

CITY OF DACONO
MONDAY, MARCH 26, 2018
6:00PM

- I. **Roll Call**
- II. **Pledge Of Allegiance**
- III. **Public Comments On Issues Not Scheduled On Agenda**
- IV. **Consent Agenda**

(Before asking for a motion to approve the consent agenda, the Mayor shall read aloud:

“The following items on the consent agenda are considered to be routine business matters by the Council that can be decided without discussion, and will be enacted with a single motion and a single vote “

[read aloud items on consent agenda]

“Any Council Member may request removal of any item they do not want to consider without discussion or wish to vote “no” on, without jeopardizing the approval of other items on the consent agenda. Items removed will be placed under the General Business category, in the order they appear on the agenda”)

IV.A. IV-A Minutes Of The March 12, 2018 Regular Meeting

Documents:

[IV-A MIN MARCH 12, 2018.PDF](#)

IV.B. IV-B Accounts Payable Dated March 26, 2018 In The Amount Of \$185,317.69

Documents:

[IV-B ACCOUNTS PAYABLE MARCH 26, 2018.PDF](#)

IV.C. IV-C Acknowledging Receipt Of The February 2018 Financial Statements

Documents:

[IV-C FEBRUARY FINANCIAL STATEMENTS.PDF](#)

IV.D. IV-D Approval Of Resolution 18-29, Approving An Interim Agreement With American Disposal For Trash Removal And Recycling Services

Documents:

[IV-D RES 18-29 AMERICAN DISPOSAL INTERIM AGREEMENT.PDF](#)

V. General Business

V.A. V-A Consideration And Approval Of Resolution 18-30, Amending The Standards And Specifications For The Design And Construction Of Public Improvements To Update Road Design And Technical Criteria

Documents:

[V-A. RESOLUTION 18-30 AMENDING STANDARDS AND SPECS.PDF](#)

VI. Staff Reports

VII. Council Members

Chris Baca	Robin Dunlap
Bobby Mauck	Debbie Nasta
Kevin Plain	Kathryn Wittman
Mayor Joe Baker	

VIII. Adjournment

City of Dacono
City Council Meeting Minutes
Monday, March 12, 2018

Members Present

Chris Baca
Joe Baker, Mayor
Robin Dunlap
Debbie Nasta
Kevin Plain
Kathryn Wittman

Members Absent

Bobby Mauck, unexcused

Staff Present

AJ Euckert, City Manager
Valerie Taylor, City Clerk
Jennifer Krieger, Community Development Director

Public Comment on Issues Not Scheduled on Agenda *(Any documents presented to City Council at the meeting will be kept in the City Clerk's office and will be available for viewing.)*

None

Consent Agenda

- a. Minutes of the February 26, 2018 Regular Meeting.
- b. Accounts Payable dated March 12, 2018 in the amount of \$199,917.44.
- c. Approval of Resolution 18-26, approving a Professional Services Agreement with Smith Environmental.
- d. Approval of Resolution 18-27, approving expenditure in the amount of \$9,914.00 for the 2018 Lexipol Policy Manual, Daily Training Bulletins and Update Management and Daily Training Bulletin Services.

Council Member Plain moved to approve the consent agenda as presented. The vote was unanimous with Mayor Baker declaring the motion carried.

General Business

Public hearing and approval of Resolution 18-28, approving a preliminary plat for Sweetgrass Filing 4.

Mayor Baker opened the public hearing.

Susan Wade, 1500 West Canal Court, Littleton, CO with was sworn in by City Clerk Valerie Taylor and presented a report.

Council Member Nasta asked if Filing 4 would be the same builder. Ms. Wade said yes it will be KB Homes.

Council Member Nasta asked about the prices of the homes. Ms. Wade stated that she didn't know the answer to that question.

Jennifer Krieger, Community Development Director presented her report. She asked that following documents be entered into the record: Staff report- dated March 12, 2018, Dacono Municipal Code, Application and supporting documents, Revised preliminary plat dated February 27, 2018, Amended Masterplan/P.U.D. for Sweetgrass Subdivision- Recorded 3/27/2014 by Reception No. 4004912 and Standard and Specifications for the Design and Construction of Public Improvements- 2015.

With no further comments Mayor Baker closed the public hearing.

Council Member Dunlap moved to approve Resolution 18-28, approving a preliminary plat for Sweetgrass Filing 4. The vote was unanimous with Mayor Baker declaring the motion carried.

Consideration and approval of Ordinance 843, amending Chapter 16, Article 30 Non-residential Design Standards, 1st reading.

Jennifer Krieger, Community Development Director presented her report.

Council Member Wittman moved to approve Ordinance 843, amending Chapter 16, Article 30 Non-residential Design Standards, 1st reading. The vote was unanimous with Mayor Baker declaring the motion carried.

Consideration and approval of Ordinance 844, amending Chapter 16, Article 24 Regarding Site Plans, 1st reading.

Jennifer Krieger, Community Development Director presented her report.

Council Member Dunlap moved to approve Ordinance 844, amending Chapter 16, Article 24 Regarding Site Plans, 1st reading. The vote was unanimous with Mayor Baker declaring the motion carried.

Consideration and approval of Ordinance 845, regarding Beekeeping in the City, on 1st reading.

AJ Euckert, City Manager presented his report.

Council Member Plain moved to approve Ordinance 845, regarding Beekeeping in the City, on 1st reading. The vote was unanimous with Mayor Baker declaring the motion carried.

Staff Reports

AJ Euckert – He stated that today we swore in two new police officers; we have also extended conditional offers to two others. We are getting the Police Department back up to full force. Elf Grill ribbon cutting will be on Monday, March 19 at 5:15pm. There will not be a Planning Commission meeting tomorrow. CML Elected Official Work Shop will be held on the March 21st. The next Council meeting will be on March 26th.

Jennifer Krieger – no report.

Brian Skaggs – not present.

Kathleen Kelly – no report.

Valerie Taylor – no report.

Jon Rabas – not present.

Kelly Stroh – not present.

Council Members

Chris Baca – She will be attending the Chamber Luncheon on Thursday. She will not be here on the 26th and she will also be gone the second meeting in April.

Joe Baker – He finished the manager's review and will have it wrapped up by the 26th.

Robin Dunlap – no report.

Bobby Mauck – not present.

Debbie Nasta – She will not be here on the 26th.

Kathryn Wittman – no report.

Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. § 24-6-402(4)(e) and for a conference with the City's attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. § 24-6-402(4)(b), specifically concerning oil and gas operator agreement negotiations.

Council Member Plain moved to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. § 24-6-402(4)(e) and for a conference with the City's attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. § 24-6-402(4)(b), specifically concerning oil and gas operator agreement negotiations. The vote was unanimous with Mayor Baker declaring the motion carried.

The meeting recessed to Executive Session at 6:34pm.

The Mayor stated that the time is now 7:23pm, and the executive session has been concluded. The participants in the executive session were: Council Members Kathryn Wittman, Debbie Nasta, Robin Dunlap, Chris Baca, Kevin Plain, City Attorney Kathleen Kelly, Community Development Director Jennifer Krieger and City Manager AJ Euckert.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. None were stated.

Adjournment:

With no further business to be discussed the meeting was adjourned at 7:24pm.

Approved this 26th day of March, 2018.

Joe Baker, Mayor

Attest:

Valerie Taylor, City Clerk

City of Dacono
Bills for Approval
March 26, 2018

*
Paid

VENDOR NAME	DESCRIPTION	AMOUNT
ACE HARDWARE OF FIRESTONE	Fasteners, Flex Seal, Remote Control, Furnance Filter, Supplies for Park Maintenance, Mower Bolts-PW; Furnance Filter-CH	\$ 425.67
ADAMSON POLICE PRODUCTS	Holster, Mag Pouch, Flashlight Holster, Gloves-SW, Iphone Case-LS, Uniform Accessories PD	\$ 401.43
AFLAC	Voluntary Supplemental Insurance	\$ 291.07
AMERICAN DISPOSAL SERVICES OF CO INC	February Service Fee CH and Dumpsters PD	\$ 282.00
AMERICAN FIDELITY	Flex Plan, Life and Supplemental Insurance	\$ 2,401.72
AXON ENTERPRISE INC	Taser Insurance for 6	\$ 1,080.00
BADGER METER	Water Meter Parts	\$ 27.59
BK TIRE INC	Mower Tires	\$ 728.38
BOBCAT OF THE ROCKIES	Sealer for Veteran Memorial	\$ 386.97
BRENT FITCH	Background Training BF PD	\$ 10.34
CARBON VALLEY CAR WASH, LLC	February Fees PD	\$ 129.60
CASH	Petty Cash	\$ 67.52
CENTENNIAL PRINTING	Business Cards Oil and Gas Questions	\$ 45.00
CERTIFIED BALANCE SERVICE INC	Scale Calibration	\$ 91.00
CHEMATOX LABORATORY, INC	February Blood Alcohol Test PD	\$ 25.00
CIGNA	Health Care	\$ 16,367.36 *
CINTAS	First Aid Refill PD	\$ 104.02
CIVIC PLUS	SSL Certificate Annual Fee	\$ 75.00
COLORADO ANALYTICAL LAB, INC	Drinking Water Testing	\$ 115.00
DBC IRRIGATION SUPPLY	Maintenance Supplies Splash Park	\$ 2,396.23
DELTA DENTAL	Dental Insurance	\$ 1,799.11 *
ECONO SIGNS	New Logo Street Sign Stickers and Handicap Signs CH and PD	\$ 223.14
EWING AUTO PARTS	Duckbill Toggle Switch, Oil and Filter Change F250, Fuel Line Disconnect Set, Oil and Filter Change JD Mower PW	\$ 217.34
FERGUSON WATERWORKS #1116	Water Tap Material for Installation	\$ 586.29
GALLS INC	Returned Shirt MC; Shirt, Boots, Belt and Belt Holsters-KC PD	\$ 389.75
HEARTLAND INVESTIGATIVE GROUP	Pre-Employment Background Check PD	\$ 1,258.60
HOME DEPOT	CleanOut Day Bag , PD Roof Seal, CH Bird Spikes, Tape Measure, Gloves, Tube Cutter, Rebar for Radar Sign	\$ 2,602.46
INTERSTATE RENTAL & SALES, INC	Concrete Saw for Water Line	\$ 250.00
KELLY STROH	Csafe Product Meeting	\$ 30.31
KINSCO	Pant-CH; Belt, Boots, Shirts, Pants-KC; Shirts, Pants-JB PD	\$ 1,755.30
LEGAL SHIELD	Prepaid Legal	\$ 105.65
LONGMONT HUMANE SOCIETY	February Impound and Impound Paid Fees	\$ 950.00
LOROS TRUCKING LLC	Sidewalk Replacement and Ashpalt Patches	\$ 7,440.00
LUCAS, ROSA	March Intrepreter Muni Court	\$ 50.00
MOUNTAIN VIEW COMMERCIAL CLEANING, INC	March Janitorial Services	\$ 875.00
NATIONAL METER & AUTOMATION INC	Water Meter Parts and School Meter	\$ 2,389.31
NEW CREATION HARDSCAPES	New Wall or Fence on Holly St	\$ 100,000.00
NEXTERA	Direct Primary Care Membership Fees	\$ 3,317.00 *
NEXTERA HEALTHCARE	Pre-Employment Physical PD	\$ 500.00
NORTHERN COLORADO CRIME STOPPERS	Participation Dues PD	\$ 175.00
NORTHERN WATER	New Water Shares Transferred from AVR, 2017 New Shares Assessments	\$ 4,393.50 *
PSYCHOLOGICAL DIMENSIONS PC	New Employe Evaluation PD	\$ 650.00
SAMEDAY OFFICE SUPPLIES	Paper, Portable File, Post Its, Laminat, Binder, Air Duster, New Officers Supplies-PD; Cash T Cash Tray, Desk - AT, Urinal Deoderizer	\$ 813.07
SIRCHIE	Police Tape PD	\$ 85.46
STRIGLOS COMPUTER CENTERS	New Server Equipment; VM Ware; Laptop, Projector, Software for Council Chambers, Monitor JK	\$ 20,220.00
SUNRISE ENVIRONMENTAL	Glass Cleaner	\$ 113.73
SUPERIOR VISION	Vision Insurance	\$ 451.08
SUPPLYWORKS	Soft Soap	\$ 77.04
TAPCO SAFE TRAVELS	Radar Signs	\$ 1,775.00
TBK BANK	H.S.A. Contributions	\$ 1,108.15
TEXAS LIFE INSURANCE	Voluntary Life Insurance	\$ 188.00
THE TALLENT COMPANY	Event Planning Services	\$ 2,000.00
THOMAS MOORE ARCHITECTS	Pre-Design Interior Draft CH	\$ 2,327.50
TRIDENT TELEPHONE AND ELECTRONICS, INC	Phone Lines Added PD	\$ 750.00
TOTAL		\$ 185,317.69

Consent Agenda Item No: IV-c
Meeting Date: March 26, 2018

Subject: Unaudited February 2018 financial statements and balance sheets for all funds.

