



TOWN BOARD WORK SESSION

October 6, 2012 – 8:00 A.M.

Windsor Community Recreation Center – Aspen Room

250 N. 11th Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

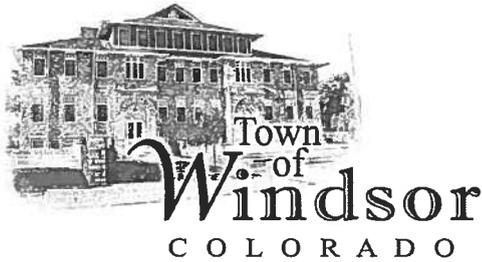
Members of the public in attendance who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.

AGENDA

Town of Windsor 2013 Proposed Budget

Town of Windsor





2013 BUDGET

JANUARY 1, 2013 – DECEMBER 31, 2013

COMMUNICATION DEVICE • POLICY DOCUMENT • OPERATIONS GUIDE • FINANCIAL PLAN

TOWN BOARD MEMBERS
4 Year Terms

		<u>Term Expires</u>
Mayor - <i>at-large</i>	John Vazquez	Apr 2016
Mayor Pro Tem <i>District 4</i>	Kristie Melendez	Apr 2014
Town Board Member <i>District 1</i>	Myles Baker	Apr 2016
Town Board Member <i>District 2</i>	Don Thompson	Apr 2014
Town Board Member <i>District 3</i>	Jeremy Rose	Apr 2016
Town Board Member <i>District 5</i>	Robert Bishop-Cotner	Apr 2016
Town Board Member <i>District 6</i>	Ivan Adams	Apr 2014

TOWN STAFF

Town Manager	Kelly Arnold
Town Attorneys	John Frey & Ian McCargar <i>of the Firm of Frey McCargar & Plock, LLC</i>
Municipal Judge	Mike Manning
Director of Finance/Information Systems	Dean Moyer
Director of Human Resources	Mary Robins
Director of Planning	Joe Plummer
Director of Engineering	Dennis Wagner
Chief of Police	John Michaels
Director of Parks, Recreation & Culture	Melissa M. Chew
Director of Public Works	Terry Walker
Town Clerk/Customer Service Administrator	Patti Garcia
Economic Development Manager	Stacy Johnson

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TABLE OF CONTENTS

TRANSMITTAL MESSAGE	iii
2013 Proposed Budget Overview	iv
Memorandum from Town Manager	v
2013 Grants	xii
Supplement #1 2013 Proposed Recreation Fee Increases	xiii
Supplement #2 2013 Budget – Main Park East Playground.....	xv
Supplement #3 2013 Budget – 7 th Street Trail.....	xxiii

APPENDIX

DETAILED BUDGETS (A)

General Fund.....	A - 1
Town Clerk/Customer Service	A - 3
Mayor and Town Board.....	A - 4
Municipal Court	A - 5
Town Manager	A - 6
Finance	A - 7
Human Resources.....	A - 8
Legal Services	A - 9
Planning and Zoning.....	A - 9
Economic Development	A - 10
Police.....	A - 11
Recycling.....	A - 12
Streets and Alleys.....	A - 12
Public Works	A - 13
Engineering	A - 14
Cemetery	A - 15
Community Events	A - 16
Forestry.....	A - 17
Recreation.....	A - 18
Aquatics / Swimming Pool.....	A - 19
Parks	A - 20
Safety & Loss Control	A - 21
Art & Heritage.....	A - 21
Town Hall.....	A - 22
Park Improvement Fund.....	A - 25
Conservation Trust Fund	A - 29
Capital Improvement Fund	A - 33
Community Recreation Center Fund	A - 43

Enterprise Funds

Water Fund.....	A - 47
Non-Potable Water / Kern Reservoir Fund.....	A - 53
Sewer Fund	A - 55
Storm Drainage Fund	A - 61



Internal Service Funds

Fleet Management Fund A - 65
Information Technology Fund A - 69
Facilities Services Fund A - 73
Windsor Building Authority Fund A - 77



Town of Windsor
2013 PROPOSED BUDGET OVERVIEW

Fund	Beginning Balance	Revenues	Expenditures	Ending Balance
General Fund	\$5,700,581	\$11,987,732	\$11,835,848	\$5,852,465
Park Improvement Fund	2,230,824	1,486,529	1,249,257	2,468,096
Conservation Trust Fund	302,932	165,576	284,000	184,508
Capital Improvement Fund	4,982,015	4,421,359	3,749,135	5,654,239
Community Rec Center	262,529	924,593	1,144,668	42,454
Water Fund O & M	6,965,660	3,686,687	2,686,743	7,965,604
Water Fund PIF	7,905,766	1,657,124	2,434,986	7,127,904
Water Fund Raw Water	169,336	71,207	240,542	0
Non-Potable Water Fund	251,267	523,672	768,480	6,459
Sewer Fund O & M	3,071,316	1,681,095	1,532,988	3,219,423
Sewer Fund PIF	3,831,940	936,787	485,128	4,283,599
Storm Drain O & M	244,940	304,589	254,148	295,381
Storm Drain PIF	1,148,580	1,098,616	1,007,986	1,239,210
Fleet Management	109,140	1,079,896	1,077,436	111,600
Information Technology	108,865	718,582	709,565	117,882
Facilities Services	103,616	538,823	538,823	103,616
Windsor Building Authority	145,478	145,000	145,080	145,398
All Funds Total	\$37,534,785	\$31,427,866	\$30,144,814	\$38,817,838



MEMORANDUM

TO: WINDSOR TOWN BOARD
FROM: KELLY ARNOLD, TOWN MANAGER
DATE: OCTOBER 1, 2012
RE: THE RECOMMENDED 2013 BUDGET

Per Town of Windsor Charter, the Town Manager “shall submit to the Town Board, on or before the fifteenth of October of each year, a proposed budget for the Town for the next ensuing fiscal year”. Attached to this transmittal memo is the \$30 Million 2013 operating budget proposed for the Town of Windsor.

This budget marks the lowest expenditures since 2006 and can be considered the closure of one of the most remarkable periods in this Town. For the past five years the Town has recovered from a tragic tornado event; has spurred local economy in the time of a recession by constructing large and much needed public operations projects; and completed long-awaited infrastructure improvements that will assure Windsor’s quality of life for years to come.

2013 begins another era of building a community that makes Windsor citizens proud. Overcoming complacency is a key to community improvements. We must never rest on our laurels but recognize that our Strategic Plan provides the map to continued success. This budget builds upon the past while anticipating the future.

The process of developing this proposed Budget was set forth with a direction of maintaining our Town investments while continuing to seek improvements in providing quality services. As a result of cooperation by all departments, this budget meets that direction while recognizing the recently adopted Strategic Plan.

Last year’s budget alluded to the fact that our revenue stream was starting to normalize. In fact, the Town revenue picture started to meet and exceed levels prior to the recession. As a result, there is greater confidence in our revenue forecasting which provides us assurances that we can continue to maintain our infrastructure and make service improvements.

With that in mind, the Budget review will take in the following subjects in this order:

- Revenues for all Funds
- Wrap-up of Capital Improvement Plan
- Operations Overview
- Personnel
- Funding/Saving Strategies for the Future

REVENUES

Following this budget message is an overview of all anticipated grant revenues (applications) that are found in the budget. We continue to be aggressive in seeking outside resources such as grants to accomplish projects.

General Fund (Page: A-1): Revenues such as sales tax, licenses, building permits, and most charges for services are based upon a three-year average. This three-year time period captures



2010 which is the end of the recession, but it includes 2012 which is a growth year in revenues. We believe that this blending gives us a good balanced approach to revenue estimates.

Property tax is about the same this year as it is in 2012 since it is not a reassessment year.

Auto taxes and franchise taxes continue to grow based upon the number of households in Windsor.

The only change requiring Town Board confirmation is the recommended increase in revenues based on an increase in some of our recreation programs. Last year the Town Board asked staff to develop a recreation fee schedule based upon need. This model was presented and approved by the Town Board as a future guide for recreation fees. This model now indicates that some recreation fees could be adjusted to better fit the model. After this memo, there is supplemental information (Supplement #1) on the recommended fee increases that will generate additional revenue of \$25,265.

Capital Fund (Page: A-33): Sales and Construction Use Tax are estimated based upon a three-year average.

Severance tax is a three-year average but is certainly the most volatile figure. This source of revenue allocated in the Capital Fund for the first time in 2012 after designating it for capital projects into the future.

Note the Mineral Lease Revenue has \$0 in the 2013 budget. This line item will be any revenue from Town owned leases on mineral royalties/bonuses. Since this is an unknown for now, no revenue is projected for 2013.

Community Recreation Center (Page: A-43): Noteworthy here for revenues is there is no transfer needed from the Capital Fund due to the refinancing of the bonds in 2012. This is a savings of \$200,000 to the Capital Fund.

Water Fund (Page: A-47): All revenues are based on a three-year average. Revenues in 2012 met or exceeded estimates, primarily due to the drought. Also, the new three-tier rate structure revenues are included in the Water Sales estimate.

The Water Capital Revenues (page A-51) have the Plant Investment Fees. It is important to note that the Water and Sewer Board has indicated interest to review that fee in 2013. This fee is less compared to other regional municipalities and it does not reflect a true cost of adding to our water system. It is also an important fee that can be used for future capital improvements such as a regional water treatment plant or water resources such as NISP.

Sewer Fund (Page: A-55): No rate increases for this fund so the rate estimates are based on three-year average and some new users (residential homes) from 2012.

Storm Water Fund (Page: A-61): No rate increases for this fund so the rate estimates are again based on three-year average and some new users from 2012.



CAPITAL BUDGET

At a previous work session, the Board deliberated and provided guidance on a majority of the Capital Budget for 2013. At that meeting there were a few items that were left undecided until the budget meeting and also there have been a few noteworthy recommended amendments to the proposed plan.

Undecided Items for 2013

- The Board wanted more information on the Main Park east playground improvements. Supplement #2 after this memo provides more information on the improvements and some examples of the replacement equipment.
- Eastman Park Drive/Cornerstone Roundabout Design was a project that wasn't fully supported at the work session. There is no new information on this project and staff still supports designing in 2013 and constructing in 2014.
- 7th Street Trail from New Liberty to Poudre Trail was an item the Board wanted to review. Supplement #3 provides cost information and map of where a proposed trail could be constructed.

Noteworthy Amendments Included in the Capital Items

#1 – The Severance Tax revenue from the State was \$266,439 which is an additional **\$96,207** above our budgeted figure.

#2 – Mineral lease/bonus funds not originally allocated in the 2012 Capital fund are now correctly allocated for an additional **\$83,129**.

#3 – It is recommended and added to the Capital Budget that the additional \$155,000 oil/gas revenue be allocated for additional road improvements. This makes just over \$1,139,000 budgeted on Street Maintenance projects in 2013. An extra \$24,000 will be carried over for 2014 Street Maintenance projects. The additional street projects for 2013 will be:

<u>Street</u>	<u>Limits</u>	<u>Cost</u>
8 th Street	Main Street to Ash Street	\$ 40,000
Ash Street	State Hwy 257 to 8 th Street	\$ 40,000
<u>Medicine Man Ct.</u>	<u>Pine Drive to Cul-de-sac</u>	<u>\$ 75,000</u>
Total:		\$155,000

#4 – Readjustment of the original Interchange (I-25/392) project contribution from a total of \$2.5 million to \$2.3 million is recommended. This adjustment can be made now since there will be no anticipated change orders since the project is near completion. This adds \$200,000 back into the Capital Program.

#5 – Replace lift station #4 and pumps generator project is added to the Sewer Capital budget. This project is moving newer pumps from the treatment plant to lift station #4. This project became reality due to the improvements made by the lift station project. The total cost of this



project is \$200,000 with future realized utility and maintenance reductions due to replacement of aging equipment.

Items Not In Capital, But Need to be Addressed

- ✓ The Davis Seepage Pipe is an issue that will top the Town Board agenda sometime at the end of 2012 or early 2013. The decisions the Town Board makes will not be in time to include as any possible budget items.
- ✓ There are several projects such as a regional water treatment plant or a large augmentation project that are not on the current unfunded capital improvement list. These costs are unknown at this time, but will be developed in 2013.

OPERATIONS OVERVIEW

During the budget review meeting, each department will review their 2013 budget with Town Board. As you will see, there have been very little significant changes to the operating budgets. This is primarily due to a better understanding of service levels for the community and the lack of inflation. If either one of these changes, increase in service levels or inflation, cost of operations will increase over time.

Some highlights/questions to bring to the Board's attention are:

- Our self-funded insurance program will be increasing for liability insurance and for workers compensation. These increases are found in all budgets as each budget is allocated a cost equivalent to the number of personnel and salary in each budget. After adjustments to the liability insurance (increasing our liability deductible from \$5,000 to \$10,000 and property deductible from \$5,000 to \$25,000) the total overall cost increase is \$24,487. Workers compensation is increasing 6.8% for a total increase of \$10,561.
- Mayor and Town Board budget (page A-4) contains the \$250,000 transfer to the DDA which is equivalent to the sales tax generated within the Authority's district.
- This budget also includes \$10,000 to assist in the bid for the Pro Cycling Challenge race that could go through Windsor in late August, 2013. There is an additional \$4,000 in the same budget for possible marketing purposes of the event on behalf of Windsor. These costs can be found in the Public Relations line-item.
- Also in this budget is the Board Development line-item. In 2009, the Town Board and Town Manager attended the National League of Cities Congressional Cities Conference in Washington D.C. This conference provides a great exposure to the Federal Government as it relates to local government. In addition, it provides the opportunity to meet Senator, Representatives, and agencies such as the Federal Railroad Administration in D.C. Finally, following a Presidential election it provides a perspective of the upcoming administration's agenda and leadership. If the Board is interested in attending this conference in March again, I would recommend up to \$1,400 for each attending be budgeted.



- In Finance (page A-7) our auditing costs have increased due to single audits that are mandated for any Federal grants awarded over \$500,000.
- A new budget cost center, Recycling (page A-12) has been developed. This cost was formerly in the Forestry budget, but with recycling now a responsibility of Public Works, this is a better place to track costs associated.
- Streets and Alleys (page A-12) reflects a budget decrease of nearly \$60,000 compared to three years ago in the Utilities line-item. During that period one of the major work programs for Town staff was to attain a better inventory with Xcel Energy and Poudre Valley REA of street lights. This effort provided a much better accounting and mapping of Town owned and rented street lights. In addition, it made a significant reduction in our street light costs.
- Utilities and well assessments are increasing in the Parks (A-20) budget for new electrical and water services at the new parks.
- In the Capital Budget (pages A-33 through A-41) there are some smaller notable items that are included. These are the Police Department starting to replace bullet proof vests (\$13,300) and adding an entryway sign at Diamond Valley (\$12,000).
- The Water expenditures (pages A-48 and A-49) reflect growth and the drought. Meter expenses are going up due to increased building permits, but that is directly reflected as revenue since it is a pass through cost. Also water purchases have gone up with the drought trend and our use increasing.
- Fleet (pages A-65 through A-67) and Information Systems (pages A-69 through A-71) are internal services funds which are now five years old. Both of these funds continue their smoothing out and are much more predictable since inception. These funds should continue to be supportive of the organization with little or no increase unless there is a large project or cost spike.

PERSONNEL

The recommended budget does include the cost of benefits for 2013.

It does not include the cost of the re-classification and salary survey but that cost will be included prior to adoption.

It also doesn't include staffing adjustments and merit. This will be more fully discussed during the budget review.

This year, there were fewer requests for additional personnel. They were:

- Parks Maintenance Technician
- CRC Front Desk/Set up Attendant adjustments
- Full-time fleet mechanic from a part-time mechanic
- Wastewater Utility Technician



- Full-time shared employee between Human Resources and Customer Service from a current part-time position

As stated previously, my recommendation is to fund:

- ✓ Park Maintenance Technician – this position was discussed last year as we deliberated the construction of four new parks. Staff and Board recognized during those deliberations that one additional person would be required to maintain the four new parks.
- ✓ Reducing the number of front desk part-time employees in exchange of an additional full-time Building Attendant. This restructuring will save \$30,798.
- ✓ Making the part-time mechanic a full-time fleet mechanic. This will insure that the service level of vehicle service and repairs doesn't fall behind.

I do not recommend the Wastewater Utility Technician at this time. Further evaluation will occur during 2013 of the necessity of this request.

The sharing of a full-time employee between Human Resources and Customer Service may be a request I bring back to Town Board during 2013 for further consideration. At this time it is difficult to know if the current building permit activity will continue and what will be the reporting implications of the healthcare reform act. If both of these indicate that they will continue to place additional burden on the organization in 2013, I will want to bring this proposal back to Town Board during the year for consideration of funding.

This year the trend throughout Colorado municipalities regarding wage increases seems to be mixed. If a community is recovering and has a healthy economy, then the increase is in the 2 to 3% adjustment. If the community is not recovering or stagnant, then there are no increases.

My recommendation is that the Board considers a 2% increase through either merit or retirement increase or a mixture of both. If retirement increase is considered, I would recommend that it be increased in conjunction with an employee match.

The 2% merit along with the approval of the wage study and the increases in benefits is comparable to a 3 1/2% overall increase in personnel costs.

FUNDING STRATEGIES/SAVINGS FOR THE FUTURE

As indicated during our Capital Plan discussions, there are over \$59 million worth of improvements currently not in the five-year Capital Improvement Fund. Most of these improvements, except for perhaps the Davis Seepage Pipe, are not needed immediately. This figure does not include inflation costs or street maintenance increases that may be needed as we continuously monitor our pavement index program. It also does not include a possible water treatment plant (regional or Windsor), complete funding of Windsor's share of NISP, and any unforeseen priorities that will rise up in the next five years.

Historically the sales tax of Windsor has been distributed sixty percent (60%) to the General Fund and forty percent (40%) to the Capital Fund. This ratio has worked very well for Windsor. This



distribution was memorialized as part of the debt commitment to the Community Recreation Center bonds. As a result, it is staff's recommendation to maintain this ratio.

One important funding strategy is the ability to transfer General Fund to Capital Fund if needed for projects. The funding of the I-25/392 project is a good example. The Town Board decided to use the General Fund reserves to fund this project.

The Town does have adequate operating reserves, built over time due to revenue growth and limiting expenditures, particularly additional personnel. During the budget review, a graph showing revenue versus expenditures will be shown. That has allowed savings to occur and if continues should help some large projects to be built.

It is our recommendation that in 2013 the Town Board take an approach to save for these projects and be prepared to pay cash if feasible when the time comes for these projects to be addressed. In order to do that, we would recommend the Town Board:

- Maintain flexibility and continue to save for big projects;
- Re-engage and prioritize large projects with a general time line, if there is enough information to do so. For instance, the Paving Index Program calls for expenditures of roughly \$1.5 million for the next three to four years. The Board can prioritize this amount. Another example of a known project without enough information is the regional water treatment plant.
- Once prioritized, staff will work on methods of funding. The primary method will be the use of cash except for established grant or loan programs available (primarily water projects).
- If Town Board supports staff funding recommendations, the project(s) will be put into the 5-year Capital Budget.

Conclusion

Any budget issues or questions that will still need to be addressed after the budget review session will be discussed further during the October 22nd work session. If the budget gets completed at that time, then the final budget will be developed and will be adopted by the Town Board in November.



2013 GRANTS

GOCO Northern Lights Park	Park Improvement Fund	\$ 256,221
WCR21 Bridge Replacement CDOT Grant	Capital Improvement Fund	247,500
Water Tank DOLA Grant	Water Fund	800,000
WWTP Headworks EDA Grant remainder	Sewer Fund	252,000
Law Basin Channel FEMA PDM Grant	Storm Drainage Fund	590,640
	TOTAL	\$ 2,146,361





MEMORANDUM

Date: September 6, 2012
To: Kelly Arnold, Town Manager
From: Tara Fotsch, CPRP, Manager of Recreation
Melissa M. Chew, CPRP, Director of Parks and Recreation
Re: 2013 Proposed Fee Increases

Background/Discussion:

As you will recall, earlier this year staff completed a Cost Recovery model that was adopted by the Parks, Recreation and Culture Board, and presented to Town Board. This model assists us in targeting cost recovery percentages for programs.

We have recently completed our Fee Study for 2012 which we complete on a yearly basis. We are proposing a fee increase in various programs. These program increases include a minimal increase to assist in decreasing the subsidy of Recreation programs across the board and assisting us in moving towards our cost recovery model goals. No fee increases have been made in the past three years.

Any other adjustments made during the course of the year are directly related to materials cost or contractor cost increases, in compliance with our fee policy. Contractual programs will be evaluated to determine if an increase from a 70/30 split needs to be increased to a 60/40 split to increase the percentage of subsidy.

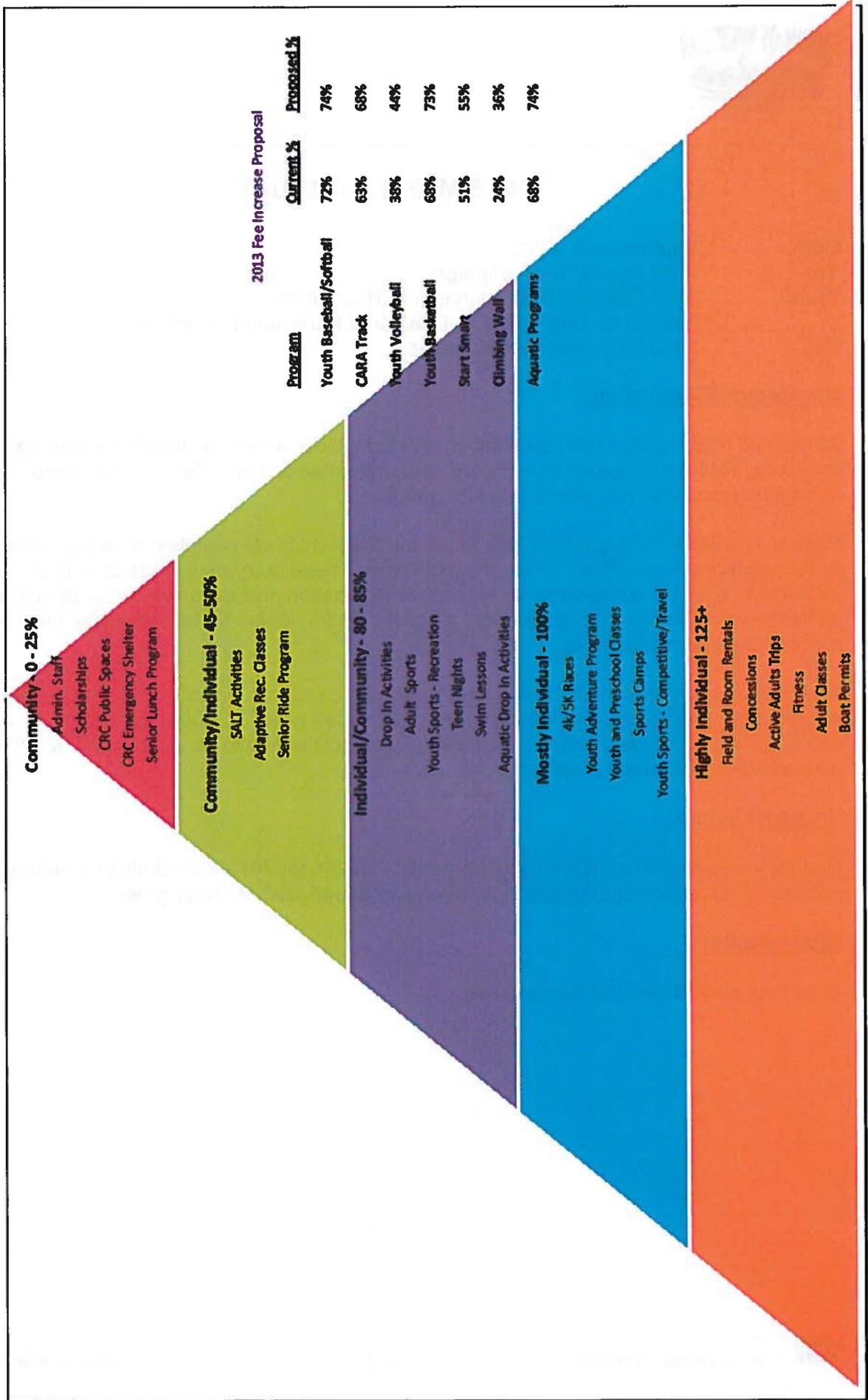
Financial impact:

Results in increased revenue of approximately \$25,265 for 2013; contributes to decrease of subsidy of recreation and assists in achieving long term cost recovery goals.

