIES AND BENEFITS					
100-114-1100	Salaries/Wages Full-time	281,691.00	64,295.60	217,395.40	23%
100-114-1200	Salaries/Wages Part-time	23,700.00	4,126.38	19,573.62	17%
100-114-1300	Overtime	300.00	0.00	300.00	0%
100-114-1700	Insurance	47,181.00	9,792.58	37,388.42	21%
100-114-1710	Payroll Taxes	22,550.00	4,652.57	17,897.43	21%
100-114-1720	Retirement	14,085.00	3,619.80	10,465.20	26%
TOTAL SALARIES AND BENEFITS		389,507.00	86,486.93	303,020.07	22%
OPERATING EXPENDITURES					
100-114-2070	Keep Woodland Park Beautiful	1,830.00	0.00	1,830.00	0%
100-114-2071	Historic Preservation Committe	2,800.00	97.75	2,702.25	3%
100-114-3200	Professional Services	1,000.00	0.00	1,000.00	0%
100-114-5300	Telephone/Communications	2,100.00	320.03	1,779.97	15%
100-114-5400	Advertising/Legal Notices	1,500.00	186.63	1,313.37	12%
100-114-5800	Training/Travel	1,000.00	180.00	820.00	18%
100-114-5850	Membership Dues	900.00	490.00	410.00	54%
100-114-6100	Supplies	1,250.00	65.00	1,185.00	5%
100-114-6210	Clothing/uniform	300.00	0.00	300.00	0%
100-114-7500	Comprehensive Plan	100,000.00	7,500.00	92,500.00	8%
TOTAL OPERATING EXPENDITURES		112,680.00	8,839.41	103,840.59	8%
CAPITAL OUTLAY					
100-114-7500	Comprehensive Plan	100,000.00	7,500.00	92,500.00	8%
TOTAL CAPITAL OUTLAY		100,000.00	7,500.00	92,500.00	8%
TOTAL PLANNING		602,187.00	102,826.34	499,360.66	17%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
ASSISTANT CITY MANAGER					
SALARIES AND BENEFITS					
100-116-1100	Salaries/Wages Full-time	260,004.00	73,846.78	186,157.22	28%
100-116-1400	Auto Allowance	0.00	1,075.83	(1,075.83)	0%
100-116-1700	Insurance	53,400.00	9,441.29	43,958.71	18%
100-116-1710	Payroll Taxes	19,890.00	5,619.60	14,270.40	28%
100-116-1720	Retirement	13,000.00	3,692.29	9,307.71	28%
TOTAL SALARIES AND BENEFITS		346,294.00	93,675.79	252,618.21	27%
OPERATING EXPENDITURES					
100-116-2010	Community Engagement/Promotion	12,500.00	380.80	12,119.20	3%
100-116-2011	Citizen's Academy	1,000.00	0.00	1,000.00	0%
100-116-2040	Human Resources Recruitment	6,000.00	4,153.75	1,846.25	69%
100-116-2050	Cemetery	2,500.00	0.00	2,500.00	0%
100-116-2110	Special Events	21,000.00	5,291.86	15,708.14	25%
100-116-3240	Publications/Reports	800.00	0.00	800.00	0%
100-116-5300	Telephone/Communications	3,222.00	446.24	2,775.76	14%
100-116-5800	Training/Travel	3,500.00	101.06	3,398.94	3%
100-116-5850	Membership Dues	1,200.00	50.00	1,150.00	4%
100-116-6100	Supplies	350.00	0.00	350.00	0%
100-116-6125	Meetings/Mileage/Meals	350.00	0.00	350.00	0%
100-116-6710	Small Tools/Equipment/Software	8,975.00	7,500.03	1,474.97	84%
100-116-8802	Main Street Contribution	5,000.00	5,000.00	0.00	100%
TOTAL OPERATING EXPENDITURES		66,397.00	22,923.74	43,473.26	35%
CAPITAL OUTLAY					
100-116-7500	Cemetery Capital	60,000.00	0.00	60,000.00	0%
TOTAL CAPITAL OUTLAY		60,000.00	0.00	60,000.00	0%
ASSISTANT CITY MANAGER TOTAL		472,691.00	116,599.53	356,091.47	25%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FINANCE					
SALARIES AND BENEFITS					
100-117-1100	Salaries/Wages Full-time	243,600.00	56,540.84	187,059.16	23%
100-117-1300	Overtime	0.00	74.07	(74.07)	0%
100-117-1700	Insurance	60,086.00	9,570.13	50,515.87	16%
100-117-1710	Payroll Taxes	19,366.00	4,175.04	15,190.96	22%
100-117-1720	Retirement	12,180.00	2,813.54	9,366.46	23%
TOTAL SALARIES AND BENEFITS		335,232.00	73,173.62	262,058.38	22%
OPERATING EXPENDITURES					
100-117-3220	Financial Services	23,000.00	7,300.00	15,700.00	32%
100-117-3975	CASH OVER/SHORT	0.00	0.01-	0.01	0%
100-117-5800	Training/Travel	2,000.00	0.00	2,000.00	0%
100-117-5850	Membership Dues	800.00	649.00	151.00	81%
100-117-5900	Bank Charges	18,300.00	1,365.23	16,934.77	7%
100-117-5950	County Treasurer Fee	37,000.00	14,049.87	22,950.13	38%
100-117-6100	Supplies	6,000.00	484.41	5,515.59	8%
TOTAL OPERATING EXPENDITURES		87,100.00	23,848.50	63,251.50	27%
FINANCE TOTAL		422,332.00	97,022.12	325,309.88	23%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
PARKS, BUILDINGS & GROUNDS					
SALARIES AND BENEFITS					
100-118-1100	Salaries/Wages Full-time	269,900.00	50,795.55	219,104.45	19%
100-118-1200	Salaries/Wages Part-time	25,900.00	0.00	25,900.00	0%
100-118-1300	Overtime	10,500.00	2,955.05	7,544.95	28%
100-118-1700	Insurance	57,921.00	9,004.82	48,916.18	16%
100-118-1710	Payroll Taxes	23,492.00	4,210.88	19,281.12	18%
100-118-1720	Retirement	13,480.00	2,539.76	10,940.24	19%
TOTAL SALARIES AND BENEFITS		401,193.00	69,506.06	331,686.94	17%
OPERATING EXPENDITURES					
100-118-2120	Streetscape/ Beautification -	2,000.00	410.23	1,589.77	21%
100-118-2121	Beautification	3,000.00	0.00	3,000.00	0%
100-118-2122	Dog Park	1,000.00	0.00	1,000.00	0%
100-118-2335	Safety	1,600.00	1,094.82	505.18	68%
100-118-4210	Trash/Disposal Service	17,000.00	1,716.54	15,283.46	10%
100-118-4240	Park Maintenance	48,000.00	2,189.75	45,810.25	5%
100-118-4310	Building Repair and Maintenan	100,000.00	35,366.03	64,633.97	35%
100-118-4320	Equipment Repair and Maintenanc	5,000.00	1,425.52	3,574.48	29%
100-118-5300	Telephone/Communications	2,900.00	423.80	2,476.20	15%
100-118-5600	Equipment Rental	1,000.00	0.00	1,000.00	0%
100-118-5700	Natural Gas	24,000.00	4,188.29	19,811.71	17%
100-118-5710	Electric	67,000.00	12,980.68	54,019.32	19%
100-118-5800	Training/Travel	3,000.00	414.12	2,585.88	14%
100-118-6140	Custodial Supplies	11,000.00	640.83	10,359.17	6%
100-118-6210	Uniform/Clothing	3,500.00	370.97	3,129.03	11%
100-118-6500	Street Light Replacement Progr	10,000.00	84.43	9,915.57	1%
TOTAL OPERATING EXPENDITURES		300,000.00	61,306.01	238,693.99	20%
CAPITAL OUTLAY					
100-118-7300	Buildings	100,000.00	6,799.90	93,200.10	7%
TOTAL CAPITAL OUTLAY		100,000.00	6,799.90	93,200.10	7%
PARKS, BLDGS. & GROUNDS TOTAL		801,193.00	137,611.97	663,581.03	17%

**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	INFORMATION TECHNOLOGY				
	SALARIES AND BENEFITS				
100-120-1100	SALARIES/WAGES PERMANENT	57,002.00	12,543.52	44,458.48	22%
100-120-1200	SALARIES/WAGES PART-TIME	0.00	3,474.38	(3,474.38)	0%
100-120-1700	Insurance	17,920.00	776.28	17,143.72	4%
100-120-1710	Payroll Taxes	4,532.00	1,269.63	3,262.37	28%
100-120-1720	Retirement	2,850.00	657.72	2,192.28	23%
	TOTAL SALARIES AND BENEFITS	82,304.00	18,721.53	63,582.47	23%
	OPERATING EXPENDITURES				
100-120-3500	Contract Services	10,800.00	0.00	10,800.00	0%
100-120-3700	Information Technology Service	79,560.00	34,165.99	45,394.01	43%
100-120-4340	Technology Repair and Maintena	41,466.00	12,128.80	29,337.20	29%
100-120-4350	Printer/Copier Repair and Main	32,600.00	6,824.70	25,775.30	21%
100-120-6100	Supplies	210.00	67.80	142.20	32%
100-120-6500	Fiber Maintenance	3,000.00	0.00	3,000.00	0%
100-120-6710	Small Tools/Equipment/Software	43,925.00	2,740.18	41,184.82	6%
	TOTAL OPERATING EXPENDITURES	211,561.00	55,927.47	155,633.53	26%
100-120-7520	Technology Equipment	50,000.00	0.00	50,000.00	0%
	INFORMATION SYSTEMS TOTAL	343,865.00	74,649.00	269,216.00	22%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
INTER/NONDEPARTMENTAL					
100-199-2090	Visitor Center Services	20,000.00	0.00	20,000.00	0%
100-199-2100	Education Support	2,487,550.00	506,938.71	1,980,611.29	20%
100-199-2335	Safety	6,600.00	207.86	6,392.14	3%
100-199-3335	Employee Services	53,990.00	1,792.50	52,197.50	3%
100-199-4230	Custodial Services	50,000.00	11,559.00	38,441.00	23%
100-199-5060	Animal Control Services	42,000.00	35,000.00	7,000.00	83%
100-199-5200	Property/Casualty Insurance	240,935.00	74,045.46	166,889.54	31%
100-199-5300	Telephone/Communications	30,300.00	7,023.94	23,276.06	23%
100-199-5350	Postage/Shipping	9,100.00	2,362.95	6,737.05	26%
100-199-5850	Membership Dues	16,800.00	10,404.43	6,395.57	62%
100-199-6100	Supplies	9,040.00	1,383.11	7,656.89	15%
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	TOTAL OPERATING EXPENDITURES	2,966,315.00	650,717.96	2,315,597.04	22%
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	INTER/NONDEPARTMENTAL TOTAL	2,966,315.00	650,717.96	2,315,597.04	22%
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EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
POLICE OPERATIONS					
SALARIES AND BENEFITS					
100-221-1100	SALARIES/WAGES PERMANENT	1,785,700.00	359,468.85	1,426,231.15	20%
100-221-1200	SALARIES/WAGES PART TIME	31,300.00	8,735.45	22,564.55	28%
100-221-1300	OVERTIME/PERMANENT	136,100.00	31,300.96	104,799.04	23%
100-221-1700	Insurance	334,168.00	64,405.93	269,762.07	19%
100-221-1710	Payroll Taxes	65,000.00	13,338.95	51,661.05	21%
100-221-1720	Retirement	142,865.00	25,861.88	117,003.12	18%
TOTAL SALARIES AND BENEFITS		2,495,133.00	503,112.02	1,992,020.98	20%
OPERATING EXPENDITURES					
100-221-2200	School Programs	3,525.00	0.00	3,525.00	0%
100-221-2210	Teen Court	1,000.00	0.00	1,000.00	0%
100-221-2220	Community Programs	2,500.00	0.00	2,500.00	0%
100-221-2230	Police Reserves Expenditures	1,000.00	473.53	526.47	47%
100-221-2240	Emergency Management	4,700.00	3,190.15	1,509.85	68%
100-221-2250	K-9 Program	3,500.00	0.00	3,500.00	0%
100-221-2260	Inter-Agency Tactical Team	1,000.00	0.00	1,000.00	0%
100-221-3340	Medical Services	2,500.00	0.00	2,500.00	0%
100-221-3345	In Custody Medical Services	3,000.00	0.00	3,000.00	0%
100-221-3700	Information Technology Service	34,000.00	9,819.58	24,180.42	29%
100-221-4320	Equipment Repair and Maintainan	51,000.00	29,312.55	21,687.45	57%
100-221-5050	Custody Of Prisoners	3,500.00	37.55	3,462.45	1%
100-221-5300	Telephone/Communications	21,300.00	3,227.42	18,072.58	15%
100-221-5800	Training/Travel	27,000.00	9,369.08	17,630.92	35%
100-221-5850	Membership, Dues, Subscription	12,500.00	2,991.09	9,508.91	24%
100-221-6100	Supplies	9,000.00	1,874.20	7,125.80	21%
100-221-6160	Police Supplies	15,400.00	7,124.57	8,275.43	46%
100-221-6210	Uniform/Clothing	19,200.00	1,998.09	17,201.91	10%
TOTAL OPERATING EXPENDITURES		215,625.00	69,417.81	146,207.19	32%
CAPITAL OUTLAY					
100-221-7400	Improvements other than Buildi	60,000.00	0.00	60,000.00	0%
100-221-7510	Vehicles	0.00	9,368.00	(9,368.00)	0%
TOTAL CAPITAL OUTLAY		60,000.00	9,368.00	50,632.00	16%
POLICE OPERATIONS TOTAL		2,770,758.00	581,897.83	2,188,860.17	21%