Background: As part of the City's continuing efforts to refine financial controls and minimize risk, the monthly financials are to be presented to Council for review during regular Council meetings. If at any time Council has a question of the validity or accuracy of any item presented on the financial statements that should be brought to the attention of the City Administrator and/or Finance Officer.

February Highlights

Revenue

The property tax collected in February represents the amount collected by the county in January; \$13,581. To date, less than 1% of property tax has been collected for the year. The City collected \$138,949 in total sales tax which was divided between the General, Street, and Capital Equipment Funds for the month of January as well. Use tax collected was \$3,060 and is also split three ways like sales tax. There were no new home permits purchased in February. Developer paid reimbursements came to \$23,265 which points to strong prospective growth for 2018.

Water sales revenue is low in February; bringing in \$70,921. The City's water consumption was about 8.1 million gallons. No new homes were certified for water taps in February so there were no water dedication assistance funds received in February either.

Street fund revenue included \$63,904 in sales and use tax, \$14,040 in highway user tax from Weld County and \$19,185 for road and bridge fees. \$1,543 was collected in property tax for the bond payment.

The Capital Equipment Fund's share of sales and use tax in February was \$14,201.

Expenses

- In the General Fund – Three computers were purchased; one for a Council member and two for City employees, and annual fees were paid for the City financial management and utility billing software. This created a higher than usual expense of \$11,537 in the legislative IT account.
- In the General Fund – The City paid consultants, attorneys and produced exhibits for the oil and gas communication effort, impact fee analysis and operator agreement in the amount of \$18,417.

- In the General Fund – The City sponsored a Valentine’s Day marketing event at City Hall. The total cost of the event including advertising, promotion, swag, and refreshments cost \$4,204; the event was a success.
- In the General Fund – \$3,951 of new lighting was added to Clem Dufour Park as vandalism deterrent.
- In the Water Fund – \$33,217 of domestic use includes two months of payments to Central Weld County Water District for water distribution.
- In the Street Fund – \$5,600 was spent removing Russian Olive trees and cleaning up around CR 15.
- In the Capital Equipment Fund – The second grader payment was made for 51,341.

GENERAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
TAXES							
001-310-4001	PROPERTY TAXES	1,191,280	13,581	1,924,000	13,581	0.71 %	
001-310-4002	SPECIFIC OWNERSHIP	110,269	12,968	120,000	12,968	10.81 %	
001-310-4003	SALES TAX	663,519	62,527	621,295	62,527	10.06 %	
001-310-4004	OCCUPATIONAL TAXES	900	0	900	0	0.00 %	
001-310-4005	USE TAX	217,097	1,377	213,750	17,161	8.03 %	
001-310-4006	FRANCHISE TAX	186,487	9,388	185,000	9,388	5.07 %	
001-310-4007	ADMISSION TAX	66,888	906	70,000	906	1.29 %	
001-310-4008	CIGARETTE TAX	9,261	670	9,600	1,388	14.46 %	
001-310-4009	SEVERANCE TAX	33,285	0	45,000	0	0.00 %	
TOTAL TAXES		2,478,986	101,418	3,189,545	117,919	3.70 %	
LICENSES & PERMITS							
001-320-4101	BUSINESS LICENSE	20,099	3,825	22,000	15,040	68.36 %	
001-320-4102	PET LICENSE	725	65	800	100	12.50 %	
001-320-4103	LIQUOR LICENSES	1,949	298	1,850	473	25.54 %	
001-320-4201	BUILDING PERMITS	208,365	1,103	220,000	20,677	9.40 %	
001-320-4202	MISCELLANEOUS PERMITS	60	20	300	30	10.00 %	
001-320-4301	OCCUPANCY CERTIFICATES	11,800	125	10,000	875	8.75 %	
001-320-4302	PLAN REVIEW	47,746	472	24,000	5,248	21.87 %	
001-320-4304	LICENSE AND PERMIT PENALTIES	4,339	378	1,000	540	53.97 %	
TOTAL LICENSES & PERMITS		295,082	6,286	279,950	42,982	15.35 %	
FINES & FORFEITURES							
001-330-4401	MUNICIPAL COURT FINES	55,589	5,335	65,000	9,290	14.29 %	
001-330-4402	MUNICIPAL COURT COSTS	1,570	160	2,000	280	14.00 %	
001-330-4403	MUNICIPAL SURCHARGE	23,339	0	10,000	0	0.00 %	
001-330-4404	JAIL EXPENSE	80	0	500	0	0.00 %	
001-330-4405	COMMUNITY SERVICE FEE	315	35	350	70	20.00 %	
001-330-4406	IMPOUND FEES	1,250	100	1,000	100	10.00 %	
001-330-4407	JEF-JUDICIAL/POLICE EDUCATION FEES	6,477	0	5,500	0	0.00 %	
TOTAL FINES & FORFEITURES		88,621	5,630	84,350	9,740	11.55 %	
OTHER INCOME							
001-370-4501	GENERAL GOVERNMENT	18,377	397	20,000	3,234	16.17 %	
001-370-4502	LEASE INCOME	13,563	1,167	12,730	2,300	18.07 %	
001-370-4503	LIEN FEES/CODE ENFORCEMENT	17,641	856	15,000	856	5.71 %	
001-370-4506	ROYALTIES	27,519	0	30,000	0	0.00 %	
001-370-4507	DEVELOPER REIMBURSEMENTS	88,181	23,265	150,000	26,310	17.54 %	
001-370-4520	INTEREST/DIVIDEND INCOME	18,866	2,209	20,000	4,497	22.49 %	
001-370-4521	PROCEEDS FROM SALE OF ASSETS	20,035	0	0	0	0.00 %	
001-370-4522	PROCEEDS FROM INSURANCE CLAIMS	1,118	0	0	0	0.00 %	
TOTAL OTHER INCOME		205,300	27,894	247,730	37,197	15.02 %	
DONATIONS AND GRANTS							
001-380-4602	PD GRANTS	18,903	0	18,000	3,300	18.33 %	
001-380-4902	CITY DONATIONS	25,000	0	25,000	0	0.00 %	

GENERAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
	TOTAL DONATIONS AND GRANTS	43,903	0	43,000	3,300	7.67 %	
	OTHER FINANCING SOURCES						
001-390-4003	TRANSFER OUT - EDAD FUND	(206,325)	0	(240,300)	(25,910)	10.78 %	
	TOTAL OTHER FINANCING SOURCES	(206,325)	0	(240,300)	(25,910)	10.78 %	
	TOTAL GENERAL FUND REVENUES	2,905,568	141,227	3,604,275	185,228	5.14 %	
	EXPENDITURES						
	LEGISLATIVE						
	PERSONNEL COST						
001-411-5001	COUNCIL SALARIES	4,550	325	4,675	700	14.97 %	
001-411-5004	FICA TAXES	348	25	360	54	14.88 %	
001-411-5012	WORKER COMPENSATION INSURANCE	283	0	295	296	100.34 %	
	OPERATING COSTS						
001-411-5101	SUPPLIES	2,654	143	2,040	494	24.19 %	
001-411-5102	POSTAGE	2,352	225	2,200	396	18.00 %	
001-411-5103	INFORMATION TECHNOLOGY	41,006	11,537	66,640	12,465	18.70 %	
001-411-5104	CITY HALL PHONES	1,325	105	1,500	105	6.99 %	
001-411-5106	DUES AND SUBSCRIPTIONS	12,719	6,135	14,000	13,158	93.99 %	
001-411-5107	MEETINGS	3,160	0	2,000	407	20.35 %	
001-411-5108	TRAINING AND SEMINARS	3,354	380	6,000	380	6.33 %	
001-411-5109	TRAVEL	5,488	799	6,000	845	14.09 %	
001-411-5110	PROFESSIONAL SERVICES	106,617	6,180	100,000	6,180	6.18 %	
001-411-5111	CITY INSURANCE	22,773	0	23,000	23,083	100.36 %	
001-411-5112	PUBLISHING	2,476	156	3,500	156	4.45 %	
001-411-5113	AUDITING	8,459	1,943	10,000	1,943	19.43 %	
001-411-5114	ORDINANCE CODIFICATION	1,797	881	3,500	1,131	32.31 %	
001-411-5195	OTHER EXPENSES	1,135	113	500	188	37.62 %	
	BUILDING AND MAINTENANCE						
001-411-5201	CITY HALL UTILITIES	2,885	70	5,000	994	19.87 %	
001-411-5203	CITY HALL WATER	770	0	900	0	0.00 %	
001-411-5204	PHOTO COPIER	2,625	352	3,000	545	18.17 %	
001-411-5207	FACILITIES MAINTENANCE	10,025	2,692	27,860	2,692	9.66 %	
001-411-5220	FURNITURE AND FIXTURES	420	0	2,000	0	0.00 %	
001-411-5221	FACILITIES EXPANSION/Remodel	22,411	0	195,000	0	0.00 %	
001-411-5223	CAPITAL ASSETS	0	0	28,000	0	0.00 %	
	COMMUNITY RELATIONS						
001-411-5301	CITY FLAGS	677	996	4,000	996	24.89 %	
001-411-5303	COMMUNITY AWARENESS	19,865	5,032	18,400	7,832	42.57 %	
001-411-5304	ENVIRONMENTAL	11,143	0	12,000	0	0.00 %	
001-411-5305	SUMMER FESTIVAL	113,724	383	125,000	383	0.31 %	
001-411-5306	SPECIAL EVENTS	34,172	7,784	51,000	15,214	29.83 %	
001-411-5307	CHARITABLE DONATIONS	21,050	0	23,000	26,200	113.91 %	
001-411-5308	AWARDS AND GIFTS	6,844	0	8,000	430	5.38 %	
	TOTAL LEGISLATIVE	467,106	46,254	749,370	117,264	15.65 %	
	MUNICIPAL COURT						

GENERAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
	PERSONNEL COSTS						
001-412-5001	SALARIES	23,234	1,849	24,500	3,814	15.57 %	
001-412-5004	FICA TAXES	1,519	114	1,800	237	13.17 %	
001-412-5005	UNEMPLOYMENT INSURANCE	68	6	70	11	16.34 %	
001-412-5007	EMPLOYEE BENEFITS	6,631	565	7,200	1,129	15.69 %	
001-412-5012	WORKER COMPENSATION INSURANCE	80	0	40	40	100.00 %	
001-412-5015	MERP	2,440	4	50	4	8.00 %	
	OPERATING COSTS						
001-412-5101	SUPPLIES	137	131	625	131	20.96 %	
001-412-5106	DUES AND SUBSCRIPTIONS	0	0	0	22	0.00 %	
001-412-5108	TRAINING AND SEMINARS	0	0	750	0	0.00 %	
001-412-5111	COMMUNITY SERVICE INSURANCE	0	0	0	73	0.00 %	
001-412-5116	WEARING APPAREL	120	0	300	0	0.00 %	
001-412-5119	OUTSOURCED CONTRACTS	13,550	1,100	13,500	2,200	16.30 %	
001-412-5137	JAIL EXPENSES	80	0	1,000	0	0.00 %	
001-412-5138	TRIAL EXPENSES	0	0	500	0	0.00 %	
	BUILDING AND MAINTENANCE						
	TOTAL MUNICIPAL COURT	47,859	3,768	50,335	7,662	15.22 %	
	BUILDING AND PLANNING						
	PERSONNEL COSTS						
001-413-5001	SALARIES	137,061	11,137	149,500	22,273	14.90 %	
001-413-5002	OVERTIME WAGES	186	0	300	0	0.00 %	
001-413-5004	FICA TAXES	10,251	830	11,100	1,661	14.96 %	
001-413-5005	UNEMPLOYMENT INSURANCE	399	33	435	67	15.37 %	
001-413-5006	EMPLOYEE PENSION	10,665	891	11,800	1,782	15.10 %	
001-413-5007	EMPLOYEE BENEFITS	6,815	598	7,500	1,196	15.95 %	
001-413-5012	WORKER COMPENSATION INSURANCE	159	0	240	244	101.67 %	
001-413-5015	MERP	48	4	50	4	8.00 %	
	OPERATING COSTS						
001-413-5101	SUPPLIES	966	20	1,500	35	2.36 %	
001-413-5106	DUES AND SUBSCRIPTIONS	514	0	1,000	0	0.00 %	
001-413-5107	MEETINGS	3	0	200	1	0.68 %	
001-413-5108	TRAINING AND SEMINARS	1,810	798	1,300	798	61.38 %	
001-413-5109	TRAVEL	0	0	300	0	0.00 %	
001-413-5110	PROFESSIONAL SERVICES	7,355	15,677	210,000	15,677	7.47 %	
001-413-5114	ORDINANCE/CODE UPDATES	401	0	500	0	0.00 %	
001-413-5119	OUTSOURCED CONTRACTS	239,577	22,153	230,000	22,153	9.63 %	
001-413-5141	COMPREHENSIVE PLAN	38,145	0	25,000	1,020	4.08 %	
001-413-5142	DEVELOPER COSTS	86,709	23,386	150,000	23,701	15.80 %	
001-413-5145	PRINT MATERIALS/MAPS	249	254	500	254	50.85 %	
	TOTAL BUILDING AND PLANNING	541,313	75,781	801,225	90,867	11.34 %	
	ECONOMIC DEVELOPMENT						
	OPERATING COSTS						
001-414-5106	DUES AND SUBSCRIPTIONS	1,738	0	1,000	995	99.50 %	
001-414-5108	TRAINING AND SEMINARS	86	0	1,500	0	0.00 %	
001-414-5109	TRAVEL	0	0	2,000	0	0.00 %	
001-414-5110	PROFESSIONAL SERVICES	120,099	2,740	54,750	25,359	46.32 %	

GENERAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
001-414-5121	COMMUNITY OUTREACH	2,630	0	33,000	0	0.00 %	
001-414-5122	MARKETING AND PROMOTIONS	30,244	2,257	30,000	3,942	13.14 %	
001-414-5124	ECONOMIC DEV. INCENTIVES (SAL	50,000	0	50,000	0	0.00 %	
	TOTAL ECONOMIC DEVELOPMENT	204,797	4,997	172,250	30,296	17.59 %	
	ADMINISTRATION						
	PERSONNEL COSTS						
001-415-5001	SALARIES	151,324	11,828	161,000	23,656	14.69 %	
001-415-5002	OVERTIME WAGES	0	0	200	0	0.00 %	
001-415-5004	FICA TAXES	11,458	892	12,330	1,783	14.46 %	
001-415-5005	UNEMPLOYMENT INSURANCE	442	35	480	71	14.78 %	
001-415-5006	EMPLOYEE PENSION	11,439	946	12,880	1,893	14.69 %	
001-415-5007	EMPLOYEE BENEFITS	13,095	1,289	16,200	2,578	15.91 %	
001-415-5012	WORKER COMPENSATION INSURANCE	278	0	260	262	100.77 %	
001-415-5015	MERP	2,147	8	500	8	1.60 %	
	OPERATING COSTS						
001-415-5101	SUPPLIES	976	24	1,500	133	8.89 %	
001-415-5106	DUES AND SUBSCRIPTIONS	345	0	500	80	16.00 %	
001-415-5108	TRAINING AND SEMINARS	417	300	2,000	300	15.00 %	
001-415-5109	TRAVEL	263	0	750	0	0.00 %	
001-415-5123	ELECTION EXPENSE	3,930	0	3,000	0	0.00 %	
001-415-5195	OTHER EXPENSES	45	70	200	80	40.05 %	
	BUILDING AND MAINTENANCE						
001-415-5220	FURNITURE AND FIXTURES	198	0	0	0	0.00 %	
	TOTAL ADMINISTRATION	196,358	15,392	211,800	30,844	14.56 %	
	CITY ADMINISTRATOR						
	PERSONNEL COSTS						
001-419-5001	SALARIES	44,266	3,306	46,500	6,612	14.22 %	
001-419-5004	FICA TAXES	3,333	257	3,550	514	14.49 %	
001-419-5005	UNEMPLOYMENT INSURANCE	131	10	135	20	14.93 %	
001-419-5006	EMPLOYEE PENSION	3,487	269	3,600	537	14.92 %	
001-419-5007	EMPLOYEE BENEFITS	2,564	244	3,300	488	14.78 %	
001-419-5012	WORKER COMPENSATION INSURANCE	27	0	75	76	101.33 %	
001-419-5015	MERP	13	1	50	1	2.66 %	
	OPERATING COSTS						
001-419-5101	SUPPLIES	289	32	200	52	25.94 %	
001-419-5106	DUES AND SUBSCRIPTIONS	259	0	3,500	0	0.00 %	
001-419-5107	MEETINGS	418	115	1,000	115	11.48 %	
001-419-5108	TRAINING AND SEMINARS	1,120	300	2,500	300	12.00 %	
001-419-5109	TRAVEL	1,764	227	3,000	253	8.45 %	
001-419-5195	OTHER EXPENSES	56	0	100	0	0.00 %	
	TOTAL CITY ADMINISTRATOR	57,728	4,760	67,510	8,969	13.29 %	
	POLICE						
	PERSONNEL COSTS						
001-421-5001	SALARIES	753,123	61,314	1,065,500	133,523	12.53 %	
001-421-5002	OVERTIME WAGES	31,442	805	58,500	10,793	18.45 %	

GENERAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
001-421-5003	SPECIAL DUTY	18,375	800	20,000	800	4.00 %	
001-421-5004	FICA TAXES	18,659	1,540	25,500	3,352	13.14 %	
001-421-5005	UNEMPLOYMENT INSURANCE	2,285	189	3,400	410	12.06 %	
001-421-5006	EMPLOYEE PENSION	64,130	5,463	83,000	11,152	13.44 %	
001-421-5007	EMPLOYEE BENEFITS	115,984	10,217	170,000	21,769	12.81 %	
001-421-5012	WORKER COMPENSATION INSURANCE	24,375	0	41,000	37,476	91.40 %	
001-421-5013	WORKER'S COMP DEDUCTIBLES	4,128	0	4,000	0	0.00 %	
001-421-5015	MERP	4,383	52	1,500	52	3.47 %	
	OPERATING COSTS						
001-421-5101	SUPPLIES	4,993	440	5,500	908	16.50 %	
001-421-5102	SHIPPING/POSTAGE	1,635	225	1,000	417	41.70 %	
001-421-5103	INFORMATION TECHNOLOGY	32,975	5,439	63,100	6,308	10.00 %	
001-421-5104	PD PHONES	11,654	963	11,500	963	8.38 %	
001-421-5105	VEHICLE FUEL	18,065	1,124	20,000	1,124	5.62 %	
001-421-5106	DUES AND SUBSCRIPTIONS	514	185	1,000	284	28.40 %	
001-421-5107	MEETINGS	180	0	600	0	0.00 %	
001-421-5108	TRAINING AND SEMINARS	8,196	0	54,000	80	0.15 %	
001-421-5109	TRAVEL	127	0	1,000	0	0.00 %	
001-421-5110	PROFESSIONAL SERVICES	14,631	60	27,500	3,868	14.07 %	
001-421-5111	CITY INSURANCE	23,040	0	22,500	29,526	131.23 %	
001-421-5116	WEARING APPAREL	14,653	2,050	22,200	3,707	16.70 %	
001-421-5134	MEDICAL EXPENSE	7,239	0	8,000	0	0.00 %	
001-421-5195	OTHER EXPENSES	560	51	1,000	119	11.88 %	
	BUILDING AND MAINTENANCE						
001-421-5201	PD UTILITIES	10,218	219	9,000	681	7.57 %	
001-421-5203	PD WATER	128	0	200	0	0.00 %	
001-421-5204	PHOTO COPIER	2,270	120	2,000	120	6.01 %	
001-421-5205	EQUIPMENT MAINTENANCE	1,112	60	2,500	60	2.40 %	
001-421-5206	VEHICLE MAINTENANCE	20,821	2,154	20,000	2,212	11.06 %	
001-421-5207	FACILITIES MAINTENANCE	9,622	424	23,500	424	1.81 %	
001-421-5220	FURNITURE AND FIXTURES	39,594	0	5,000	0	0.00 %	
001-421-5221	FACILITIES EXPANSION/Remodel	4,591	0	0	0	0.00 %	
	PUBLIC SAFETY/AWARENESS						
001-421-5503	CRIME CONTROL	7,500	4,500	7,500	4,500	60.00 %	
001-421-5506	IMPOUND SERVICES	13,730	0	16,000	0	0.00 %	
001-421-5507	ANIMAL CONTROL	1,089	1,045	3,000	1,045	34.83 %	
001-421-5508	CODE ENFORCEMENT	20,997	2,573	30,000	2,573	8.58 %	
001-421-5509	MUNICIPAL SURCHARGE	23,474	51	20,000	51	0.25 %	
001-421-5511	COMMUNITY PROJECTS	3,422	0	6,000	0	0.00 %	
001-421-5515	COMMUNICATION	23,645	173	34,000	23,490	69.09 %	
001-421-5569	AMMUNITION	545	0	5,000	0	0.00 %	
001-421-5570	SAFETY EQUIPMENT	12,119	699	27,000	1,374	5.09 %	
	TOTAL POLICE	1,370,223	102,935	1,922,000	303,162	15.77 %	
	PARKS AND RECREATION						
	PERSONNEL COSTS						
001-440-5001	SALARIES	12,834	942	13,000	1,953	15.02 %	
001-440-5002	OVERTIME WAGES	259	0	750	0	0.00 %	
001-440-5004	FICA TAXES	961	65	1,005	135	13.48 %	
001-440-5005	UNEMPLOYMENT INSURANCE	37	3	40	6	14.68 %	
001-440-5006	EMPLOYEE PENSION	669	75	1,100	156	14.20 %	
001-440-5007	EMPLOYEE BENEFITS	1,846	308	3,900	617	15.82 %	