Attachments:

Cost Recovery Model and Percentages





Community - 0 - 25%
 Admin. Staff
 Scholarships
 CRC Public Spaces
 CRC Emergency Shelter
 Senior Lunch Program

Community/Individual - 45 - 50%
 SALT Activities
 Adaptive Rec. Classes
 Senior Ride Program

Individual/Community - 80 - 85%
 Drop In Activities
 Adult Sports
 Youth Sports - Recreation
 Teen Nights
 Swim Lessons
 Aquatic Drop In Activities

Mostly Individual - 100%
 4k/5K Races
 Youth Adventure Program
 Youth and Preschool Classes
 Sports Camps
 Youth Sports - Competitive/Travel

Highly Individual - 125+
 Field and Room Rentals
 Concessions
 Active Adults Trips
 Fitness
 Adult Classes
 Boat Permits



MEMORANDUM

Date: September 10, 2012
To: Kelly Arnold, Town Manager
From: Wade Willis, Parks and Open Space Manager
Re: 2013 Budget – Main Park East Playground

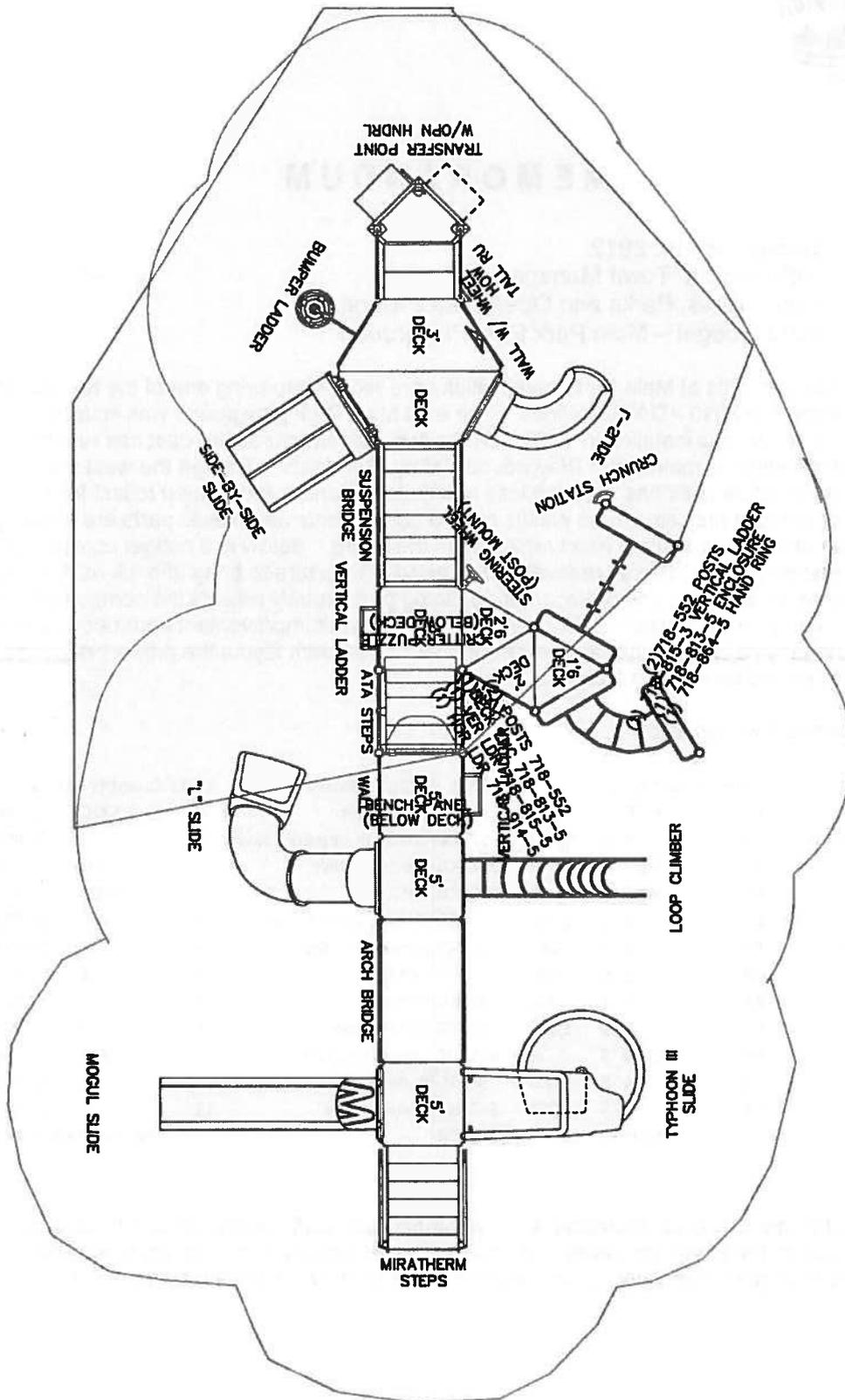
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To meet ADA requirements at Main Park modifications are required to bring one of the two playgrounds into compliance per the 2010 ADA Guidelines. The east Main Park playground was installed in 1997 while the west structure was installed in 1998. Of the two play structures the east has required the most time, labor and materials to maintain to Playground Safety Standards. Though the west play structure is close in age, the structure itself has required less maintenance and is anticipated to last for several more years. Many of the east play structures plastic coated components and plastic parts are showing wear and have begun and will continue to need replacing in the future. Below is a budget comparison for replacing the east playground versus renovating the existing structure to bring into full ADA compliance. Note, the estimate does not include replacement of aging parts, it only reflects the components necessary to bring into full compliance. Attached is a layout reflecting what improvements are necessary for the renovations along with a layout reflecting new equipment. For each layout the primary expense is the surfacing, which each alternative will require.

The funding breaks down as follows:

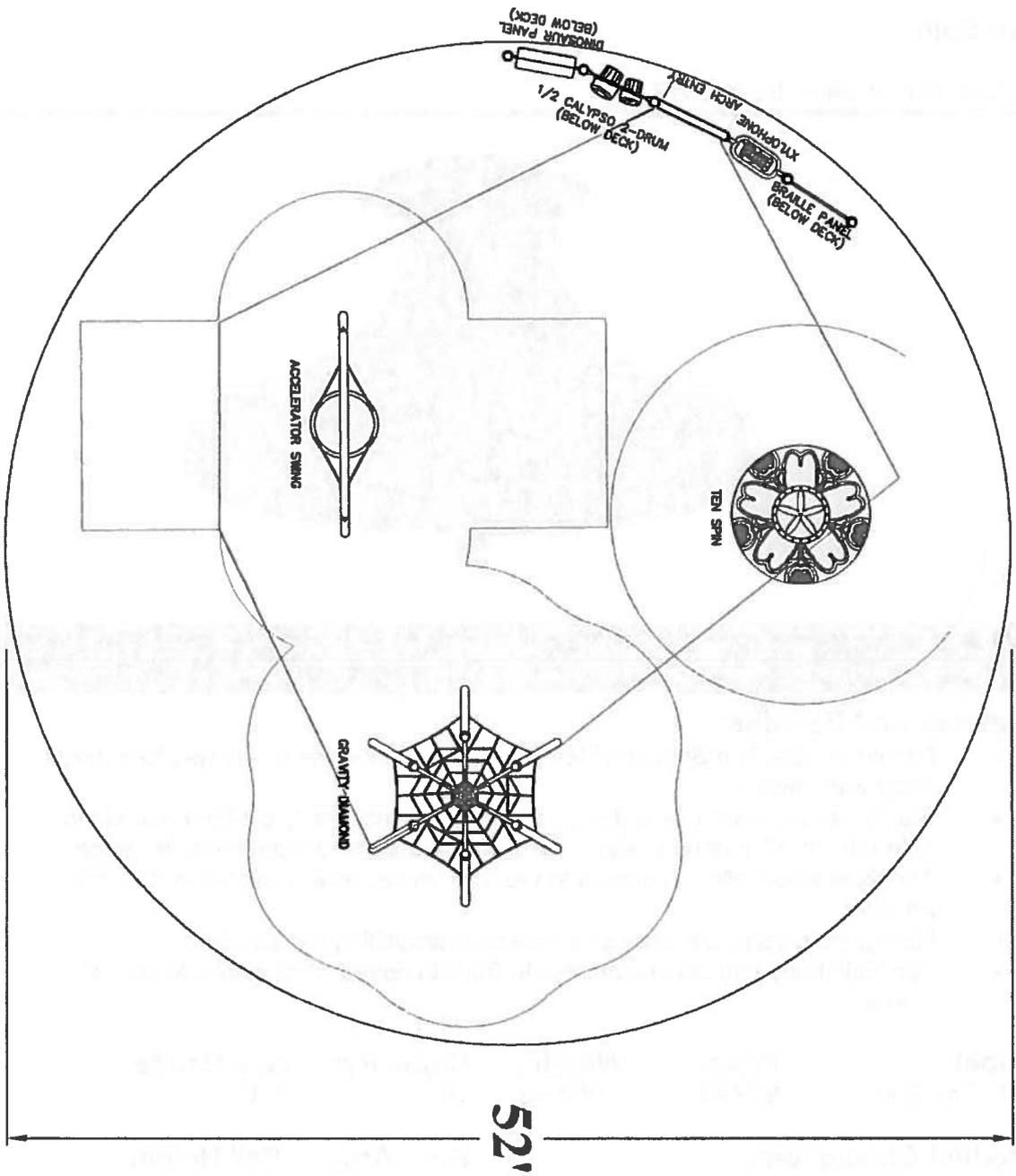
RETROFIT					REPLACEMENT				
	Units	Quantity	Cost	Ext Cost		Units	Quantity	Costs	Ext Cost
Demolition	SF	5720	\$ 1.25	\$7,150	Demolition	SF	5720	\$1.50	\$8,580
Concrete Repair/ Ramps	EA	4	\$ 1,900	\$7,600	Concrete Repair/ Ramps	EA	4	\$1,900	\$7,600
Concrete Base	SF	3800	\$ 7	\$24,700	Concrete Base	SF	3500	\$6	\$21,000
PIP	SF	3800	\$ 11	\$39,900	PIP	SF	3500	\$11	\$36,750
Mogul Slide	EA	1	\$ 1,422	\$1,422	Ground Level Panels	EA	1	\$5,035	\$5,035
Side by Side Slide	EA	1	\$ 1,243	\$1,243	Accelerator Swing	EA	1	\$6,149	\$6,149
L Slide	EA	1	\$ 835	\$835	Ten Spin	EA	1	\$2,499	\$2,499
Panels	EA	4	\$ 700	\$2,800	Climber	EA	1	\$7,065	\$7,065
Installation	LS	1	\$ 1,500	\$1,500	Installation	LS	1	\$1,500	\$1,500
Concrete Court	SF	1920	\$ 6	\$11,520	Concrete Court	SF	1720	\$6	\$10,320
Picnic Tables	EA	4	\$ 1,000	\$4,000	Picnic Tables	EA	4	\$1,000	\$4,000
Contingency	LS	1	\$ 10,267	\$10,267	Contingency	LS	1	\$11,048	\$11,048
Retrofit Total				\$112,937	Replacement Total				\$121,546

Since the cost for renovating vs. replacing is fairly comparable, staff recommends replacing the current structure because of the long term savings of time, labor and materials for ongoing maintenance. It also is not appropriate to utilize these aging structures elsewhere as they are not ADA compliant.



REPLACEMENT OF EXISTING





TOTALLY NEW

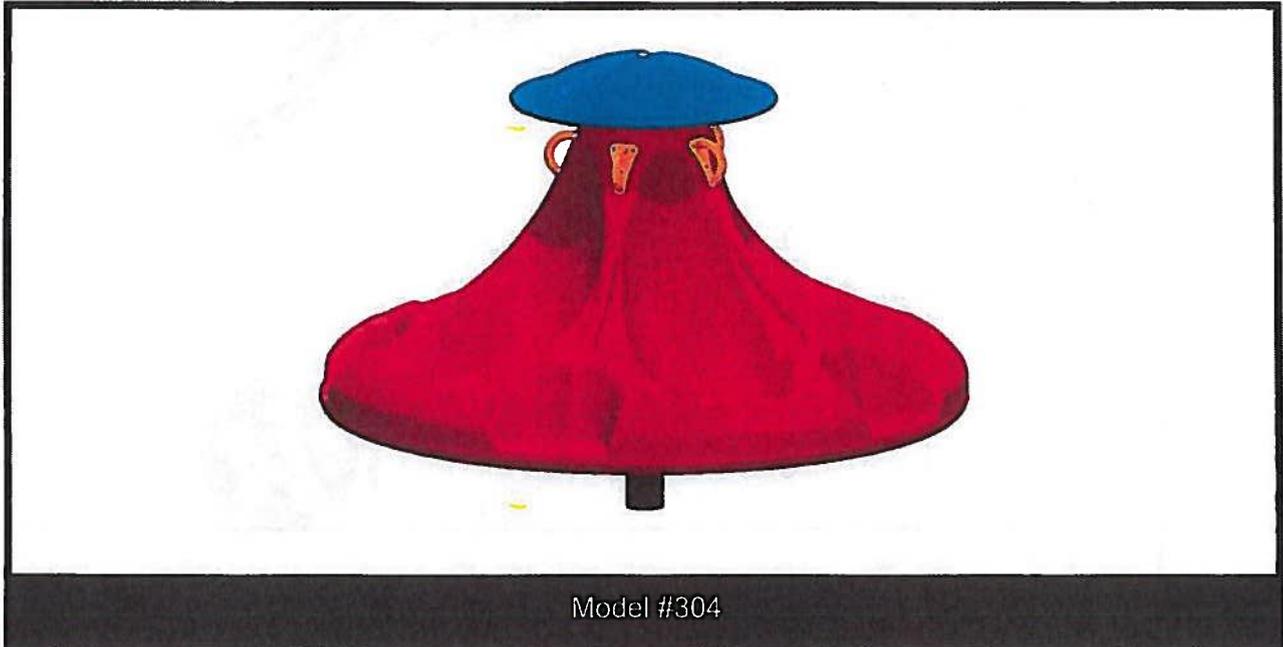


Product Announcement



Ten Spin

Implementation Date: 02.20.2012



Model #304

Features and Benefits:

- Miracle's ADA Ten Spin provides children of all abilities a new way to become dizzy with delight!
- Sturdy rotomolded body is designed with 5 ergonomically contoured seats for a safe ride, and 5 indented 'steps' for children to stand around the outer edges.
- Top fixed wheel allows children to propel themselves in a seated or standing position.
- Handgrips around top used as a means of propelling the Ten Spin.
- Ten Spin body and cover available in Rockite colors; Post available in post colors.

Model:	Price:	Weight:	Capacity:	Age Range:
304 - Ten Spin	\$2,499	1,000 lbs.	10	2-12

Product Dimensions:	Prot. Area:	Fall Height:
7' Dia. x 4'-11" High (from Surfacing)	20' diameter	2'

MIRACLE RECREATION & EQUIPMENT COMPANY

878 Hwy 60 Monett, MO 65708 • 888-458-2752 • www.miracle-recreation.com



Product Announcement



Gravity™ Diamond

Implementation Date: 11.16.11



Model # 447-6

Features and Benefits:

- Gravity Diamond is an eye-catching, 3-dimensional climber.
- Children have the opportunity to climb up, down and through an intricate maze of ropes!
- Braided nylon creates a soft cover for the steel cables that give the Gravity Diamond ropes their strength.
- Five curved posts are connected at the top with a welded steel rung assembly, providing durable support.
- Posts, rung assembly and clamps are available in Mira-Cote®, post and accent colors.
- Rope will have a standard color of blue. Black, green and red are available as special orders with longer lead times.

New Models:	Price:	Weight:	Capacity:	Fall Ht.
447-6 Gravity Diamond	\$7,065	700 lbs.	10	10'-5"

Product Dimensions:	Protective Area:	Age Range:
11'-5" Dia. x 11' height	24' x 23'	5-12

MIRACLE RECREATION & EQUIPMENT COMPANY
878 Hwy 60 Monett, MO 65708 • 888-458-2752 • www.miracle-recreation.com



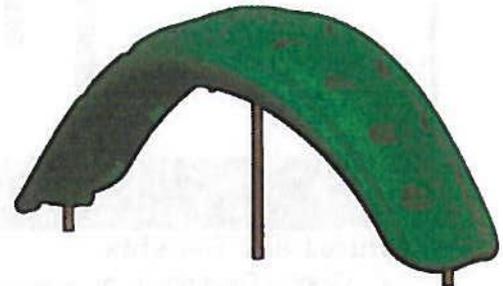
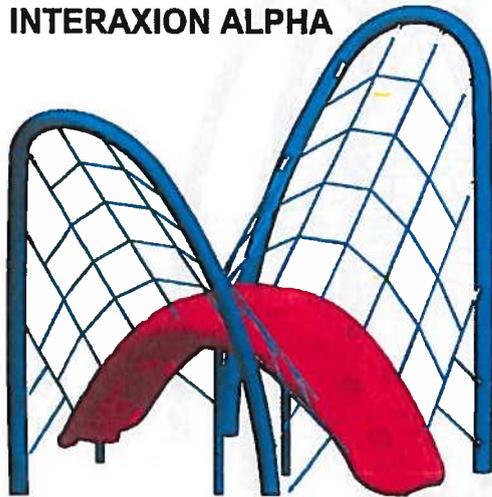
Product Announcement



Interaxion Alpha, Interaxion Alpha w/Glide, Alpha Climber

Implementation Date: 12.16.2010

INTERAXION ALPHA



ALPHA CLIMBER



INTERAXION ALPHA W/GLIDE

Model # 433-1, 433-2, 433-3

MIRACLE RECREATION & EQUIPMENT COMPANY

878 Hwy 60 Monett, MO 65708 • 888-458-2752 • www.miracle-recreation.com



Product Announcement



Accelerator Swing

Implementation Date: 02.20.12



Features and Benefits:

- New ADA compliant Accelerator Swing allows up to four children to swing at one time!
- Sturdy 5' steel posts give the Accelerator stability and strength.
- Seat edge is completely surrounded by resistant rubber bumper for added safety.
- Ropes are made of 20 mm diameter cable reinforced with 7 strands of steel cable, covered with U.V. resistant nylon fiber that is soft to the touch.
- Ropes available in blue only. Saucer available with green bumper and blue Mira-Cote® only. Arches available in all post colors.

Model:	Price:	Weight:	Capacity:	Age Range:
2014 Accelerator Swing	\$6,149	320 lbs.	4	5-12

Product Dimensions:	Protective Area:	Fall Height:
13'-8" W x 9'-2" H Arch; Seat 3'-6" Dia.	28' x 25'	6'-8"

MIRACLE RECREATION & EQUIPMENT COMPANY
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Product Announcement



Features and Benefits:

- All new Interaxion with and without Glide, and Alpha Climber create scaling, climbing challenges!
- Interaxion Alpha connects ropes, a bridge-like climber and soaring bent arches to give children an exciting new way to play!
- Interaxion Alpha with Glide adds one more climber component.
- Steel reinforced ropes, rotomolded climbers and 5" diameter arches give these components longevity and strength.
- Interaxion Alpha is available in accent, post and Rockite colors.
- Interaxion Alpha with Glide is available in accent, Mira-Lene, post and Rockite colors.
- Alpha Climber is available in accent and Rockite colors

New Models:	Price:	Weight:	Capacity:
433-1 Interaxion Alpha	\$7,541	700 lbs.	10
433-2 Interaxion Alpha w/Glide	\$9,149	800 lbs.	12
433-3 Alpha Climber	\$ 950	310 lbs.	4

Model:	Dimensions:	Protective Area:	Fall Height:
433-1	14' x 10' x 15'	27' x 22'	9'
433-2	15' x 12' x 15'	28' x 25'	9'
433-3	4' x 10' x 8'	16' x 22'	5'

Age Range: 5-12

MIRACLE RECREATION & EQUIPMENT COMPANY
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M E M O R A N D U M

Date: September 10, 2012
To: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: 2013 Budget – 7th Street Trail

Attached is a potential alignment for a trail along 7th Street, beginning at New Liberty Road and continuing north to connect to the Poudre River Trail. The trail aligns best on the east side of 7th Street south of River Place Drive, then would cross over and continue on the west side of 7th Street towards Laku Lake Road.

The funding breaks down as follows:

3007 linear feet of concrete for trail (10ft wide)	\$195,455
Drainage crossing (install culvert)	\$3,100
Pedestrian crosswalk and signage at River Place Drive	<u>\$850</u>
 Sub- total	 \$199,405
 10% contingency	 <u>\$1,994</u>
 TOTAL	 \$201,399

If it is the desire of Town Board to complete this project, I would suggest it in lieu of the 2016 anticipated trail project along 257 from Crossroads north to the Poudre River Trail. This project was budgeted at \$100,000 with a \$150,000 state Trails Grant.

It may be possible to apply for state trails funding for the 7th Street project in 2013 to offset the \$201,399, but likely not until fall. We currently have an active trail grant for the Greeley No. 2 ditch trail behind CRC and the high school, and an application in for GOCO for Northern Lights Park in 2013. We would need to close out one or more of those grants.

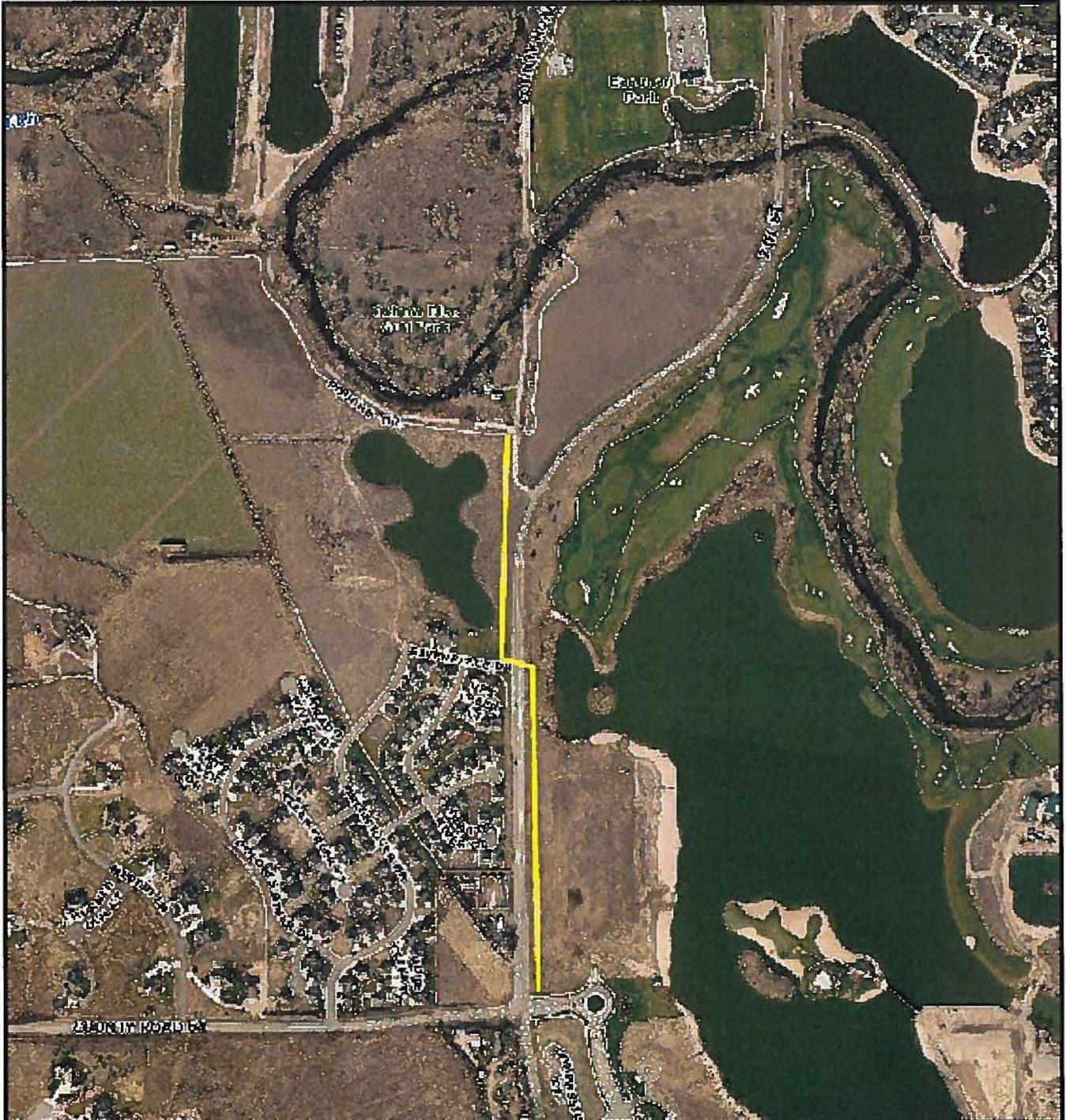
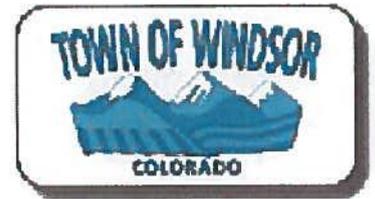
Another grant option is Safe Routes to Schools, with a minimum 20% cash match. These two items are identified as eligible projects:

- Developing Off-Street Bicycle & Pedestrian Facilities
- Increasing Connections Between Locations

If Town Board desires, the project could be budgeted with or without grant support. If indeed a grant timeline matches construction and can be obtained, our costs would be reduced appropriately.