**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
PUBLIC WORKS ADMIN/ENGINEERING					
SALARIES AND BENEFITS					
100-331-1100	SALARIES/WAGES PERMANENT	200,186.00	47,667.50	152,518.50	24%
100-331-1300	OVERTIME/PERMANENT	0.00	348.12	(348.12)	0%
100-331-1700	Insurance	42,161.00	6,990.14	35,170.86	17%
100-331-1710	Payroll Taxes	15,915.00	3,455.49	12,459.51	22%
100-331-1720	Retirement	10,009.00	2,383.37	7,625.63	24%
TOTAL SALARIES AND BENEFITS		268,271.00	60,844.62	207,426.38	23%
OPERATING EXPENDITURES					
100-331-3230	Engineering Services	30,000.00	0.00	30,000.00	0%
100-331-4000	Purchased Property Services	3,000.00	0.00	3,000.00	0%
100-331-4320	Equipment Repair and Maintenanc	300.00	0.00	300.00	0%
100-331-5000	Purchased Services	3,000.00	131.69	2,868.31	4%
100-331-5300	Telephone/Communications	2,200.00	272.68	1,927.32	12%
100-331-5400	Advertising/Legal Notices	1,000.00	0.00	1,000.00	0%
100-331-5800	Training/Travel	1,700.00	175.31	1,524.69	10%
100-331-5850	Membership Dues	600.00	625.00	(25.00)	104%
100-331-6100	Supplies	700.00	92.08	607.92	13%
100-331-6210	Uniform/Clothing	400.00	0.00	400.00	0%
TOTAL OPERATING EXPENDITURES		42,900.00	1,296.76	41,603.24	3%
PUBLIC WORKS ADMIN/ENG TOTAL		311,171.00	62,141.38	249,029.62	20%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FLEET MAINTENANCE					
SALARIES AND BENEFITS					
100-332-1100	SALARIES/WAGES PERMANENT	169,900.00	28,121.70	141,778.30	17%
100-332-1300	OVERTIME/PERMANENT	5,500.00	1,377.75	4,122.25	25%
100-332-1700	Insurance	19,827.00	1,888.23	17,938.77	10%
100-332-1710	Payroll Taxes	13,944.00	2,354.04	11,589.96	17%
100-332-1720	Retirement	8,495.00	1,406.12	7,088.88	17%
TOTAL SALARIES AND BENEFITS		217,666.00	35,147.84	182,518.16	16%
OPERATING EXPENDITURES					
100-332-2335	Safety	500.00	493.70	6.30	99%
100-332-4210	Trash/Disposal Service	900.00	117.00	783.00	13%
100-332-4310	Building Maintenance	1,100.00	0.00	1,100.00	0%
100-332-4320	Equipment Repair and Maintenanc	1,000.00	510.00	490.00	51%
100-332-4410	Vehicle Maintenance - Public W	35,500.00	18,292.16	17,207.84	52%
100-332-4420	Vehicle Maintenance - Police	18,500.00	2,827.10	15,672.90	15%
100-332-4430	Vehicle Maint - Parks, Buildin	14,000.00	1,694.17	12,305.83	12%
100-332-4440	Vehicle Maintenance - General	2,000.00	343.16	1,656.84	17%
100-332-5000	Purchased Services	1,600.00	244.55	1,355.45	15%
100-332-5300	Telephone/Communications	1,200.00	129.16	1,070.84	11%
100-332-5700	Natural Gas	9,000.00	1,693.90	7,306.10	19%
100-332-5800	Training/Travel	1,200.00	0.00	1,200.00	0%
100-332-6210	Uniform/Clothing	3,200.00	817.45	2,382.55	26%
100-332-6400	Fleet Supplies	3,000.00	130.08	2,869.92	4%
100-332-6410	Vehicle Fuel	117,000.00	13,141.97	103,858.03	11%
100-332-6420	Bulk Fluids	6,500.00	351.55	6,148.45	5%
100-332-6720	Fleet Tools/Equipment	1,800.00	438.77	1,361.23	24%
TOTAL OPERATING EXPENDITURES		218,000.00	41,224.72	176,775.28	19%
FLEET MAINTENANCE TOTAL		435,666.00	76,372.56	359,293.44	18%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
STREET OPERATIONS					
SALARIES AND BENEFITS					
100-334-1100	SALARIES/WAGES PERMANENT	271,700.00	43,467.82	228,232.18	16%
100-334-1300	OVERTIME/PERMANENT	4,800.00	863.87	3,936.13	18%
100-334-1700	Insurance	69,819.00	8,969.53	60,849.47	13%
100-334-1710	Payroll Taxes	21,982.00	3,371.48	18,610.52	15%
100-334-1720	Retirement	13,585.00	2,173.39	11,411.61	16%
TOTAL SALARIES AND BENEFITS		381,886.00	58,846.09	323,039.91	15%
OPERATING EXPENDITURES					
100-334-2270	Street Lighting	75,000.00	13,462.93	61,537.07	18%
100-334-2335	Safety	3,200.00	862.55	2,337.45	27%
100-334-4210	Trash/Disposal Services	3,000.00	390.11	2,609.89	13%
100-334-4300	Other Repair and Maintenance	3,000.00	805.55	2,194.45	27%
100-334-4310	Building Repair and Maintenance	500.00	0.00	500.00	0%
100-334-4320	Equipment Repair and Maintenance	2,000.00	4,467.27	(2,467.27)	223%
100-334-4360	Street Repair and Maintenance	13,000.00	1,016.00	11,984.00	8%
100-334-5300	Telephone/Communications	2,700.00	344.50	2,355.50	13%
100-334-5600	Equipment Rental	1,000.00	0.00	1,000.00	0%
100-334-5650	Traffic Control Services	4,000.00	0.00	4,000.00	0%
100-334-5700	Natural Gas	10,470.00	1,820.75	8,649.25	17%
100-334-5710	Electric	18,600.00	4,006.00	14,594.00	22%
100-334-5800	Training/Travel	1,500.00	38.70	1,461.30	3%
100-334-6170	Sign Supplies	3,800.00	1,301.44	5,101.44	-34%
100-334-6180	Salt and Sand	18,000.00	16,958.71	1,041.29	94%
100-334-6210	Uniform/Clothing	2,800.00	1,020.60	1,779.40	36%
TOTAL OPERATING EXPENDITURES		162,570.00	43,892.23	118,677.77	27%
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY		0.00	0.00	0.00	0%
STREET OPERATIONS TOTAL		544,456.00	102,738.32	441,717.68	19%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	DEBT SERVICE, TRANSFERS				
100-470-8510	Principal - 2015 General Bonds	405,000.00	0.00	405,000.00	0%
100-470-8511	Interest - 2015 General Bonds	298,038.00	0.00	298,038.00	0%
100-470-8512	Debt Service Fees (WAC)	1,000.00	0.00	1,000.00	0%
100-470-8520	Principal - 2015 COPS (Memoria	155,000.00	0.00	155,000.00	0%
100-470-8521	Interest - 2015 COPS (Memorial	116,300.00	0.00	116,300.00	0%
100-470-8522	Debt Service Fees (Memorial Pa	2,000.00	0.00	2,000.00	0%
		-----			
	TOTAL DEBT SERVICE	977,338.00	0.00	977,338.00	0%
	TRANSFERS OUT				
100-491-9210	Transfer to Grants Fund	33,595.00	0.00	33,595.00	0%
100-491-9220	Transfer to Cultural and Recre	455,035.00	71,210.89	383,824.11	16%
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	TOTAL TRANSFERS OUT	488,630.00	71,210.89	417,419.11	15%
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**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
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TOTAL GENERAL FUND	11,774,314.00	2,149,062.98	9,625,251.02	18%
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**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	FUND 210 GRANTS				
	VALE GRANT	0.00	0.00	0.00	0%
	EXPENDITURES				
	SALARIES AND BENEFITS				
210-221-1100	Salaries/Wages Full-time	58,000.00	8,572.34	49,427.66	15%
210-221-1300	Overtime	1,000.00	370.85	629.15	37%
210-221-1700	Insurance	18,040.00	1,518.74	16,521.26	8%
210-221-1710	Payroll Taxes	4,691.00	663.50	4,027.50	14%
210-221-1720	Retirement	2,910.00	428.61	2,481.39	15%
	TOTAL SALARIES AND BENEFITS	84,641.00	11,554.04	73,086.96	14%
	OPERATING EXPENDITURES - VALE				
210-221-5300	Telephone/Communications	0.00	72.72	(72.72)	0%
	TOTAL GRANT EXPENDITURES	84,641.00	11,626.76	73,014.24	14%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	VOCA GRANT				
	SALARIES AND BENEFITS				
210-223-1100	Salaries/Wages Full-time	0.00	3,516.88	(3,516.88)	0%
210-223-1200	Salary/Wages - Part-time	39,850.00	5,088.05	34,761.95	13%
210-223-1700	Insurance	0.00	703.72	(703.72)	0%
210-223-1710	Payroll Taxes	4,250.00	658.83	3,591.17	16%
210-223-1720	Retirement	0.00	175.84	(175.84)	0%
	TOTAL SALARIES AND BENEFITS	44,100.00	10,143.32	33,956.68	23%
	OPERATING EXPENDITURES				
210-223-5300	Telephone/Communications	1,203.00	101.56	1,101.44	8%
210-223-5800	Training/Travel	5,190.00	0.00	5,190.00	0%
210-223-6100	Publications/Subscriptions/Ope	6,586.00	0.00	6,586.00	0%
210-223-8800	Indirect Cost Recovery	5,707.00	1,024.49	4,682.51	18%
	TOTAL OPERATING EXPENDITURES	18,686.00	1,126.05	17,559.95	6%
	TOTAL VOCA GRANT	62,786.00	11,269.37	51,516.63	18%
	TOTAL GRANTS	147,427.00	22,896.13	124,530.87	16%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 215 DOWNTOWN DEVELOP AUTH					
EXPENDITURES					
215-710-2121	Beautification	2,000.00	0.00	2,000.00	0%
215-710-2400	TIF Reimbursement Agreements	130,627.00	0.00	130,627.00	0%
215-710-3200	Professional Services	5,000.00	0.00	5,000.00	0%
215-710-3210	Legal Services	25,000.00	0.00	25,000.00	0%
215-710-3700	Information Technology	350.00	0.00	350.00	0%
215-710-5400	Advertising/Legal Notices	150.00	0.00	150.00	0%
215-710-5800	Training/Travel	500.00	0.00	500.00	0%
215-710-5950	County Treasurer Fees	22,059.00	6,392.08	15,666.92	29%
215-710-6100	Supplies	250.00	0.00	250.00	0%
215-710-7400	Woodland Station Improvements	30,000.00	133.20	29,866.80	0%
TOTAL OPERATING/CAPITAL EXPNS		215,936.00	6,525.28	209,410.72	3%
DEBT SERVICE					
215-470-8530	Principal 2012 Vectra Bridge L	205,000.00	0.00	205,000.00	0%
215-470-8531	Interest 2012 Vectra Bridge Lo	86,299.00	0.00	86,299.00	0%
215-470-8540	Principal 2018 Vectra Loan	50,000.00	0.00	50,000.00	0%
215-470-8541	Interest 2018 Vectra Loan	19,207.00	0.00	19,207.00	0%
215-470-8550	Principal City Loan	110,000.00	0.00	110,000.00	0%
TOTAL DEBT SERVICE		470,506.00	0.00	470,506.00	0%
DDA FUND TOTAL EXPENDITURES		686,442.00	6,525.28	679,916.72	1%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 220 CULTURE & RECREATION					
PARKS & RECREATION					
220-451-1100	SALARIES/WAGES - FULL-TIME	173,100.00	33,457.77	139,642.23	19%
220-451-1200	SALARIES/WAGES - PART-TIME	20,000.00	989.33	19,010.67	5%
220-451-1700	Insurance Benefits	38,544.00	6,702.92	31,841.08	17%
220-451-1710	Payroll Taxes	15,351.00	2,510.31	12,840.69	16%
220-451-1720	Retirement	8,655.00	1,703.83	6,951.17	20%
220-451-1740	Worker's Comp	7,600.00	1,900.00	5,700.00	25%
TOTAL SALARIES AND BENEFITS		263,250.00	47,264.16	215,985.84	18%
OPERATING EXPENDITURES					
220-451-2110	Special Events	7,500.00	0.00	7,500.00	0%
220-451-3335	Employee Services	500.00	96.52	403.48	19%
220-451-3400-1000	Recreation Programs	20,000.00	377.19	19,622.81	2%
220-451-3400-1001	Hockey	600.00	0.00	600.00	0%
220-451-3400-1002	Basketball	6,000.00	537.50	5,462.50	9%
220-451-3400-1003	Soccer	8,000.00	0.00	8,000.00	0%
220-451-3400-1004	Softball	4,000.00	0.00	4,000.00	0%
220-451-3400-1005	Football	288.00	0.00	288.00	0%
220-451-3400-1006	Volleyball	3,000.00	0.00	3,000.00	0%
220-451-3400-1007	Tennis	900.00	0.00	900.00	0%
220-451-3400-1008	Baseball	10,000.00	0.00	10,000.00	0%
220-451-4340	Technology Repair and Maintena	2,300.00	1,933.33	366.67	84%
220-451-5300	Telephone/Communications	1,200.00	101.56	1,098.44	8%
220-451-5500	Printing and Binding	1,100.00	688.00	412.00	63%
220-451-5600	Rental Services	2,500.00	0.00	2,500.00	0%
220-451-5800	Training/Travel	3,000.00	0.00	3,000.00	0%
220-451-5850	Membership Dues	500.00	175.00	325.00	35%
220-451-5900	Bank Charges	3,300.00	932.49	2,367.51	28%
TOTAL OPERATING EXPENDITURES		74,688.00	4,841.59	69,846.41	6%
TOTAL PARKS & RECREATION		337,938.00	52,105.75	285,832.25	15%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
CULTURAL CENTER					
SALARIES AND BENEFITS					
220-455-1100	SALARIES/WAGES - FULL-TIME	47,300.00	8,194.26	39,105.74	17%
220-455-1200	SALARIES/WAGES - PART-TIME	22,400.00	2,324.16	20,075.84	10%
220-455-1700	Insurance Benefits	13,312.00	2,408.01	10,903.99	18%
220-455-1710	Payroll Taxes	5,541.00	776.33	4,764.67	14%
220-455-1720	Retirement	2,365.00	409.74	1,955.26	17%
220-455-1740	Worker's Comp	4,000.00	1,000.00	3,000.00	25%
TOTAL SALARIES AND BENEFITS		94,918.00	15,112.50	79,805.50	16%
OPERATING EXPENDITURES					
220-455-3500	Events	2,000.00	822.15	1,177.85	41%
220-455-3700	Information Technology Service	5,700.00	2,895.31	2,804.69	51%
220-455-4210	Trash/Disposal Services	1,200.00	267.00	933.00	22%
220-455-4310	Building Repair and Maintenanc	3,700.00	0.00	3,700.00	0%
220-455-4320	Equipment Repair and Maintenanc	1,500.00	0.00	1,500.00	0%
220-455-5000	Additional Services	2,500.00	0.00	2,500.00	0%
220-455-5300	Telephone/Communications	2,400.00	314.44	2,085.56	13%
220-455-5600	Equipment Rentals	100.00	0.00	100.00	0%
220-455-5700	Natural Gas	2,400.00	845.25	1,554.75	35%
220-455-5710	Electric	13,000.00	1,951.32	11,048.68	15%
220-455-5800	Travel/Training	250.00	0.00	250.00	0%
220-455-5850	Membership Dues	1,000.00	0.00	1,000.00	0%
TOTAL OPERATING EXPENDITURES		35,750.00	7,095.47	28,654.53	20%
TOTAL CULTURAL CENTER		130,668.00	22,207.97	108,460.03	17%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WOODLAND AQUATIC CENTER					
SALARIES AND BENEFITS					
220-452-1100	SALARIES/WAGES - FULL-TIME	133,000.00	24,381.83	108,618.17	18%
220-452-1200	SALARIES/WAGES - PART-TIME	300,000.00	18,510.47	281,489.53	6%
220-452-1300	OVERTIME	2,000.00	0.00	2,000.00	0%
220-452-1700	Insurance Benefits	19,015.00	3,591.99	15,423.01	19%
220-452-1710	Payroll Taxes	34,583.00	3,458.13	31,124.87	10%
220-452-1720	Retirement	6,650.00	1,262.56	5,387.44	19%
220-452-1740	Worker's Comp	14,200.00	3,550.00	10,650.00	25%
TOTAL SALARIES AND BENEFITS		509,448.00	54,754.98	454,693.02	11%
OPERATING EXPENDITURES					
220-452-2010	Community Engagement/Promotion	500.00	0.00	500.00	0%
220-452-2335	Safety	2,000.00	0.00	2,000.00	0%
220-452-3400	Recreation Programs	2,000.00	0.00	2,000.00	0%
220-452-3700	Information Technology Service	7,000.00	1,740.00	5,260.00	25%
220-452-4000	Purchased Property Services	500.00	0.00	500.00	0%
220-452-4210	Trash/Disposal Services	1,250.00	267.00	983.00	21%
220-452-4310	Building Repair and Maintenan	22,000.00	3,138.99	18,861.01	14%
220-452-4320	Equipment Repair and Maintenan	5,000.00	682.52	4,317.48	14%
220-452-4340	Technology Repair and Maintena	2,000.00	1,933.34	66.66	97%
220-452-5000	Purchased Services	5,200.00	1,174.55	4,025.45	23%
220-452-5200	Property/Casualty Insurance	4,009.00	3,944.49	64.51	98%
220-452-5300	Telephone/Communications	5,000.00	1,147.04	3,852.96	23%
220-452-5500	Printing and Binding	500.00	0.00	500.00	0%
220-452-5700	Natural Gas	55,500.00	8,097.24	47,402.76	15%
220-452-5710	Electricity	70,000.00	16,446.36	53,553.64	23%
220-452-5800	Travel/Training	1,000.00	384.00	616.00	38%
220-452-5850	Membership Dues	250.00	0.00	250.00	0%
220-452-6100	Supplies	1,000.00	0.00	1,000.00	0%
220-452-6140	Custodial Supplies	8,000.00	608.41	7,391.59	8%
220-452-6200	Operating Supplies	3,000.00	0.00	3,000.00	0%
220-452-6210	Clothing/Uniforms	800.00	0.00	800.00	0%
220-452-6300	Pool Chemicals	18,500.00	675.50	17,824.50	4%
220-452-6500	Merchandise for Resale	2,000.00	0.00	2,000.00	0%
220-452-6710	Small Tools/Equipment	1,000.00	8.74	991.26	1%
TOTAL OPERATING EXPENDITURES		218,009.00	40,248.18	177,760.82	18%
TOTAL AQUATIC CENTER EXPEND		727,457.00	95,003.16	632,453.84	13%
TOTAL CULTURE AND REC FUND		1,882,505.00	175,842.16	1,706,662.84	9%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 410 STREET CAPITAL IMPRV					
EXPENDITURES					
CAPITAL OUTLAY					
410-335-7201	Street Paving Improvements	3,116,540.00	0.00	3,116,540.00	0%
410-335-7202	Street Repairs	11,500.00	0.00	11,500.00	0%
410-335-7203	Street Concrete Repairs	40,000.00	0.00	40,000.00	0%
410-335-7204	Street Restriping	25,000.00	0.00	25,000.00	0%
410-335-7207	Sidewalk Improvements	300,000.00	0.00	300,000.00	0%
410-335-7500	Machinery and Equipment	182,000.00	0.00	182,000.00	0%
TOTAL CAPITAL OUTLAY		3,675,040.00	0.00	3,675,040.00	0%
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TRANSFERS OUT					
410-491-9100	To General Fund	147,950.00	0.00	147,950.00	0%
TOTAL TRANSFERS OUT		147,950.00	0.00	147,950.00	0%
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TOTAL EXPENDITURES		3,822,990.00	0.00	3,822,990.00	0%
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**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	420 FUND STORMWATER MGMT				
	CAPITAL OUTLAY				
420-336-7210	Drainage Improvements	50,000.00	0.00	50,000.00	0%
	TOTAL CAPITAL OUTLAY	50,000.00	0.00	50,000.00	0%
	TRANSFERS OUT				
420-491-9100	To General Fund - Drainage R&	147,950.00	0.00	147,950.00	0%
	TOTAL TRANSFERS OUT	147,950.00	0.00	147,950.00	0%
	TOTAL EXPENDITURES	197,950.00	0.00	197,950.00	0%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 510 WATER FUND					
WATER ADMINISTRATION					
SALARIES AND WAGES					
510-341-1100	SALARIES/WAGES PERMANENT	107,000.00	24,298.03	82,701.97	23%
510-341-1700	Insurance	16,013.00	3,073.65	12,939.35	19%
510-341-1710	Payroll Taxes	11,396.00	1,746.76	9,649.24	15%
510-341-1720	Retirement	5,350.00	1,224.78	4,125.22	23%
510-341-1740	Worker's Comp	800.00	200.00	600.00	25%
TOTAL SALARIES AND WAGES		140,559.00	30,543.22	110,015.78	22%
OPERATING EXPENSES					
510-341-3210	Legal Services	60,000.00	986.00	59,014.00	2%
510-341-5000	Purchased Services	2,000.00	0.00	2,000.00	0%
510-341-5200	Property/Casualty Insurance	49,412.00	6,459.83	42,952.17	13%
510-341-5300	Telephone/Communications	500.00	66.02	433.98	13%
510-341-5800	Training/Travel	1,500.00	0.00	1,500.00	0%
510-341-6100	Supplies	300.00	0.00	300.00	0%
510-341-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
TOTAL OPERATING EXPENSES		114,212.00	7,511.85	106,700.15	7%
WATER ADMINISTRATION TOTAL		254,771.00	38,055.07	216,715.93	15%