GENERAL FUND
REVENUES & EXPENDITURES
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
001-440-5012	WORKER COMPENSATION INSURANCE	994	0	550	495	90.00 %	
001-440-5013	WORKER'S COMP DEDUCTIBLES	0	0	300	0	0.00 %	
001-440-5015	MERP	0	0	250	0	0.00 %	
	MAINTENANCE COSTS						
001-440-5201	PARK UTILITIES	3,448	172	3,500	485	13.87 %	
001-440-5203	PARK WATER	9,672	0	10,900	0	0.00 %	
001-440-5205	EQUIPMENT MAINTENANCE	1,700	0	3,000	190	6.33 %	
001-440-5208	TRAIL MAINTENANCE	3,287	150	4,500	150	3.32 %	
001-440-5209	PARK MAINTENANCE	27,420	150	22,000	178	0.81 %	
001-440-5215	IRRIGATION SUPPLIES	3,145	0	3,500	0	0.00 %	
001-440-5216	PEST CONTROL	11,164	0	12,000	0	0.00 %	
001-440-5217	PLANT/TREE REPLACEMENT	0	0	3,000	0	0.00 %	
001-440-5222	VETERANS MEMORIAL PARK	74,907	615	75,000	931	1.24 %	
001-440-5223	CAPITAL ASSETS	109,547	3,951	42,740	3,951	9.24 %	
	TOTAL PARKS AND RECREATION	261,889	6,431	201,035	9,248	4.60 %	
	LIBRARY						
	PERSONNEL COSTS						
	OPERATING COSTS						
	BUILDING AND MAINTENANCE						
	SPECIAL PROGRAMS						
	TOTAL LIBRARY	0	0	0	0	0.00 %	
	TOTAL GENERAL FUND EXPENDITURE	3,147,272	260,319	4,175,525	598,312	14.33 %	
001	GENERAL FUND BALANCE + (-)	(241,704)	(119,091)	(571,250)	(413,083)	72.31 %	

WATER FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
WATER SALES							
002-340-4001	BASIC WATER SALES	1,055,369	70,921	1,134,000	144,108	12.71 %	
002-340-4002	HYDRANT WATER SALES	72,505	131	55,000	131	0.24 %	
002-340-4003	PENALTIES	32,910	2,450	34,500	4,855	14.07 %	
002-340-4004	CAPITAL IMPROVEMENT FEES	456,449	38,744	470,650	77,483	16.46 %	
002-340-4005	MATERIALS SOLD	23,544	0	26,250	1,575	6.00 %	
002-340-4006	INSTALLATION FEES	11,254	0	12,650	758	5.99 %	
002-340-4007	WATER LEASES	98,200	0	50,000	0	0.00 %	
002-340-4008	WATER SHARES SOLD	1,050,000	0	153,125	46,875	30.61 %	
TOTAL WATER SALES		2,800,232	112,246	1,936,175	275,784	14.24 %	
OTHER INCOME							
002-370-4502	LEASE INCOME	13,563	1,167	12,730	2,300	18.07 %	
002-370-4508	CITY TAP FEES	98,000	0	100,000	1,000	1.00 %	
002-370-4509	TRASH COLLECTION FEES	249,973	21,635	270,000	43,270	16.03 %	
002-370-4520	INTEREST/DIVIDEND INCOME	43,937	5,125	40,000	10,433	26.08 %	
TOTAL OTHER INCOME		405,473	27,927	422,730	57,003	13.48 %	
DONATIONS AND GRANTS							
002-380-4701	STATE GRANTS	262,694	0	0	0	0.00 %	
TOTAL DONATIONS AND GRANTS		262,694	0	0	0	0.00 %	
OTHER FINANCING SOURCES							
TOTAL OTHER FINANCING SOURCES		0	0	0	0	0.00 %	
GAAP REQUIREMENTS							
002-395-4101	WATER SHARES DEDICATED	2,317,358	0	0	0	0.00 %	
TOTAL OF GAAP REQUIREMENTS							
TOTAL WATER FUND REVENUES		5,785,757	140,173	2,358,905	332,787	14.11 %	
EXPENDITURES							
ADMINISTRATION							
PERSONNEL COSTS							
002-415-5001	SALARIES	167,692	12,839	173,500	25,678	14.80 %	
002-415-5002	OVERTIME WAGES	0	0	200	0	0.00 %	
002-415-5004	FICA TAXES	12,459	962	12,900	1,923	14.91 %	
002-415-5005	UNEMPLOYMENT INSURANCE	491	39	510	77	15.17 %	
002-415-5006	EMPLOYEE PENSION	12,498	1,031	13,800	2,062	14.94 %	
002-415-5007	EMPLOYEE BENEFITS	23,676	2,292	27,800	4,584	16.49 %	
002-415-5012	WORKER COMPENSATION INSURANCE	278	0	300	283	94.33 %	
002-415-5015	MERP	1,610	9	500	9	1.87 %	
OPERATING COSTS							

WATER FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
002-415-5101	SUPPLIES	2,039	89	1,750	167	9.56 %	
002-415-5102	POSTAGE	9,366	845	10,300	1,008	9.79 %	
002-415-5103	INFORMATION TECHNOLOGY	8,098	2,130	8,240	2,150	26.09 %	
002-415-5104	PHONES	1,372	105	1,545	105	6.78 %	
002-415-5106	DUES AND SUBSCRIPTIONS	1,753	1,180	2,060	1,260	61.14 %	
002-415-5108	TRAINING AND SEMINARS	1,330	300	1,000	300	30.00 %	
002-415-5109	TRAVEL	0	26	500	26	5.14 %	
002-415-5110	PROFESSIONAL SERVICES	7,536	95	5,000	95	1.90 %	
002-415-5111	CITY INSURANCE	3,766	0	3,885	3,885	100.00 %	
002-415-5112	PUBLISHING	521	0	310	0	0.00 %	
002-415-5113	AUDITING	7,201	1,943	7,415	1,943	26.20 %	
002-415-5167	WATER NOTIFICATIONS	8,081	4,257	8,280	4,257	51.41 %	
002-415-5195	OTHER EXPENSES	154	76	515	76	14.77 %	
	BUILDING AND MAINTENANCE						
002-415-5201	CITY HALL UTILITIES	2,397	70	3,350	70	2.08 %	
002-415-5204	PHOTO COPIER	2,176	216	3,090	363	11.76 %	
002-415-5206	VEHICLE MAINTENANCE	0	60	0	60	0.00 %	
002-415-5207	FACILITIES MAINTENANCE	7,228	228	9,270	228	2.46 %	
002-415-5220	FURNITURE AND FIXTURES	657	0	1,030	0	0.00 %	
	WATER MANAGMENT						
002-415-5701	DOMESTIC USE	256,648	33,217	272,950	33,217	12.17 %	
002-415-5703	ASSESSMENTS	81,348	0	90,000	0	0.00 %	
002-415-5704	NEW SHARES	1,393	653	2,060	653	31.67 %	
002-415-5706	NISP PARTICIPATION	281,250	0	156,250	250,000	160.00 %	
	TOTAL ADMINISTRATION	903,018	62,659	818,310	334,478	40.87 %	
	OPERATIONS						
	PERSONNEL COSTS						
002-433-5001	SALARIES	181,521	13,723	183,000	27,513	15.03 %	
002-433-5002	OVERTIME WAGES	1,887	364	6,300	364	5.78 %	
002-433-5004	FICA TAXES	13,736	1,040	14,200	2,057	14.49 %	
002-433-5005	UNEMPLOYMENT INSURANCE	514	42	550	84	15.22 %	
002-433-5006	EMPLOYEE PENSION	11,999	1,127	15,150	2,230	14.72 %	
002-433-5007	EMPLOYEE BENEFITS	20,404	2,322	26,000	4,645	17.86 %	
002-433-5012	WORKER COMPENSATION INSURANCE	8,699	0	9,800	8,472	86.45 %	
002-433-5013	WORKER'S COMP DEDUCTIBLES	0	0	1,000	0	0.00 %	
002-433-5015	MERP	126	12	300	12	4.00 %	
	OPERATING COSTS						
002-433-5101	SUPPLIES	1,003	324	2,060	392	19.04 %	
002-433-5103	INFORMATION TECHNOLOGY	4,749	520	6,000	625	10.42 %	
002-433-5104	PW PHONES	3,842	264	4,325	264	6.10 %	
002-433-5105	VEHICLE FUEL	7,861	699	10,300	260	2.52 %	
002-433-5108	TRAINING AND SEMINARS	2,945	0	1,000	880	88.00 %	
002-433-5109	TRAVEL	0	0	310	0	0.00 %	
002-433-5110	PROFESSIONAL SERVICES	2,239	0	3,090	0	0.00 %	
002-433-5111	CITY INSURANCE	13,182	0	13,600	13,600	100.00 %	
002-433-5116	WEARING APPAREL	3,167	0	3,500	0	0.00 %	
002-433-5162	TAP INSTALLATION MATERIALS	28,591	5,405	30,900	5,405	17.49 %	
002-433-5163	TRASH COLLECTION	268,469	21,492	270,000	21,492	7.96 %	
002-433-5168	WATER TESTING/SAMPLING	4,019	115	6,180	650	10.52 %	
002-433-5169	CERTIFICATIONS	321	90	600	90	15.00 %	
002-433-5170	SAFETY EQUIPMENT	264	6	2,060	104	5.05 %	

WATER FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
002-433-5171	EQUIPMENT RENTAL	0	0	1,030	0	0.00 %	
002-433-5195	OTHER EXPENSES	2,485	274	2,575	274	10.66 %	
	BUILDING AND MAINTENANCE						
002-433-5201	SHOP UTILITIES	3,183	253	4,120	488	11.84 %	
002-433-5202	SYSTEM UTILITIES	2,883	143	2,680	143	5.34 %	
002-433-5204	PHOTO COPIER	0	0	260	338	129.81 %	
002-433-5205	SHOP EQUIPMENT MAINTENANCE	478	0	620	0	0.00 %	
002-433-5206	VEHICLE MAINTENANCE	674	149	4,120	750	18.20 %	
002-433-5207	FACILITIES MAINTENANCE	1,478	44	3,575	1,927	53.89 %	
002-433-5211	GROUND MAINTENANCE	514	0	1,030	0	0.00 %	
002-433-5212	DOMESTIC SYSTEM MAINTENANCE	15,317	28	32,960	3,598	10.91 %	
002-433-5213	HEAVY EQUIPMENT MAINTENANCE	787	221	1,545	221	14.32 %	
002-433-5214	WATER TOWER MAINTENANCE	365	635	5,665	635	11.22 %	
002-433-5219	SHOP EQUIPMENT	5,602	314	4,000	378	9.45 %	
002-433-5220	FURNITURE AND FIXTURES	0	0	1,030	0	0.00 %	
	CAPITAL PURCHASES						
002-433-5812	CAPITAL ASSETS	0	0	103,975	0	0.00 %	
002-433-5813	CAPITAL PROJECTS	0	0	245,000	0	0.00 %	
	TOTAL OPERATING COSTS	613,306	49,607	1,024,410	97,892	9.56 %	
	DEBT SERVICE						
002-470-5816	BOND PRINCIPAL	0	0	151,165	0	0.00 %	
002-470-5817	BOND INTEREST	36,319	0	32,750	0	0.00 %	
	TOTAL DEBT SERVICE	36,319	0	183,915	0	0.00 %	
	TOTAL WATER FUND EXPENDITURES	1,552,643	112,266	2,026,635	432,370	21.33 %	
	GAAP EXPENDITURES						
002-475-5810	AMORTIZATION	274,294	0	0	0	0.00 %	
002-475-5811	DEPRECIATION	0	0	280,000	0	0.00 %	
	TOTAL GAAP EXPENDITURES	274,294	0	280,000	0	0.00 %	
002	WATER FUND BALANCE + (-)	3,958,820	27,907	52,270	(99,583)	(190.52)%	