Town of Windsor GIS MAP



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Printed: Sep 28, 2012



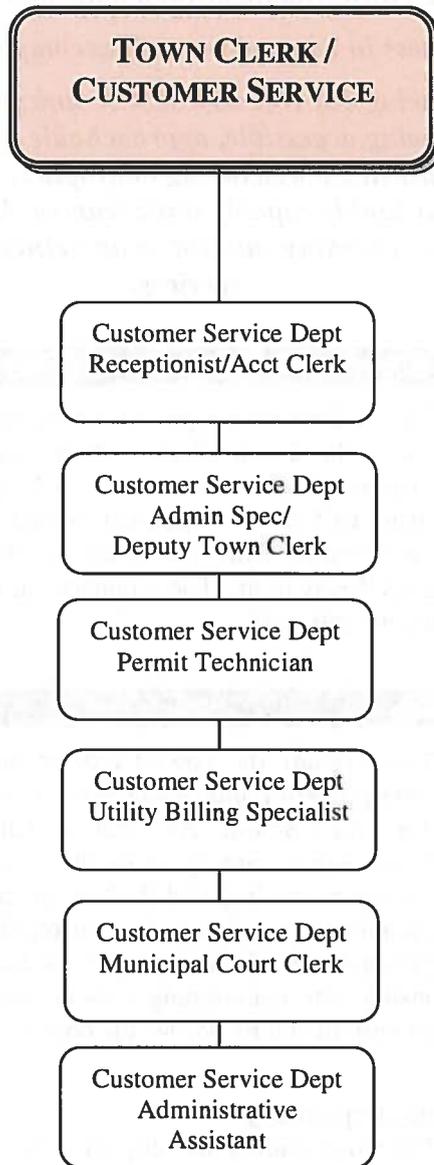
General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
GENERAL FUND REVENUE - 01								
4001	<i>Beginning Fund Balance</i>	1,901,181	3,909,852	5,252,543	5,415,494	4,955,433	5,700,581	
TAXES								
4311	Property Tax	3,416,450	4,158,343	4,325,529	4,158,135	4,104,710	4,096,598	
4312	Auto Tax	351,419	345,609	385,171	361,826	376,648	402,433	
4313	Sales Tax	2,778,815	2,899,084	3,229,343	2,903,691	3,156,728	3,095,052	
4314	Franchise Tax	1,117,543	1,123,574	1,178,866	1,068,193	1,446,062	1,249,501	
4317	Severance Tax	215,272	96,759	198,677	0	0	0	
	<i>Sub-Total</i>	7,879,499	8,623,370	9,317,586	8,491,845	9,084,148	8,843,584	
LICENSES & PERMITS								
4321	Beer & Liquor Licenses	7,046	4,911	6,940	6,440	8,061	6,637	
4322	Building Permits	216,628	103,477	147,003	163,813	254,669	170,050	
4323	Business & Other Licenses	19,655	24,167	27,078	21,451	34,740	28,662	
	<i>Sub-Total</i>	243,329	137,555	181,021	191,704	297,471	205,349	
INTERGOVERNMENTAL REVENUES								
4331	Highway Users	583,226	684,302	700,271	727,951	695,702	708,744	
4332	County Road & Bridge	174,206	193,618	239,025	193,413	205,219	211,823	
4333	Cigarette Tax	26,384	28,332	21,134	25,979	22,003	23,823	
4334	Grants	1,085,972	614,275	8,203	0	0	0	
4335	Police Dept Grants	1,045	1,260	2,988	2,000	1,605	2,000	
4356	Cultural Affairs Grants/Donations	0	0	7,500	0	1,400	0	
	<i>Sub-Total</i>	1,870,833	1,521,788	979,121	949,343	925,929	946,390	
CHARGES FOR SERVICES								
4342	Cemetery	31,150	59,850	32,100	41,722	52,135	48,028	
4343	Aquatics Program Revenues	147,659	154,002	169,745	166,750	165,561	166,165	
4344	Police Dept. Services	46,971	19,043	50,935	31,126	25,703	31,894	
4345	Street Services	1,853	11,438	100	4,511	0	0	
4346	Recreation	528,908	624,208	643,954	638,893	642,609	668,260	
4351	Court of Record Costs	0	0	10,860	10,000	13,817	10,000	
4366	Planning Fees	17,830	25,849	17,183	28,393	13,485	18,839	
4383	Sale of Recycle Commodity	0	0	0	0	4,453	7,000	
4385	Misc. Brush Recycling Revenue	0	0	0	0	17,079	21,000	
	<i>Sub-Total</i>	774,371	894,389	924,877	921,396	934,842	971,186	

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	FINES & FORFEITS							
4350	Court Fines	109,153	165,410	122,913	123,076	164,213	150,845	
	<i>Sub-Total</i>	109,153	165,410	122,913	123,076	164,213	150,845	
	MISCELLANEOUS REVENUE							
4360	Insurance Claims	0	43,895	1,421	0	0	0	
4363	CIRSA/Tornado Reimbursements	1,603,875	0	0	0	0	0	
4364	Interest Income	142,269	76,517	74,376	47,877	46,173	46,173	
4367	Contributions	25,000	2,700	0	0	0	0	
4368	Map Copies/Check Charges	16,592	43,124	14,120	8,000	42,550	33,265	
4372	Transfer from Non-Potable Water Fund	0	30,000	53,000	30,000	30,000	30,000	
4373	Transfer from Water Fund	331,954	363,605	360,625	386,082	386,082	392,114	
4374	Transfer from Sewer Fund	155,230	174,241	190,545	188,019	188,019	186,391	
4375	Transfer from Park Improvement Fund	76,914	76,914	76,914	76,914	76,914	23,826	
4380	Museum Revenue	10,928	11,239	11,500	2,900	7,243	3,000	
4386	Community Events Revenue	0	0	0	12,000	21,048	18,000	
4388	Misc. Park Revenue	(136)	926	16,429	15,000	15,686	15,000	
4389	Misc. Forestry Revenue	12,440	9,166	11,055	38,372	4,600	5,000	
4391	DDA Administration Reimbursement	0	0	0	35,000	35,000	35,000	
	<i>Sub-Total</i>	2,375,067	832,327	809,985	840,164	853,314	787,769	
	COLLECTIONS FOR OTHER GOVERNMENTS							
4315	Larimer County Use Tax Collections	8,326	2,321	4,067	3,831	7,196	4,528	
4320	Safebuilt Building Fee Collection	0	56,869	66,833	57,376	107,724	77,142	
4325	Fire Department Fee collection	0	0	0	0	0	0	
4393	Court Surcharges	(1,365)	1,050	0	144	1,769	940	
	<i>Sub-Total</i>	6,961	60,240	70,900	61,351	116,689	82,610	
GENERAL FUND REVENUE TOTAL		13,259,212	12,235,078	12,406,402	11,578,878	12,376,606	11,987,732	
AVAILABLE RESOURCES		15,160,394	16,144,931	17,658,945	16,994,371	17,332,039	17,688,312	

Town Clerk / Customer Service



Responsible for this additional budgetary division / function

Capital Purchases (CIF)

Elections



TOWN CLERK AND CUSTOMER SERVICE'S MISSION STATEMENT

The mission of the Town Clerk's Office is to provide quality support and assistance to the Town Board, the Town Administration and citizens of Windsor.

Success in our endeavors is accomplished by:

Acknowledging and embracing our role as a service unit; providing customer service that exceeds expectations while being accessible, approachable and communicating with honesty, integrity, tact and respect; provide a welcoming atmosphere and customer-focused, flexible, support services through our highly capable staff; teamwork within and among departments Town-wide; and continuously seeking innovative and efficient ways to deliver professional services.

ABOUT THE TOWN CLERK AND CUSTOMER SERVICE DEPARTMENT

The Town Clerk and Customer Service Department provides professional, courteous, and quality customer service for the Town of Windsor. The Town Clerk's office oversees election administration, liquor licensing, business licensing, cemetery administration and records management along with serving as the Clerk to the Town Board. The Customer Service Department serves as the "First Impressions of Windsor" and is comprised of staffing representation from the following departments: Clerk, Municipal Court, Planning, Utility Billing and Parks & Recreation. These departments work together to provide a one-stop-shop customer service area for citizens and staff.

FUNCTIONS OF THE DEPARTMENT

Town Clerk – As Clerk to the Town Board, the Town Clerk attends all Town Board meetings; prepares agendas, meeting packets and transcription of minutes which serve as the official record of the meeting and arranges meetings and training for Town Board. As Election Administrator, the Town Clerk conducts municipal elections as required and works directly with the County Clerk for coordinated elections; provides assistance with the Referendum and Initiated Petition processes; provides technical assistance to municipal candidates and issue committees regarding election regulations and requirements. In addition, the Town Clerk assists with applications for liquor and beer licenses, providing education and training. The Town Clerk is also responsible for maintaining official records of the Town and maintains a computerized records management system and recodifies the code book as required.

Administrative & Customer Service Department

The Department was created in 2010 to provide a one-stop-shop for citizens. Staff was coordinated from a variety of departments to assist customers and provide assistance for external and internal customer needs:

- Reception – Provides a variety of services to walk-in and telephone customers along with maintaining inventory of all office supplies for the Town of Windsor.
- Municipal Court Clerk – Provides administrative services for external and internal customers; the Court Clerk attends all court arraignments and trials, provides records management, scheduling, docket preparation and accounting functions for Windsor Municipal Court
- Deputy Clerk – Serves as Deputy Clerk, provides administrative support to the front desk and other departments as needed along with assisting with utility billing and taking in of building permits. Serves as recording secretary to the Planning Commission and Historic Preservation Commission.

- Permit Technician – Processes building and sign permit applications and issues certificates of occupancy for completed buildings; serves as recording secretary to the Board of Adjustment.
- Administrative Specialist – Provides a variety of clerical and administrative support to the Town Manager, Parks, Recreation & Culture, and Customer Service Departments; processes grant applications, business licenses, and chicken hen and brush permits. Serves as recording secretary to the Parks & Recreation Advisory Board and Tree Board.
- Utility Billing Specialist – Coordinates the administrative utility functions for the Town of Windsor including billing, accounts receivable and reporting requirements. Serves as recording secretary to the Water & Sewer Board.

RELATIONSHIP TO THE STRATEGIC PLAN

Although the Town Clerk and Customer Service budget is very similar to the 2012 budget, there are several items in the 2012-2014 Strategic Plan that will be the responsibility of this department. In Goal 1: *Build Community Spirit and Pride*, the Town Clerk and front desk staff will play a role in the execution of Priority C: *Provide and support ample opportunities for residents to be actively involved in the town governance process and in serving the community.* This department has always been responsible for filling vacant seats on the Town's advisory boards and committees. This year the volunteer program and advisory board recruitment will be a collaborative effort and the April volunteer recognition banquet will now include board recognition.

Additionally, the Town Clerk and Customer Service department will continue to provide and enhance access to Town Board meetings through electronic board packets online, live streaming and archived video of Town Board meetings on the website, as well as broadcast on Channel 8.

The Town Clerk will also play a role in coordinating meetings between Town Board members and Homeowners Associations throughout town. This is a Plan of Action item under Goal 1, Priority D: *Encourage healthy, family-friendly neighborhoods.*

CHALLENGES

The Town Clerk and Customer Service department has recently gone through reorganization moving the deputy clerk from the front desk customer service window to a new office and assigning new responsibilities to the position. There will be challenges in 2013 making sure that the customer service staff provides the same superior assistance as the Town continues to grow and take on new responsibilities.

TOWN CLERK AND ADMINISTRATIVE & CUSTOMER SERVICE GOALS AND OBJECTIVES

Town Clerk

- Successful development of departmental budgets and administration within those budgets;
- Continue to provide responsible management/oversight of Town records, Liquor Licenses, Resolutions and Ordinances;
- Continue electronic indexing of permanent documents;
- Implement and administer records management policies and procedures for all departments;
- Organize and direct elections as required;
- Provide exceptional support to Mayor and Town Board as required; attend all Town Board meetings and complete minutes;



- Administer liquor licensing, business licensing and cemetery functions as required;
- Promote and encourage training to enhance department functions;
- Update and recodify Town Code Book as required.

Administrative & Customer Service

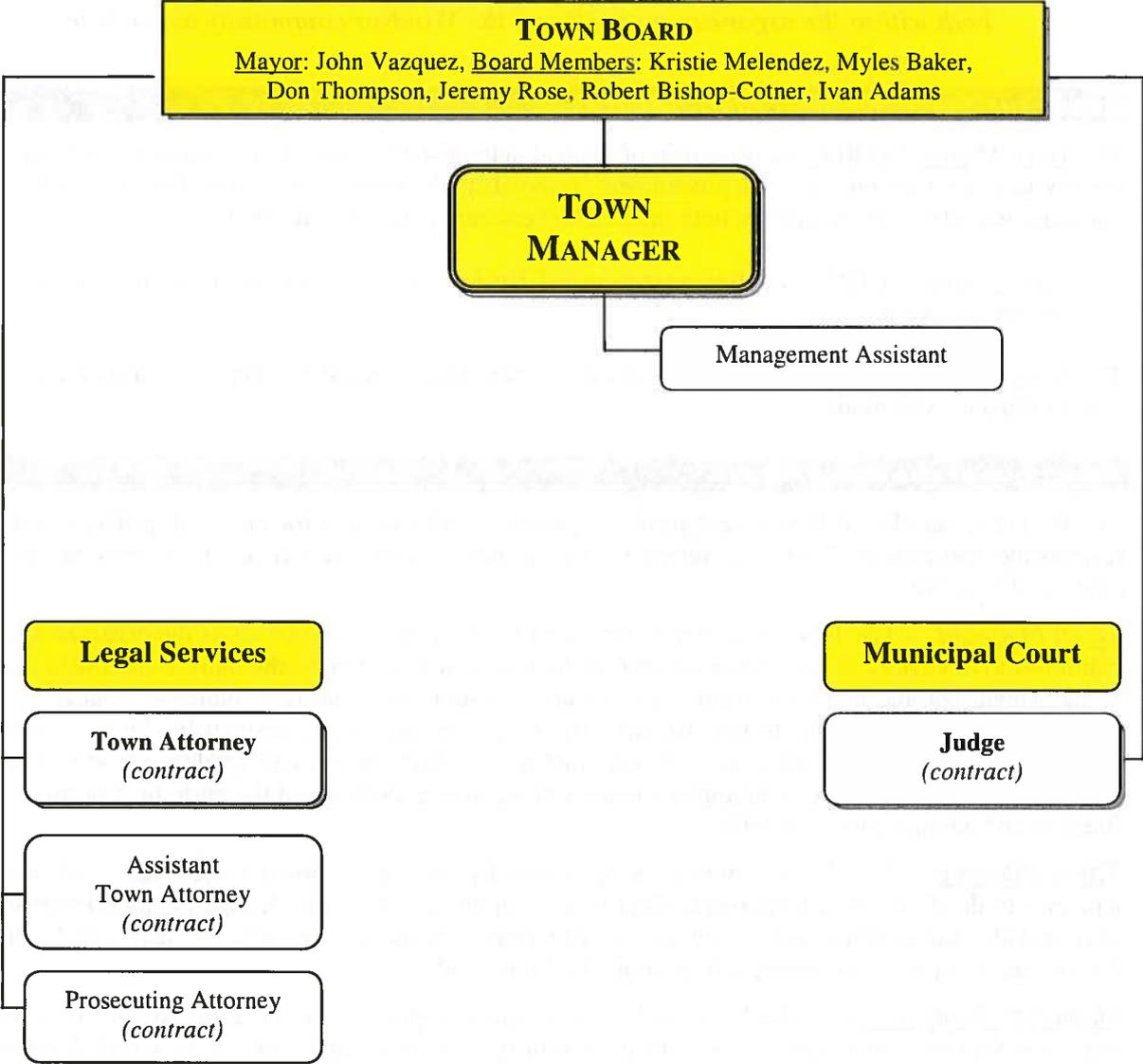
- Continue supervision of the department in providing excellent customer service to citizens with concerns being addressed promptly;
- Cross-train within the department to provide for more depth in service;
- Organize and promote Customer Service Department website information for online use;
- Continue to promote online options for utility accounts for ease of service for citizens;
- Continue to promote SafeBuilt online services for building permit needs;
- Develop programming options and opportunities for Channel 8 and website;
- Conduct review of scanned permanent documents to assure completeness and readability.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
GENERAL FUND EXPENDITURES - 01								
TOWN CLERK/CUSTOMER SERVICE EXPENDITURES - 410								
5111	Wages - Full Time	105,363	294,815	293,263	300,153	303,535	301,745	
5112	Part Time	0	0	0	0	0	0	
5121	Overtime	110	6,180	4,909	5,500	83	100	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	188	
5127	Long Term Disability	534	1,325	1,397	1,371	1,287	1,504	
5128	Vision Insurance	9	754	761	761	753	777	
5130	FICA - Med	1,418	4,117	4,066	4,432	4,138	4,377	
5131	FICA	6,064	17,602	17,384	18,950	17,694	18,714	
5132	Medical Insurance	22,073	55,712	64,059	64,120	58,427	66,194	
5133	Employee Retirement	2,831	11,764	12,680	15,008	12,927	15,087	
5134	Unemployment Insurance	211	600	820	917	836	906	
5135	Workers Compensation Ins.	354	717	1,820	758	821	817	
5136	Dental Insurance	2,049	6,242	6,884	6,163	7,057	6,225	
5137	Staff Development	2,357	4,661	5,261	6,000	5,829	6,000	
5138	Life Insurance	453	1,233	1,233	918	902	923	
5140	Tuition Reimbursement	0	0	287	0	0	0	
5144	Employee Assistance Administration	0	0	0	272	311	272	
	<i>Personal Services Total</i>	143,828	405,721	414,825	425,324	414,600	423,829	
6210	Office Supplies	968	2,088	2,127	1,500	1,498	1,500	
6216	Reference Books/Materials	29	0	24	100	100	100	
6217	Dues/Fees/Subscriptions	175	350	559	500	715	700	
6218	Small Equipment Items	0	285	178	350	350	1,000	
6245	Travel/Mileage	436	457	230	300	404	400	
6246	Liability Insurance	85	75	2,689	2,778	2,615	3,609	
6253	Contract Service	4,077	5,129	7,406	8,000	7,939	5,000	
6256	Publish/Record	1,483	2,158	2,985	2,800	2,690	2,800	
6261	Telephone	34	137	209	1,500	1,310	1,500	
6263	Postage	220	307	870	1,200	945	800	
6264	Printing/Binding	18	370	991	800	646	600	
6290	Elections	162	35,316	252	27,000	24,125	0	
	<i>Operating & Maintenance Total</i>	7,687	46,672	18,522	46,828	43,337	18,009	
7011	Information Tech Transfer	13,213	59,921	26,918	53,389	53,389	61,226	
7012	Facility Services Transfer	0	0	16,007	19,022	19,022	16,920	
	<i>Interfund Loans & Transfers Total</i>	13,213	59,921	42,925	72,412	72,411	78,147	
TOWN CLERK/CUSTOMER SERVICE EXPENDITURES TOTAL		164,727	512,314	476,273	544,564	530,348	519,984	

Executive and Legal Department



Responsible for this additional budgetary division / function

Capital Purchases (CIF)



EXECUTIVE AND LEGAL DEPARTMENT MISSION STATEMENT

The Executive and Legal Department works cooperatively with the citizens, elected /appointed officials and municipal employees of Windsor to respond to the needs of our community, and set the direction for the Town organization. The Town Board and Town Manager's office are committed to providing quality, innovative and ethical leadership in a creative environment, both within the organization itself and the Windsor community as a whole.

ABOUT THE EXECUTIVE AND LEGAL DEPARTMENT

The Town Manager's Office consists of professional, administrative and clerical support staff who oversee the day-to-day operations of Town government, responds to the needs of the Town Board as well as citizen concerns and information requests, both internal and external to the organization.

The Town Attorney's Office advises on a range of legal issues that affect both the internal and external activities of the Town.

The Municipal Court provides hearings for misdemeanor crimes consisting mainly of traffic infractions and Town ordinance violations.

FUNCTIONS OF THE DEPARTMENT

The Executive and Legal Department provides guidance and direction for the legal, prudent, and fiscally responsible operation of Town government in order to furnish cost-effective and responsive services to the citizens of Windsor.

Town Manager – The Town Manager is appointed by the Town Board to act as the organization's Chief Administrative Officer to be a direct advisor to the Town Board, oversee the daily Department operations of the Town, enforce and implement the ordinances, resolutions, contracts, policies, strategic goals and other enactments of the local elected officials. The Town Manager is also responsible for the overseeing of the hiring process and appointment of Town employees, establishment and implementation of personnel rules and regulations, preparation/implementation of the annual budget and the periodic reporting of Town finances and administrative activities.

Town Attorney – The Town Attorney is appointed by the Town Board to provide legal advice and guidance to the Town Board, appointed Boards and Commissions, Town Manager, departmental staff, and also provides the drafting and reviewing of ordinances, resolutions, agreements, leases and other legal documents, and periodic revising and updating the Town Code.

Municipal Court Judge – The Municipal Court Judge is appointed by the Town Board to preside over trials and hearings whenever a case is made within the corporate limits of the Town of Windsor. The Municipal Court Judge hears cases that involve violations of Town ordinances and misdemeanor state laws.

2013 ORGANIZATIONAL OBJECTIVES

The objectives of the organization follow the Strategic Plan, Vision and Philosophy.

Our Vision

WINDSOR'S hometown feel fosters an energetic COMMUNITY SPIRIT AND PRIDE
that makes our town special in Northern Colorado.

WINDSOR has a VIBRANT DOWNTOWN AND LAKE



which is a community focal point and destination.

WINDSOR has a STRONG LOCAL ECONOMY with diverse businesses that provide jobs for residents

WINDSOR promotes quality development through managed growth.