**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WATER TREATMENT OPERATIONS					
SALARIES AND BENEFITS					
510-342-1100	SALARIES/WAGES PERMANENT	214,500.00	47,674.74	166,825.26	22%
510-342-1300	OVERTIME/PERMANENT	6,200.00	332.15	5,867.85	5%
510-342-1700	Insurance	37,772.00	7,490.42	30,281.58	20%
510-342-1710	Payroll Taxes	17,546.00	3,497.86	14,048.14	20%
510-342-1720	Retirement	10,725.00	2,383.74	8,341.26	22%
510-342-1740	Workers' Comp	8,200.00	2,050.00	6,150.00	25%
TOTAL SALARIES AND BENEFITS		294,943.00	63,428.91	231,514.09	22%
OPERATING EXPENSES					
510-342-2335	Safety Equipment/Materials	400.00	0.00	400.00	0%
510-342-3350	Laboratory Services	17,000.00	1,340.01	15,659.99	8%
510-342-3700	Information Technology	6,000.00	2,400.00	3,600.00	40%
510-342-4210	Trash/Disposal Services	800.00	117.00	683.00	15%
510-342-4320	Equipment Repair and Maintenan	18,000.00	180.00	17,820.00	1%
510-342-4400	Vehicle Maintenance	2,100.00	0.00	2,100.00	0%
510-342-5005	Westwood Lakes Operating Costs	2,000.00	8,537.40	(6,537.40)	427%
510-342-5300	Telephone/Communications	4,600.00	563.15	4,036.85	12%
510-342-5500	Publications/Reports	1,200.00	0.00	1,200.00	0%
510-342-5700	Natural Gas	7,500.00	1,534.69	5,965.31	20%
510-342-5710	Electric	135,000.00	30,147.17	104,852.83	22%
510-342-5750	Water Rights Assessments	27,000.00	26,492.60	507.40	98%
510-342-5755	Conveyance Fees	240,450.00	0.00	240,450.00	0%
510-342-5800	Training/Travel	2,000.00	0.00	2,000.00	0%
510-342-5850	Permits/Licenses/Memberships	3,000.00	608.48	2,391.52	20%
510-342-6110	Materials and Supplies	15,000.00	2,596.57	12,403.43	17%
510-342-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
510-342-6210	Clothing/Uniforms	1,200.00	0.00	1,200.00	0%
510-342-6310	Chemicals	45,000.00	0.00	45,000.00	0%
TOTAL OPERATING EXPENSES		528,750.00	74,517.07	454,232.93	14%
TOTAL WATR TREATMNT OPERATIONS		823,693.00	137,945.98	685,747.02	17%