STREET FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
TAXES							
003-310-4001	PROPERTY TAX	218,510	1,543	217,695	1,543	0.71 %	
003-310-4003	SALES TAX	663,519	62,527	621,295	62,527	10.06 %	
003-310-4005	USE TAX	217,097	1,377	213,750	17,161	8.03 %	
003-310-4010	HIGHWAY USERS TAX	164,179	14,040	173,140	27,645	15.97 %	
003-310-4011	MOTOR VEHICLE REGISTRATION	21,467	1,802	21,600	1,802	8.34 %	
003-310-4012	COUNTY ROAD AND BRIDGE	49,078	19,185	70,000	19,185	27.41 %	
TOTAL TAXES		1,333,851	100,473	1,317,480	129,861	9.86 %	
LICENSES & PERMITS							
003-320-4203	EXCAVATION PERMIT FEES	7,500	1,000	5,000	1,000	20.00 %	
TOTAL LICENSES & PERMITS		7,500	1,000	5,000	1,000	20.00 %	
OTHER INCOME							
003-370-4520	INTEREST/DIVIDEND INCOME	13,289	1,701	8,000	3,449	43.11 %	
003-370-4521	SALE OF FIXED ASSETS	1,000	0	0	0	0.00 %	
TOTAL OTHER INCOME		14,289	1,701	8,000	3,449	43.11 %	
DONATIONS & GRANTS							
TOTAL DONATIONS & GRANTS		0	0	0	0	0.00 %	
OTHER FINANCING SOURCES							
TOTAL OTHER FINANCING SOURCES		0	0	0	0	0.00 %	
TOTAL STREET FUND REVENUES		1,355,640	103,173	1,330,480	134,310	10.09 %	
EXPENDITURES							
ADMINISTRATIVE							
PERSONNEL COSTS							
003-415-5001	SALARIES	130,034	9,821	133,400	19,641	14.72 %	
003-415-5002	OVERTIME WAGES	0	0	200	0	0.00 %	
003-415-5004	FICA TAXES	9,777	745	10,000	1,491	14.91 %	
003-415-5005	UNEMPLOYMENT INSURANCE	381	30	390	59	15.17 %	
003-415-5006	EMPLOYEE PENSION	9,784	790	10,500	1,579	15.04 %	
003-415-5007	EMPLOYEE BENEFITS	9,411	954	11,800	1,907	16.16 %	
003-415-5012	WORKER'S COMPENSATION INSURANCE	0	0	215	217	100.93 %	
003-415-5015	MERP	335	5	400	5	1.34 %	
TOTAL ADMINISTRATIVE		159,722	12,344	166,905	24,899	14.92 %	
OPERATIONS							

STREET FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
	PERSONNEL COSTS						
003-433-5001	SALARIES	135,580	10,441	140,000	20,849	14.89 %	
003-433-5002	OVERTIME WAGES	801	364	4,025	364	9.05 %	
003-433-5004	FICA TAXES	10,111	794	10,550	1,557	14.76 %	
003-433-5005	UNEMPLOYMENT INSURANCE	392	32	420	64	15.14 %	
003-433-5006	EMPLOYEE PENSION	9,711	864	11,300	1,697	15.02 %	
003-433-5007	EMPLOYEE BENEFITS	15,198	1,764	19,000	3,528	18.57 %	
003-433-5012	WORKER COMPENSATION INSURANCE	5,647	0	7,000	7,000	100.00 %	
003-433-5013	WORKER'S COMP DEDUCTIBLE	0	0	1,000	0	0.00 %	
003-433-5015	MERP	115	12	300	12	4.00 %	
	OPERATING COSTS						
003-433-5101	SUPPLIES	1,537	361	2,060	402	19.51 %	
003-433-5103	INFORMATION TECHNOLOGY	4,458	481	6,000	586	9.77 %	
003-433-5104	PHONES	3,135	251	4,120	251	6.08 %	
003-433-5105	VEHICLE FUEL	7,931	699	8,500	260	3.06 %	
003-433-5106	DUES AND SUBSCRIPTIONS	0	30	310	30	9.67 %	
003-433-5108	TRAINING AND SEMINARS	459	130	2,060	130	6.31 %	
003-433-5110	PROFESSIONAL SERVICES	6,081	15	20,000	15	0.08 %	
003-433-5111	INSURANCE	13,182	0	13,596	14,551	107.02 %	
003-433-5112	PUBLISHING	117	0	515	0	0.00 %	
003-433-5113	AUDITING	2,817	740	3,090	740	23.95 %	
003-433-5116	WEARING APPAREL	2,509	0	2,800	0	0.00 %	
003-433-5170	SAFETY EQUIPMENT	985	23	1,300	38	2.93 %	
003-433-5171	EQUIPMENT RENTAL	8,331	0	10,300	0	0.00 %	
003-433-5195	OTHER EXPENSES	155	0	1,030	0	0.00 %	
	BUILDING AND MAINTENANCE						
003-433-5201	SHOP UTILITIES	3,355	253	4,120	488	11.84 %	
003-433-5203	SHOP WATER	83	0	210	0	0.00 %	
003-433-5204	PHOTO COPIER	414	46	300	430	143.17 %	
003-433-5205	SHOP EQUIPMENT MAINTENANCE	734	0	1,000	0	0.00 %	
003-433-5206	VEHICLE MAINTENANCE	1,948	858	5,000	1,684	33.67 %	
003-433-5207	FACILITIES MAINTENANCE	1,500	44	2,500	1,927	77.07 %	
003-433-5211	GROUND MAINTENANCE	8,594	752	6,000	752	12.54 %	
003-433-5213	HEAVY EQUIPMENT MAINTENANCE	26,260	220	26,000	325	1.25 %	
003-433-5219	SHOP EQUIPMENT	5,653	1,023	5,000	1,083	21.65 %	
	CAPITAL PURCHASES						
003-433-5813	CAPITAL PROJECTS	537,463	0	761,565	0	0.00 %	
	HIGHWAYS & STREETS						
003-433-5901	ROADBASE AND PAVING	94,913	0	131,000	0	0.00 %	
003-433-5902	ROAD MAINTENANCE	19,596	5,600	170,000	5,801	3.41 %	
003-433-5903	SIDEWALK REPLACEMENT/REPAIR	10,923	0	22,300	0	0.00 %	
003-433-5904	STREET STRIPING	1,463	0	5,000	0	0.00 %	
003-433-5905	SNOW REMOVAL	29,240	143	37,000	143	0.39 %	
003-433-5906	WEED CONTROL	0	0	700	0	0.00 %	
003-433-5907	TRAFFIC SIGNS	2,629	57	6,000	57	0.95 %	
003-433-5908	PUBLIC FACILITIES LIGHTING	7,791	0	10,000	0	0.00 %	
003-433-5909	DUST CONTROL	3,665	0	12,000	0	0.00 %	
	TOTAL OPERATIONS	985,477	25,997	1,474,971	64,762	4.39 %	
	DEBT SERVICE						
003-470-5816	BOND PRINCIPAL	174,800	0	177,280	0	0.00 %	
003-470-5817	BOND INTEREST	44,921	0	40,395	0	0.00 %	

STREET FUND
REVENUES & EXPENDITURES
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
	TOTAL DEBT SERVICE	219,721	0	217,675	0	0.00 %	

	TOTAL STREET FUND EXPENDITURES	1,364,919	38,342	1,859,551	89,661	4.82 %	
		=====					
003	STREET FUND BALANCE + (-)	(9,280)	64,832	(529,071)	44,649	(8.44) %	
		=====					

CAPITAL FUND
REVENUES & EXPENDITURES
16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% OF BUDGET	
REVENUES							
TAXES							
004-310-4003	SALES TAX	147,451	13,895	138,065	13,895	10.06 %	
004-310-4005	USE TAX	48,244	306	47,500	3,814	8.03 %	
TOTAL TAXES		195,695	14,201	185,565	17,709	9.54 %	
OTHER INCOME							
004-370-4520	INTEREST/DIVIDEND INCOME	1,737	193	2,100	394	18.74 %	
TOTAL OTHER INCOME		1,737	193	2,100	394	18.74 %	
GRANTS & DONATIONS							
TOTAL GRANTS & DONATIONS		0	0	0	0	0.00 %	
OTHER FINANCING SOURCES							
004-390-4002	PROCEEDS FROM CAPITAL LEASES	420,103	0	112,000	0	0.00 %	
TOTAL OTHER FINANCING SOURCES		420,103	0	112,000	0	0.00 %	
TOTAL CAPITAL FUND REVENUES		617,535	14,394	299,665	18,102	6.04 %	
EXPENDITURES							
CITY HALL							
TOTAL CITY HALL		0	0	0	0	0.00 %	
BUILDING & PLANNING							
TOTAL BUILDING & PLANNING		0	0	0	0	0.00 %	
POLICE							
004-421-5194	INTEREST EXPENSE	661	0	1,755	0	0.00 %	
004-421-5222	CAPITAL OUTLAY	64,345	0	0	0	0.00 %	
004-421-5223	CAPITAL ASSETS	0	0	44,000	0	0.00 %	
004-421-5224	VEHICLES	63,900	0	32,365	0	0.00 %	
TOTAL POLICE		128,905	0	78,120	0	0.00 %	
HIGHWAYS & STREETS							
004-433-5194	INTEREST EXPENSE	3,217	567	3,817	567	14.86 %	
004-433-5219	SHOP EQUIPMENT	5,830	0	0	0	0.00 %	
004-433-5222	CAPITAL OUTLAY	355,758	0	112,000	0	0.00 %	
004-433-5811	HEAVY EQUIPMENT	153,737	50,773	180,825	50,773	28.08 %	
TOTAL HIGHWAYS & STREETS		518,543	51,341	296,642	51,341	17.31 %	

CAPITAL FUND
REVENUES & EXPENDITURES
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER	2017 Actuals	Current Month	2018 Budget	YTD Actual	% OF BUDGET
PARKS & RECREATION					