WINDSOR residents enjoy a friendly community with HOUSING OPPORTUNITIES,
CHOICES for LEISURE, CULTURAL ACTIVITIES, and RECREATION, and MOBILITY for all.

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.

Our Philosophy

*The employees of the Town of Windsor are committed to exceptional services,
environmental stewardship, and financial responsibility.*

*Our ongoing focus is to increase operating efficiencies and streamline management systems
and procedures, always keeping in mind accountability to our residents.*

EMPLOYEES CORE BELIEFS REFLECT PRIDE

P	roducing results
R	esponsibility
I	ntegrity
D	edication
E	xceptional Service

Our Goals

Goal 1: Build Community Spirit and Pride

Goal 2: Promote Vibrant Downtown and Lake as a Destination and Focal Point

Goal 3: Diversify, Grow, and Strengthen the Local Retail and Industrial Economy

*Goal 4: Promote, Manage, and Facilitate an Effective Infrastructure System within the Town and the
Northern Colorado Region*

RELATIONSHIP TO THE STRATEGIC PLAN

Town Board

The Mayor and Town Board 2013 budget includes several items that relate to the 2012-2014 Strategic Plan Update. The 2013 budget reflects carrying out the National Citizen Survey biennially to measure community perception about services provided by the Town. The survey will help with Goal 1: *Build Community Spirit and Pride*, Priority F: *Provide for diverse and healthy lifestyle choices in leisure, cultural activities and recreation*, Plan of Action item 1: *Identify cultural programming priorities and establish direction for future programs and events*.

Additionally, the Town Board budgets to support the Student Advisory Leadership Team (S.A.L.T.) every year. The support of the Town Board helps engage youth in the governance process and in serving the community which directly correlates with Goal 1: *Build Community Spirit and Pride*, Priority C: *Provide and support ample opportunities for residents to be actively involved in the governance process and in serving the community*. Along the same lines, the Town Board also allocates a portion of property tax revenues to an Outside Agency Fund. This fund is used to provide financial support to agencies under the Town Board's discretion that promote worthy causes and impact the community at some level. For the last two budget years the Town Board has supported the Downtown Development Authority (DDA) using



outside agency funds. This action advances Priority A: *Support the Downtown Development Authority* under Goal 2: *Promote Vibrant Downtown and Lake as a Destination and Focal Point*.

Town Manager

The Town Manager's office will be responsible for execution of several 2012-2014 Strategic Plan items as well as oversight of the implementation of the entire plan by 2014. Tracking of each Plan of Action, updates on the Strategic Plan webpage, and quarterly progress reports to the Town Board will be coordinated by the Town Manager office.

Under Goal 1: *Build Community Spirit and Pride*, the Plan of Action items for Priority C: *Provide and support ample opportunities for residents to be actively involved in the Town governance process and in serving the community* will be administered by the Town Manager's office. Also under Goal 1, Priority D: *Encourage healthy, family-friendly neighborhoods* includes a Plan of Action item to *Create a relationship with homeowners associations/neighborhoods and coordinate visits by Town Board and staff at meetings*. This item will be carried out by the Town Manager office with the help of the Town Clerk and Planning Department.

Finally, the Town Manager office will coordinate meetings between the Town Board and other taxing districts within Windsor. This will address the Plan of Action item under Priority E: *Promote a "One Windsor- One Community" philosophy* in Goal 1 that states *Encourage positive, collaborative relationships with other taxing districts*.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
MAYOR & TOWN BOARD EXPENDITURES - 411								
5112	Wages - Part Time	24,300	24,300	29,076	30,000	29,095	30,000	
5130	FICA-Med	352	352	422	435	423	435	
5131	FICA	1,507	1,507	1,803	1,860	1,808	1,860	
5134	Unemployment Insurance	49	49	87	90	87	90	
5135	Worker's Compensation	71	62	19	18	19	19	
	<i>Personal Services Total</i>	26,278	26,269	31,407	32,403	31,432	32,404	
6210	Office Supplies	885	728	416	700	833	500	
6211	Economic Development	45,819	95,761	45,280	0	0	0	
6213	Public Relations	26,702	29,408	28,899	2,000	1,428	21,000	
6214	Board Development	22,037	19,037	9,432	16,000	13,000	7,000	
6217	Dues/Fees/Subscriptions	241	7,300	7,559	7,354	7,212	7,544	
6218	Small Equipment	0	0	628	0	0	0	
6245	Travel/Mileage	675	214	763	2,000	992	2,000	
6246	Liability Insurance	9,291	22,161	19,255	13,962	13,142	18,135	
6253	Contract Services	4,040	25,810	2,000	22,500	11,500	2,000	
6256	Publishing/Recording	284	168	228	100	261	100	
6267	Study/Review/Analysis/Consulting	37,990	0	16,550	0	0	12,000	
6269	Youth Advisory Board	0	1,597	3,240	5,500	4,100	5,000	
6270	000-Outside Agency Funding	17,068	47,151	23,170	62,372	28,524	61,449	
	100-Outside Agency Funding (Windsor Housing Auth)	0	0	49,800	20,000	14,531	0	
6270	200-Outside Agency Funding (DDA)	0	0	0	250,000	250,000	250,000	
	<i>Operating & Maintenance Total</i>	165,032	249,335	207,220	402,488	345,522	386,728	
7234	Developer Reimbursements	0	0	512,856	0	223,290	0	
7304	Transfer to Capital Improvement Fund	0	0	1,250,000	625,000	0	0	
7011	Information Tech Transfer	700	12,978	14,387	30,740	30,740	38,577	
	<i>Loans & Transfers Total</i>	700	12,978	1,777,243	655,740	254,030	38,577	
MAYOR & TOWN BOARD EXPENDITURES TOTAL		192,011	288,582	2,015,870	1,090,631	830,984	457,708	

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
MUNICIPAL COURT EXPENDITURES - 412								
5111	Wages - Full Time	37,140	0	0	0	0	0	
5112	Wages - Part Time	1,057	0	0	0	0	0	
5127	Long Term Disability	210	0	0	0	0	0	
5128	Vision Insurance	95	0	0	0	0	0	
5130	FICA - Med	554	0	0	0	0	0	
5131	FICA	2,368	0	0	0	0	0	
5134	Unemployment Insurance	76	0	0	0	0	0	
5135	Workers' Compensation Ins.	66	0	0	0	0	0	
5136	Dental Insurance	313	0	0	0	0	0	
5137	Staff Development	0	0	0	0	0	0	
5138	Life Insurance	167	0	0	0	0	0	
	<i>Personal Services Total</i>	42,046	0	0	0	0	0	
6210	Office Supplies	853	302	134	730	0	0	
6216	Reference Books/Materials	0	0	0	100	0	50	
6217	Dues/Fees/Subscriptions	245	215	40	400	170	350	
6218	Small Equipment Items	192	0	0	0	0	0	
6245	Travel/Mileage	119	185	114	100	0	0	
6246	Liability Insurance	85	75	81	84	79	109	
6253	Contract Service	16,312	16,374	16,367	16,600	15,259	17,200	
6256	Publishing/Recording	0	0	0	100	0	50	
6261	Telephone	30	48	29	100	33	50	
6263	Postage	391	457	591	800	436	650	
6264	Printing/Binding	0	329	547	650	1,121	1,200	
	<i>Operating & Maintenance Total</i>	18,228	17,985	17,904	19,664	17,098	19,659	
7011	Information Tech Transfer	1,838	0	0	0	0	0	
	<i>Interfund Loans & Transfers Total</i>	1,838	0	0	0	0	0	
MUNICIPAL COURT EXPENDITURES TOTAL		62,112	17,985	17,904	19,664	17,098	19,659	

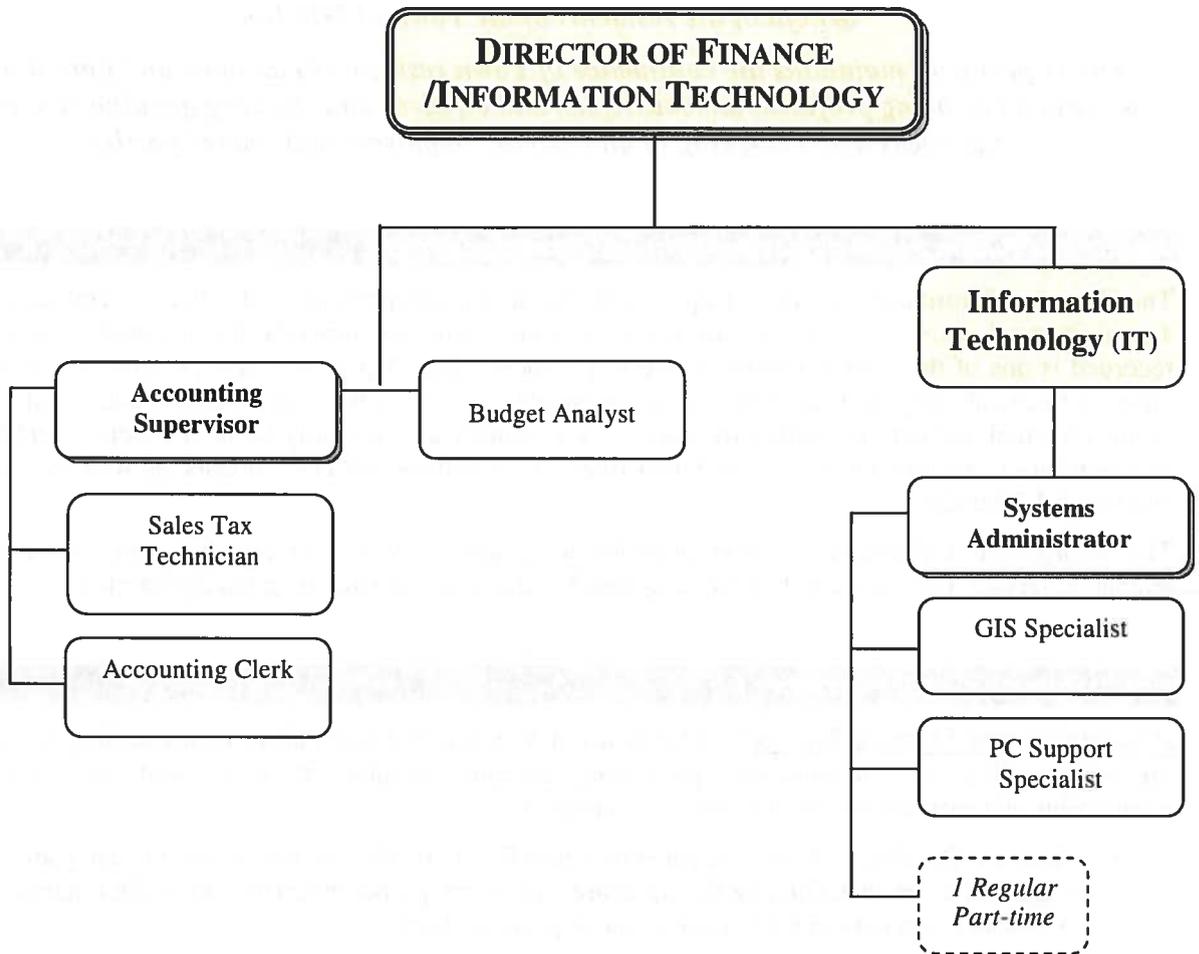
General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
TOWN MANAGER EXPENDITURES - 413								
5111	Wages - Full Time	212,738	158,404	138,232	159,901	161,805	177,747	
5112	Wages - Part Time	0	0	7,867	4,500	2,784	0	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	87	
5127	Long Term Disability	981	478	369	477	723	593	
5128	Vision Insurance	227	138	103	164	118	211	
5129	Employer. Paid. Contribution - 457	8,557	8,557	8,557	9,232	9,232	9,232	
5130	FICA - Med	3,098	2,366	2,198	2,384	2,281	2,577	
5131	FICA	10,991	7,788	7,098	10,193	9,753	11,020	
5132	Medical Insurance	30,241	23,544	11,651	11,976	12,642	14,466	
5133	Employee Retirement	8,054	7,490	6,912	7,102	7,011	7,102	
5134	Unemployment Insurance	441	332	444	493	460	533	
5135	Workers Compensation Insurance	939	515	396	417	452	481	
5136	Dental Insurance	2,077	1,311	983	1,104	1,137	1,266	
5137	Staff Development	3,277	3,682	3,371	3,000	2,664	3,300	
5138	Life Insurance	852	598	504	489	424	544	
5144	Employee Assistance Administration	0	0	41	62	44	78	
	<i>Personal Services Total</i>	282,473	215,202	188,726	211,493	211,531	229,238	
6209	Employee Relations	8,860	2,386	110	0	32	0	
6210	Office Supplies	2,665	1,190	485	2,000	208	500	
6213	Public Relations	806	654	855	1,000	194	1,000	
6216	Reference Books/Materials	22	6	0	200	0	200	
6217	Dues/Fees/Subscriptions	2,054	1,917	2,340	4,000	2,523	3,000	
6245	Travel/Mileage	6,829	7,189	6,754	7,100	5,160	7,300	
6246	Liability Insurance	1,589	1,396	763	783	737	1,017	
6253	Contract Service	5,690	405	46	0	47	0	
6256	Publish/Record	376	500	0	0	0	0	
6261	Telephone	1,785	1,382	1,408	1,500	1,343	1,500	
6263	Postage	964	338	413	800	196	800	
6264	Printing/Binding	13	120	45	0	0	0	
6267	Study Review/Analysis/Consulting	0	0	135	0	0	0	
	<i>Operating & Maintenance Total</i>	31,653	17,483	13,352	17,383	10,441	15,317	
7011	Information Tech Transfer	143,465	57,352	12,608	15,929	15,929	17,049	
7012	Facility Services Transfer	0	0	7,435	9,377	9,377	10,107	
	<i>Interfund Loans & Transfers Total</i>	143,465	57,352	20,043	25,306	25,306	27,156	
TOWN MANAGER EXPENDITURES TOTAL		457,591	290,037	222,121	254,182	247,278	271,711	

General Fund Detail Budget

TOWN OF WINDSOR							GENERAL FUND - 01	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
LEGAL SERVICES EXPENDITURES - 418								
6252	General Counsel Legal Services - FM& P	0	288,000	288,140	288,000	288,000	288,000	
6253	Contract Legal Services	323,861	5,150	37,928	0	12,883	0	
6253	100 - I-25/392 Project Management	0	49,500	48,000	0	25,976	0	
6253	200 - Court Prosecutor	0	62,720	47,685	45,000	45,694	45,000	
6253	300 - Building Authority Attorney	0	19,839	108	0	42	0	
6253	400 - Water Attorney General Counsel	0	1,181	9,209	7,000	3,157	7,000	
6253	500 - Non-potable Water Attorney	0	122,749	29,946	30,000	31,512	30,000	
	<i>Operating & Maintenance Total</i>	323,861	549,140	461,016	370,000	407,265	370,000	
LEGAL SERVICES EXPENDITURES TOTAL								
		323,861	549,140	461,016	370,000	407,265	370,000	

Finance / Information Technology Department



Responsible for these additional budgetary divisions / functions

Capital Purchases (CIF)



FINANCE / INFORMATION SYSTEMS MISSION STATEMENT

The Finance / Information Systems Department is committed to ensuring that quality financial services and information are provided to management, departments and related parties for the benefit of the residents of the Town of Windsor.

The Department maintains the confidence of Town residents in an open and honest local government by being professional, courteous, and efficient and showing genuine concern for the needs and well-being of all citizens, employees and related parties.

ABOUT THE FINANCE / INFORMATION TECHNOLOGY DEPARTMENT

The Finance / Information Systems Department maintain a comprehensive detailed general ledger of all Town financial activity. Assuring all financial transactions are properly documented, approved, and recorded is one of the main functions of the Department. The Department also provides expertise in the areas of financial analysis, budget and accounts payable, sound accounting principles and techniques, and various internal and external audit processes. On a monthly and/or yearly basis, the Department prepares and distributes financial reports to the Town Board, Committees and Departments, as well as many State and Federal Agencies.

The information technology division provides local area network service, helpdesk services, VOIP telephone service, GIS services, live meeting broadcasting and live streaming via the internet.

FUNCTIONS OF THE DEPARTMENT

Accounting and Finance Division – The Town of Windsor maintains all of its accounting and financial operations within the organization; processing accounts payable, payroll, fixed asset accounting, investments and cash management through this division.

- Accounts Payable – Checks are generated each Friday by the Finance Assistant. They are presented to Finance Director for signature. To assure proper internal control, the Finance Assistant is not authorized to sign accounts payable checks.
- Payroll – Employee time cards are approved by the Department Heads and forwarded to the Finance Assistant for processing. Bi-weekly payroll checks and associated payroll tax deposits are prepared by the Finance Assistant and presented to Finance Director for signature. To assure proper internal control, the Finance Assistant is not authorized to sign payroll checks.
- Fixed Asset Accounting – Fixed assets are recorded in both the General Ledger and a subsidiary fixed asset ledger by the Finance Assistant.
- Investments and Cash Management – Handled by the Finance Director in accordance with the Town of Windsor Investment Policy.

Budgeting and Financial Reporting Division – This division is responsible for the preparation of the annual Town Budget and preparing monthly reports to the Town Board, Town Manager and Department Heads as well as the Comprehensive Annual Financial Report.

- Annual Budget Preparation – Process begins in June with Finance Director and Budget Analyst preparing revenue estimates for the next fiscal year. The Budget Analyst is responsible for the production of the annual Town Budget and Capital Improvement Plan. Meetings with Department Heads, Town Manager, Town Board, Advisory Boards, and two public hearings as per the Budget Calendar prior to final adoption by December 15.



- Financial Reporting – Finance Director is responsible for timely, accurate financial reporting in accordance with federal, state and Town Board requirements. Budget Analyst assists in producing the report for GFOA award submission.

Sales Tax and Revenue Division – This division was created as a result of the passage of the Town Charter in November 2003. This division is responsible for sales tax administration and collection. In-house sales tax collection began in January 2005.

- Sales Tax Administration – Facilitates the process of sales tax collection from design of forms, remittance processes, customer service and information.
- Revenue Collection – Responsible for sales tax compliance and collection through vendor education, field audits and legal proceedings.

Information Technology (IT) Division – This is a non-major Internal Service Fund, designed to provide goods or services to other funds or departments on a cost-reimbursement basis, isolating the costs of a particular function and then allocating these funds back to the various operating divisions. This is a revolving fund where fund or department assessments become the revenue source for capital purchases.

- This division oversees computer information systems, databases, maps, electronic and wireless communications, telecommunications and cable and video production, and works with vendors' electrical/electronic design and installation.
- The division consists of a Systems Administrator, Geographic Information Specialist (GIS), and a PC Technician.

RELATIONSHIP TO THE STRATEGIC PLAN

The Finance Department will be significant to many of the Priorities listed under Goal 4: *Promote, Manage, and Facilitate an Effective Transportation System within the Town and Northern Colorado Region*. Priority C: *Identify strategies for maintenance of streets* includes a Plan of Action item to *Explore new funding mechanisms* which will be a task for the finance office. The department will also develop funding plans for Priority D: *Address new water system needs*, specifically concerning the Northern Integrated Supply Project, and for storm water projects associated with Priority E: *Address short and long term storm water needs*.

Most importantly the Finance Department will continue to ensure the fiscal responsibility of the Town's operations. This has always been an important value of the Town Board and staff, but is now directly stated in the Mission Statement that reads, *The Town of Windsor strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement*.

The Information Technology Department will play a major role in the Plan of Action item under Goal 1: *Build Community Spirit and Pride*, Priority C: *Provide and support ample opportunities for residents to be actively involved in the governance process and in serving the community that states Raise citizen awareness in ways and means of governance process through electronic and social media to allow greater participation*. The Information Technology Department is already responsible for maintaining the website live-streaming and on-demand functions, as well as the Channel 8 broadcast. The department will continue evaluating opportunities that allow community members to get involved in the Town governance process in alternative ways.



CHALLENGES

A challenge that the Information Technology Department faces each year is the pressure to stay on top of the technological advances available. While many hi-tech products can increase the efficiency of day-to-day work, it usually comes with lengthy training sessions and reorganization of processes. The loss in productivity can sometimes outweigh the possible benefit of the new technology and often by the time employees learn a new system, a newer, better version is released. This becomes a difficult situation for management and the Information Technology Department because there is a risk in choosing when to update technology, and a major risk if it is done too late. Keeping up to date can be costly and there is always a gamble as to when, or if, there will be any return on the investment.

STRATEGIC ISSUES

The continued growth, demand for services, and the required funding needed to meet the demands of an increasing population have been recognized organization wide. The following section of goals and objectives for 2013 describe in greater detail the issues facing the Town and consequently the Finance Department for 2013.

2013 FINANCE / INFORMATION TECHNOLOGY DEPARTMENT GOALS AND OBJECTIVES

Some of the goals of the 2012 Strategic Plan directly involve the Finance Department for 2013. The objectives as well as steps to accomplish them as they appear in the budget are described below.

Generally the Finance and Information Systems Department plays a part in most of the Town's operations and will do so in the guidelines of P.R.I.D.E.

Goal Topic Area: Promote, Manage, and Facilitate an Effective Transportation System within the Town and the Northern Colorado Region.

Objective 1 – Complete construction of the I-25/392 Interchange.

- Windsor's share of the cost is budgeted for 2011 through 2013 funds to be borrowed from Water Fund and transferred from the General Fund. Total cost shared with Fort Collins through and intergovernmental agreement (04-429-8445-900).

Objective 4 – Retain Windsor's streets to safe standards with adequate maintenance.

- Continued funding for pavement maintenance program and street improvements through Capital Improvement Plan (04-429-6278).

Goal Topic Area: Diversify, Grow, and Strengthen the Local and Retail Industrial Economy.

Goal Topic Area; Encourage a Wide Variety of Housing Opportunities.

The Finance Department is responsible for finding funding for development and expansion of infrastructure throughout the Town. In planning for growth, particularly industrial growth, it was necessary to expand sewer services. The Wastewater Treatment Plant Headworks, Lift Station and Interceptor Sewer project is a large project in the 2012 Budget, finally coming to fruition due to first receiving an EDA grant in the amount of \$1,673,890, as well as finding additional funding through a loan with Colorado Water Resources and Power Development Authority (CWRPDA). The project cost in 2012 will be \$4,829,100 with the loan covering up to \$3,168,867 of total costs. By securing the loan and grant, the Town will still be able to retain its reserves for a potential emergency (07-482-8433-900).