**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	WATER CAPITAL				
	DEBT SERVICE				
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0%
	CAPITAL OUTLAY				
510-343-7200	Water Distribution Improvement	1,200,000.00	137,446.95	1,062,553.05	11%
510-343-7210	Water System Engineering	1,000,000.00	5,871.00	994,129.00	1%
510-343-7500	Machinery and Equipment	130,000.00	0.00	130,000.00	0%
	TOTAL CAPITAL OUTLAY	2,330,000.00	143,317.95	2,186,682.05	6%
	TOTAL WATER CAPITAL	2,330,000.00	143,317.95	2,186,682.05	6%

**EXPENDITURES - BUDGET TO ACTUAL**  
**BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	WATER RIGHTS				
	OPERATING EXPENSES				
510-344-3210	Legal Services	9,000.00	0.00	9,000.00	0%
510-344-3230	Engineering Services	9,000.00	0.00	9,000.00	0%
510-344-7200	Water Shares	0.00	64,500.00	(64,500.00)	0%
	TOTAL OPERATING EXPENSES	18,000.00	64,500.00	(46,500.00)	358%
	TOTAL WATER RIGHTS	18,000.00	64,500.00	(46,500.00)	358%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WATER FIELD SERVICES					
SALARIES AND BENEFITS					
510-345-1100	SALARIES/WAGES PERMANENT	154,100.00	24,225.62	129,874.38	16%
510-345-1300	OVERTIME/PERMANENT	4,600.00	671.47	3,928.53	15%
510-345-1700	Insurance	44,928.00	5,565.20	39,362.80	12%
510-345-1710	Payroll Taxes	12,617.00	1,794.65	10,822.35	14%
510-345-1720	Retirement	7,705.00	1,211.25	6,493.75	16%
510-345-1740	Worker's Comp	6,400.00	1,600.00	4,800.00	25%
TOTAL SALARIES AND BENEFITS		230,350.00	35,068.19	195,281.81	15%
OPERATING EXPENSES					
510-345-2335	Safety	1,200.00	666.63	533.37	56%
510-345-4320	Equipment Repair and Maintenanc	2,500.00	5.49	2,494.51	0%
510-345-4370	Water Distribution/Repairs and	8,000.00	312.39	7,687.61	4%
510-345-4400	Vehicle Maintenance	5,900.00	81.82	5,818.18	1%
510-345-5000	Purchased Services	3,500.00	211.92	3,288.08	6%
510-345-5300	Telephone/Communications	3,200.00	260.18	2,939.82	8%
510-345-5800	Training/Travel	1,000.00	26.97	973.03	3%
510-345-6110	Materials and Supplies	18,000.00	4,693.73	13,306.27	26%
510-345-6111	Hydrants Parts/Supplies	3,500.00	0.00	3,500.00	0%
510-345-6112	Meters	10,000.00	151.81	9,848.19	2%
510-345-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
510-345-6210	Clothing/Uniforms	1,600.00	820.86	779.14	51%
TOTAL OPERATING EXPENSES		58,900.00	7,231.80	51,668.20	12%
TOTAL WATER FIELD SERVICES		289,250.00	42,299.99	246,950.01	15%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	WATER CUSTOMER SERVICE				
	SALARIES AND BENEFITS				
510-350-1100	SALARIES/WAGES PERMANENT	29,600.00	6,835.91	22,764.09	23%
510-350-1700	Insurance	7,987.00	1,599.68	6,387.32	20%
510-350-1710	Payroll Taxes	2,353.00	488.03	1,864.97	21%
510-350-1720	Retirement	1,480.00	341.82	1,138.18	23%
	TOTAL SALARIES AND BENEFITS	41,420.00	9,265.44	32,154.56	22%
	OPERATING EXPENSES				
510-350-4340	Technology Repair and Maintena	4,700.00	971.10	3,728.90	21%
510-350-5300	Cellular Subscription	25,000.00	3,272.80	21,727.20	13%
510-350-5350	Postage/Shipping	9,000.00	1,950.00	7,050.00	22%
510-350-5800	Travel/Training	500.00	0.00	500.00	0%
510-350-5900	Bank Charges/Online Payment Fe	18,000.00	3,140.05	14,859.95	17%
510-350-5950	Collection/Lien Fees	800.00	0.00	800.00	0%
510-350-6100	Office Supplies	300.00	22.78	277.22	8%
	TOTAL OPERATING EXPENSES	58,300.00	9,356.73	48,943.27	16%
	TOTAL WATER CUSTOMER SERVICES	99,720.00	18,622.17	81,097.83	19%
	TRANSFERS OUT				
510-491-9100	Transfer to General Fund	198,449.00	49,612.26	148,836.74	25%
	TOTAL TRANSFERS OUT	198,449.00	49,612.26	148,836.74	25%
	WATER FUND TOTAL	8,034,823.00	494,353.42	7,540,469.58	6%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
FUND 520 WASTEWATER FUND					
WASTEWATER ADMINISTRATION					
SALARIES AND BENEFITS					
520-346-1100	Salary/Wages Full-time	58,000.00	13,083.53	44,916.47	23%
520-346-1700	Insurance	10,675.00	1,655.10	9,019.90	16%
520-346-1710	Payroll Taxes	4,380.00	940.54	3,439.46	21%
520-346-1720	Retirement	2,900.00	659.52	2,240.48	23%
520-346-1740	Worker's Comp	400.00	100.00	300.00	25%
TOTAL SALARIES AND BENEFITS		76,355.00	16,438.69	59,916.31	22%
OPERATING EXPENSES					
520-346-3210	Legal Services	29,000.00	0.00	29,000.00	0%
520-346-5000	Purchased Services	2,000.00	0.00	2,000.00	0%
520-346-5200	Property/Casualty Insurance	52,855.00	4,573.33	48,281.67	9%
520-346-5300	Telephone/Communications	500.00	35.56	464.44	7%
520-346-5800	Training/Travel	1,500.00	0.00	1,500.00	0%
520-346-6100	Supplies	400.00	0.00	400.00	0%
520-346-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
TOTAL OPERATING EXPENSES		86,755.00	4,608.89	82,146.11	5%
WASTEWATER ADMIN TOTAL		163,110.00	21,047.58	142,062.42	13%

EXPENDITURES - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WASTEWATER TREATMENT OPERATION					
SALARIES AND BENEFITS					
520-347-1100	Salary/Wages Full-time	260,500.00	63,557.15	196,942.85	24%
520-347-1300	Overtime	15,000.00	1,606.29	13,393.71	11%
520-347-1700	Insurance	40,755.00	10,060.14	30,694.86	25%
520-347-1710	Payroll Taxes	21,902.00	4,945.41	16,956.59	23%
520-347-1720	Retirement	13,025.00	3,177.89	9,847.11	24%
520-347-1740	Worker's Comp	8,500.00	2,125.00	6,375.00	25%
TOTAL SALARIES AND BENEFITS		359,682.00	85,471.88	274,210.12	24%
OPERATING EXPENSES					
520-347-2335	Safety	2,000.00	330.00	1,670.00	17%
520-347-3350	Laboratory Services	3,000.00	609.78	2,390.22	20%
520-347-3700	Information Technology	6,000.00	2,400.00	3,600.00	40%
520-347-4210	Trash/Disposal Services	4,700.00	813.13	3,886.87	17%
520-347-4320	Equipment Repair and Maintenan	15,000.00	4,213.76	10,786.24	28%
520-347-4400	Vehicle Maintenance	4,000.00	768.37	3,231.63	19%
520-347-5000	Purchased Services	2,500.00	114.12	2,385.88	5%
520-347-5006	Divide Wastewater Plant	2,500.00	1,955.29	544.71	78%
520-347-5300	Telephone/Communication	6,000.00	957.44	5,042.56	16%
520-347-5700	Natural Gas	18,000.00	4,407.70	13,592.30	24%
520-347-5710	Electric	160,000.00	32,123.84	127,876.16	20%
520-347-5800	Training/Travel	3,500.00	300.00	3,200.00	9%
520-347-5850	Permits/Licenses/Memberships	7,000.00	140.00	6,860.00	2%
520-347-6110	Materials And Supplies	20,000.00	2,834.79	17,165.21	14%
520-347-6111	Laboratory Supplies	7,000.00	2,207.38	4,792.62	32%
520-347-6113	Compost Supplies	60,000.00	6,964.48	53,035.52	12%
520-347-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
520-347-6210	Clothing/Uniforms	2,500.00	208.99	2,291.01	8%
520-347-6310	Chemicals	12,000.00	0.00	12,000.00	0%
TOTAL OPERATING EXPENSES		336,200.00	61,349.07	274,850.93	18%
TOTAL W/W TREATMENT OPERATIONS		695,882.00	146,820.95	549,061.05	21%
WASTEWATER OPERATIONS TOTAL		0.00	0.00	0.00	0%

**EXPENDITURES - BUDGET TO ACTUAL  
 BY FUND & DEPARTMENT  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
	WASTEWATER CAPITAL				
	DEBT SERVICE				
520-470-8535	Principal 2015 - CWRPDA Loan	100,000.00	0.00	100,000.00	0%
520-470-8540	Principal - 2016 CWRPDA Loan	259,265.00	129,632.50	129,632.50	50%
520-470-8541	Interest - 2016 CWRPDA Loan	41,500.00	20,749.86	20,750.14	50%
520-470-8542	Loan Servicing - 2016 CWRPDA L	50,746.00	25,373.00	25,373.00	50%
	TOTAL DEBT SERVICE	451,511.00	175,755.36	275,755.64	39%
	CAPITAL OUTLAY				
520-348-7200	WW Collection Improvements	10,000.00	5,902.95	4,097.05	59%
520-348-7300	Improvements-Plant	91,900.00	16,956.17	74,943.83	18%
520-348-7301	WWTP Expansion/Design Engineer	10,000.00	0.00	10,000.00	0%
520-348-7500	Machinery and Equipment	20,000.00	0.00	20,000.00	0%
	TOTAL CAPITAL OUTLAY	131,900.00	22,859.12	109,040.88	17%
	WASTEWATER CAPITAL TOTAL	583,411.00	198,614.48	384,796.52	34%

EXPENDITURES - BUDGET TO ACTUAL  
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25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WASTEWATER FIELD SERVICES					
SALARIES AND BENEFITS					
520-349-1100	Salary/Wages Full-time	97,642.00	20,574.42	77,067.58	21%
520-349-1300	Overtime	2,300.00	361.18	1,938.82	16%
520-349-1700	Insurance	36,251.00	3,618.89	32,632.11	10%
520-349-1710	Payroll Taxes	9,030.00	1,592.83	7,437.17	18%
520-349-1720	Retirement	4,882.00	1,028.70	3,853.30	21%
520-349-1740	Worker's Comp	3,282.00	650.00	2,632.00	20%
TOTAL SALARIES AND BENEFITS		153,387.00	27,826.02	125,560.98	18%
OPERATING EXPENSES					
520-349-2335	Safety	700.00	368.17	331.83	53%
520-349-4320	Equipment Repair and Maintenan	1,500.00	0.00	1,500.00	0%
520-349-4370	Sewer Taps and Repairs	700.00	0.00	700.00	0%
520-349-4400	Vehicle Maintenance	3,100.00	539.15	2,560.85	17%
520-349-5000	Purchased Services	2,000.00	0.00	2,000.00	0%
520-349-5300	Telephone/Communication	2,000.00	140.10	1,859.90	7%
520-349-5800	Training/Travel	500.00	0.00	500.00	0%
520-349-6110	Materials And Supplies	6,500.00	8.29	6,491.71	0%
520-349-6125	Meetings/Mileage/Meals	500.00	0.00	500.00	0%
520-349-6210	Clothing/Uniforms	900.00	441.91	458.09	49%
TOTAL OPERATING EXPENSES		18,400.00	1,497.62	16,902.38	8%
WASTEWATER FIELD SERVICE TOTAL		171,787.00	29,323.64	142,463.36	17%