TOTAL PARKS & RECREATION	0	0	0	0	0.00 %
LIBRARY					

TOTAL LIBRARY	0	0	0	0	0.00 %

TOTAL CAPITAL FUND EXPENDITURE	647,448	51,341	374,762	51,341	13.70 %
=====					

004 CAPITAL FUND BALANCE + (-)	(29,914)	(36,946)	(75,097)	(33,239)	44.26 %
=====					

CONSERVATION TRUST
REVENUES & EXPENDITURES
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
OTHER INCOME							
005-370-4504	COLORADO LOTTERY PROCEEDS	22,228	0	22,000	0	0.00 %	
005-370-4520	INTEREST/DIVIDEND INCOME	4	0	50	0	0.46 %	
TOTAL CTF REVENUE		22,232	0	22,050	0	0.00 %	
EXPENSES							
005-460-5911	PARKS EQUIPMENT	11,544	0	0	0	0.00 %	
005-460-5912	PARK IMPROVEMENTS	58,130	0	10,000	0	0.00 %	
TOTAL CTF EXPENSES		69,674	0	10,000	0	0.00 %	
005	CONSERVATION FUND BALANCE +(-)	(47,441)	0	12,050	0	0.00 %	

IMPACT FEE FUND
REVENUES & EXPENDITURES
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
IMPACT FEES							
006-360-4512	ARTERIAL ROADWAY IMPACT FEE	187,238	0	290,320	21,774	7.50 %	
006-360-4513	REGIONAL DRAINAGE IMPACT FEE	48,879	0	39,760	2,982	7.50 %	
006-360-4514	PARKS IMPACT FEE	141,520	0	141,520	10,614	7.50 %	
006-360-4515	CITY FACILITIES IMPACT FEE	14,525	0	14,000	1,050	7.50 %	
TOTAL IMPACT FEE		392,161	0	485,600	36,420	7.50 %	
OTHER INCOME							
006-370-4520	INTEREST/DIVIDEND INCOME	16,350	2,096	18,000	4,266	23.70 %	
TOTAL OTHER INCOME		16,350	2,096	18,000	4,266	23.70 %	
TOTAL IMPACT FEE FUND REVENUES		408,512	2,096	503,600	40,686	8.08 %	
EXPENDITURES							
IMPACT FEE							
006-480-5920	ARTERIAL ROADWAYS	0	0	150,000	0	0.00 %	
TOTAL IMPACT FEE EXPENSES		0	0	150,000	0	0.00 %	
006	IMPACT FEE FUND BALANCE +(-)	408,512	2,096	353,600	40,686	11.51 %	

EDAD FUND
 REVENUES AND EXPENDITURE
 16.66 % Yr Complete For Fiscal Year: 2018 / 2

ACCOUNT NUMBER		2017 Actuals	Current Month	2018 Budget	YTD Actual	% of Budget	
REVENUES							
EDAD TAXES							
007-310-4001	PROPERTY TAXES	0	53	14,400	53	0.37 %	
TOTAL EDAD TAXES		0	53	14,400	53	0.37 %	
OTHER FINANCING SOURCES							
007-390-4003	TRANSFER IN - GENERAL FUND	206,325	0	240,300	25,910	10.78 %	
TOTAL OTHER FINANCING SOURCES		206,325	0	240,300	25,910	10.78 %	
TOTAL EDAD FUND REVENUES		206,325	53	254,700	25,963	10.19 %	
=====							
EXPENDITURES							
EDAD OPERATIONS							
007-414-5110	PROFESSIONAL SERVICES	2,325	1	50,000	1	0.00 %	
007-414-5223	CAPITAL ASSETS	100,000	0	100,000	0	0.00 %	
TOTAL EDAD OPERATIONS		102,325	1	150,000	1	0.00 %	
DEBT SERVICE							
007-470-5816	DEBT PRINCIPAL	92,382	0	92,400	23,427	25.35 %	
007-470-5817	DEBT INTEREST	12,284	0	12,300	2,483	20.19 %	
TOTAL DEBT SERVICE		104,666	0	104,700	25,910	24.75 %	
TOTAL EDAD EXPENSES		206,990	1	254,700	25,911	10.17 %	
EDAD FUND BALANCE +(-)		(665)	52	0	52	0.00 %	
=====							

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 001

Account Number	Account Title	Ending Bal	Net Amount
001-100-0000	FIRST BANK - General Operating	80,122.94	
001-100-0200	TBK - General Debit/Payroll	2,002.18	
001-100-0201	TBK - Money Market	1,660.99	
001-100-0302	COLOTRUST - General	1,452,659.34	
001-100-0400	CSAFE - General	354,449.26	
001-100-1100	GENERAL I - Cash Drawer	200.00	
001-100-1101	POLICE - Cash Drawer	50.00	
001-100-1102	GENERAL II - Cash Drawer	350.00	
001-110-1201	A/R - Property Tax	1,910,823.02	
001-111-1202	A/R - Other Taxes	13.66	
001-112-1203	A/R - Developer Charges	6,397.14-	
001-130-1103	DEPOSIT FUNDS	1,245.00	
	** TOTAL ASSET**		3,797,179.25
001-200-2100	ACCOUNTS PAYABLE MISCELLANEOUS	10,051.37	
001-210-2001	A/P - PAYROLL	40,145.17	
001-210-2005	STATE UNEMPLOYMENT INS	585.26	
001-211-2008	HEALTH INSURANCE	0.04-	
001-211-2010	VISION INSURANCE	270.85-	
001-212-2014	LIFE INSURANCE	232.67-	
001-212-2015	DISABILITY INSURANCE	847.30-	
001-240-2201	A/P - PROPERTY TAX	1,910,823.02	
001-240-2203	JAIL EXPENSE TRUST	17,783.06	
001-240-2204	JUDICIAL EDUCATION TRUST - JEF	4,219.43	
001-240-2205	POLICE EDUCATION TRUST - JEF	654.50	
001-240-2206	MUNICIPAL SURCHARGE TRUST	16,824.38	
001-240-2208	SANTA COPS TRUST	24,779.84	
001-240-2209	COMMUNITY ENHANCEMENT TRUST	21,450.00	
001-240-2210	SUMMER FESTIVAL TRUST	27,403.91	
001-240-2211	VETERANS MEMORIAL TRUST	1,178.66	
001-250-2300	RESTITUTION	160.00	
001-250-2301	COURT BONDS	860.00	
001-250-2302	CONSRUCTION/DEMO BONDS	15,207.20	
001-260-2402	IMP GUARANTY - Montgomery Elect	10,047.54	
001-260-2403	AUTUMN VALLEY	53,326.00	
001-260-2407	MCV CAPITAL LLC - Airgas	150,560.40	
001-260-2409	Dacono 25 Partners (GATEWAY)	30,000.00	
001-260-2411	BURGER KING - Lukas Family	12,435.00	
001-260-2412	LONGS PEAK BUSINESS CENTER	23,045.71	
001-290-2900	FUND BALANCE	1,840,072.98	
	** TOTAL LIABILITY**		4,210,262.57
	** TOTAL REVENUE**		185,228.46
	** TOTAL EXPENSE**		598,311.78
	TOTAL LIABILITY AND EQUITY		3,797,179.25

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 002

Account Number	Account Title	Ending Bal	Net Amount
002-100-0000	FIRST BANK - Water Operating	308,069.73	
002-100-0200	TBK - Water Debit/Payroll	1,839.92	
002-100-0201	TBK - Money Market	5,935.40	
002-100-0303	COLOTRUST - Water Fund	535,041.41	
002-100-1100	WATER/TRASH-Cash Drawer	100.00	
002-101-0306	COLOTRUST - Wtr Sys Service Fund	3,613,084.42	
002-111-1204	A/R - Property Liens	2,153.91	
002-112-1202	A/R - Miscellaneous	275,127.53	
002-112-1205	A/R - Water Customers	193,228.38	
002-120-1210	INVENTORY	2,813.16	
002-130-1206	Notes Receivable	84,533.37	
002-150-1302	WATER RIGHTS	9,975,583.07	
002-160-1303	WATER TOWER	1,507,399.81	
002-160-1304	DEPRECIATION-Water Tower	1,093,175.00-	
002-160-1305	WATER SYSTEM	9,493,440.21	
002-160-1306	DEPRECIATION-Water System	1,940,781.00-	
002-160-1307	EQUIPMENT	35,652.44	
002-160-1308	DEPRECIATION-Equipment	29,630.00-	
002-160-1309	VEHICLES	210,930.50	
002-160-1310	DEPRECIATION-Vehicles	195,551.00-	
002-160-1311	BUILDINGS	154,252.68	
002-160-1312	DEPRECIATION-Buildings	42,664.00-	
	** TOTAL ASSET**		23,097,384.94
002-200-2102	A/P - Miscellaneous	1,900.63	
002-210-2001	A/P - PAYROLL	10,341.47	
002-210-2005	STATE UNEMPLOYMENT INS	161.05	
002-211-2008	HEALTH INSURANCE	0.01	
002-211-2010	VISION INSURANCE	84.75-	
002-212-2014	LIFE INSURANCE	98.06-	
002-212-2015	DISABILITY INSURANCE	176.84-	
002-220-2200	A/P - PTO	27,045.52	
002-230-2101	A/P - Interest	2,852.72	
002-240-2214	A/P - Tap Installations	33,500.00	
002-240-2215	A/P - Tap Certifications	213,000.00	
002-240-2216	A/P - CASH-IN-LIEU OF WATER	93,750.00	
002-250-2303	HYDRANT METER DEPOSITS	18,000.00	
002-260-2506	BONDS PAYABLE	1,340,082.00	
002-290-2900	FUND BALANCE	17,411,720.13	
002-290-2902	CONTRIBUTED CAPITAL	4,044,973.85	
	** TOTAL LIABILITY**		23,196,967.73
	** TOTAL REVENUE**		332,787.43
	** TOTAL EXPENSE**		432,370.22
	TOTAL LIABILITY AND EQUITY		23,097,384.94

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 003

Account Number	Account Title	Ending Bal	Net Amount
003-100-0000	FIRST BANK - Street Operating	189,369.04	
003-100-0200	TBK - Street Debit/Payroll	2,302.86	
003-100-0201	TBK - Money Market	11,763.33	
003-100-0304	COLOTRUST - Street Fund	1,384,284.81	
003-110-1201	A/R - Property Tax	216,154.39	
003-111-1202	A/R - Other Taxes	191.08-	
	** TOTAL ASSET**		1,803,683.35
003-200-2100	ACCOUNTS PAYABLE MISCELLANEOUS	693.57	
003-210-2001	A/P - PAYROLL	7,977.59	
003-210-2005	STATE UNEMPLOYMENT INS	122.73	
003-211-2008	HEALTH INSURANCE	0.06	
003-211-2010	VISION INSURANCE	60.78-	
003-212-2014	LIFE INSURANCE	74.89-	
003-212-2015	DISABILITY INSURANCE	146.22-	
003-240-2201	A/P - PROPERTY TAX	216,154.39	
003-290-2900	FUND BALANCE	1,534,367.96	
	** TOTAL LIABILITY**		1,759,034.41
	** TOTAL REVENUE**		134,309.92
	** TOTAL EXPENSE**		89,660.98
	TOTAL LIABILITY AND EQUITY		1,803,683.35

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 004

Account Number	Account Title	Ending Bal	Net Amount
004-100-0000	FIRST BANK - Capital Eq Operating	71,850.18	
004-100-0305	COLOTRUST - Capital Equipment	156,597.31	
004-111-1202	A/R - Sales Taxes	10,734.88-	
	** TOTAL ASSET**		217,712.61
004-290-2900	FUND BALANCE	250,951.14	
	** TOTAL LIABILITY**		250,951.14
	** TOTAL REVENUE**		18,102.07
	** TOTAL EXPENSE**		51,340.60
	TOTAL LIABILITY AND EQUITY		217,712.61