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
FINANCE EXPENDITURES - 415								
5111	Wages - Full Time	324,291	296,322	294,693	302,656	305,053	305,364	
5112	Wages - Part Time	5,118	0	0	0	0	0	
5121	Wages - Over Time	1,162	1,078	98	0	0	0	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	374	
5127	Long Term Disability	1,538	1,214	1,232	1,249	1,502	1,344	
5128	Vision Insurance	609	517	517	517	525	528	
5130	FICA - Med	4,709	4,178	4,174	4,389	4,239	4,428	
5131	FICA	20,136	17,864	17,849	18,765	18,126	18,933	
5132	Medical Insurance	40,575	32,167	34,877	31,192	30,804	32,193	
5133	Employee Retirement	14,738	14,639	14,726	15,133	15,074	15,268	
5134	Unemployment Insurance	663	596	794	908	844	916	
5135	Workers Compensation Insurance	1,056	738	844	764	828	827	
5136	Dental Insurance	3,276	2,349	2,349	2,577	2,577	2,602	
5137	Staff Development	4,104	3,058	4,569	5,000	5,000	6,000	
5138	Life Insurance	1,385	1,267	1,267	926	908	934	
5140	Tuition Reimbursement	4,149	1,192	0	0	0	0	
5144	Employee Assistance Administration	0	0	205	194	222	194	
	<i>Personal Services Total</i>	427,510	377,180	378,197	384,270	385,700	389,906	
6210	Office Supplies	6,909	5,697	3,508	4,000	2,976	4,000	
6213	Public Relations	166	72	77	150	53	0	
6216	Reference Books/Materials	708	92	0	200	100	100	
6217	Dues/Fees/Subscriptions	2,997	3,793	3,316	3,500	2,487	3,500	
6245	Travel/Mileage	1,314	883	903	1,000	164	1,000	
6246	Liability Insurance	3,189	2,827	2,174	2,247	2,115	2,918	
6251	Audit Service	14,060	17,050	26,900	25,000	32,000	32,000	
6253	Contract Service	16,295	305	2,072	3,500	176	3,500	
6256	Publish/Record	326	13	13	250	250	100	
6261	Telephone	1,346	1,421	1,457	1,450	1,339	1,500	
6263	Postage	4,175	2,329	4,508	5,200	4,478	5,000	
6264	Printing/Binding	5,203	1,875	5,302	6,000	5,300	5,000	
6268	County Treasurer Fee	47,812	55,363	55,433	55,000	54,926	55,000	
	<i>Operating & Maintenance Total</i>	104,500	91,721	105,664	107,497	106,362	113,618	
7011	Information Tech Transfer	74,756	45,300	78,335	25,956	25,956	31,553	
7012	Facility Services Transfer	0	0	13,770	15,527	15,527	13,981	
	<i>Interfund Loans & Transfers Total</i>	74,756	45,300	92,105	41,482	41,483	45,535	
FINANCE EXPENDITURES TOTAL		606,766	514,201	575,965	533,249	533,545	549,059	

Human Resources Department

**DIRECTOR OF
HUMAN RESOURCES
/ RISK MANAGEMENT**

Human Resource
Assistant

*Human
Resources Clerk
R-Part Time*

*Responsible for this additional
budgetary division / function*

Capital Purchases (CIF)

Safety and Loss



HUMAN RESOURCES MISSION STATEMENT

The Mission of The Human Resources Department is to provide effective Human Resource Management by developing and implementing policies, programs and services that contribute to the health and wellness of our employees and the organization. Human Resources assures our employees demonstrate and have P. R. I. D. E. in their work, attitude, and service to the public by maximizing the value of human capital and alignment with Town of Windsor initiatives, values, and strategies.

ABOUT THE HUMAN RESOURCES DEPARTMENT

Human Resources provides guidance and support to employees and management in the areas of employee and labor relations, recruitment and selection, compensation and benefits, training and development, organizational development, health, safety and security as well as risk management.

FUNCTIONS OF THE DEPARTMENT

The Human Resource Department sets policy and procedure regarding employment and employee practices. Strategically aligns the human capital with the strategic plan by assuring skills and talents meet the performance demands of the vision and mission. Assures the organization is responsive to the competitive local environment/market with regards to pay and benefits. Human Resources provides guidance to management and employees on employee relations issues, recruitment and retention, selection, training and development, performance management, policy and procedure development, organizational development and change management. HR serves as the organization's benefits administrator. Assesses and makes recommendations concerning; risk management (*manages workers compensation and property/casualty insurance claims and processes*), safety and health planning and development. HR assures organizational regulatory compliance.

STRATEGIC ISSUES

Human Resources will assist with assuring the utilization of Town Resources (human capital) are realized through aligning Performance Management and assisting with development of measurement tools that assure an efficient and effective workforce thus providing PRIDE in exceptional service.

RELATION TO THE STRATEGIC PLAN

The Human Resources department will play a role in many of the Goals and Priorities from the 2012-2014 Strategic Plan. The department will continue to aide in the marketing and evaluation of the Town Volunteer program which is a Plan of Action item under Goal 1: *Build Community Spirit and Pride*, Priority C: *Provide and support ample opportunities for residents to be actively involved in the Town governance process and in serving the community*. Similar to the Town Volunteer Program, the Human Resources Department will assist in the Plan of Action item to *Enhance and increase participation in neighborhood cleanup services through collaboration with other service organizations* that falls under Priority D: *Encourage healthy, family-friendly neighborhoods* again under Goal 1.

Most importantly, the Human Resources Department will continue to make sure that all departments are adequately staffed and have the knowledge, skills and abilities necessary to perform the Plan of Action items included in the 2012-2014 Strategic Plan. Management of human capital is an essential first step to accomplishing many of the goals and priorities of the Town.

CHALLENGES

The Human Resources budget could face a big challenge stemming from implementation of the Health Care Reform Act as it relates to local government. Most significantly, the Act requires that all employees who work an average of 30 hours or more a week for a period of at least four months must be provided benefits by the employer. This requirement could impact the organizational structure for many departments who have part-time and seasonal employees. Implementation of the Act will also heavily increase the workload for the Human Resource Department, not only to conduct an organization-wide position analysis, but to comply with the new federal reporting on benefits participation requirement.



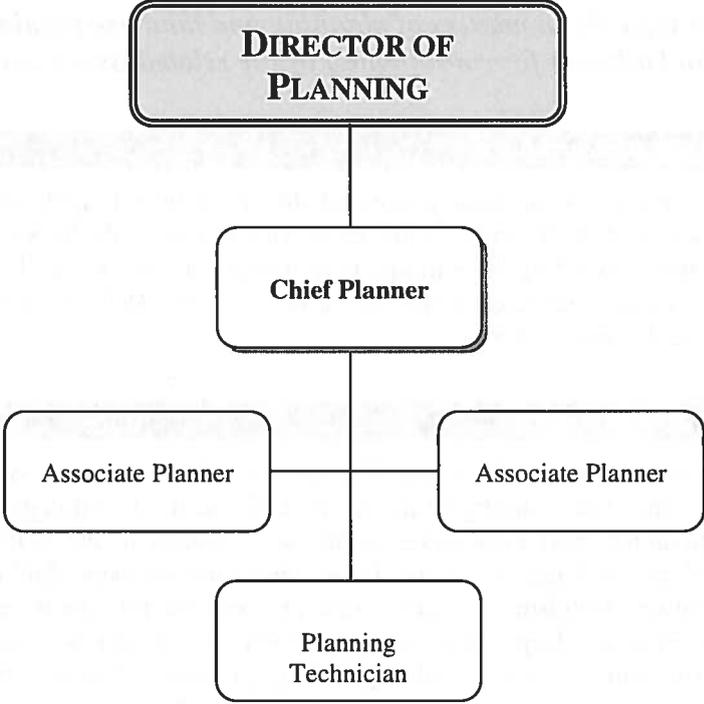
General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
HUMAN RESOURCES EXPENDITURES - 416								
5111	Wages - Full Time	121,903	133,491	132,076	135,629	135,609	135,784	
5112	Wages - Part Time	2,489	1,097	5,764	11,700	9,832	14,300	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	462	
5127	Long Term Disability	566	555	555	555	630	593	
5128	Vision Insurance	192	207	207	207	207	211	
5130	FICA - Med	1,771	1,901	1,901	2,136	1,883	2,176	
5131	FICA	7,574	8,129	8,127	9,134	8,052	9,305	
5132	Medical Insurance	14,503	16,871	23,301	21,181	18,824	21,864	
5133	Employee Retirement	4,789	6,602	6,606	6,781	6,699	6,789	
5134	Unemployment Insurance	251	273	378	442	374	450	
5135	Workers Compensation Insurance	1,145	984	550	373	404	399	
5136	Dental Insurance	1,214	1,325	1,325	1,857	1,613	1,876	
5137	Staff Development	5,847	3,397	3,998	4,000	3,994	4,000	
5138	Life Insurance	525	573	573	415	406	415	
5142	Wellness/Preventive Care	299	1,923	2,511	44,000	24,000	24,000	
5144	Employee Assistance Administration	0	0	82	78	89	78	
	<i>Personal Services Total</i>	163,069	177,328	187,953	238,489	212,617	222,704	
6209	Employee Relations	11,611	8,798	12,463	14,000	11,252	14,000	
6210	Office Supplies	2,639	1,247	3,350	2,900	2,727	2,900	
6216	Reference Books/Materials	195	7,622	2,895	10,900	8,201	10,900	
6217	Dues/Fees/Subscriptions	9,051	7,585	5,266	7,000	8,815	5,000	
6245	Travel/Mileage	1,725	100	520	1,000	500	1,000	
6246	Liability Insurance	1,600	1,516	1,728	1,785	1,681	2,319	
6253	Contract Service	37,778	31,253	35,098	36,000	29,558	36,000	
6257	Recruitment/Relocation/Travel	1,737	5,434	7,448	8,000	7,823	8,000	
6261	Telephone	1,050	1,207	1,200	1,200	1,200	1,200	
6263	Postage	111	172	375	500	640	650	
6267	Study/Review/Analysis/Consulting	4,000	13,400	8,200	10,000	10,181	10,000	
	<i>Operating & Maintenance Total</i>	71,497	78,334	78,542	93,285	82,578	91,969	
7011	Information Tech Transfer	5,119	8,596	23,911	15,462	15,462	17,701	
7012	Facility Services Transfer	0	0	10,427	10,844	10,844	10,107	
	<i>Interfund Loans & Transfers Total</i>	5,119	8,596	34,338	26,306	26,306	27,808	
HUMAN RESOURCES EXPENDITURES TOTAL		239,685	264,258	300,832	358,080	321,501	342,481	
TORNADO ADMINISTRATION EXPENDITURES - 417								
6210	Office Supplies	909	162	0	0	0	0	
6253	Contract Service	5,842	167,278	0	0	0	0	
6269	Miscellaneous Expense	87,803	60,755	0	0	0	0	
	<i>Operating & Maintenance Total</i>	94,553	228,195	0	0	0	0	
TORNADO ADMINISTRATION EXPENDITURES TOTAL		94,553	228,195	0	0	0	0	

General Fund Detail Budget

TOWN OF WINDSOR							GENERAL FUND - 01	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
SAFETY/LOSS CONTROL EXPENDITURES - 455								
5137	Staff Development	83	1,479	2,577	3,000	2,747	3,000	
	<i>Personal Services Total</i>	83	1,479	2,577	3,000	2,747	3,000	
6219	Special Equipment	0	177	6,832	5,730	3,418	5,510	
6247	Safety Expense	6,999	2,764	3,413	6,500	6,500	6,500	
6253	Contract Service	2,124	3,356	774	0	0	0	
6264	Printing/Binding	0	0	0	500	500	500	
	<i>Operating & Maintenance Total</i>	9,123	6,297	11,018	12,730	10,418	12,510	
SAFETY/LOSS CONTROL EXPENDITURES TOTAL		9,205	7,776	13,595	15,730	13,165	15,510	

Planning & Zoning Department



Responsible for this additional budgetary division / function

Capital Purchases (CIF)



PLANNING MISSION STATEMENT

The Planning Department represents all citizens in planning for current and future generations to live, work, and enjoy the natural and built environment in the Town.

The Planning Department's mission is to provide accurate and timely land use information, to assist the general public in matters of planning and land use regulations, and to serve as ombudsman for coordination of site related issues and topics.

ABOUT THE PLANNING DEPARTMENT

During 2011, the Planning Department processed 44 development applications of varying scope and degree, and, as a function of the Town's Customer Service Division, the Town also processed 750 building permits, with this number including the building permit applications for: single-family homes; multi-family dwelling units; commercial structures; industrial structures; remodels; re-roofs; additions; electrical and mechanical projects; and sprinkler permits.

FUNCTIONS OF THE DEPARTMENT

Working in conjunction with the Planning Commission, the Board of Adjustment and the Historic Preservation Commission, the Planning Department staff fulfills the strategic objectives set forth by the Town Board. The planning staff also serves as the staff liaison to the Windsor Housing Authority on housing matters and as staff liaison to the Downtown Development Authority on matters related to development of downtown Windsor. As stated in the previous section, the issuance of building permits is a function of both the Planning Department and the Town's Customer Service Division. However, Town staff does not perform plan reviews or building code inspections, as these functions are facilitated by an independent building inspection agency which is contracted by the Town.

The Planning Department staff also reviews and makes recommendations on development projects; enforces the zoning ordinance; provides community development services; and advises the Planning Commission and Town Board on land use matters and planning-related legislation.

RELATIONSHIP TO THE STRATEGIC PLAN

In Goal 1: *Build Community Spirit and Pride*, Priority D: *Encourage healthy, family-friendly neighborhoods*, the Planning department will be responsible for two Plan of Action items. The first, *Create a relationship with homeowners associations/neighborhoods and coordinate visits by Town Board and staff at meetings*, and the second, *Conduct review of existing planning documents and make recommendations to improve neighborhood vitality*. Planning staff already work closely with homeowners associations and last year a meeting schedule and contact list was put together by the planning department. The department will also be essential in implementing Priority D since the planning staff is responsible for reviewing all planning documents and making recommendations to improve neighborhood vitality.

The Planning department has also requested three new plan reviewing stations for Town Hall to help *Improve the business development and permit process* as is stated in the Plan of Action for Priority C: *Promote opportunities for primary employment* under Goal 3: *Diversify, Grow, and Strengthen the Local Retail and Industrial Economy*. The new review stations will accommodate applicants by allowing for multiple land use and development applications to be processed simultaneously and will help *promote a pro-business community*.



Additionally, the Planning Department will continue to improve communications with the community on oil and gas wells in Windsor. Staff began compiling data for each well located in town limits and plans to develop an interactive map that will be available to interested individuals on the Town website. The information will pertain to health and safety inspections at the well sites. This work program falls in line with the Plan of Action item in Priority G: *Lead through stewardship of natural resources* under Goal 1 that states *Develop oil and gas regulations to protect the health, safety, and welfare of the community within legal parameters.*

CHALLENGES

The challenges surrounding the Planning Department in 2013 will be keeping up with conditional use grant applications and building permit applications that continue to increase.

Also, the review of all planning documents related to improving neighborhood vitality will be a lengthy and challenging process that will not likely be completed in one year.

2013 PLANNING DEPARTMENT GOALS AND OBJECTIVES

Working under the direction of the Town Manager during the 2012 budget year, the primary goals and objectives of the Planning Department are to provide high-quality community development services and implement the organizational goals shown below which were established by the Town Board in the 2012 Strategic Plan:

1. Enhance Town amenities within the Downtown Development Authority (DDA) boundaries and surrounding area.
2. Determine Town responsibilities associated with the DDA strategic plan.
3. Promote economic development opportunities within the DDA boundary.
4. Create a relationship with homeowners' associations/neighborhoods and coordinate visits by Town Board and staff at meetings.
5. Conduct review of existing planning documents and make recommendations to improve neighborhood vitality.
6. Market the Main Mile brochure to encourage more participation.
7. Encourage preservation and restoration of landmark-designated properties.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
LEGAL SERVICES EXPENDITURES - 418								
6252	General Counsel Legal Services - FM& P	0	288,000	288,140	288,000	288,000	288,000	
6253	Contract Legal Services	323,861	5,150	37,928	0	12,883	0	
6253	100 - I-25/392 Project Management	0	49,500	48,000	0	25,976	0	
6253	200 - Court Prosecutor	0	62,720	47,685	45,000	45,694	45,000	
6253	300 - Building Authority Attorney	0	19,839	108	0	42	0	
6253	400 - Water Attorney General Counsel	0	1,181	9,209	7,000	3,157	7,000	
6253	500 - Non-potable Water Attorney	0	122,749	29,946	30,000	31,512	30,000	
	<i>Operating & Maintenance Total</i>	323,861	549,140	461,016	370,000	407,265	370,000	
LEGAL SERVICES EXPENDITURES TOTAL		323,861	549,140	461,016	370,000	407,265	370,000	
PLANNING & ZONING EXPENDITURES - 419								
5111	Wages - Full Time	351,333	320,813	313,986	328,451	310,484	324,545	
5112	Wages - Part Time	8,414	0	28	0	0	0	
5121	Wages - Over Time	1,709	52	0	200	0	200	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	373	
5127	Long Term Disability	1,821	1,449	1,467	1,518	1,416	1,530	
5128	Vision Insurance	487	525	533	525	414	422	
5130	FICA - Med	5,058	4,437	4,333	4,765	4,251	4,709	
5131	FICA	21,628	18,973	18,528	20,376	18,177	20,134	
5132	Medical Insurance	50,115	38,841	47,536	42,361	37,229	37,164	
5133	Employee Retirement	13,729	15,860	15,662	16,423	15,068	14,924	
5134	Unemployment Insurance	723	640	860	986	844	974	
5135	Workers Compensation Insurance	1,051	811	916	830	899	879	
5136	Dental Insurance	3,593	3,633	3,633	3,714	3,227	2,966	
5137	Staff Development	8,099	2,967	5,962	6,000	5,985	6,000	
5138	Life Insurance	1,453	1,388	1,404	1,005	914	974	
5144	Employee Assistance Administration	0	0	205	194	200	194	
	<i>Personal Services Total</i>	469,213	410,388	415,054	427,348	399,107	415,989	
6210	Office Supplies	4,469	2,908	1,625	2,000	1,070	1,500	
6213	Public Relations	253	335	162	200	1,073	500	
6214	Board Development - Planning Commission	4,621	3,724	5,792	6,000	4,778	6,000	
6214	100-Board Development Historical Preservatic	0	0	0	3,000	500	2,000	
6216	Reference Books/Materials	60	295	0	1,000	86	1,000	
6217	Dues/Fees/Subscriptions	2,140	2,510	2,194	2,500	2,468	2,500	
6218	Small Equipment Items	41	22	45	100	14	100	
6240	Equipment Repair/Maintenance	2,446	2,250	2,246	0	0	0	
6245	Travel/Mileage	1,117	1,109	702	700	600	700	
6246	Liability Insurance	3,189	2,801	2,174	2,247	6,661	2,918	
6253	Contract Service	3,436	372	111	4,000	5,375	0	
6256	Publish/Record	2,342	927	1,397	1,500	1,017	1,000	
6261	Telephone	138	118	133	200	143	200	
6263	Postage	1,748	1,121	778	1,000	371	500	
6264	Printing/Binding	1,741	116	376	300	0	300	
6267	Study/Review/Analysis/Consulting	48,231	908	142	300	3,462	0	
6270	Regional Planning Activities	0	1,000	1,000	0	0	0	
	<i>Operating & Maintenance Total</i>	75,973	20,514	18,876	25,047	27,617	19,218	
7011	Information Tech Transfer	41,708	121,995	51,334	54,553	54,553	60,151	
7012	Facility Services Transfer	0	0	13,770	15,527	15,527	13,981	
	<i>Interfund Loans & Transfers Total</i>	41,708	121,995	65,104	70,080	70,080	74,133	
PLANNING & ZONING EXPENDITURES TOTAL		586,895	552,897	499,034	522,474	496,804	509,339	

Economic Department

**ECONOMIC
DEVELOPMENT
MANAGER**

*Responsible for this additional
budgetary division / function*

Capital Purchases (CIF)



ECONOMIC DEVELOPMENT MISSION STATEMENT

The Economic Development Department exists to diversify, grow and strengthen the local Windsor economy. Main objectives are to expand the primary employment base and secure retail and service opportunities for residents and industries.

ABOUT THE ECONOMIC DEVELOPMENT DEPARTMENT

Through local, regional and state level partnerships the Economic Development Manager provides support for primary employers, retail development and entrepreneurial activity. The main departmental focus is on the retention and recruitment of primary jobs to the town. The Department also markets Windsor's strengths as a community promoting our pro-business climate and real estate opportunities.

FUNCTIONS OF THE DEPARTMENT

Economic Development Manager provides support for primary employers, retail development and acts as the Ombudsman (business advocate) for the Windsor business community. The Business Development Manager handles all prospect activity relating to new and existing employers interested in expanding or locating to the community. The department is responsible for providing all outbound and requested marketing, data and research materials about the town. The Business Development Manager also handles all the complaints from the business community and acts as the liaison between the business community and the Town.

RELATIONSHIP TO STRATEGIC PLAN

The Economic Development Department budget relates to all of the priorities discussed in Goal 3: *Diversify, Grow and Strengthen the Local Retail and Industrial Economy*. The Economic Development manager position has been in place for 18 months and the majority of the priorities in Goal 3 are responsibilities of the new position.

In 2013, the department plans to add an emphasis on retention of existing employers, opportunities for entrepreneurs and promotion of a *pro-business community*. The Economic Development budget reflects membership dues with surrounding economic development organizations that will aide in the pursuit of primary employers to locate in Windsor and help promote the community to businesses nation-wide. It also reflects funds to pay an outside agency to conduct road impact fee reports to new industries looking to locate in Windsor that the current fee schedule may not include.

CHALLENGES

The challenges for the Economic Development Department will be to recruit any large retailers. In 2012 a retail study was conducted and concluded that Windsor is currently not an ideal location for "big box" retail which would provide a larger sales tax increase to the town. Windsor's population is too low and the town is already surrounded by existing retail in other communities. Currently the retail focus is on local business so the Economic Development Department will try to encourage local franchise operations and non-national tenants to locate to the town.

Another challenge is the lack of large vacant buildings in Windsor; the largest vacant facilities in Windsor were all filled in 2012. The majority of requests from relocating companies are for existing space which may present a challenge for Windsor in 2013 and beyond. To remain competitive with surrounding communities who still have vacant space, requests for incentives to develop vacant land may have to be seriously considered.