EXPENDITURES - BUDGET TO ACTUAL  
BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BALANCE REMAINING	EXP AS %
WASTEWATER CUSTOMER SERVICES					
SALARIES AND BENEFITS					
520-351-1100	Salary/Wages Full-time	15,900.00	3,680.89	12,219.11	23%
520-351-1700	Insurance	5,325.00	861.40	4,463.60	16%
520-351-1710	Payroll Taxes	1,264.00	262.76	1,001.24	21%
520-351-1720	Retirement	795.00	184.02	610.98	23%
TOTAL SALARIES AND BENEFITS		23,284.00	4,989.07	18,294.93	21%
OPERATING EXPENSES					
520-351-4340	Technology Repair and Maintena	2,300.00	522.90	1,777.10	23%
520-351-5350	Postage/Shipping	5,000.00	1,050.00	3,950.00	21%
520-351-5800	Training/Travel	300.00	0.00	300.00	0%
520-351-5900	Bank Charges/Online Payment Fe	10,200.00	1,690.80	8,509.20	17%
520-351-6100	Supplies	200.00	0.00	200.00	0%
TOTAL OPERATING EXPENSES		18,000.00	3,263.70	14,736.30	18%
WASTE WTR CUSTOMER SVCS TOTAL		41,284.00	8,252.77	33,031.23	20%
TRANSFERS OUT					
520-491-9100	Transfer to General Fund	164,870.00	41,217.51	123,652.49	25%
TOTAL TRANSFERS OUT		164,870.00	41,217.51	123,652.49	25%
WASTEWATER FUND TOTAL		1,820,344.00	445,276.93	1,375,067.07	24%

REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
FUND 100 GENERAL FUND					
TAXES					
100-000-3111	Property Tax	1,958,414.00	702,380.02	(1,256,033.98)	-64%
100-000-3121	Specific Ownership Tax	220,000.00	35,817.57	(184,182.43)	-84%
100-000-3131	Sales Tax - General 2%	4,529,286.00	1,875,873.60	(2,653,412.40)	-59%
100-000-3132	Sales Tax - Education 1.09%	2,487,550.00	370,018.59	(2,117,531.41)	-85%
100-000-3139	Delinquent Sales Tax Penalty a	3,693.00	1,298.02	(2,394.98)	-65%
100-000-3141	Use Tax - Motor Vehicle	200,000.00	70,783.77	(129,216.23)	-65%
100-000-3142	Use Tax - Construction	70,000.00	20,181.89	(49,818.11)	-71%
100-000-3151	Franchise Tax - Electric	183,948.00	41,019.91	(142,928.09)	-78%
100-000-3152	Franchise Tax - Gas	84,320.00	17,505.08	(66,814.92)	-79%
100-000-3153	Franchise Tax - Telephone	16,000.00	4,000.00	(12,000.00)	-75%
100-000-3154	Franchise Tax - Cable	13,440.00	3,415.83	(10,024.17)	-75%
TOTAL TAXES		9,766,651.00	3,142,294.28	(6,624,356.72)	-68%
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LICENSES AND PERMITS					
100-000-3210	Liquor Licenses	4,200.00	2,921.25	(1,278.75)	-30%
100-000-3220	Business Licenses	113,000.00	77,967.48	(35,032.52)	-31%
100-000-3240	ROW/Street Cut Permits	4,800.00	1,331.00	(3,469.00)	-72%
TOTAL LICENSES AND PERMITS		122,000.00	82,219.73	(39,780.27)	-33%
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**REVENUE - BUDGET TO ACTUAL**  
**REPORT BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
INTERGOVERNMENTAL REVENUE					
100-000-3311	Highway User Tax Fund	130,388.00	19,826.48	(110,561.52)	-85%
100-000-3312	Motor Vehicle Registration	35,000.00	4,824.65	(30,175.35)	-86%
100-000-3313	Cigarette Tax	17,000.00	0.00	(17,000.00)	-100%
100-000-3314	Severance Tax	35,062.00	0.00	(35,062.00)	-100%
100-000-3321	Road and Bridge	19,000.00	7,056.50	(11,943.50)	-63%
100-000-3331	PSAP Personnel Funding Reimbur	200,000.00	0.00	(200,000.00)	-100%
100-000-3360	Federal Grants	1,500.00	0.00	(1,500.00)	-100%
100-000-3370	State Grants	54,000.00	0.00	(54,000.00)	-100%
100-000-3371	DOLA Grants	55,000.00	0.00	(55,000.00)	-100%
100-000-3373	State Grants - Other	20,000.00	0.00	(20,000.00)	-100%
TOTAL INGOVERNMENTAL REVENUE		566,950.00	31,707.63	(535,242.37)	-94%

REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
CHARGES FOR SERVICES					
COURT					
100-000-3411	Court Fees	12,800.00	3,670.22	(9,129.78)	-71%
100-000-3417	Teen Court	1,500.00	0.00	(1,500.00)	-100%
TOTAL COURT CHARGES		14,300.00	3,670.22	(10,629.78)	-74%
POLICE					
100-000-3421	Police Fees	15,400.00	3,907.26	(11,492.74)	-75%
100-000-3427	School Resource Officer - WPSD	44,928.00	0.00	(44,928.00)	-100%
TOTAL POLICE CHARGES		60,328.00	3,907.26	(56,420.74)	-94%
PLANNING CHARGES					
100-000-3431	Zoning and Subdivision Fees	30,000.00	8,792.50	(21,207.50)	-71%
100-000-3432	Public Notice Fee Recovery	1,500.00	177.77	(1,322.23)	-88%
100-000-3433	Building Permit Fees	22,000.00	6,494.28	(15,505.72)	-70%
100-000-3439	Park Capital Fees	10,000.00	(37.00)	(10,037.00)	-100%
TOTAL PLANNING CHARGES		63,500.00	15,427.55	(48,072.45)	-76%
PUBLIC WORKS					
100-000-3441	Public Works Fees	2,500.00	327.60	(2,172.40)	-87%
TOTAL PUBLIC WORKS CHARGES		2,500.00	327.60	(2,172.40)	-87%
CEMETERY CHARGES					
100-000-3451	Cemetery Fees	1,000.00	850.00	(150.00)	-15%
TOTAL CEMETERY CHARGES		1,000.00	850.00	(150.00)	-15%
TEEN CENTER					
TOTAL TEEN CENTER		0.00	0.00	0.00	0%
TOTAL CHARGES FOR SERVICES		141,628.00	24,182.63	(117,445.37)	-83%

REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
FINES AND FORFEITURES					
100-000-3510	Traffic Fines	63,000.00	17,631.00	(45,369.00)	-72%
100-000-3520	Other Fines	1,236.00	450.00	(786.00)	-64%
TOTAL FINES AND FORFEITURES		64,236.00	18,081.00	(46,155.00)	-72%
INVESTMENT EARNINGS					
100-000-3610	Interest	20,000.00	0.00	(20,000.00)	-100%
TOTAL INVESTMENT EARNINGS		20,000.00	0.00	(20,000.00)	-100%
GRANTS/CONTRIB/DONATE SOURCES					
100-000-3651	Regional Park Fees	9,800.00	7,350.00	(2,450.00)	-25%
TOTAL GRANTS/CONT/DON SOURCES		9,800.00	7,350.00	(2,450.00)	-25%
MISC REVENUE					
100-000-3801	IREA Patronage	17,000.00	10,106.86	(6,893.14)	-41%
100-000-3802	Admin Fee - Re-2 Sales Tax	4,500.00	750.00	(3,750.00)	-83%
100-000-3851	Sale Of Assets	5,000.00	15,150.00	10,150.00	203%
100-000-3872	DDA LOAN	110,000.00	0.00	(110,000.00)	-100%
100-000-3879	Other Miscellaneous Revenue	22,300.00	2,724.49	(19,575.51)	-88%
TOTAL MISC REVENUE		158,800.00	28,731.35	(130,068.65)	-82%
TRANSFERS IN					
100-000-3923	From Lodging Tax Fund	165,000.00	17,209.90	(147,790.10)	-90%
100-000-3924	From Conservation Trust Fund	13,000.00	9,045.37	(3,954.63)	-30%
100-000-3941	From Streets CIP Fund	147,950.00	0.00	(147,950.00)	-100%
100-000-3942	From Stormwater Management Fun	147,950.00	0.00	(147,950.00)	-100%
100-000-3951	From Water Utility Fund	198,449.00	49,612.26	(148,836.74)	-75%
100-000-3952	From Wastewater Utility Fund	164,870.00	41,217.51	(123,652.49)	-75%
TOTAL TRANSFERS IN		837,219.00	117,085.04	(720,133.96)	-86%
GENERAL FUND TOTAL		11,687,284.00	3,451,651.66	(8,235,632.34)	-70%

**REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
FUND 210 GRANTS					
VICTIMS ASSIST LAW ENFORCEMENT					
210-221-3370	State Grant - VALE	49,781.00	12,445.35	(37,335.65)	-75%
210-221-3910	Transfer In - General Fund	33,595.00	0.00	(33,595.00)	-100%
TOTAL VALE GRANT REVENUE		83,376.00	12,445.35	(70,930.65)	-85%
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STATE GRANTS					
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STATE GRANT REVENUE TOTAL		0.00	0.00	0.00	0%
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**REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
FUND 215 DOWNTOWN DEVELOP AUTH					
215-000-3115	Tax Increment Property Tax	735,294.00	213,069.49	(522,224.51)	-71%
215-000-3116	Tax Increment Property Tax Aba	(8,000.00)	0.00	8,000.00	-100%
215-000-3610	Interest	1,000.00	0.00	(1,000.00)	-100%
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DOWNTOWN DEV AUTH FUND TOTAL		728,294.00	213,069.49	(515,224.51)	-71%
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REVENUE - BUDGET TO ACTUAL  
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G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
FUND 220 CULTURE & RECREATION					
PARKS & RECREATION					
220-000-3470-1000	Recreation Programs	36,000.00	3,251.00	(32,749.00)	-91%
220-000-3471-1001	Hockey	1,100.00	448.00	(652.00)	-59%
220-000-3471-1002	Basketball	9,400.00	274.00	(9,126.00)	-97%
220-000-3471-1003	Soccer	16,900.00	1,664.77	(15,235.23)	-90%
220-000-3471-1004	Softball	8,500.00	600.00	(7,900.00)	-93%
220-000-3471-1005	Football	580.00	0.00	(580.00)	-100%
220-000-3471-1006	Volleyball	5,100.00	2,493.00	(2,607.00)	-51%
220-000-3471-1007	Tennis	1,540.00	0.00	(1,540.00)	-100%
220-000-3471-1008	Baseball	16,300.00	13,659.56	(2,640.44)	-16%
220-000-3475-1000	Park Rentals	12,100.00	2,409.00	(9,691.00)	-80%
220-000-3477-1000	PR Brochure Advertising	1,300.00	1,810.00	510.00	39%
220-000-3478-1000	PR Special Events	14,100.00	0.00	(14,100.00)	-100%
220-000-3640-1000	PR Contributions/Donations	1,500.00	50.00	(1,450.00)	-97%
220-000-3474-1000	Parks and Rec Merchandise Sale	600.00	65.17	(534.83)	-89%
TOTAL PARKS & REC REVENUE		125,020.00	26,724.50	(98,295.50)	-79%
CULTURAL CENTER					
220-000-3475-2000	Cultural Center Rentals	44,000.00	2,056.00	(41,944.00)	-95%
220-000-3478-2000	Cultural Center Events	77,000.00	4,747.85	(72,252.15)	-94%
220-000-3478-2100	Cultural Center Bar	12,500.00	2,758.50	(9,741.50)	-78%
220-000-3478-2200	CULTURAL CENTER ADDITIONAL SER	6,000.00	0.00	(6,000.00)	-100%
TOTAL CULTURAL CENTER		139,500.00	9,562.35	(129,937.65)	-93%
AQUATIC CENTER					
220-000-3470-3001	Learn to Swim	45,000.00	8,294.00	(36,706.00)	-82%
220-000-3470-3002	Fitness	22,000.00	4,997.00	(17,003.00)	-77%
220-000-3470-3003	Sports	0.00	2,144.00	2,144.00	0%
220-000-3470-3004	Silver Sneakers	8,500.00	0.00	(8,500.00)	-100%
220-000-3470-3005	Concessions	12,000.00	2.00	(11,998.00)	-100%
220-000-3471-3001	Daily Use Fees	120,000.00	10,204.00	(109,796.00)	-92%
220-000-3471-3002	Pass and Punch Cards	169,000.00	16,897.75	(152,102.25)	-90%
220-000-3474-3000	WAC Merchandise Sales	6,000.00	155.00	(5,845.00)	-97%
220-000-3475-3000	WAC Facility Rentals	30,000.00	8,585.00	(21,415.00)	-71%
220-000-3478-3000	WAC Special Events	3,500.00	40.00	(3,460.00)	-99%
220-000-3640-3000	WAC Contributions/Donations	1,000.00	0.00	(1,000.00)	-100%
TOTAL AQUATIC CENTER		417,000.00	51,318.75	(365,681.25)	-88%
OTHER/TRANSFERS IN					
220-000-3910	From General Fund	455,035.00	71,210.89	(383,824.11)	-84%
220-000-3924	From ConservationTrust Fund	75,000.00	11,133.42	(63,866.58)	-85%
TOTAL OTHER/TRANSFERS IN		530,035.00	82,344.31	(447,690.69)	-84%
TOTAL CULTURE AND RECREATION		2,023,225.00	395,464.75	(1,627,760.25)	-80%