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 005

Account Number	Account Title	Ending Bal	Net Amount
005-100-0001	FIRST BANK - CTF Savings	14,542.05	
	** TOTAL ASSET**		14,542.05
005-290-2900	FUND BALANCE	14,541.82	
	** TOTAL LIABILITY**		14,541.82
	** TOTAL REVENUE**		0.23
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		14,542.05

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 006

Account Number	Account Title	Ending Bal	Net Amount
006-100-0000	FIRST BANK - Impact Fee Operating	36,420.00	
006-101-0401	CSAFE - Arterial Roadway Fund	638,928.44	
006-101-0402	CSAFE - Regional Drainage Fund	299,114.78	
006-101-0403	CSAFE - Parks and Trails Fund	746,073.16	
006-101-0404	CSAFE - City Facilities Fund	123,535.07	
	** TOTAL ASSET**		1,844,071.45
006-290-2900	FUND BALANCE	1,803,385.56	
	** TOTAL LIABILITY**		1,803,385.56
	** TOTAL REVENUE**		40,685.89
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,844,071.45

Simple Balance Sheet For Fiscal Year: 2018 thru Fiscal Month: Feb, for Fund: 007

Account Number	Account Title	Ending Bal	Net Amount
007-100-0000	FIRST BANK - EDAD Operating	13.20-	
007-100-0202	TBK - EDAD Operating	66.27	
	** TOTAL ASSET**		53.07
	** TOTAL LIABILITY**		0.00
007-290-2900	FUND BALANCE	1.21	
	** TOTAL EQUITY**		1.21
	** TOTAL REVENUE**		25,962.84
	** TOTAL EXPENSE**		25,910.98
	TOTAL LIABILITY AND EQUITY		53.07

Agenda Item #: IV. d.

Meeting Date: March 26, 2018

Subject: Interim Service Agreement for curbside refuse collection with American Disposal Services, Inc.

Presenter: AJ Euckert, City Manager

Background: There was no action to renew the City's contract with Gator Rubbish when it expired on December 31, 2015. There also was no action taken to assign the Gator contract to American Disposal Services, Inc. following American Disposal's acquisition of Gator in 2016. Both City and American Disposal staff were operating under the assumption that the original contract with Gator had been extended and assigned.

The City Attorney's Office recommends that the City enter into an interim agreement with American Disposal. The proposed interim agreement is based on the expired Gator agreement. Staff is also currently preparing an RFP for curbside refuse and recycling collection, and the interim agreement with American Disposal will bridge the gap before that service begins.

Recommended Action: Adoption of Resolution 18-29, approving the interim service agreement with American Disposal Services, Inc. for curbside refuse collection and recycling service.

RESOLUTION NO. 18-29

A RESOLUTION APPROVING AN AGREEMENT BY AND BETWEEN THE CITY OF DACONO AND AMERICAN DISPOSAL SERVICES OF COLORADO, INC. FOR RESIDENTIAL WASTE AND RECYCLING SERVICES

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DACONO, COLORADO:

Section 1. The proposed Contract for Residential Waste and Recycling Services (“Agreement”) by and between the City of Dacono and American Disposal Services of Colorado, Inc. for residential waste and recycling services is hereby approved in essentially the same form as the copy of such Agreement accompanying this resolution.

Section 2. The Mayor is hereby authorized to execute the Agreement, and is further authorized to negotiate and approve on behalf of the City such revisions to the Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

INTRODUCED, READ, and ADOPTED this 26th day of March, 2018.

CITY OF DACONO, COLORADO

Joe Baker, Mayor

ATTEST:

Valerie Taylor, City Clerk

CONTRACT FOR RESIDENTIAL WASTE AND RECYCLING SERVICES

THIS CONTRACT, is made and entered this ____ day of _____, 2018 by and between the **CITY OF DACONO** (“City”), a Colorado home-rule municipal corporation and **AMERICAN DISPOSAL SERVICES OF COLORADO, INC.**, a Colorado corporation (“Contractor”).

WHEREAS, the City desires to have the Contractor perform residential waste and recycling services in accordance with the terms of this Contract;

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Scope of Contract. (A) The Contract shall pertain to single family residences and multi-family residences of seven or fewer units only. Contractor may negotiate with multi-family residences having eight or more units, single-family residences that require trash removal service in excess of five (5) thirty (30) gallon cans per week, businesses, commercial and industrial establishments, and schools, hospitals, nursing homes and other similar users in the City for the collection and removal of waste.

(B) This Contract shall not be considered an exclusive franchise for services to the residents of the City and any resident may choose to negotiate with any other trash removal service licensed to do business in the City or may choose to remove their own waste materials in accordance with the laws and regulations of the City.

2. Scope of Work. (A) Contractor agrees to collect and remove the refuse, trash, ashes, waste, rubbish, and other discarded materials of every character, except as otherwise specified herein, collected or accumulated by residents within the City at the cost shown in **Exhibit A**, attached hereto and incorporated herein by this reference. Contractor shall collect and remove up to five (5) thirty (30) gallon cans of such waste materials per week from each residence served in accordance with the schedule shown in **Exhibit A**. In weeks containing a holiday, waste shall be removed on the next business day. For all residences adjoining or served by a public alley, waste materials shall be required to be placed in and collected from the public alley on the scheduled collection day for the residence. The containers will be in a readily accessible location within the alley and not in enclosures or behind fences. For residences not adjoining or served by a public alley, the containers will be required to be placed in a readily accessible location on the street frontage on the scheduled collection day.

(B) Contractor shall also provide recycling service to all City residences served pursuant to this Contract using recycling bins or containers supplied by residents. Recycling service shall occur every other week and shall be collected on the same day of the week as waste collection service.

(C) Contractor agrees to provide five (5) three-yard dumpsters and provide weekly collection service for same at the following City facilities at a rate of twenty-five dollars (\$25.00)

per month: Dacono City Hall / Police Department, 512 Cherry Street, Dacono CO 80514; Dacono Public Works Building, 125 S. Forest Avenue, Dacono CO 80514; Clem DuFour Park, Dacono CO 80514; and two additional locations as requested by the City. The location of such dumpsters at each location is subject to the approval of the Dacono Public Works Director.

(D) Contractor shall not be required to pick up items of unusual size such as refrigerators, washers, dryers, building materials, auto parts and accessories, bicycle frames, nor shall Contractor be required to remove or collect hazardous material such as explosives, radioactive materials, chemicals, or flammable substances. With the exception of totes purchased by individual residents from Contractor which may weigh up to seventy-five (75) pounds, Contractor shall not be required to pick up containers in excess of fifty-five (55) pounds in weight. Contractor may contract directly with residents for removal of items not collected pursuant to this Contract.

(E) Contractor shall provide suitable equipment to perform its obligations under this Contract in a manner satisfactory to the City. Contractor shall operate its residential waste and recycling services in compliance with all applicable statutes, rules, ordinances, and regulations for the collection and removal of such materials adopted by the State of Colorado, Weld County Health Department, and the City.

3. Billing for Services. In consideration for the services to be provided by Contractor, Contractor shall bill the City on a monthly basis for residential waste and recycling services provided in accordance with the fees set forth in **Exhibit A**. Such billing shall be received by the City by no later than the last business day of each month and shall be due and payable, in full, within twenty (20) days of receipt.

4. Term. This Contract shall continue in effect for a period of six (6) months, unless sooner terminated as provided herein. Service under this Contract shall commence on [REDACTED], 2018.

5. Termination. This Contract may be terminated if, in the sole judgment of the City Council of the City of Dacono, service by Contractor pursuant to this Contract is not satisfactory. Prior to terminating this Contract, the City Council shall cause notice to be given to Contractor specifying why service is considered by the City to be unsatisfactory. Contractor shall have sixty (60) days to correct such deficiencies after which the City Council shall again review the service being furnished under this Contract. If the City Council, in its sole discretion, still finds the service unsatisfactory, it may terminate this Contract by giving Contractor thirty (30) days written notice. This Contract shall automatically terminate at the end of the thirty (30) day period following such second notice to Contractor.

6. Independent Contractor. Contractor, and any persons employed by Contractor for the performance of work hereunder, shall at all times be independent contractors and not the agents of the City. **As independent contractors, Contractor and its employees are not entitled to workers' compensation benefits except as may be provided by Contractor, nor to unemployment insurance benefits unless unemployment compensation coverage is provided by Contractor or some other entity. Contractor is obligated to pay all federal and state**

income tax, and other applicable taxes, on any moneys earned or paid pursuant to this Contract. Contractor shall be responsible for and pay for all the following:

(A) Compensating drivers, their assistants, and any other personnel involved in any services rendered under this Contract;

(B) For assuring that each driver involved in any services rendered under this Contract holds a valid commercial driver's license issued by the State of Colorado;

(C) Expenses, maintenance, and operations of the trucks and any other equipment involved in any services rendered under this Contract; and

(D) For compliance at all times with all laws, ordinances, rules, and regulations pertaining to the services rendered under this Contract, and assuring such compliance by the drivers, their assistants, and any other personnel involved in providing any services under this Contract.

7. **Insurance Requirements.** (A) Contractor agrees to procure and maintain, at its own cost, the following policies of insurance. Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Contract by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

(B) Contractor shall procure and maintain, and shall cause any subcontractor performing work pursuant to this Contract to procure and maintain or insure the activity of Contractor's subcontractors in Contractor's own policy, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

(1) Worker's Compensation insurance to cover obligations imposed by the Worker's Compensation Act of Colorado and any other applicable laws for any such employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease – Policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease – each employee.

(2) Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

(3) Comprehensive Automobile liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performances of the services to be provided pursuant to this Contract. The policy shall contain a severability of interests provision.

(C) The policies required above, except for the Workers' Compensation insurance and Employers' Liability insurance, shall be endorsed to include the City and its officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. Contractor shall be solely responsible for any deductible losses under each of the policies required above.

(D) Certificates of insurance shall be completed by Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. Each certificate shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least 30 days prior written notice has been given to the City. If the words "endeavor to" appear in the portion of the certificate addressing cancellations, those words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

(E) Failure on the part of Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of this Contract for which the City may immediately terminate the Contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connections therewith, and all monies so paid by the City shall be repaid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due Contractor from the City.

(F) The parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as from time to time amended, or otherwise applicable to the City, its officers, or its employees.

8. Indemnification. Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the City from and against, all fines, penalties, losses, damages, judgments, costs, and expenses suffered or sustained by the City for which the City may be held or become liable by reason of injury, including death, to person or property or other causes whatsoever, in the event an attempt should be made to hold the City liable therefor, in connection with Contractor's business

or operations hereunder. Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, or at the City's option shall pay the attorney fees for defense counsel of the City's choice, and bear all other costs and expenses relating to such defense. Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9. Anti-Discrimination; Compliance with Laws. (A) Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

(B) Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, as enacted and from time to time amended, and any other applicable federal, state, or local laws and regulations. A signed written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the term of this Contract or any renewal thereof.

(C) **Exhibit B**, the "City of Dacono Public Services Contract Addendum-Prohibition Against Employing Illegal Aliens", is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Contractor's Pre-Contract Certification which Contractor has executed and delivered to the City prior to Contractor's execution of this Contract.

10. Force Majeure. Performance of this Contract by Contractor shall not be required when performance is impossible due to strikes, lockouts, war or national defense pre-emptions, acts of God, or other similar causes beyond Contractor's control; provided, however, that Contractor shall not be paid for services not performed.