2013 ECONOMIC DEVELOPMENT DEPARTMENT GOALS AND OBJECTIVES

Economic Development Goals & Objectives: 2013 and Beyond

GOAL 3: Diversify, Grow, and Strengthen the Local Retail and Industrial Economy - Through the Attraction, Retention, Expansion and Creation of primary employers, Retail Development and Advocacy

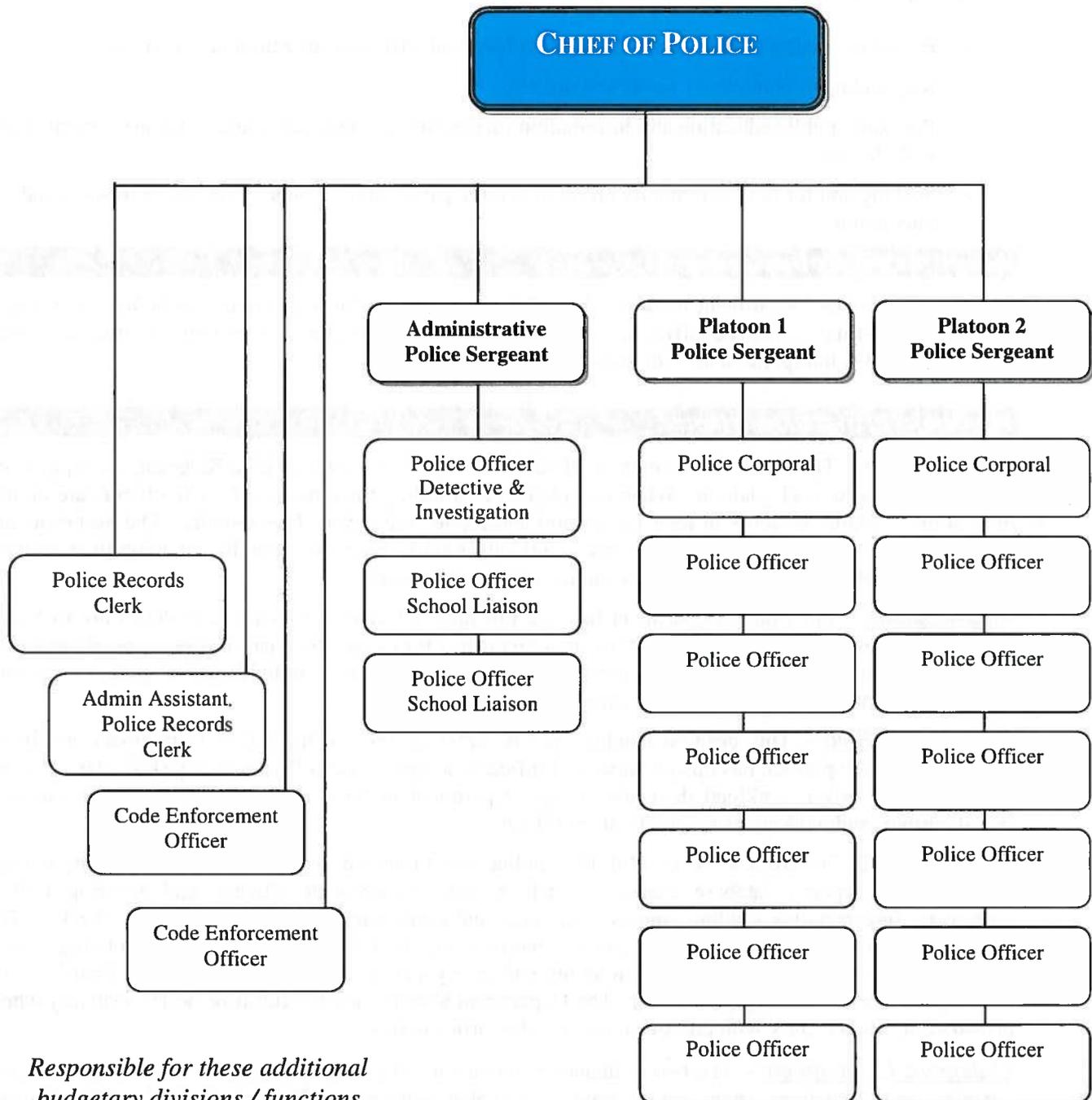
1. Start an outreach and networking program for Windsor entrepreneurs
2. Implement business visitation program with Town Board and Management staff
3. Create an overall economic development strategic plan
4. Present physical location options to retailers as opportunities arise
5. Focus on downtown as a shopping location/destination
6. Partner with the private sector on the recruitment and retention of retail businesses
7. Participate and partner with State and Regional organizations to pursue primary employment opportunities
8. Participate in the redevelopment of the Kodak property
9. Promote a pro-business community
10. Improve business development and permit process



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
ECONOMIC DEVELOPMENT - 420								
5111	Wages - Full Time	0	0	57,480	78,347	78,680	78,778	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	185	
5127	Long Term Disability	0	0	254	369	370	388	
5128	Vision Insurance	0	0	69	103	103	106	
5130	FICA - Med	0	0	836	1,136	1,158	1,142	
5131	FICA	0	0	3,575	4,858	4,950	4,884	
5132	Medical Insurance	0	0	3,871	4,889	9,779	5,048	
5133	Employee Retirement	0	0	0	3,917	2,078	3,939	
5134	Unemployment Insurance	0	0	168	235	233	236	
5135	Workers Compensation Insurance	0	0	196	198	214	213	
5136	Dental Insurance	0	0	656	360	720	363	
5137	Staff Development	0	0	80	4,500	4,500	3,500	
5138	Life Insurance	0	0	221	240	235	241	
5144	Employee Assistance Administration	0	0	31	39	44	39	
	<i>Personal Services Total</i>	0	0	67,437	99,190	103,064	99,062	
6210	Office Supplies	0	0	742	1,000	430	750	
6211	Economic Development Membership	0	0	650	45,000	45,000	45,000	
6213	Public Relations	0	0	230	2,000	839	2,000	
6216	Reference Books/Materials	0	0	0	300	0	300	
6217	Dues/Fees/Subscriptions	0	0	1,399	2,200	2,861	2,200	
6245	Travel/Mileage	0	0	2,356	3,200	2,977	3,200	
6246	Liability Insurance	0	0	754	783	737	1,017	
6253	Contract Service	0	0	12,200	20,000	20,000	3,000	
6261	Telephone	0	0	1,043	1,320	1,287	1,320	
6263	Postage	0	0	0	300	337	150	
6264	Printing/Binding	0	0	61	300	173	750	
	<i>Operating & Maintenance Total</i>	0	0	19,435	76,403	74,642	59,687	
7011	Information Tech Transfer	0	0	7,358	10,210	10,210	11,329	
7012	Facility Services Transfer	0	0	0	6,337	6,337	6,009	
	<i>Interfund Loans & Transfers Total</i>	0	0	7,358	16,546	16,547	17,338	
ECONOMIC DEVELOPMENT EXPENDITURES TOTAL		0	0	94,230	192,140	194,252	176,088	

Police Department



Responsible for these additional budgetary divisions / functions

Police Pension

Capital Purchases (CIF)



POLICE MISSION STATEMENT

Make a Difference Every Day

We accomplish this by:

- Providing quality police service through professional, efficient utilization of resources.
- Responding to community needs and desires.
- Providing public education and information focused on personal safety and voluntary compliance with the law.
- Seeking and forming community problem-solving partnerships emphasizing mutual respect and interaction.

ABOUT THE POLICE DEPARTMENT

The Windsor Police Department consists of the 21 sworn peace officer positions (*including the Chief of Police*), 2 full-time ordinance officers, 2 full-time secretarial positions, 3 crossing guards, a civilian volunteer Spanish interpreter and a volunteer data entry clerk.

FUNCTIONS OF THE DEPARTMENT

Patrol Section – The Police Department is divided into a platoon system with a Sergeant, a Corporal and officers assigned to each platoon. When one platoon is working, the other is off. The officers are on ten-hour shifts working 80 hours in their pay period and rotate shifts every four months. The Sergeants and Corporals rotate between the day and evening supervisor shifts every two months, enabling them to work with all of the officers in their platoon during the course of the year.

Investigations – The Police Department has one full-time detective position whose duties are to handle major case investigation, completing follow-up assignments for cases where patrol officers need assistance, and is the primary officer assigned to community-oriented businesses, individuals, or groups to discuss specific crime problems or concerns, working to develop solutions.

Special Day Shift – This position handles specific areas of need in the Police Department and in the community. Each platoon has this position, and officer is assigned one full year of day shift. This position was created to cover workload demands on the Department in three areas; regular patrol, assisting in investigations, and working as a school liaison officer.

Secretary – The Department has two full-time police secretaries whose duties include answering phones, entering daily reports, database usage, dispatching code enforcement officers, and assisting walk-in customers, fingerprinting civilian employment cards and completing vehicle identification checks. This position is also responsible for special projects and assisting the Chief and officers in completing various duties. The secretary also tracks daily, monthly and yearly statistics to report to the Town Board and the Colorado Bureau of Investigation (CBI). The Department also has another full-time police secretary whose primary duty is data entry with cross-training on other office duties.

Ordinance Enforcement – The two ordinance enforcement officers are assigned animal complaints, junk vehicles, weed violations, snow and ice removal and abatement issues. The schedule with two ordinance officers allows us coverage for ordinance violations on the weekends. Additionally one day a week, an ordinance officer helps with catch-up data entry in the Department office as well.

Citizen Volunteers – The Department has two citizen volunteers who are retired senior citizens that assist us with data entry of warning tickets and other documents.



Crossing Guards – There are three crossing guard positions stationed at Grandview, Skyview and Mountain View schools.

RELATIONSHIP TO THE STRATEGIC PLAN

The Police Department budget relates to several areas of the 2012-2014 Strategic Plan Update. Goal 1: *Build Community Spirit and Pride*, Priority A: *Increase the safe and secure feelings of Windsor residents*, is directly addressed by the 2013 Police Department budget. The department has allocated just over seven thousand dollars split between overtime wages, and contract services to provide increased security at parks during high-volume times of the year.

The Police Department has also coordinated with Grandview Elementary to train a group of volunteer crossing guards. This step relates to the Plan of Action for Priority D under Goal 1 that states *Implement, market and evaluate the Town Volunteer Program*. Using volunteers to address an unexpected need at the elementary school helps save money and bring awareness to other volunteer opportunities available through the town.

CHALLENGES

Similar to the 2012 challenge for the Police Department, the increasing number of events and visitors at Boardwalk Park brings uncertainty to the staffing needs of the department. The amount budgeted for extra police services at parks is an estimate that has potential to be exceeded depending on the amount of activity in 2013.

Crossing guards present another challenge for 2013. The need for another group of crossing guards was unknown prior to the start of the 2012 school year and so far the volunteer effort has worked well. However school is only one quarter in, and if the volunteers are unable to continue working for the remainder of the school year, the Police Department's ordinance officer must step in and if that position is unavailable, on duty officers must work as crossing guards.

POLICE DEPARTMENT GOALS AND OBJECTIVES

The focus of the patrol officers is to maintain high visibility in the community, work the problem areas and try to intervene in situations before they become criminal events. The patrol officers are directed in their general patrol for traffic enforcement, bar checks, building checks and pedestrian contact. Special assignments are given to the officers based on last few days of case activity. This type of directed patrol is designed to cut down on recurring or anticipated problems in specific areas of the Town. Special assignments are also conducted in support of the Town's various events and the increased usage of Boardwalk Park in the summer months. The Department's continued goal is to respond to calls quickly, contact the reporting parties and begin the case investigation.

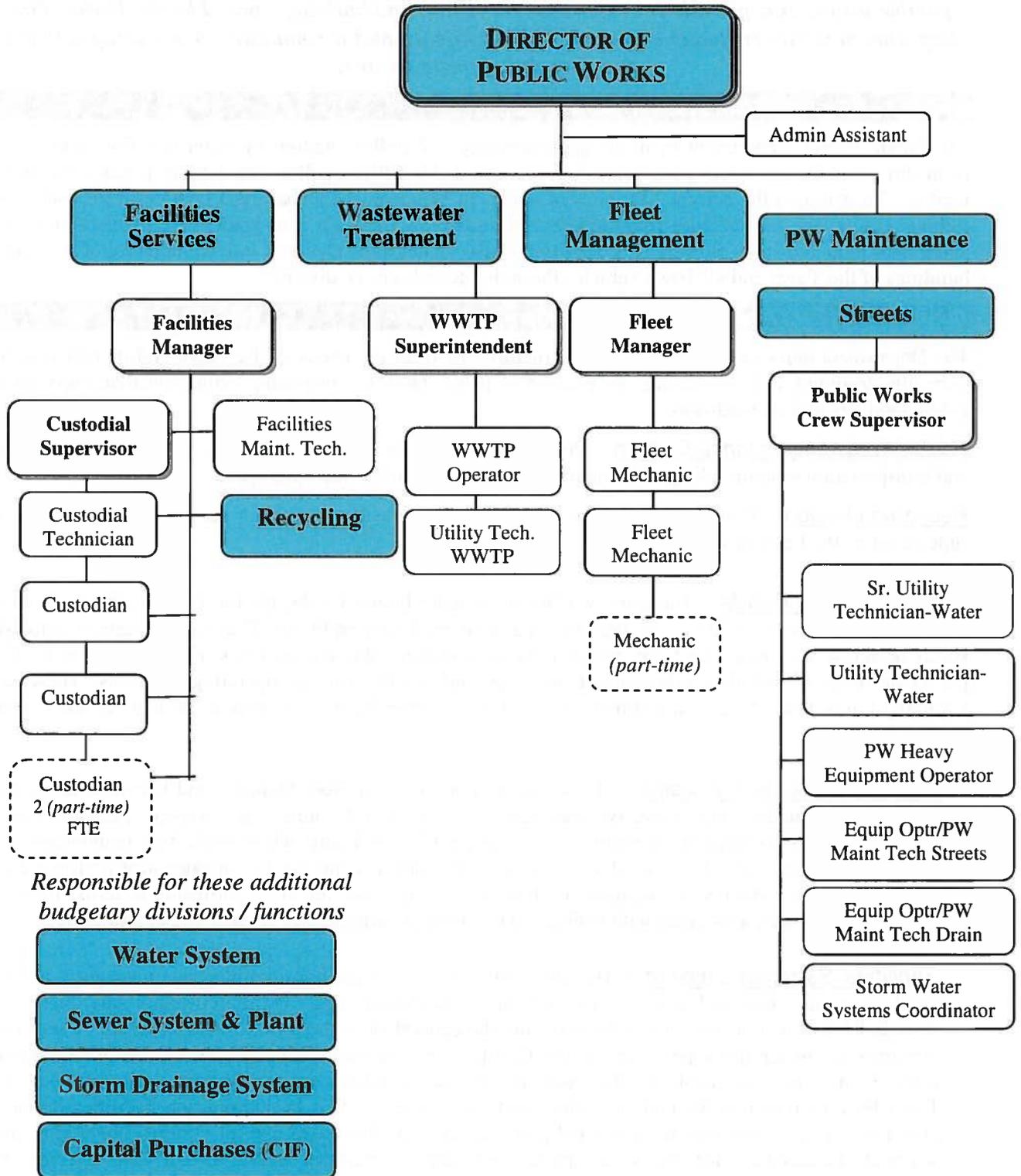
The goal for 2013 is to continue to provide the public with a professional, responsive police department, seen as part of the community, helping the citizens maintain a safe quality of life.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
POLICE DEPARTMENT EXPENDITURES - 421								
5111	Wages - Full Time	1,276,477	1,339,537	1,315,623	1,400,373	1,380,134	1,421,254	
5112	Wages - Part Time	18,893	20,103	14,195	8,000	10,996	10,500	
5121	Wages - Over Time	36,584	11,861	18,896	15,000	11,590	25,000	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	883	
5127	Long Term Disability	6,109	6,050	5,954	6,405	5,821	6,941	
5128	Vision Insurance	1,029	2,313	2,166	2,428	2,235	2,503	
5130	FICA-Med	18,590	18,965	18,775	20,639	19,243	21,123	
5131	FICA	79,488	81,091	80,169	88,249	82,282	90,319	
5132	Medical Insurance	226,243	214,825	226,634	235,377	215,952	242,989	
5133	Employee Retirement	53,507	60,347	56,758	66,554	56,711	69,444	
5134	Unemployment Insurance	2,664	2,735	3,594	4,270	3,687	4,370	
5135	Workers Compensation Insurance	41,729	43,285	50,942	48,245	53,330	52,417	
5136	Dental Insurance	18,658	20,187	19,555	22,030	20,290	22,250	
5137	Staff Development	4,957	5,045	4,793	6,000	4,460	5,000	
5138	Life Insurance	5,257	5,610	5,450	4,285	3,860	4,349	
5139	FPPA Pension	45,449	46,861	46,395	49,961	48,463	50,796	
5141	Clothing Allowance	10,780	4,711	4,497	10,000	9,015	8,000	
5144	Employee Assistance Administration	0	0	880	962	1,044	972	
	<i>Personal Services Total</i>	1,846,413	1,883,526	1,875,275	1,988,776	1,929,114	2,039,110	
6210	Office Supplies	5,739	6,767	3,721	5,000	5,276	5,000	
6213	Public Relations	1,181	2,400	1,178	2,000	1,823	2,000	
6216	Reference Books/Materials	813	0	722	1,000	1,000	1,000	
6217	Dues/Fees/Subscriptions	498	1,130	787	1,500	1,465	1,000	
6218	Small Equipment Items	3,240	1,725	1,501	5,500	7,379	3,000	
6219	Special Equipment	2,581	3,892	2,352	3,500	3,733	3,500	
6224	Trash Service	0	0	583	600	700	700	
6240	Equipment Repair/Maintenance	1,549	1,269	217	1,500	1,000	1,000	
6245	Travel/Mileage	0	0	239	0	200	300	
6246	Liability Insurance	10,361	10,560	17,156	17,866	16,681	23,163	
6253	Contract Service	22,488	24,258	22,709	47,900	47,015	45,000	
6256	Publish/Record	66	20	0	100	100	100	
6258	Investigation Expense	5,351	14,489	14,549	13,000	15,777	15,000	
6259	Animal Control	5,772	3,106	6,109	7,000	4,025	5,000	
6260	Utilities	2,926	6,518	27,357	24,000	23,294	24,000	
6261	Telephone	6,447	6,217	7,016	8,000	5,727	6,000	
6262	Radio Expense	304	807	53	1,250	1,215	600	
6263	Postage	1,179	700	1,865	1,800	1,754	1,900	
6264	Printing/Binding	2,988	1,666	3,932	2,500	2,552	3,000	
	<i>Operating & Maintenance Total</i>	73,482	85,521	112,044	144,016	140,718	141,263	
7010	Fleet Transfer	188,899	118,505	215,367	251,933	251,933	251,933	
7011	Information Tech Transfer	42,790	22,291	73,484	86,890	86,890	109,282	
7012	Facility Services Transfer	0	0	74,509	87,653	87,653	81,622	
	<i>Interfund Loans & Transfers Total</i>	231,689	140,796	363,360	426,476	426,476	442,837	
POLICE DEPARTMENT EXPENDITURES TOTAL		2,151,584	2,109,844	2,350,679	2,559,268	2,496,308	2,623,210	

Public Works Department



PUBLIC WORKS MISSION STATEMENT

Public Works is a diverse department that shares one common goal, working to improve our quality of life in Windsor. The mission of the Public Works Department is to maintain the safety and integrity of the Town's infrastructure related to electronic information and records, potable water, transportation, wastewater, recycling, and buildings owned by the Town. The Department values customer service to Town residents, and is committed to providing services in a fast and efficient manner.

ABOUT THE PUBLIC WORKS DEPARTMENT

The Public Works Department monitors approximately 622 million gallons of water that flow into Town from three outside providers each year, and operates a 2.8 million gallon per day wastewater treatment facility. To maintain the current 134 miles of streets in Windsor, the Department operates a fleet of snow fighting equipment that includes five sanders, five snowplow trucks, a road grader and a front-end loader and tractor mounted snow blower. This department also includes the cleaning and maintenance of the major buildings of the Town and all Town vehicles through internal service divisions.

FUNCTIONS OF THE PUBLIC WORKS DEPARTMENT

The Department delivers facilities and infrastructure that meet the needs of the Town and its residents by planning, designing and overseeing construction of public facilities, providing maintenance and upkeep in public facilities and on roadways.

Public Works Maintenance Division – Provides maintenance for the Town water, sewer, storm drainage and transportation systems, along with maintenance of public areas like open space.

Recycling Division – Provides general recycling as well as brush recycling for the Town. This division is supervised by the Facilities Manager.

Internal Service Funds – There are two Divisions under Public Works: the Fleet Management Division and the Facilities Services Divisions, both non-major Internal Service Funds. These are designed to provide goods or services to other funds or departments on a cost-reimbursement basis, isolating the costs of a particular function and then allocating these costs back to the various operating divisions. These are revolving funds where fund or department assessments become the revenue source for ongoing and capital purchases.

Fleet Management Division – This division consists of a Fleet Manager and two mechanics that perform preventative and corrective maintenance of over 150 units. The division purchased new software that assists them in determining the costs for labor and parts when conducting maintenance on vehicles or equipment. This is used when billing other departments for the maintenance performed on their department vehicles and equipment. This is a budget tool for all departments to assist them in determining the cost associated with vehicles and equipment within their respective departments.

Facilities Services Division – This division consists of a facilities maintenance manager with one facilities maintenance technician on the facilities maintenance side. On the custodial side, there is a custodial supervisor, a custodial technician, and the equivalent to three full-time custodians. These two divisions are under the supervision of the facilities maintenance manager and the director of public works. They are responsible for the maintenance and custodial services for three main facilities; the Town Hall, Community/Recreation Center, and the Police Facility. In addition the Facilities Services Division is responsible for the municipal pool startup and shut down and all systems operations, and seasonal maintenance for the seven parks restrooms. Facilities Services will also oversee the



maintenance contracting for the three main buildings' heating, ventilation and air conditioning (HVAC) and elevators.

RELATIONSHIP TO THE STRATEGIC PLAN AND CITIZEN SURVEY

The Public Works department has several 2013 budget items that directly relate to the 2012-2014 Strategic Plan. Goal 4: *Promote, Manage, and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region*, Priority D: *Address new water system needs* has been concentrated on in the Water Fund budget and many Plan of Action items will be the Public Works Department's responsibility.

Also under Goal 4, the Public Works budget addresses Priority C: *Identify strategies for maintenance of streets*. The 2013 budget includes increased projections for street maintenance including increased patch work equipment and street marking supplies.

Finally, the Public Works department has budgeted for several items that will help accomplish Goal 1, Priority G: *Lead through stewardship of natural resources*. The Water Fund includes a line item for Water Conservation that will pay for the Residential Water Audit Kit Program scheduled to begin in March 2013 and the annual Leak Detection program. Also the recycling center is free to residents and the Public Works budget covers the cost for Waste Management and Brush removal twice a year. The Fleet budget will also assess the feasibility of alternative fuel vehicles to help reduce costs associated with fuel increases and to lead through stewardship of the Town's resources.

CHALLENGES

The Fleet Management division faces the challenge of rising fuel prices throughout the year. Almost every service provided by Public Works is carried out through the use of a vehicle and rising fuel costs make it difficult to maintain an exceptional level of service that the department strives to deliver. Additionally, and like many other departments, the increase in services to the community adds more responsibility to the Public Works department. As the town experiences growth there are more water meters to check and repair each month, and more water line breaks that must be fixed as quickly as possible. As more neighborhoods are developed, there are more streets to be cleaned and snow plowed in the winter. The Public Works department has the challenge to coordinate with each of the Town Departments to make sure that structures are being maintained as more and more services are added.

STRATEGIC ISSUES

With Windsor's growing population, the department has been called upon to deliver increased water, sewer, and maintenance services efficiently. Windsor now has three unique buildings to clean and maintain to high standards: one with historic value, one open fourteen hours a day – seven days a week to the public with high traffic, and one requiring high security. Diverse and specialized skills are required to clean and maintain these facilities to their new or like-new condition.

PUBLIC WORKS DEPARTMENT GOALS AND OBJECTIVES

Public Works Division

- Develop an oversight and reinvestment program for infrastructure in the Town's older areas.
- Provide capital budget plans for streets and facility maintenance.
- Continue rehabilitation of sewer mains as per Capital Improvement Plan (2012-2016).
- Continue upgrading railroad crossings until all thirteen crossings have been upgraded.
- Maintain an efficient and well-maintained fleet.



- Keep Town buildings in “like new” condition through effective, coordinated facilities maintenance and custodial divisions, gaining efficiencies by centralizing supplies and purchasing.
- Incorporate “green” concepts as much as possible through all divisions.