**REVENUE - BUDGET TO ACTUAL  
REPORT BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET	
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**REVENUE - BUDGET TO ACTUAL  
 REPORT BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
230 LODGING TAX FUND					
230-000-3160	Lodging Tax	165,000.00	24,444.75	(140,555.25)	-85%
-----					
	LODGING TAX FUND TOTAL	165,000.00	24,444.75	(140,555.25)	-85%
=====					

**REVENUE - BUDGET TO ACTUAL  
 REPORT BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
240 CONSERVATION TRUST FUND					
240-000-3315	CTF - Lottery Proceeds	75,000.00	22,260.56	(52,739.44)	-70%
240-000-3610	Interest	300.00	0.00	(300.00)	-100%
-----					
	TOTAL CONSERVATION TRUS FL	75,300.00	22,260.56	(53,039.44)	-70%
=====					

REVENUE - BUDGET TO ACTUAL  
REPORT BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
410 ST CAPITAL IMPRVMENTS FUND					
TAXES					
410-000-3133	Sales Tax 1%	2,264,633.00	339,466.60	(1,925,166.40)	-85%
410-000-3139	Delinquent Sales Tax Penalty a	1,636.00	288.88	(1,347.12)	-82%
410-000-3654	Transportation Capital Fees	12,500.00	8,688.00	(3,812.00)	-31%
-----					
	TOTAL TAXES AND FEES	2,278,769.00	348,443.48	(1,930,325.52)	-85%
INTERGOVERNMENTAL REVENUE					
-----					
	TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0%
INVESTMENT INCOME					
410-000-3610	Interest On Deposits	13,500.00	0.00	(13,500.00)	-100%
-----					
	INVESTMENT INCOME	13,500.00	0.00	(13,500.00)	-100%
-----					
	ST CAPITAL IMPRVMENTS FUND TOTA	2,532,569.00	395,148.79	(2,137,420.21)	-84%
=====					

**REVENUE - BUDGET TO ACTUAL  
REPORT BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
420 STORMWATER MANAGEMENT FUND					
420-000-3481	Monthly User Charges-Drainage	135,000.00	27,498.97	(107,501.03)	-80%
420-000-3486	Capital Impact Fees-Drainage	22,440.00	14,411.00	(8,029.00)	-36%
420-000-3610	Interest On Deposits	500.00	0.00	(500.00)	-100%
-----					
	TOTAL STORMWATER MGMT FUND	157,940.00	41,909.97	(116,030.03)	-73%
=====					

**REVENUE - BUDGET TO ACTUAL**  
**REPORT BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
510 WATER FUND					
WATER OPERATIONS					
CHARGES FOR SERVICES					
510-342-3461	Metered Sales/Customers	1,725,000.00	333,122.03	(1,391,877.97)	-81%
510-342-3462	Physical Connect Fee	8,400.00	6,185.00	(2,215.00)	-26%
510-342-3463	Delinquent Penalty	5,000.00	4,905.83	(94.17)	-2%
510-342-3464	Sale Of Augmentation Water	29,000.00	1,236.23	(27,763.77)	-96%
510-342-3469	Other Water Revenue	4,500.00	1,337.87	(3,162.13)	-70%
TOTAL CHARGES FOR SERVICES		1,771,900.00	346,786.96	(1,425,113.04)	-80%
INVESTMENT INCOME					
510-342-3610	Interest	40,000.00	0.00	(40,000.00)	-100%
TOTAL INVESTMENT INCOME		40,000.00	0.00	(40,000.00)	-100%
WATER OPERATIONS TOTAL		1,811,900.00	346,786.96	(1,465,113.04)	-81%

**REVENUE - BUDGET TO ACTUAL**  
**REPORT BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
	WATER CAPITAL				
	CHARGES FOR SERVICES				
510-343-3463	Delinquent Penalty	5,000.00	513.40	(4,486.60)	-90%
510-343-3465	Plant Investment (Tap) Fee	277,940.00	127,391.00	(150,549.00)	-54%
510-343-3466	Capital Replacement Fee	170,000.00	37,647.41	(132,352.59)	-78%
	TOTAL CHARGES FOR SERVICES	452,940.00	165,551.81	(287,388.19)	-63%
	INVESTMENT INCOME				
	TOTAL INVESTMENT INCOME	0.00	0.00	0.00	0%
	WATER CAPITAL TOTAL	452,940.00	165,551.81	(287,388.19)	-63%

**REVENUE - BUDGET TO ACTUAL  
 REPORT BY FUND & DEPARTMENT  
 25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
	WATER RIGHTS				
	CHARGES FOR SERVICES				
510-344-3468	Water Rights Fees	11,500.00	7,248.00	(4,252.00)	-37%
	TOTAL CHARGES FOR SERVICES	11,500.00	7,248.00	(4,252.00)	-37%
	INVESTMENT INCOME				
	TOTAL INVESTMENT INCOME	0.00	0.00	0.00	0%
	WATER RIGHTS TOTAL	11,500.00	7,248.00	(4,252.00)	-37%
	WATER FUND TOTAL	6,990,074.00	1,352,110.28	(5,637,963.72)	-81%

REVENUE - BUDGET TO ACTUAL  
REPORT BY FUND & DEPARTMENT  
25.00 % Yr Complete For Fiscal Year: 2021 / 3

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
520 WASTEWATER FUND					
WASTEWATER OPERATIONS					
CHARGES FOR SERVICES					
520-347-3471	Sewer Charges	1,073,000.00	226,445.36	(846,554.64)	-79%
520-347-3472	Physical Connect Fee	600.00	525.00	(75.00)	-13%
520-347-3473	Delinquent Penalty	5,000.00	513.40	(4,486.60)	-90%
520-347-3478	Divide Operations Contract	105,662.00	17,874.00	(87,788.00)	-83%
520-347-3479	Other Wastewater Revenue	750.00	1,106.35	356.35	48%
TOTAL CHARGES FOR SERVICES		1,185,012.00	246,464.11	(938,547.89)	-79%
INVESTMENT INCOME					
520-347-3610	Interest	30,000.00	0.00	(30,000.00)	-100%
TOTAL INVESTMENT INCOME		30,000.00	0.00	(30,000.00)	-100%
WASTEWATER OPERATIONS TOTAL		1,215,012.00	246,464.11	(968,547.89)	-80%

**REVENUE - BUDGET TO ACTUAL**  
**REPORT BY FUND & DEPARTMENT**  
**25.00 % Yr Complete For Fiscal Year: 2021 / 3**

G/L ACCOUNT NUMBER	G/L ACCOUNT DESCRIPTION	AMENDED BUDGET	YTD ACTUAL UNAUDITED	BUDGET VARIANCE	REVENUE AS % OF BUDGET
	WASTEWATER CAPITAL				
	CHARGES FOR SERVICES				
520-348-3473	Delinquent Penalty	5,000.00	513.40	(4,486.60)	-90%
520-348-3475	Plant Investment Fee	174,060.00	105,898.00	(68,162.00)	-39%
520-348-3476	Capital Replacement Fee	637,000.00	125,188.93	(511,811.07)	-80%
	INVESTMENT INCOME				
	WASTEWATER CAPITAL TOTAL	816,060.00	231,600.33	(584,459.67)	-72%
	WASTEWATER FUND TOTAL	2,031,072.00	478,064.44	(1,553,007.56)	-76%

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is made and entered into this 14th day of May, 2021 by and between the **CITY OF WOODLAND PARK, COLORADO**, a Colorado municipal corporation (“City”), and **Logan, Thomas & Johnson, LLC 413 Wilcox Street, Suite 204, Castle Rock, CO 80104** (“Contractor”).

WHEREAS, the City desires that Contractor perform the Services of Logan, Thomas & Johnson, LLC as an independent contractor, in accordance with the provisions of this Agreement, and more fully described in **Section 1** of this Agreement; and

WHEREAS, Contractor desires to perform such duties pursuant to the terms and conditions provided for in this Agreement; and

WHEREAS, the parties hereto desire to set forth certain understandings regarding the services in writing.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Services. The City agrees to retain Contractor to provide the services set forth herein, further specified as Interim Finance Director/City Treasurer services (“Services”), and Contractor agrees to so serve. Contractor warrants and represents that it has the requisite authority, capacity, experience, and expertise to perform the Services in compliance with the provisions of this Agreement and all applicable laws and agrees to perform the Services on the terms and conditions set forth herein.

2. Consideration. The City agrees to compensate Contractor, in the following amount/rate of \$135.00 per hour. The City shall make payment within thirty (30) days of receipt and approval of invoices submitted by Contractor, which invoices shall be submitted to the City not more frequently than monthly and which shall identify the specific Services performed for which payment is requested. In no event shall payment exceed \$40,000 unless authorized in writing by the City.

3. Term. The Term of this Agreement shall be effective as of the date of its execution by both parties, as dated above until the Agreement is terminated pursuant to Section 8 of this Agreement; provided, however, that to the extent that the term of this Agreement exceeds one fiscal year, the obligations described herein shall be subject to annual appropriation by the City Council, at its sole discretion.

4. Outside Support Services and Sub-Contractor. Any sub-contractors shall be pre-approved by the City. A rate sheet for each sub-contractor shall be provided to the City.

5. Independent Contractor. The parties agree that the Contractor is an independent contractor and shall not be considered an employee, agent, or servant of the City for any purpose. Contractor is not entitled to workers’ compensation benefits from the City and is obligated to pay federal and state income tax on any money earned pursuant to this Agreement. The parties further

agree and understand that as an independent contractor, Contractor does not receive the protections of the Colorado Government Immunity Act, that the Contractor is responsible for their own liability insurance, and that the City's insurance coverage does not extend to independent contractors or to the Contractor.

6. Insurance Requirements. Contractor shall procure and keep in force during the duration of this Agreement a policy of comprehensive general liability insurance insuring Contractor and naming the City as an additional insured against any liability for personal injury, bodily injury, damages to property, or death arising out of the performance of the Services with at least One Million Dollars (\$1,000,000) each occurrence. The limits of said insurance shall not, however, limit the liability of Contractor hereunder.

7. Indemnification. Contractor hereby covenants and agrees to indemnify, save, and hold harmless the City, its officers, employees, and agents from any and all liability, loss, costs, charges, obligations, expenses, attorney's fees, litigation, judgments, damages, claims, and demands of any kind whatsoever arising from or out of any negligent act or error and omission or other tortious conduct of Contractor, its officers, subcontractors, employees, or agents in the performance or nonperformance of its obligations under this Agreement.

8. Termination. The City or the Contractor may terminate this Agreement at any time by providing a minimum thirty (30) calendar days' written notice to the other party. If the parties have mutually determined that the work has become infeasible, the parties agree to terminate the Agreement in accordance with this Section. In the event this Agreement is terminated, the Contractor shall be compensated for all work performed to date based on estimate percentage of completion, including the percentage of any and all work items begun but not completed.

9. Entire Agreement. This Agreement, along with any addendums and attachments hereto, constitutes the entire agreement between the parties. The provisions of this Agreement may be amended at any time by the mutual consent of both parties. The parties shall not be bound by any other agreements, either written or oral, except as set forth in this Agreement.

10. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and venue for any action instituted pursuant to this Agreement shall be in the County of Teller, State of Colorado.

11. Authority. Each person signing this Agreement, and any addendums or attachments hereto, represents and warrants that said person is fully authorized to enter into and execute this Agreement and to bind the party it represents to the terms and conditions hereof.

12. Governmental Immunity Act. No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.*

13. Assignability. Contractor shall not assign this Agreement without the City's prior written consent.



CITY OF WOODLAND PARK, COLORADO

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

CONTRACTOR:

By: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF COLORADO            )  
  ) ss.  
COUNTY OF \_\_\_\_\_        )

The foregoing Agreement for Professional Services was acknowledged before me this \_\_\_\_  
day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

Witness my hand and official seal.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## Attachment A: Scope of Work

CONTRACTOR shall provide employee(s) to provide interim Finance Director services to include but not be limited to research, analysis, report writing, training and other services as needed by CITY (“Services”). CONTRACTOR’s employees shall be located at Woodland Park City Hall, 220 W. South Avenue, Woodland Park, Colorado, 80863. CONTRACTOR’s employees shall follow all CITY accounting practices and budgeting requirements while performing services. CONTRACTOR’s employees shall coordinate with each other so each task is accomplished in timely and cost-effective manner.