11. Assignment. This Contract shall be binding upon the parties hereto, their successors or assigns. Contractor shall not assign this Contract without prior written consent of the City.

12. Governing Law and Venue. This Contract shall be deemed entered into in Weld County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Contract shall be filed in the District Court of Weld County of the State of Colorado, and in no other court.

13. Entire Contract; Amendment. This Contract represents the entire Contract between the parties and there are no oral or collateral agreements or understandings. This Contract may be amended only by an instrument in writing signed by the parties.

14. Authority to Execute Contract. The signatory of Contractor represents and warrants that the signatory has been duly authorized by Contractor to enter into this Contract and has full power and authority to bind Contractor to the terms and conditions of this Contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

CITY:
CITY OF DACONO, COLORADO

By: _____
Joe Baker, Mayor

ATTEST:

Valerie Taylor, City Clerk

CONTRACTOR:
**AMERICAN DISPOSAL SERVICES OF
COLORADO, INC.**, a Colorado corporation

By: _____
Title: _____

NOTARY ACKNOWLEDGEMENT

STATE OF COLORADO)
)ss
COUNTY OF _____)

The above and foregoing signature of _____ as _____ of _____, was subscribed and sworn to before me this ____ day of _____, 20__.

Witness my hand and official seal.

My commission expires on: _____

(SEAL)

Notary Public

Address

EXHIBIT A
TO CONTRACT FOR RESIDENTIAL WASTE AND RECYCLING SERVICES

The cost for residential waste and recycling services shall be as follows:

\$11.00 per month for each individual residence or premises served
\$38.85 per month for each 2-yard dumpster
\$44.15 per month for each 3-yard dumpster

Service provided for less than a full month will be pro-rated.

The day and times of service shall be Thursday of each week between the hours of 7:00 a.m. and 5:00 p.m.

Exhibit B

City of Dacono Public Services Contract Addendum Prohibition Against Employing Illegal Aliens

Prohibition Against Employing Illegal Aliens. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this Contract is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this Contract for services knowingly employs or contracts with an illegal alien, Contractor shall:

- a. Notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Contract required pursuant to C.R.S. § 8-17.5-102, City may terminate the Contract for breach of contract. If the Contract is so terminated, the Contractor shall be liable for actual and consequential damages to the City.

Pre-Contract Certification in Compliance with C.R.S. Section 8-17.5-102(1)

The undersigned hereby certifies as follows:

That at the time of providing this certification, the undersigned does not knowingly employ or contract with an illegal alien; and that the undersigned will participate in the E-Verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform under the public contract for services.

Proposer:

By: _____ Date: _____

Name: _____

Title: _____

Agenda Item: V-A
Meeting Date: March 26, 2018

Subject: Resolution 18-30 a resolution amending the Standards and Specifications for the Design and Construction of Public Improvements to Update Road Design and Technical Criteria.

Presenter: Jennifer Krieger, AICP, Community Development Director

Background: Resolution 18-30 is an update to the City of Dacono Standards and Specifications for the Design and Construction of Public Improvements to update the City's policy related to road design and technical criteria.

Section 3.1.1 is amended by adding a new street construction responsibility section. This section outlines the public improvements that are considered to be an integral part of street construction.

Section 3.1.2 is a new section detailing the required street improvements. This section includes on-site and off-site criteria. The most significant change is the shift in policy for off-site public improvements related to streets adjacent to the development boundaries and required connections to arterial/collector street network.

Historically, the City of Dacono has required construction of an interim section consisting of paved driving lanes and shoulders. The most expensive portion of the roadway, drainage facilities and curb and gutter is often deferred or not required leaving behind roadways that are not constructed to the ultimate functional street classification standard.

Pursuant to this change to the Standards and Specification, at a minimum the developer will always be responsible for the equivalent of half the street adjacent to the development which will include vertical curb, gutter, sidewalk and pavement. Transitions from improved streets to existing areas were accounted for and addressed. Finally, the requirement to improve off-site streets to provide adequate access to the nearest improved arterial or collector street will require a minimum of 34-foot wide paved surface and a 4-foot paved shoulder.

These changes are recommended as the most recent field survey of roadway needs and recommendation for roadway impact fees indicates they are inadequate. After an evaluation of recommended roadway impact fees and other land development associated fees such as water, staff looked at alternative ways to address both the long-term roadway needs and remain competitive among adjacent communities. Modifying the Standards and Specifications to update the City's policy on street construction responsibility appeared to be the most logical and cost-effective manner.

The City of Dacono provides for impact fee credits for regional improvements pursuant to Chapter 4 Article 4.

Recommended Action: Staff is recommending approval of Resolution 18-30.

RESOLUTION NO. 18-30

A RESOLUTION APPROVING REVISIONS TO THE CITY OF DACONO, COLORADO STANDARDS & SPECIFICATIONS FOR THE DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS TO UPDATE ROADWAY DESIGN AND TECHNICAL CRITERIA

WHEREAS, Section 17-4 of the Dacono Municipal Code authorizes the City Council to adopt by resolution such design standards and specifications as it deems necessary to provide for the design and installation of public improvements and facilities, including but not limited to streets and roadways, water and sewer lines and other utility lines and drainage facilities; and

WHEREAS, by Resolution No. 10-48 adopted on December 13, 2010, the City Council adopted the September 2010 City of Dacono, Colorado Standards & Specifications for the Design and Construction of Public Improvements (the "Design Standards"); and

WHEREAS, the City Engineer and Community Development Director have prepared certain amendments to the Design Standards to update roadway design and technical criteria; and

WHEREAS, the City Council desires to adopt such amendments to the Design Standards.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DACONO, COLORADO:

Section 1. The proposed amendments to the September 2010 City of Dacono, Colorado Standards & Specifications for the Design and Construction of Public Improvements, to update Section 3 concerning Roadway Design and Technical Criteria, are hereby approved in essentially the same form as the copy accompanying this resolution.

INTRODUCED, READ, and ADOPTED this 26th day of March, 2018.

CITY OF DACONO, COLORADO

Joe Baker, Mayor

ATTEST:

Valerie Taylor, City Clerk



SECTION 3: ROADWAY DESIGN AND TECHNICAL CRITERIA

3.1 GENERAL

This section sets forth the minimum design and technical criteria and specifications to be used in the preparation of all roadway plans.

3.1.1 Street Construction Responsibility

The responsibility for the design and construction of all new streets and the widening of existing streets necessary to provide adequate transportation service to, or within, a development rests exclusively with the Developer. This responsibility includes the acquisition and/or dedication of all necessary rights-of-way and easements. This responsibility applies to on-site streets, adjacent streets, transition sections, and connections to the arterial street system. Impact fee credit for regional improvements may be sought pursuant to Dacono Municipal Code Chapter 4 Article 4. The following list outlines the improvements that are considered to be an integral part of the street construction.

- a. Street grading and subgrade preparation or stabilization
- b. Concrete curb and gutter
- c. Concrete sidewalk
- d. Pavement section including aggregate base courses and asphaltic or Portland cement concrete pavement
- e. Traffic signals, as determined by the City Engineer
- f. Traffic signing and pavement markings
- g. Railroad crossings
- h. Ditch and drainage crossings
- i. Street lighting
- j. Water distribution system
- k. Sanitary sewer system
- l. Storm drain system

3.1.2 Required Street Improvements

- a. On-Site Criteria. The Developer is responsible for all improvements internal to the site. Necessary rights-of-way and easements must be dedicated to the City concurrent with approval of the development.
- b. Off-Site Criteria. The Developer is responsible for the following improvements external to the site boundaries.



- 3.1.2.1 Streets Adjacent to the Development Boundaries. Where street upgrades are needed to comply with these Standards and/or the adopted City of Dacono Roadway Plan, the Developer shall be responsible for the design and construction of street improvements adjacent to the exterior boundary of the subject property. When such improvements are designed and constructed, they shall be extended along the entire boundary(s) of the property at the horizontal and vertical location that establishes the approved alignment for the Roadway Plan.
- 3.1.2.2 Minimum Requirements. At a minimum, the Developer shall always be responsible for the equivalent of half the street adjacent to the development (vertical curb, gutter, sidewalk and pavement). When determined by the City Engineer, based upon projected traffic impact, the Developer may also be responsible for curb, gutter, and sidewalk, as well as all or part of the remaining pavement on the opposite half of the adjacent street.
- 3.1.2.3 Transitions. Where an improved street must be tied into an existing street, transition areas must be provided to safely shift traffic back onto the existing street. The off-site transition(s) maybe be installed as a permanent street improvement or as a temporary improvement as approved by the City Engineer. Permanent off-site transitions may be eligible for impact fee credits pursuant to Dacono Municipal Code Chapter 4 Article 4.
- 3.1.2.4 Connection to the Arterial/Collector Street Network. Any Development which does not have direct access to an improved arterial or collector street will be required to improve certain off-site streets to provide adequate access to the nearest improved arterial or collector street. Improved access must be provided in the most heavily and/or most reasonable traveled route, as determined by the City Engineer. Pavement design shall be based on a 20-year design life including both projected and site generated background traffic growth. Where required, off-site street improvements must include, at a minimum, a 34- foot wide paved surface, edge of pavement to edge of pavement, and a 4- foot paved shoulder along the edge of pavement.
- 3.1.2.5 Off-Site Right of Way and Easements Prior to approval of any development which requires acquisition and dedication of off-site right-of-way or easements, the Developer shall provide legal documentation demonstrating their ability to obtain such right-of-way or easements without any restrictions and at no cost to the City of Dacono.



3.2 ROADWAY DESIGN AND TECHNICAL CRITERIA

The City has adopted the “City of Dacono Transportation Plan,” dated June 2003, and subsequent updates to the City of Dacono Roadway Plan, based on traffic volumes, land use and expected growth. This Functional Street Classification Plan designates streets as: private, alleys, local, collector (major and minor), arterial (See Tables 3.1 and 3.2 on page 37). The following criteria apply to each classification. Standard roadway cross-sections, along with other related drawings and Details, are presented in the Appendix of these Engineering Standards.

3.2.1 Planning Principles for Local Circulation Systems

Basic considerations in the design of local circulation systems must recognize the following factors:

- a. Safety: for both vehicular and pedestrian traffic.
- b. Efficiency of Service: for all users.
- c. Livability: especially as affected by traffic elements in the circulation system.
- d. Economy: of both construction and use of land.

Each of the following principles is an elaboration on one (1) or more of these four (4) factors. The principles are not intended as absolute criteria, since instances may appear where certain principles conflict. Therefore, these principles should be used as guides to arrive at proper systems layout.

3.2.1.1 Ensure Vehicular and Pedestrian Access

The primary function of local streets is to serve abutting properties. Street widths, placement of sidewalks, patterns of streets, and number of intersections are related to safe and efficient access to abutting lands.

3.2.1.2 Minimize Through Trips

Through-traffic on local and collector streets increases the average speed and volume and thus the accident potential, thereby reducing residential amenities. Through-traffic can be discouraged by creating a circuitous route between neighborhoods and higher volume streets and by channelizing or controlling median crossings along peripheral routes.

3.2.1.3 Control Access to Arterials

Local circulation systems and land development patterns should not detract from the efficiency of peripheral arterial facilities. Ideally, land development should occur so that no local streets require direct access to arterial routes. The number of access points between the local circulation system and the arterial system should be minimized. Intersections along arterial routes should be properly spaced for efficient