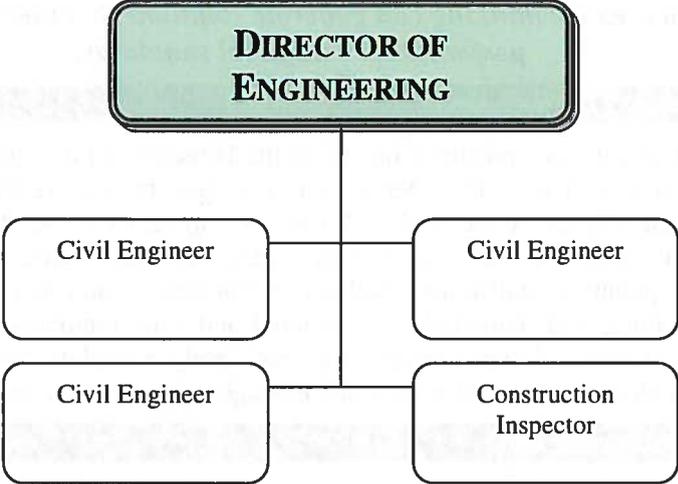
General Fund Detail Budget

TOWN OF WINDSOR		GENERAL FUND - 01					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
RECYCLING EXPENDITURES - 428							
5112	Wages - Part Time	0	0	0	0	0	12,200
5130	FICA-Med	0	0	0	0	0	177
5131	FICA	0	0	0	0	0	756
5134	Unemployment Insurance	0	0	0	0	0	37
	<i>Personal Services Total</i>	0	0	0	0	0	13,170
6224	Trash Services - recycling	0	0	0	0	0	17,000
6228	Brush Removal / Compost	0	0	0	0	0	10,000
6253	Contract Services	0	0	0	0	0	1,000
6260	Utilities	0	0	0	0	0	300
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	28,300
RECYCLING EXPENDITURES TOTAL		0	0	0	0	0	41,470
STREETS & ALLEYS EXPENDITURES - 429							
5111	Wages - Full Time	123,108	126,505	133,313	134,537	133,891	133,203
5112	Wages - Part Time	7,724	6,575	9,911	13,600	13,600	13,600
5121	Wages - Over Time	5,179	5,267	4,521	6,000	5,000	6,000
5122	On Call Time	3,008	3,025	3,156	3,500	2,300	2,500
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	0
5127	Long Term Disability	604	549	608	598	583	656
5128	Vision Insurance	201	291	318	318	318	324
5130	FICA-Med	1,968	2,002	2,162	2,286	2,108	2,252
5131	FICA	8,484	8,562	9,245	9,773	9,014	9,629
5132	Medical Insurance	25,938	28,643	29,108	25,914	25,914	26,756
5133	Employee Retirement	6,155	6,225	6,598	6,727	6,646	6,660
5134	Unemployment Insurance	281	285	440	473	428	466
5135	Workers Compensation Insurance	10,330	8,129	9,875	9,345	10,125	9,905
5136	Dental Insurance	2,226	2,062	2,308	2,217	2,217	2,239
5137	Staff Development	480	121	1,133	2,500	1,000	2,500
5138	Life Insurance	533	505	550	412	402	408
5141	Clothing Allowance	1,380	944	733	1,200	846	1,200
5144	Employee Assistance Administration	0	0	123	117	133	117
	<i>Personal Services Total</i>	197,600	199,692	214,101	219,516	214,524	218,414
6210	Office Supplies	609	430	202	300	305	300
6213	Public Relations	0	101	0	250	250	250
6216	Reference Books/Materials	523	410	428	500	178	500
6217	Dues/Fees/Subscriptions	6	250	2	200	100	100
6218	Small Equipment Items	9,490	5,079	10,184	7,500	7,500	7,500
6241	Land Maintenance/Snow	32,619	22,204	33,978	45,000	45,000	45,000
6242	Street Repair/Maintenance	137,410	147,099	120,192	125,000	125,000	130,000
6243	Weed Control	3,934	6,319	12,738	14,000	10,367	12,500
6246	Liability Insurance	1,457	3,792	4,121	4,257	4,007	5,530
6248	Street Signs	23,294	23,531	17,832	25,000	23,000	25,000
6249	Leases/Rentals	2,000	0	0	0	0	1,500
6256	Publiish/Record	0	197	97	200	0	100
6260	Utilities	352,818	404,003	387,741	360,000	335,000	340,000
6261	Telephone Services	1,430	1,827	1,997	1,900	2,250	2,250
	<i>Operating & Maintenance Total</i>	565,589	615,242	589,512	584,107	552,958	570,530
7010	Fleet Transfer	102,892	78,190	105,064	160,369	160,369	160,369
	<i>Interfund Loans & Transfers Total</i>	102,892	78,190	105,064	160,369	160,369	160,369
STREETS & ALLEYS EXPENDITURES TOTAL		866,081	893,124	908,677	963,992	927,851	949,312

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
PUBLIC WORKS ADMINISTRATION EXPENDITURES - 430								
5111	Wages - Full Time	169,804	198,570	164,080	168,089	164,926	164,979	
5112	Wages - Part Time	9,145	0	0	0	0	0	
5122	On Call	0	301	0	0	0	0	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	205	
5127	Long Term Disability	808	806	697	679	801	717	
5128	Vision Insurance	112	273	223	214	214	219	
5130	FICA-Med	2,550	2,817	2,360	2,437	2,300	2,392	
5131	FICA	10,902	12,044	10,091	10,421	9,836	10,229	
5132	Medical Insurance	27,018	16,871	18,418	16,291	16,135	16,815	
5133	Employee Retirement	8,486	9,717	8,305	8,404	8,154	8,249	
5134	Unemployment Insurance	361	401	456	504	446	495	
5135	Workers Compensation Insurance	6,723	5,443	10,629	8,903	10,685	10,062	
5136	Dental Insurance	1,407	1,898	1,406	1,497	1,497	1,512	
5137	Staff Development	5,075	3,007	2,314	3,500	2,000	3,000	
5138	Life Insurance	724	824	725	514	502	505	
5141	Clothing Allowance	828	575	403	400	350	400	
5144	Employee Assistance Administration	0	0	82	78	89	78	
	<i>Personal Services Total</i>	243,943	253,547	220,188	221,933	217,935	219,857	
6210	Office Supplies	3,371	3,310	2,200	3,000	3,000	3,000	
6213	Public Relations	138	304	310	500	528	500	
6216	Reference Books/Materials	731	791	866	1,000	907	1,000	
6217	Dues/Fees/Subscriptions	1,208	1,123	801	1,000	1,000	1,000	
6218	Small Equipment Items	2,172	2,403	2,022	1,000	1,000	1,000	
6224	Trash Service	553	468	517	600	600	600	
6229	Building Maintenance Supplies	370	591	344	500	500	500	
6232	Building Repair/Maintenance	4,725	6,125	1,644	5,000	5,000	5,000	
6246	Liability Insurance	8,471	5,880	15,352	5,533	5,266	7,186	
6253	Contract Service	23,743	10,578	10,141	7,700	9,000	10,000	
6260	Utilities	21,887	24,970	18,366	20,000	17,000	20,000	
6261	Telephone	6,270	5,010	5,708	6,500	5,000	6,000	
6262	Radio Expense	1,638	212	446	500	0	6,000	
6263	Postage	555	407	703	1,000	1,000	1,000	
6295	Disaster Expense	271	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	76,103	62,172	59,418	53,833	49,801	62,786	
7010	Fleet Transfer	18,031	13,984	22,827	36,914	36,914	36,914	
7011	Information Tech Transfer	88,880	112,682	100,812	85,349	85,349	101,023	
	<i>Interfund Loans & Transfers Total</i>	106,911	126,666	123,639	122,263	122,263	137,937	
PUBLIC WORKS ADMINISTRATION EXPENDITURES TOTAL		426,956	442,385	403,246	398,028	389,999	420,580	

Engineering Department



Responsible for these additional budgetary divisions / functions

Water Plant Investment

Sewer Plant Investment

Storm Drain Investment

Capital Purchases (CIF)



ENGINEERING MISSION STATEMENT

The Engineering Department exists to plan and deliver quality sustainable public infrastructure through the application of high level engineering practices and ethics. The Department strives to be an accessible and accountable engineering resource for the public and other Town Departments. They endeavor to foster teamwork by maintaining an atmosphere in which independent and creative thinking can generate solutions that measure up to the highest performance and fiscal standards.

ABOUT THE ENGINEERING DEPARTMENT

The Department has five full-time positions including the Director and does not utilize seasonal, part-time or dedicated administrative help. The Department manages to stay relatively small because of the versatility and experience level of the staff. All of the engineers on staff are registered professional engineers. The Department staff has expertise in a range of engineering skills including construction inspection, surveying, planning, traffic and roadway engineering, water and sewer engineering, drainage and water resources, along with knowledge of regional and state regulations. The Department staff is equipped to perform in-house design services for moderately complex capital projects. For complex projects with specialty elements the staff selects and manages appropriate consultants.

FUNCTIONS OF THE DEPARTMENT

Capital Project Services – The Engineering Department originates plans, specifications, and contract bid documents for a variety of public works projects. They provide contract management and construction oversight of the Town’s major capital improvement projects.

Development Services – The Engineering Department reviews and comments on all development proposals, ensuring designs are consistent with the Town’s long term infrastructure needs and comply with current design standards. All subdivisions installing public infrastructure are monitored and inspected throughout construction for conformance to Town infrastructure construction standards.

General Services – The Engineering staff also administers various other minor activities within the Town of Windsor right of way in conformance with the Windsor Municipal Code, reviewing for compliance with construction standards and adherence to traffic safety laws.

The Department monitors the safety and performance of the curbs, gutters, sidewalks and driveways within the public right of way. Annually the Department prioritizes that which is in need of replacement and then executes the work according to the budget allocation.

Long Term Planning – The Department engages in forecasting future infrastructure needs in the form of long term water, sewer and drainage master plans. These plans utilize current zoning, land use and population forecasts to determine needs before they arise. These plans are used to support new development infrastructure requirements. Department staff is also engaged with Windsor’s neighboring municipalities, districts, counties, and the State, through various planning groups studies and working relationships addressing long term transportation, water resources, and land planning issues.

Water Rights Management – The Department maintains a database of the Town’s water rights that have been acquired for treatment and delivery of potable water. The staff determines the quantity of water rights for each new development. Annually they determine the allocation of those water rights to the treatment plants and the rental market.

STRATEGIC ISSUES

Water and sewer issues demand significant attention due to an increasing residential population and infrastructure sharing agreements between Windsor and neighboring towns. Streets and traffic flow in Windsor have also been impacted by increasing population in the northern Colorado region.

2012 ENGINEERING DEPARTMENT ACCOMPLISHMENTS

- Initiated the design of a bridge replacement project on County Road 21 where it crosses the Greeley No. 2 Canal.
- Managed the design and construction that included street pavement rehabilitation and curb, gutter and sidewalk replacement valued at approximately \$1 million.
- Designed and managed the modification of a storm sewer outfall structure to prevent river flooding from backing up
- Continued involvement in application for Pre-disaster Mitigation Funds to construct storm drainage infrastructure near the intersection of State Highway 392 and Weld County Road 21.
- Helped represent Windsor during the replacement of the interchange at I-25 and State Highway 392.
- Management of the \$4.7 million project to construct new headworks and pump station at the Wastewater Treatment Plant and sewer interceptor.

RELATIONSHIP TO THE STRATEGIC PLAN

The Engineering Department budget relates to nearly all of the priorities addressed in Goal 4: *Promote, Manage, and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region*. Specifically, the 2013 budget reflects the Pavement Management Program that allows the department to track the condition of the Town's streets and addresses when maintenance should be performed. Also, the Engineering Department is overseeing several capital projects starting in 2013 that directly relate to the priorities in Goal 4. There will be a new water storage tank designed and built; a study will begin to determine the feasibility of a regional water treatment plant; the construction of a drainage structures and channel from the Law Ditch to Highway 392 and south to the Great Western Railroad tracks; the conclusion of construction of the new headworks and pump station at the waste water treatment plant; the design and construction of a bridge replacement on Weld County Road 21 at the Greeley No. 2 Canal; and finally, the design and oversight of several street projects.

CHALLENGES

The biggest challenge for the Engineering Department will be staying on track with the amount of large scale projects scheduled for 2013. There are five employees in the engineering department and each of them has several overlapping projects to keep organized throughout the year. Additionally, it is always a challenge to keep up with the maintenance of the infrastructure. The more projects are scheduled for construction, the more operational and maintenance costs have to be considered.



2013 ENGINEERING DEPARTMENT GOALS AND OBJECTIVES

Promote, manage and facilitate an effective infrastructure system.

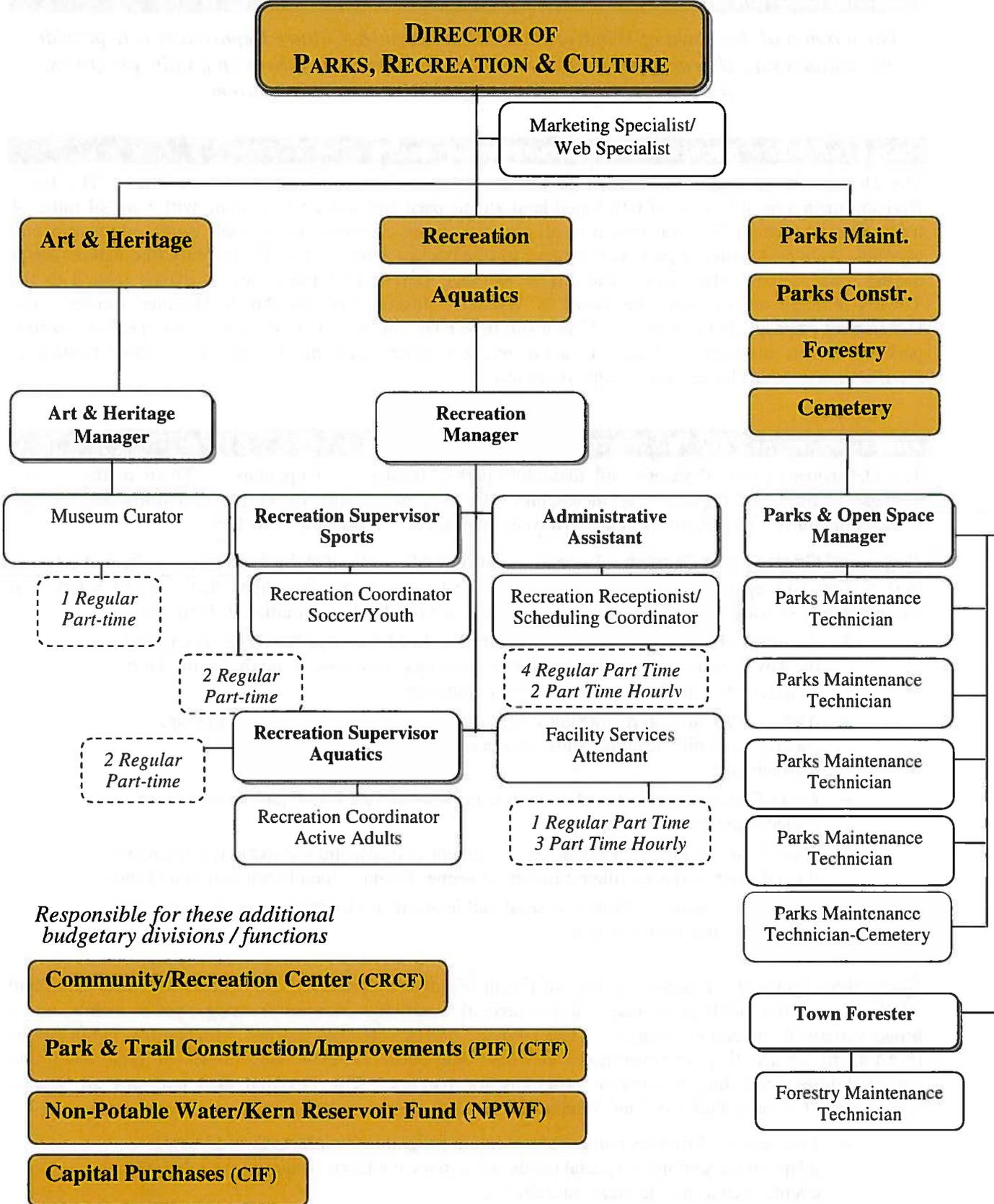
- Maintain data in the Town's pavement management system (04-429-6278)
- Street overlay projects (04-429-6278)
- Curb gutter and sidewalk replacement projects (04-429-6278)
- Design replacement bridge on WCR 21 at the Greeley No. 2 Canal (04-429-8445-901)
- Design traffic roundabout at Eastman Park Dr. and Cornerstone Dr. (04-429-8445)
- Wastewater Treatment Plant Headworks, Lift Station and Interceptor Sewer (07-482-8333-900)
- Participate in a regional water treatment and transmission study with other municipalities and water districts.
- Construct 3 million gallon water tank.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
ENGINEERING DEPARTMENT EXPENDITURES - 431								
5111	Wages - Full Time	370,184	375,741	371,238	380,188	378,853	379,207	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	0	
5127	Long Term Disability	1,874	1,727	1,727	1,727	1,791	1,822	
5128	Vision Insurance	426	524	524	525	524	535	
5130	FICA - Med	5,182	5,190	5,158	5,513	5,269	5,498	
5131	FICA	22,158	22,192	22,053	23,572	22,530	23,511	
5132	Medical Insurance	55,183	58,861	58,253	52,219	51,827	53,903	
5133	Employee Retirement	18,509	18,524	18,526	19,009	18,722	18,960	
5134	Unemployment Insurance	751	760	945	1,141	956	1,138	
5135	Workers' Compensation Ins.	2,484	1,929	2,449	2,030	2,200	2,171	
5136	Dental Insurance	4,917	4,917	4,917	4,434	4,434	4,478	
5137	Staff Development	58	207	310	1,000	900	1,000	
5138	Life Insurance	1,598	1,607	1,588	1,163	1,046	1,160	
5141	Clothing Allowance	411	231	179	420	461	420	
5144	Employee Assistance Administration	0	0	205	194	222	194	
	<i>Personal Services Total</i>	483,734	492,410	488,072	493,134	489,735	493,999	
6210	Office Supplies	1,573	1,096	972	1,500	1,265	1,300	
6216	Reference Books/Materials	32	0	215	200	100	150	
6217	Dues/Fees/Subscriptions	11	1,183	275	300	185	300	
6218	Small Equipment Items	256	129	125	300	175	300	
6245	Travel/Mileage	3,617	3,610	3,600	3,600	3,560	3,600	
6246	Liability Insurance	3,189	3,551	3,740	3,145	2,960	4,085	
6253	Contract Services	8,324	6,139	6,000	6,650	3,358	6,700	
6254	Engineer Services	0	8,632	4,571	2,500	4,068	5,000	
6256	Publish/Record	135	178	319	300	510	500	
6261	Telephone	1,795	1,957	1,966	1,950	1,967	2,000	
6263	Postage	475	398	279	450	165	300	
6264	Printing/Binding	0	0	37	0	0	0	
6267	Study/Review/Analysis/Consulting	100,308	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	119,715	26,874	22,098	20,895	18,313	24,235	
7010	Fleet Transfer	20,387	10,719	12,591	21,935	21,935	21,935	
7011	Information Tech Transfer	45,359	20,648	29,325	32,361	32,361	37,959	
7012	Facility Services Transfer	0	0	13,770	15,527	15,527	13,981	
	<i>Interfund Loans & Transfers Total</i>	65,746	31,367	55,686	69,823	69,823	73,876	
ENGINEERING DEPARTMENT EXPENDITURES TOTAL		669,194	550,651	565,856	583,852	577,871	592,109	

Parks, Recreation & Culture Department



PARKS, RECREATION & CULTURE MISSION STATEMENT

The mission of the Town of Windsor Parks, Recreation & Culture Department is to provide recreation and cultural opportunities for the entire community through quality programs, facilities, service and management of natural resources.

ABOUT THE PARKS, RECREATION & CULTURE DEPARTMENT

The Department of Parks, Recreation & Culture oversees numerous parks and facilities. The Parks Division maintains 400 acres of developed land, open space and water acres, along with over 44 miles of trail. The Recreation Division programs all athletics, fitness, seniors, pre-school, youth, adaptive event, aquatics, skate park, outdoor pool, two outdoor in-line hockey rinks, and the Community Recreation Center among other collaborative sites. The Art & Heritage Division oversees various events related to the Town's heritage or fine arts, the Town of Windsor Museum and the Art & Heritage Center. The Department employs 20 full time and 37 non-full time FTE's at the height of the season to perform various park and facility maintenance functions, act as referees, coaches, lifeguards, and various other facilitators for sports, activities, classes and heritage programs.

FUNCTIONS OF THE PARK, RECREATION & CULTURE DEPARTMENT

The Department plans, develops and maintains parks, manages and operates all Town recreation and heritage facilities, and organizes, promotes, and delivers sports, leisure and heritage programs and services to the community. The Department also oversees operations of Lakeview Cemetery.

Parks and Open Space Division – Promotes quality of life in Windsor by maintaining a diversified park, trail system and open space while emphasizing best management practices that support safety and environmental stewardship. The Division also maintains open lands and numerous facilities.

- **Forestry** – Provides management of public right-of-way and park trees throughout the Town; maintains computerized tree inventory; provides oversight for the Tree Board; serves on development review committee.
- **Parks** – Provides all maintenance functions including weed control, mowing, shelter, restroom cleaning, trails, shelters and playground inspection and maintenance.
- **Parks Construction** – Provides administrative oversight for all park construction projects and irrigation upgrades.
- **Open Space & Trails** – Provides development of trails, and acquisitions / easements related to open space utilizing Lottery, Larimer County Open Lands and grant funds.
- **Lakeview Cemetery** – Provides burial and internment / inurnment services; maintains burial sites and common areas.

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Recreation Division – Promotes quality of life in Windsor by providing fitness and wellness, youth and adult sports, active adult programs, adaptive recreation activities, leisure learning, special events, and a broad variety of recreation programs. The Division works with the National Alliance for Youth Sports (NAYS) to ensure that administrators, coaches, and game officials are trained in their roles and responsibilities; including orientation programs for parents. The Division also oversees all aquatic operations at Chimney Park Pool and Windsor Lake.

- **Recreation** – Provides numerous recreation programs for infants through seniors, adaptive recreation for special needs and a diverse athletic program; includes special events such as movie nights and 5K races.



- *Aquatics* – Provides aquatic activities and programs for community residents of all ages at three pools as well as Windsor Lake. Pools include Chimney Park Pool, Windsor High School and a private pool utilized for water aerobics classes. Windsor Lake activities include swim beach, boating and a variety of non-motorized boat rentals; also offers water safety training and lifeguard certification.
- *Community Recreation Center* – Provides a wide variety of diversified programs and activities; serves as a gathering place for the community and the surrounding area; base for SALT programs, a programmatic and leadership opportunity for both middle school and high school youth. Amenities include gymnasium, multi-purpose rooms, kitchen, climbing wall, dance studio and locker rooms.

Art & Heritage Division – Promotes the quality of life in Windsor through diverse heritage activities and programs, interpretive exhibits and Town of Windsor Museum.

- *Art & Heritage* – Provides a wide variety of diversified programs and activities, serving to share community history and promote fine arts; promotes exhibits at the Art & Heritage Center; oversees a variety of cultural events, both Town sponsored and independent.
- *Museums* – Provides interpretation, restoration and protection of collections associated with Town of Windsor Museum in Boardwalk Park (comprised of eight separate buildings); responsible for exhibit space at the Community Recreation Center.

STRATEGIC ISSUES

The Parks, Recreation & Culture Department has experienced demands for amenities typically found in larger communities, such as a recreation center with full amenities of fitness and aquatics, ball field complexes, neighborhood parks and open spaces, trails and other recreation assets. Creative funding, partnerships and grants are imperative to consider in trying to meet these demands. Additionally, while we continue to seek funding alternatives for new park construction, it is also imperative to address our aging infrastructure of existing parks and those parks that are not complete. Maintenance demands have increased with addition of new park acres and amenities. Boardwalk and Diamond Valley Community Park in particular are popular destinations that require a higher level of maintenance to attain level of service standards.

Recreation programs and facilities have seen increased demand as participant numbers and program diversity has increased, along with revenue. Additionally, a greater demand has been placed on the utilization of Scholarships through the reduced fee opportunities (funded partly by the Town and partly by outside contributors, such as United Way). A cost recovery model has been shared and endorsed as a tool in considering fee increasing and pricing programs.

In response to the 2012 Strategic Plan update, the department will concentrate efforts on trail connections, family and community events, and consideration of expanding the Community Recreation Center with aquatics and fitness components. A Community Event Coordinator hired in 2011 has been extremely valuable.

In 2010 the Department of Justice adopted new guidelines for the Americans with Disabilities Act, focusing strongly on parks and recreation amenities. An accessibility audit was completed and adopted in 2012; implementation will occur over the next couple of years.

RELATIONSHIP TO THE STRATEGIC PLAN

The Parks, Recreation and Culture department has multiple budget items that relate to the 2012-2014 Strategic Plan Update. Several priorities are under Goal 1: *Build Community Spirit and Pride* including Priority B: *Encourage successful community-supported events*, Priority D: *Encourage healthy, family-friendly neighborhoods*, Priority E: *Promote a “One Windsor- One Community” philosophy*, Priority F:



Provide for diverse and healthy lifestyle choices in leisure, cultural activities and recreation, and Priority G: Lead through stewardship of natural resources. In Goal 4: Promote, Manage, and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region, Parks, Recreation and Culture will be responsible for Priority B: Support multiple forms of transportation.

The Art and Heritage department has worked to develop a separate Community Events budget that allows staff to more precisely track some return on investment for special events. This will continue to be helpful especially as more community-supported events are identified and categorized in 2013.

There are several Plan of Action items related to trails and the Parks Department plans to continue construction of the regional trail links per the Trails Master Plan in 2013. Also, with the design and construction of four new parks in 2012 there are additional funds budgeted to continue to provide exceptional service to the community by maintaining the parks and park facilities at adopted level of service standards.