CONTRACTOR’s employee(s) will be issued temporary contractor badges to gain access to approved facilities. CONTRACTOR employee(s) will be granted access to CITY computer networks or other operating networks. CITY shall provide CONTRACTOR’s employee(s) with laptop computers to be used for this scope of work.

<b>Examples of job duties of Interim Finance Director</b>	<b>Frequency</b>
<b><i>Accounting</i></b>	
• Completion of 2020 year-end audit including single audit	One-time
• Statement of expenditures report	Monthly
<b><i>Budget</i></b>	
• Initiation of 2022 annual budget process	Annually
• Budget to actuals report	Monthly
• Sales, use, and lodging tax report	Monthly
• Five-year long-term financial plan	One-time
• Capital improvement five-year plan	One-time
• Installation of programmatic budget	One-time
• Creation of financial policy documents	One-time
<b><i>Debt/Cash Management</i></b>	
• Payment of annual debt service	Bi-annually
<b><i>Other/miscellaneous</i></b>	
• Day-to-day supervision of Finance Department staff (4 FTE; one part-time contractor)	Ongoing
• Staff training	As needed
• Miscellaneous administrative tasks	As needed





# City of Woodland Park Staff Report for City Council

**First Reading: June 3, 2021**

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
8.A.	Parks and Recreation	Cindy Keating Parks and Recreation Director

## **AGENDA ITEM**

Ordinance No. 1398, Series 2021 on initial posting, amending Chapter 14 of the Woodland Park Municipal Code to repeal and reenact Section 14.04.030 #25 concerning hours of closure of City Parks and set the public hearing for June 17, 2021.

## **BACKGROUND**

The Police Department approached the Parks and Recreation Department requesting a review of park hours and posting hours consistently throughout the parks. The current City Municipal Codes states that parks are closed from 11:00 p.m.-Sunrise. The Parks and Recreation Advisory Board recommends that Neighborhood Parks follow the seasons and be closed from dusk to dawn and both the Sports Complex and Community Park, due programming and rentals, remain closed from 10:00 p.m. to dawn. The Police Department supports the recommended changes in park closures.

## **PARKS AND RECREATION ADVISORY BOARD**

On February 10, 2021 the Parks and Recreation Advisory Board voted unanimously to *Update the City Municipal Code, Parks Code, to state all Neighborhood Parks are closed from dusk to dawn; Community Parks and Sport Complexes are closed from 10:00 p.m. to dawn by ordinance to be approved by City Council.*

## **RECOMMENDATION**

Move to approve first reading of Ordinance No. 1398, Series 2021 and set the public hearing for June 17, 2021.

## **ATTACHMENTS**

- Ordinance No. 1398, Series 2021
- Minutes from February 10, 2021 Parks and Recreation Advisory Board meeting

**CITY OF WOODLAND PARK, COLORADO**  
**ORDINANCE NO. 1398, SERIES 2021**

AN ORDINANCE AMENDING CHAPTER 14 OF THE WOODLAND PARK MUNICIPAL CODE TO REPEAL AND REENACT SECTION 14.04.030 #25 CONCERNING HOURS OF CLOSURE OF CITY PARKS

**WHEREAS** the City Council of the City of Woodland Park finds, determines, and declares that it is in the public's best interests to provide amended park hours for neighborhood, sport complex and community parks, and

**WHEREAS** the City Council of the City of Woodland Park finds, determines, and declares that it is necessary to make amendments to the City of Woodland Park Code to ensure proper enforcement of neighborhood, sport complex and community park hours.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO:**

**Section 1.** The Woodland Park Municipal Code § 14.04.030 (25) is repealed and reenacted as follows:

25. PARKS CLOSED – Neighborhood Parks are closed from dusk to dawn; Community Parks and Sport Complexes are closed from 10:00 p.m. to dawn. It is unlawful for any person to remain in any park or park building outside of these hours other than a City employee in the performance of their duty or persons participating in City sponsored activities or with the written consent of the Director.

**Section 2. Interpretation.** This Ordinance shall be so interpreted and construed as to effectuate its general purpose. Article and section headings of the Ordinance shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or extent of the provisions of any article or section thereof.

**Section 3. Savings Clause.** Should any article, section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

**Section 4. Effective Date.** This Ordinance shall be in full force and effect from after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Honorable Mayor Pro Tem LaBarre

ATTEST:

\_\_\_\_\_  
Suzanne Leclercq, City Clerk

**Parks and Recreation Advisory Board  
Virtual Zoom Meeting  
February 10, 2021  
Minutes**



- I. **Call to Order and Roll Call.** Webb called the meeting to order. Members present were Teri Baldwin, Bob Barth, Don Dezellem, Jerry Smith, and Susan Janicki. Council Liaison Kellie Case and staff member Cindy Keating were present.
- II. **Approval of Minutes.** Dezellem motioned to approve minutes from January 13, 2021 meeting. Janicki second. Motion carried 6-0.
- III. **Reports.**
  - A. **Parks and Recreation Staff Report.** Keating reviewed the monthly report. With no questions from the board Keating reported:
    - Youth Volleyball registration deadline has been extended due to low registration numbers.
    - An Easter Egg Coloring Contest will be held March 17-April 2. The Parks and Recreation Advisory Board will pick the winners at the April 14 meeting.
    - UPCC will host a Teller Count Public Health vaccine clinic on February 18 with the second round of vaccines scheduled on March 18.
    - We are looking for a tennis instructor and track and field coach.
    - Woodland Swim Academy will start back up on March 1.
    - Board terms will expire in April for Bob, Don and Jeff
- IV. **Old Business.** None
- V. **New Business.**
  - A. **Review Park Hours in Parks Code.** Keating reported park hours are posted inconsistently in our parks, making it difficult for enforcement and the City Municipal Code states that parks are closed from 11:00 p.m. to Sunrise. Currently, our sports complex closes at 10:00 p.m. in respect for the neighbors surrounding the park. It makes more sense for the neighborhood park hours to follow the seasons with a Dusk to Dawn closure in respect of the neighbors. Webb was concerned for the citizen that wants to run a trail or walk through a park before sunrise and/or after dusk. Case explained that the code is used as a tool for enforcement, the Police Department does not go out looking specifically for those using the parks or trails outside open hours. However, it does provide the tool to stop and talk to someone, checking on their wellness, etc. **Webb motioned to update the City Municipal Code, Parks Code to state all Neighborhood parks are closed from dusk to dawn; Community Parks and Sport Complexes are closed 10:00 p.m. to dawn by resolution to be approved by City Council. Baldwin second. Motion carried 6-0.**
- VI. **Public Comments Not on the Agenda.** Webb mentioned someone interested in Field Hockey. Baldwin suggested a “Kudos” page on the City website.
- VII. **Adjourn.**

Submitted by:  
Cindy Keating, CPRP  
Parks and Recreation Director



# City of Woodland Park City Council Memo

**Public Hearing: June 3, 2021, 7pm**

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
9.A.	Planning	Sally Riley, AICP Planning Director

## **AGENDA ITEM**

Approve Ordinance No. 1395, Series 2021 amending Chapter 15.02 of Municipal Code of the City of Woodland Park by adopting by reference the Pikes Peak Regional Building Code, 2017 Edition, 2<sup>nd</sup> Printing to accommodate the timely adoption of the Colorado State Electrical Codes and Colorado State Plumbing Codes.

## **BACKGROUND**

1. On March 9, 2021, PPRBD requested that the City of Woodland Park adopt the Pikes Peak Regional Building Code, 2017 Edition, **2<sup>nd</sup> Printing** to accommodate the timely adoption of the Colorado State Electrical Codes and Colorado State Plumbing Codes.
2. Only the electrical and plumbing trades are regulated and licensed by the State. Several years ago, the State Legislature passed a law that the State shall be on the most recent codes for these two trades. For electricians it is the 2020 National Electrical Code (2020 NEC, aka NFPA70), and for plumbers it is the 2021 National Plumbing Code (2021 NPC).
3. The local jurisdictions must honor the State's adoption of the most current electrical and plumbing codes, although the local building departments may choose to adopt more stringent codes.
4. On May 6, 2021, the City Council approved Ordinance No. 1395 with edits to Section 2 regarding code conflicts.
5. The 2020 NEC and 2021 NPC are required to be adopted no later than June 13<sup>th</sup>.

## **BOARD OF REVIEW**

On April 15, 2021, the Board of Review held a public hearing to recommend approval of Ordinance No. 1395. After conducting a proper public hearing, the BOR voted unanimously to adopt the State Electrical and Plumbing Codes as referenced in Pikes Peak Regional Building Code, 2017 Edition, 2<sup>nd</sup> printing. Draft minutes are attached.

## **RECOMMENDATION**

Approval of Ordinance No. 1395, Series 2021.

## **ATTACHMENTS**

- Ordinance No. 1395, Series 2021
- Minutes (draft) from the April 15, 2021 Board of Review public hearing

**CITY OF WOODLAND PARK, COLORADO**  
**ORDINANCE NO. 1395, SERIES 2021**

AN ORDINANCE AMENDING CHAPTER 15.02 OF THE MUNICIPAL CODE OF THE CITY OF WOODLAND PARK BY ADOPTING BY REFERENCE THE PIKES PEAK REGIONAL BUILDING CODE, 2017 EDITION, 2<sup>ND</sup> PRINTING, WHICH ADOPTED BY REFERENCE, CERTAIN SECONDARY CODES, CONTAINING AUTHORITY TO ADOPT AMENDMENTS OR REVISIONS TO ANY REGULATIONS, STANDARDS, CODES, STUDIES, ADOPTED IN THE CODE BY REFERENCE, AS PROMULGATED BY THE FEDERAL GOVERNMENT OR THE STATE OF COLORADO, OR BY ANY AGENCY OF EITHER OF THEM, BY REFERENCE, AS IF FULLY SET FORTH THEREIN, WITHOUT FURTHER ACTION BY THIS JURISDICTION AND DECLARED TO BE A PART OF THE ADOPTING RESOLUTION OR ORDINANCE.

WHEREAS, pursuant to the Inter-governmental Agreement (IGA) between the City of Woodland Park and Pikes Peak Regional Building Department, approved by City Council on November 7, 2018, Pikes Peak Regional Building Department provides certain building department services to the City of Woodland Park; and

WHEREAS, pursuant to Ordinance 1321, Series 2018, the City Council for the City of Woodland Park adopted, by reference, the Pikes Peak Regional Building Code, 2017 Edition, 1<sup>ST</sup> Printing (the “2017 Edition, 1<sup>ST</sup> Printing of the Code”); and

WHEREAS, in accordance with Sections 12-20-204, 12-115-107(2)(a), and 24-4-103, Colorado Revised Statutes (C.R.S.), the State of Colorado Electrical Board formally adopted the 2020 edition of the National Electrical Code (NEC) as the State Electrical Code with an effective date of August 1, 2020. Further, the State of Colorado Plumbing Board adopted the 2018 edition of the International Plumbing Code (IPC), as amended, on June 14, 2020; and

WHEREAS, under authority granted by the State of Colorado, local jurisdictions (and in this case, specifically Pikes Peak Regional Building Department) may and do(es) administer the State Electrical Code and State Plumbing Code as an agent of the State; and

WHEREAS, C.R.S. §§ 12-115-107(2)(j) and (k) require an incorporated town, city, or county to adopt and enforce the State Electrical Code within twelve (12) months of adoption by the State Electrical Board. Further, C.R.S §§ 12-155-105(1)(l) and (m) require an incorporated town, city, or county to adopt and enforce the State Plumbing Code within twelve (12) months of adoption by the State Plumbing Board; and

WHEREAS, in accordance with State of Colorado requirements and the Pikes Peak Regional Building Code, 2017 Edition, as amended, Pikes Peak Regional Building Department will adopt and enforce the State of Colorado Electrical Code effective as of July 31, 2021, and the State of Colorado Plumbing Code effective as of June 13, 2021; and

WHEREAS, Pikes Peak Regional Building Department has promulgated a 2<sup>ND</sup> Printing of the Pikes Peak Regional Building Code, 2017 Edition, as amended (the “2017 Edition, 2<sup>ND</sup> Printing of the Code”), addressing building regulations to ensure life safety and welfare of the City of

Woodland Park community through efficient and consistent application of adopted codes and standards, and more specifically, addressing changes mandated by the State of Colorado with regard to adoption of the 2020 edition of the National Electrical Code (NEC) as the State Electrical Code, and the 2018 edition of the International Plumbing Code (IPC), as amended, requiring amendments to the Preface of the Code, which, in accordance with Section 31-16-207, C.R.S., are fully set forth herein; and

WHEREAS, in accordance with C.R.S. § 31-16-206, responsibility to maintain copies for inspection by the public is hereby delegated to the Regional Building Official, and three (3) copies of the 2017 Edition, 2<sup>nd</sup> Printing of the Code, are on file and available in the office of the Regional Building Official, Pikes Peak Regional Building Department, 2880 International Circle, Suite 100, Colorado Springs, Colorado 80910, and may be inspected or purchased by the public during regular business hours; and

WHEREAS, the City Council of Woodland Park finds it to be in the best interest of the citizens to amend Chapter 15.02 of the Woodland Park Municipal Code by adopting, by reference, the amendments in the 2017 Edition, 2<sup>nd</sup> Printing of the Code.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

**Section 1. Adoption of the 2017 Edition, 2<sup>nd</sup> Printing of the Code.** The 2017 Edition, 2<sup>nd</sup> Printing of the Code is hereby adopted by reference and accordingly §15.02.010 of the Municipal Code of the City of Woodland Park is hereby amended to read as follows:

**15.02.010 Adoption.** The Pikes Peak Regional Building Code, 2017 Edition, **2<sup>nd</sup> Printing**, promulgated and published by the Pikes Peak Regional Building Commission, 2880 International Circle, Colorado Springs, Colorado, 80910, exclusive of Appendices A-I, is hereby adopted by reference as set out in this codification with, however, the amendments set forth in this Chapter and in accordance with Ordinance 1321, Series 2018.

**Section 2. Conflicts.** If any conflicts exist between the 2017 Edition, 2<sup>nd</sup> Printing of the Code adopted herein and the Woodland Park Municipal Code or the Woodland Park Engineering Specifications, the 2020 National Electrical Code and 2018 International Plumbing Code shall take precedence unless the local Woodland Park codes and specifications are more stringent.

**Section 3. Savings Clause.** Should any article, section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

**Section 4. Effective Date.** This Ordinance shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR PRO-TEM Hilary LaBarre

ATTEST:

\_\_\_\_\_  
CITY CLERK, Suzanne Leclercq

**WOODLAND PARK BOARD OF REVIEW**  
**MEETING MINUTES**  
**City Hall Council Chambers**  
**Regular Meeting on April 15, 2021**  
**3:30 PM**

*Due to the COVID-19 pandemic, this meeting was a hybrid in-person and virtual electronic meeting. A Zoom® link for participation was posted on the front-page of the City website. Public input in the form of written comment submitted in advance of the meeting was strongly encouraged and accommodation for public comment in real time at the meeting was made.*

- I. CALL TO ORDER AND ROLL CALL:** The meeting was called to order called at approximately 3:41 p.m. Physically present were Chairman Mac McVicker and Vice-Chair Jeff Smith. Regular members Derrick Carpenter and Jeff Cahill attended via Zoom® virtual video. Regular member Jim Olsen and Alternate member Matt Cockroft were absent. The City’s Planning Director Sally Riley and Planning & Building Technician David Burgess were physically present. Pikes Peak Regional Building Department (PPRBD) personnel that participated by Zoom® virtual video were; Roger Lovell, Building Official, Dean Wemmer, Chief Electrical Inspector, and Joel Segura, Chief Plumbing Inspector. There were other PPRBD administrators and personnel standing by who did not participate in the discussion.
- II. PLEDGE OF ALLEGIANCE:** Chairman McVicker led the Pledge of Allegiance.
- III. ELECTION OF OFFICERS:** Jeff Cahill nominated Mac McVicker for Chairman, and Derrick Carpenter seconded. For Vice-Chair, Jeff Cahill nominated Derrick Carpenter. Mr. Carpenter nominated Mr. Cahill, who declined the nomination. Jeff Smith seconded the nomination of Mr. Carpenter. Both nominees were elected unanimously. These positions are valid until December 31, 2021.
- IV. APPROVAL OF MEETING MINUTES:** The August 8, 2020 minutes were approved unanimously as presented.
- V. CONSENT ITEMS:** None.
- VI. COMPLAINTS:** None.
- VII. VARIANCE OR APPEAL HEARINGS:** None.
- VIII. UNFINISHED BUSINESS:** None.
- IX. NEW BUSINESS:**
- A.** Request to recommend approval of an ordinance by City Council to adopt Pikes Peak Regional Building Code, 2017, 2nd Printing, to accommodate timely adoption of the Colorado State Electrical Code and the Colorado State Plumbing Code.

Chairman McVicker explained that only the electrical and plumbing trades are regulated by the state. Several years ago, the state legislature passed a law now codified in the Colorado Revised Statutes (C.R.S.) that the state shall be on the most recent codes for these two trades. For electricians it is the 2020 National Electrical Code (2020 NEC, aka NFPA70), and for plumbers it is the 2021 National Plumbing Code (2021 NPC). Chairman McVicker requested comments from the Board.

Mr. Cahill stated he had read both code versions in their entirety, and that he found nothing objectionable with them.

Chairman McVicker noted that Mr. Burgess had sent an email to most of the local contractors and design professional that he had contact information for, informing them of the proposed code changes and inviting them to attend today's meeting. None of which were present for comment, either in person or by Zoom® virtual video, and no comments were received by the City.

Chairman McVicker stated that the Board has the choice to either adopt the codes as written, or to amend the codes, so long as the amendments are more stringent than what the code dictates. Chairman McVicker solicited further discussion or comment. None was forthcoming.

**MOTION:** Mr. Cahill moved to adopt the codes as proposed. Mr. Smith seconded the motion. Motion carried unanimously. Director Riley stated this will now go before the city council for their consideration of adoption. The first reading of the ordinance will be on May 6, 2021. Since these codes are adopted by reference, the city charter requires that there be at least a 21-day notice period. Therefore, the public hearing will be on June 3, 2021. The codes are required to be adopted no later than June 13, 2021. She invited the attending PPRBD personnel to provide comment.

Roger Lovell, Building Official, said he had several staff standing by, and that they were prepared to assist in any way they could. Chairman McVicker asked what the response has been from other jurisdictions in adopting these codes. Mr. Lovell stated that all other jurisdictions PPRBD serves have already adopted these new codes. He further explained PPRBD is required to enforce any state or federal codes as they are adopted and put forth by the federal government, such as the floodplain code. PPRBD does not do floodplain administration for the City of Woodland Park, but they do for the other jurisdictions. He said that Joel Segura, Chief Plumbing Inspector, was involved with the State Plumbing Board and was successful in negotiating amendments to the plumbing code that provided relief from some of the provisions, and that the new plumbing code contains overall advantages.

Mr. Lovell noted that one of the big changes to the electrical code is the requirement that there be a disconnect outside of a new home. Woodland Park's electrical purveyor (Intermountain Rural Electric Association, aka IREA) already requires this, so this places the city a step ahead of other jurisdictions with compliance, and minimizes the impact from the new code to the city. This is advantageous for Woodland Park, whereas some of the other jurisdictions will need to address and work through compliance. The state has adopted and requires enforcement of these codes. He echoed Chairman McVicker that the Board has other choices; to amend the codes to be more restrictive, or not enforce the codes. If PPRBD chooses not to enforce the codes, the state would issue a cease and desist order, and would take over enforcement of the codes. Woodland Park would then still be under the exact same codes, but the codes would now be enforced by the state, and inspections would take place once a week, rather than on the same day as PPRBD currently does. Mr. Lovell stated that PPRBD is trying to provide the best service possible to continue same day inspections, and do so in compliance with the required state codes.

Mr. Cahill asked if the public now has access to shut off the power, potentially disabling alarm systems. Mr. Lovell replied that while the outside disconnect is required, it can be locked by the owner. He added that the city is already in compliance with this provision of the code. He then introduced Dean Wemmer, Chief Electrical Inspector.

Mr. Wemmer explained that IREA is one of six utility providers that PPRBD works with, and that IREA already requires a compliant disconnect. He stated that approximately 95% of all services in the Woodland Park are properly equipped. IREA requires that the disconnect be on a pole or in the pedestal that IREA provides. These pedestals are equipped to accommodate the disconnect. The NEC requires that the disconnect be in a readily accessible outdoor location, and does not have to be on the building itself, and nothing in the code dictates a specific distance from the home. The disconnect also has to be clearly identified. For Woodland Park, this just means the addition of a label that identifies the disconnect as “emergency disconnect/service disconnect”. There are no other additional requirements for identifying where the disconnect is located on the property. There is nothing in the code that prohibits the panel that houses the disconnect from being locked. There are some builders who install an all-in-one, or a meter main on a house, where the disconnect and all the branch circuits are on the outside of the home. Those panels all have covers with a hasp that can be locked by the owner.

Mr. Cahill asked Mr. Segura about graywater systems that collect wastewater from plumbing fixture drains, excluding toilets, but including shower drains, and if this takes into account the possibility of introducing urine into the system. He asked if that percentage of discharge is of no concern, or if this was this overlooked in the code.

Mr. Segura replied that the state plumbing code would allow a path for graywater systems, but there are few situations where this has been done, since the individual jurisdictions would also require approval from their respective water, wastewater, and health departments. He is not aware of any graywater systems under PPRBD’s authority, except for the Pikes Peak Summit House, where they have their own wastewater treatment plant that was approved by the state.

**X. DISCUSSION OR COMMENT:** None.

**XI. ADJOURNMENT:** Chairman McVicker adjourned the meeting at approximately 4:01 p.m. by unanimous voice consent.

Recorded by:

\_\_\_\_\_  
David J. Burgess, Planning & Building Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mac McVicker, Chair

**CITY COUNCIL**  
**June 3, 2021**  
**Council Agenda Item No. 10 A.**

**TO: MAYOR PRO-TEM LABARRE AND CITY COUNCIL**

**FROM: SUZANNE LECLERCQ, CITY CLERK**

**DATE: May 27, 2021**

**RE: Approval of the dedication of a Memorial Plaque for Mayor Val Carr**

**BACKGROUND:** As Council will recall Resolution No. 874, Series 2021 Establishing the Naming and Memorial Committee was adopted by Council on April 15, 2021.

City Manager Michael Lawson received a letter from Commissioner Dan Williams asking that the existing pavilion in Memorial Park be dedicated to honor the memory of Mayor Val Carr.

On May 20, 2021 the Memorial/Naming Committee met. As per Resolution No. 874 the Committee members consist of City Manager, Michael Lawson, City Clerk, Suzanne Leclercq, Parks and Recreation Director, Cindy Keating, Mayor Pro-tem Hilary LaBarre and Councilmember Case. The Committee reviewed the request from Commissioner Williams and would like to ask Council to approve this Memorial Plaque to be placed at the pavilion in Memorial Park. I have attached the letter of request from Commissioner Williams.

Memorial Dedication Committee  
Woodland Park, Colorado

8 May 2021

Dear Committee Members;

I am writing to ask you to strongly consider dedicating the existing pavilion in Memorial Park to the honored memory of the former Mayor of Woodland Park, James Val Carr Jr.

He was born May 6, 1949 and left us due to complications brought on by COVID 19 on February 16, 2021. He died in the service of our community and while serving as the Mayor of Woodland Park, Teller County's largest incorporated city. To my knowledge, Val is the only actively serving Mayor to have died from COVID-19 in our Nation.

Val honorably served our community as part of the Woodland Park city council as a councilman and the mayor pro tem. He also served as a Teller County planning commissioner, was on the board of adjustment, the Teller County Senior Coalition, the Ute Pass Stampede Rodeo, Main Street, the Mountain Arts Council, the Opera Theatre of the Rockies, was a Trustee of the Methodist Church and as a member of the Rampart Rock 'n Jazz. He was elected to represent the interests of the citizens of Woodland Park as its Mayor in April of 2019.

Val was also a dedicated, vocal, and visible supporter of Teller County and Woodland Park Veterans and Veteran organizations. He was a familiar face and speaker at Veterans events including Veterans Day, Memorial Day and other patriotic celebrations. His message was one of healing and bringing us together and of recognizing our place in history and the opportunities for progress presented to each and every one of us.

Val Carr was my friend and a friend to many. Whether seeking or providing advice on governance, challenges or opportunities in our community, or just reaching out with a word of encouragement, Mayor Val Carr impacted me and so many others in a positive way.

Dying in the service of our community and his countless contributions from an unseen enemy with so much left to give is worthy of this recognition. A dedication which will remind each of us that life is fleeting and that we ought to leave it better than we found it, be kind to others, and lead by personal example in all things.

Please favorably consider this request to dedicate the pavilion, a place where we gather multiple times a year for many events, with America's mountain, Pikes Peak as a back drop, and now, the memory of an honorable man enshrined for perpetuity as an inspiration to us all.

A handwritten signature in black ink, appearing to read "Dan Williams". The signature is fluid and cursive, with the first name "Dan" written in a larger, more prominent script than the last name "Williams".

Dan Williams

Vice Chairman Teller County Board of County Commissioners