Finally, the Community Recreation Center plans to provide more sessions of popular programs in 2013 including another martial arts class, archery classes, and stand up paddleboard available at Boardwalk Park. These programs will expand the multiple activities and classes provided by the recreation center staff.

CHALLENGES

The challenges for the Parks, Recreation and Culture Department will center on staffing and scheduling of program needs and maintenance requests that have been included in 2013. Whether it is expanding program sessions, new parks, or extra special events, each division is adding multiple responsibilities to existing staff in order to maintain the excellent level of service that the Parks, Recreation and Culture Department provides the community. It will be a challenge to balance the desires of the community with what can reasonably be maintained with the staff limitations and funds available in future years.

2012 PARKS, RECREATION & CULTURE DEPARTMENT GOALS AND OBJECTIVES - STATUS

- 1) Staff completed ADA access audit and developed a Transition Plan for compliance; this was adopted by the Town Board in June, 2012. This goal was reflected in requests from the General Fund and the Capital Improvement Fund, and supported in the Strategic Plan Goal Topic Area #1 – Build Community Spirit and Pride.
- 2) Staff has limited the addition of new of recreation programs to those that cover costs. The Sponsorship program has proven a popular way to gain community financial support; this year's kickoff is slated for August. Partnerships with the YMCA and other outside organizations continue to allow our program offering to be diverse and meet a variety of needs. This goal was supported in the Strategic Plan Goal Topic Area #1 – Build Community Spirit and Pride.
- 3) Staff continues to pursue irrigation sources for existing parks as well as new park sites. SCADA augmentation and flow monitors have been installed to insure accuracy in reporting; the non-potable Water Master Plan was completed. This goal was reflected in requests from the Non-Potable Water Fund and Capital Improvement Fund, and is supported in the Strategic Plan Goal Topic Area #1 – Build Community Spirit and Pride .
- 4) Repair / replace infrastructure. Staff retired Cemetery Field once Diamond Valley was open and operating. Other maintenance tasks have been performed at various parks, with capital in coming years. This goal was reflected in various requests from the Capital Improvement Fund, and is supported in the Strategic Plan Goal Topic Area #1 – Build Community Spirit and Pride.
- 5) Assure staff has the appropriate tools and vehicles to effectively and efficiently complete the job. This goal was reflected in requests from the Fleet and IT Funds. Staff added a ToolCat, a specialized piece



of mowing and grooming equipment to the fleet. Chimney Park Pool was added to the network in order to accommodate Pass Management software. This goal is also supported in the Strategic Plan Goal Topic Area #1 – Build Community Spirit and Pride.

2013 PARKS, RECREATION & CULTURE DEPARTMENT GOALS AND OBJECTIVES

- 1) In 2012 the Parks Division underwent a lengthy efficiency study and ultimately up re-structuring. This has allowed us to meet Level of Service Standards as well as complete minor maintenance projects that previously had not been attempted. National standards recommend 15 acres per FTE; this is also reflected in the departmental master plan adopted in 2007. With the addition of Covenant Park, Bison Ridge, Brunner Farm, Poudre Heights and expansion of maintained area at Diamond Valley in recent years, plus the potential for Northern Lights in 2013, over 20 acres of land have been added without staff. This goal of maintaining new and existing acreage at adopted service levels is reflected in a request for adding a parks maintenance position.
- 2) Departmental staff engaged in a cost recovery analysis in 2012 that looked at all programs and services, categorizing them according to the level of their community or individual benefit. Using a national model, a target cost recovery ratio was then applied with higher recovery recommended in programs that had a higher individual benefit and less recovery (more subsidy) in those programs with higher community benefit. Both the Parks, Recreation and Culture Board as well as Town Board supported this concept. This will allow staff to effectively evaluate programs for efficiency and recommend elimination, re-structuring or fee increase as per the model. Additionally, it has opened the door for an increase in partnerships, such as the YMCA Summer Camp and the Weld Re-4 Early Release Care. Sponsorships were also successful in 2012, with over \$11,000 in cash support and over \$17,000 in-kind support being contributed. We anticipate marketing this further in 2013. This goal of working towards adopted cost recovery is reflected in minimal fee increases.
- 3) Several long awaited projects are underway and will require attention in 2013. A Feasibility study was completed in 2012 on expanding the Community Recreation Center. An Ad Hoc Committee considered financial options; their report was presented to Town Board in the fall. Pending that outcome, staff may be engaged in conceptual drawings and further financing discussions.

Northern Lights Park is anticipated to be constructed in 2013, hopefully with the assistance of a Great Outdoors Colorado grant financing the playground.

Larimer County has been a strong lead in several projects that staff serves to consult on. A Regional Study of outdoor recreation needs will provide some good data about Windsor residents and their preferences. The NFRMPO has participated in a state-wide bicycle plan study that may have implications for future street profiles and trail considerations.

These goals of regional partnerships, park construction, alternative financing and facility feasibility are reflected in capital requests and full time staff objectives.

- 4) As mentioned previously, the Parks Division engaged in an operational efficiency study in 2012. The Recreation Division also engaged in a staff audit to evaluate the job descriptions and subsequent classifications of various positions, which ultimately affects the division structure. The result is a shift in FTE's and minor structural changes. This goal of operational efficiency is reflected in equipment requests, and FTE adjustments in the general fund budgets.
- 5) This will be the third year of the special events coordinator who processes over 30 applications each year. The administrative need for this position to coordinate both lead and evaluate processes has increased as we have refined our special event application and review process. However, the ability for this position, at a higher salary rate, to effectively be the on-site maintenance person is diminished by other demands. The Town desires to maintain high customer service on special events. This goal of providing quality, successful special events is reflected in a seasonal position request for a lower salary position to work in the park on the day of an event for restrooms, trash, electrical and water needs.



- 6) The ADA Transition Plan will take a huge step towards completion in 2013. Following an audit completed in 2012, staff is working to bring various recreational amenities into compliance. This is goal of ADA compliance reflected in capital funds for this project.
- 7) In alignment with the Town of Windsor Trails Master Plan, trail segments have been identified that will provide connections to outlying neighborhoods, or provide access to key areas. This includes a trail connection in front of PVREA, along Highland Meadows Parkway, and in collaboration with Larimer County on the Poudre River Initiative. This goal of connectivity through trails (One Windsor, Alternative Transportation) is reflected in Capital funds for trail construction.
- 8) The Town of Windsor Museum in Boardwalk Park currently is surrounded by non-irrigated grasses. This creates an area that is very difficult to maintain. In attempting to achieve some efficiency in maintenance as well as opportunity for interpretation, staff has developed a concept of an interpretive landscape. This goal of increasing the visibility and functionality of the landscape is reflected in the capital funds request.



General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
CEMETERY EXPENDITURES - 432								
5111	Wages - Full Time	41,226	42,438	39,488	41,269	40,959	40,726	
5112	Wages - Part Time	11,163	6,026	9,350	9,520	9,520	9,520	
5121	Wages - Over Time	665	184	1,267	1,000	500	800	
5122	On Call	784	857	654	896	249	0	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	114	
5127	Long Term Disability	200	193	188	187	175	207	
5128	Vision Insurance	105	103	103	103	103	106	
5130	FICA-Med	762	694	688	764	651	740	
5131	FICA	3,260	2,966	2,940	3,266	2,782	3,165	
5132	Medical Insurance	8,953	11,772	11,651	9,857	9,779	10,175	
5133	Employee Retirement	2,061	2,064	1,963	2,063	2,034	2,036	
5134	Unemployment Insurance	109	100	137	158	129	153	
5135	Workers Compensation Insurance	2,318	2,405	2,177	2,358	2,911	2,488	
5136	Dental Insurance	769	983	983	720	720	727	
5137	Staff Development	0	188	535	1,310	804	1,345	
5138	Life Insurance	178	179	176	126	124	125	
5141	Clothing Allowance	379	399	400	425	415	425	
5144	Employee Assistance Administration	0	0	41	39	44	39	
	<i>Personal Services Total</i>	72,932	71,551	72,739	74,063	71,900	72,890	
6210	Office Supplies	137	14	79	150	150	150	
6218	Small Equipment Items	1,972	2,266	1,263	1,100	1,100	850	
6219	Special Equipment	0	0	0	840	840	840	
6224	Trash Service	0	0	246	1,160	401	2,156	
6229	Maintenance Supplies	365	215	39	200	54	200	
6232	Building Repair/maintenance	0	0	1,940	2,000	1,887	2,000	
6235	Sprinkler Repair	6,775	2,375	2,378	5,500	3,278	1,275	
6241	Land Maintenance	476	1,583	825	3,252	1,900	3,252	
6246	Liability Insurance	864	759	7,387	852	802	1,107	
6250	Foundations/Graves	582	3,367	0	3,000	3,000	3,000	
6253	Contract Service	6,345	9,183	0	8,065	7,992	8,065	
6260	Utilities	0	0	0	750	0	750	
6261	Telephone	495	664	660	660	660	660	
6264	Printing/Binding	144	67	0	300	0	300	
6269	Miscellaneous	925	4	0	0	0	0	
6295	Disaster Expense	119,199	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	138,279	20,498	14,817	28,079	22,065	24,605	
7010	Fleet Transfer	9,020	4,641	9,249	14,512	14,512	14,512	
	<i>Interfund Loans & Transfers Total</i>	9,020	4,641	9,249	14,512	14,512	14,512	
CEMETERY EXPENDITURES TOTAL		220,232	96,690	96,805	116,653	108,477	112,007	

General Fund Detail Budget

TOWN OF WINDSOR							GENERAL FUND - 01	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
COMMUNITY EVENTS EXPENDITURES - 433								
5112	Wages - Part Time	0	0	0	24,086	20,035	24,180	
5121	Wages - Over Time	0	0	0	100	0	0	
5130	FICA-Med	0	0	0	351	291	351	
5131	FICA	0	0	0	1,500	1,242	1,499	
5134	Unemployment Insurance	0	0	0	73	60	73	
5135	Workers Compensation Insurance	0	0	0	0	0	65	
5137	Staff Development	0	0	0	500	454	500	
5144	Employee Assistance Administration	0	0	0	0	0	0	
	<i>Personal Services Total</i>	0	0	0	26,609	22,083	26,668	
6210	Office Supplies	0	0	0	300	77	300	
6213	Public Relations	0	0	0	25,850	25,931	26,600	
6217	Dues/Fees/Subscriptions	0	0	0	200	200	789	
6219	Special Equipment	0	0	0	500	500	1,000	
6245	Travel/Mileage	0	0	0	0	173	0	
6246	Liability Insurance	0	0	0	5,716	5,716	5,716	
6249	Leases/Rentals	0	0	0	5,000	5,000	6,000	
6253	Contract Services	0	0	0	29,000	31,000	31,840	
6261	Telephone	0	0	0	60	0	0	
6264	Printing/Binding	0	0	0	10,250	3,098	7,500	
	<i>Operating & Maintenance Total</i>	0	0	0	76,876	71,694	79,745	
COMMUNITY EVENTS EXPENDITURES TOTAL		0	0	0	103,485	93,777	106,413	

General Fund Detail Budget

TOWN OF WINDSOR		GENERAL FUND - 01					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
FORESTRY EXPENDITURES - 450							
5111	Wages - Full Time	94,781	95,961	95,006	97,137	96,938	97,034
5112	Wages - Part Time	33,829	32,665	30,641	50,048	32,448	32,448
5121	Wages - Over Time	869	795	401	1,000	494	500
5122	On Call Time	1,925	1,573	1,873	1,792	696	0
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	118
5127	Long Term Disability	471	456	456	456	428	494
5128	Vision Insurance	106	214	214	214	214	219
5130	FICA-Med	1,842	1,837	1,806	2,175	1,803	1,885
5131	FICA	7,877	7,856	7,722	9,299	7,708	8,059
5132	Medical Insurance	22,073	23,544	23,301	22,570	22,491	23,301
5133	Employee Retirement	4,739	4,731	4,738	4,857	4,790	4,852
5134	Unemployment Insurance	265	264	368	450	367	390
5135	Worker's Compensation Insurance	4,652	2,436	4,687	4,599	4,983	4,882
5136	Dental Insurance	1,967	1,967	1,967	2,275	2,275	2,298
5137	Staff Development	2,090	1,804	1,526	2,075	1,566	1,800
5138	Life Insurance	409	412	412	297	292	297
5140	Tuition Reimbursement	928	0	0	0	0	0
5141	Clothing Allowance	799	852	945	900	900	900
5144	Employee Assistance Administration	0	0	82	78	89	78
	<i>Personal Services Total</i>	179,622	177,367	176,144	200,221	178,482	179,554
6210	Office Supplies	461	199	465	150	497	500
6213	Public Relations	0	28	0	400	400	400
6214	Board Development	261	0	90	125	75	125
6216	Reference Books/Materials	460	536	413	539	539	530
6217	Dues, Fees, Subscriptions	283	356	539	375	375	395
6218	Small Equipment Items	4,236	3,184	7,229	3,900	3,900	3,900
6219	Special Equipment	0	0	0	1,740	0	0
6222	Chemicals	0	0	0	250	250	250
6224	Trash Service	0	0	0	750	12,183	0
6227	Right of Way Trees	236	21,058	3,545	11,600	11,600	11,600
6228	Tree Maintenance	20,692	6,459	8,853	13,525	13,525	13,525
6241	Land Maintenance	3,459	2,741	4,684	7,045	8,355	8,355
6246	Liability Insurance	8,839	6,742	7,326	7,568	7,124	9,831
6248	Signs	0	52	66	0	0	0
6249	Leases/Rentals	0	94	88	720	2,881	7,400
6253	Contract Service	2,255	2,901	129,718	36,500	0	0
6256	Publish/Record	103	0	0	0	0	0
6261	Telephone	1,215	1,338	1,327	1,320	1,323	1,320
6263	Postage	0	0	0	0	1,395	0
6264	Printing/Binding	0	125	90	150	1,895	150
6269	Miscellaneous Expense - Memorial	0	0	1,050	0	0	0
6282	Tree Board Activities	12,080	7,914	18,088	13,500	10,534	13,500
	<i>Operating & Maintenance Total</i>	54,579	53,727	183,571	101,157	76,851	71,781
7010	Fleet Transfer	37,369	36,054	60,582	52,254	52,254	52,254
7012	Facility Services Transfer	0	0	3,787	3,631	3,631	3,399
	<i>Interfund Loans & Transfers Total</i>	37,369	36,054	64,369	55,885	55,885	55,653
FORESTRY EXPENDITURES TOTAL		271,570	267,148	424,084	357,263	311,217	306,987

General Fund Detail Budget

TOWN OF WINDSOR		GENERAL FUND - 01					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
RECREATION EXPENDITURES- 451							
5111	Wages - Full Time	238,822	242,372	238,485	245,103	243,712	243,919
5112	Wages - Part Time	257,970	272,532	294,648	346,270	314,523	352,653
5121	Wages - Over Time	51	135	34	250	96	250
5122	On Call Time	2,949	3,539	3,720	4,032	912	0
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	135
5127	Long Term Disability	1,191	1,153	1,153	1,153	801	1,248
5128	Vision Insurance	417	525	525	421	524	535
5130	FICA-Med	7,158	7,369	7,511	8,637	7,883	8,654
5131	FICA	30,607	31,506	32,115	36,931	33,705	37,003
5132	Medical Insurance	36,428	38,841	50,461	46,440	46,204	47,942
5133	Employee Retirement	11,900	11,925	11,899	12,255	12,044	12,196
5134	Unemployment Insurance	1,004	1,040	1,530	716	1,607	716
5135	Worker's Compensation Insurance	14,086	15,576	21,992	17,061	20,372	17,931
5136	Dental Insurance	2,991	3,954	4,275	4,248	4,248	4,291
5137	Staff Development	4,272	5,996	2,949	4,175	3,797	4,475
5138	Life Insurance	1,037	1,037	1,037	750	734	746
5140	Tuition Reimbursement	1,045	0	0	0	0	0
5141	Clothing Allowance	0	1,512	1,463	1,800	1,800	1,800
5144	Employee Assistance Administration	0	0	205	194	222	194
	<i>Personal Services Total</i>	611,926	639,009	674,001	730,436	693,186	734,688
6210	Office Supplies	5,937	4,879	5,327	5,500	5,269	5,500
6213	Public Relations	6,138	1,880	5,008	12,000	7,411	8,000
6216	Reference Books/Materials	14	0	157	200	0	200
6217	Dues, Fees, Subscriptions	10,251	13,299	21,847	41,000	37,106	41,000
6218	Small Equipment Items	10,697	26,784	36,713	26,000	23,659	26,220
6219	Special Equipment/Program Supplies	83,305	68,668	52,072	66,121	78,720	78,427
6230	Recreation Equipment/Repair	0	460	1,182	350	0	300
6236	Ball Field Maintenance/ Baseball	22,190	18,005	8,231	38,500	50,646	38,500
6240	Equipment Repair/Maintenance	0	59	0	200	43	100
6245	Travel/Mileage	0	0	0	0	500	500
6246	Liability Insurance	13,494	17,494	4,845	5,005	4,711	6,501
6249	Leases/Rentals	1,016	96	0	250	0	0
6253	Contract Service	102,382	156,853	147,313	113,148	116,286	113,148
6256	Publish/Record	4,773	295	18	300	323	300
6261	Telephone	2,786	2,200	2,433	2,500	2,593	2,500
6263	Postage	9,293	4,612	5,963	5,200	2,327	2,500
6264	Printing/Binding	9,009	15,357	13,572	12,575	7,956	13,500
6273	Tours/Admissions	10,307	19,177	13,560	21,000	19,625	19,000
6295	Disaster Expense	30,988	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	322,579	350,119	318,240	350,849	357,173	356,196
7373	Transfer to CRC	400,000	400,000	400,000	400,000	400,000	450,000
7010	Fleet Transfer	14,516	16,224	44,084	64,211	64,211	64,211
7011	Information Tech Transfer	135,282	154,146	110,903	52,723	52,723	58,321
	<i>Interfund Loans & Transfers Total</i>	549,798	570,370	554,987	516,934	516,934	572,532
RECREATION EXPENDITURES TOTAL		1,484,303	1,559,498	1,547,228	1,598,219	1,567,293	1,663,416

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
AQUATICS/SWIMMING POOL EXPENDITURES - 452								
5112	Wages - Part Time	107,352	111,195	105,407	120,543	106,887	105,432	
5121	Wages - Over Time	0	155	125	250	352	300	
5130	FICA-Med	1,557	1,614	1,531	1,751	1,555	1,533	
5131	FICA	6,656	6,902	6,545	7,489	6,649	6,555	
5134	Unemployment Insurance	215	222	318	362	322	317	
5135	Workman's Compensation insurance	3,763	5,848	7,524	5,375	5,824	5,660	
5137	Staff Development	2,576	2,939	1,213	1,800	1,328	1,920	
	<i>Personal Services Total</i>	122,118	128,877	122,663	137,571	122,916	121,718	
6210	Office Supplies	11	162	230	100	264	250	
6213	Public Relations	0	185	49	50	0	50	
6216	Reference Books/Materials	1,399	2,355	787	1,550	1,320	1,550	
6217	Dues/Fees/Subscriptions	599	626	456	700	1,375	1,461	
6218	Small Equipment Items	3,254	8,776	2,216	7,300	7,086	7,300	
6219	Special Equipment	11,103	8,773	9,437	11,000	7,845	10,990	
6222	Chemicals	15,639	14,367	21,417	15,000	15,497	20,000	
6224	Trash Service	0	46	0	0	0	0	
6229	Maintenance Supplies	29	1,822	0	500	259	500	
6232	Building Repair/Maintenance	6,541	3,765	5,629	6,750	0	0	
6240	Equipment Repair/Maintenance	1,119	3,502	552	1,400	1,709	1,400	
6245	Travel/Mileage	0	0	0	0	0	450	
6246	Liability Insurance	8,633	7,583	8,240	8,513	8,013	11,057	
6253	Contract Service	2,570	10,349	4,201	3,175	3,165	3,175	
6256	Publish/Record	0	0	0	0	0	0	
6260	Utilities	17,836	16,151	19,486	15,000	10,856	15,000	
6261	Telephone	2,029	2,029	2,041	2,200	2,362	2,200	
6264	Printing/Binding	0	0	0	0	0	750	
6295	Disaster Expense	90	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	70,854	80,490	74,741	75,918	59,752	76,133	
7010	Fleet Transfer	4,415	2,532	6,154	5,778	5,778	0	
7012	Facility Services Transfer	0	0	0	0	0	1,141	
	<i>Interfund Loans & Transfers Total</i>	4,415	2,532	6,154	5,778	5,778	1,141	
AQUATICS/SWIMMING POOL EXPENDITURES TOTAL		197,387	211,898	203,558	219,266	188,446	198,991	

General Fund Detail Budget

TOWN OF WINDSOR							GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
PARKS EXPENDITURES - 454							
5111	Wages - Full Time	447,044	372,745	349,465	357,362	346,552	346,642
5112	Wages - Part Time	108,479	91,184	76,793	111,360	101,950	92,879
5121	Wages - Over Time	6,475	3,089	2,754	3,000	1,700	1,400
5122	On Call Time	4,564	4,344	3,859	4,608	1,096	1,500
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	356
5127	Long Term Disability	2,055	1,635	1,549	1,549	1,526	1,664
5128	Vision Insurance	621	672	628	628	482	641
5130	FICA-Med	7,597	6,592	6,171	6,907	5,943	6,415
5131	FICA	32,485	28,188	26,385	29,532	25,413	27,430
5132	Medical Insurance	70,701	62,386	58,216	52,140	52,386	53,824
5133	Employee Retirement	19,948	18,422	17,413	17,868	16,258	17,332
5134	Unemployment Insurance	1,097	961	1,221	1,429	1,180	1,327
5135	Workers Compensation Insurance	16,998	18,363	17,728	14,605	16,178	15,202
5136	Dental Insurance	6,715	5,668	5,258	4,434	4,920	4,478
5137	Staff Development	9,077	7,670	5,597	8,410	8,410	6,990
5138	Life Insurance	1,818	1,578	1,498	1,094	1,007	1,061
5141	Clothing Allowance	2,329	2,532	2,163	2,450	2,450	2,450
5144	Employee Assistance Administration	0	0	246	233	255	233
	<i>Personal Services Total</i>	738,003	626,029	576,942	617,609	587,705	581,824
6210	Office Supplies	1,828	1,639	1,546	1,500	1,398	1,400
6213	Public Relations	327	952	6,351	2,400	2,400	1,400
6214	Board Development	7,762	8,093	7,947	9,500	9,500	9,500
6216	Reference Books/Materials	58	39	0	350	350	350
6217	Dues/Fees/Subscriptions	1,300	692	821	1,592	1,744	1,770
6218	Small Equipment Items	2,961	7,635	3,546	3,225	3,920	2,250
6219	Special Equipment	6,877	3,772	2,779	7,150	6,674	7,250
6222	Chemicals	5,391	367	392	500	500	500
6224	Trash Service	3,965	3,805	5,318	6,240	6,466	10,720
6229	Maintenance Supplies	678	3,566	3,928	2,900	2,900	2,900
6230	Playground Equipment Repair	1,697	3,703	4,668	4,450	4,001	4,450
6232	Building Repair/Maintenance	17,836	8,238	10,153	16,300	15,428	16,300
6235	Sprinkler Repair/Maintenance	19,244	12,635	13,238	18,650	13,496	18,650
6241	Land Maintenance	23,580	41,334	30,003	60,450	60,450	44,825
6243	Weed Control	2,367	6,924	1,612	2,750	2,630	2,250
6244	Well Assessments	2,498	18,987	6,662	7,000	4,948	15,050
6245	Travel/Mileage	5,434	5,358	6,302	5,900	5,341	5,900
6246	Liability Insurance	15,268	18,155	13,584	14,881	13,453	18,228
6248	Park Signs	5,454	1,472	2,563	8,600	8,548	7,300
6249	Leases/Rentals	5,115	1,659	1,096	1,500	1,194	3,500
6253	Contract Services	33,135	45,456	34,745	48,880	39,992	34,400
6256	Publish/Record	681	228	352	1,700	418	600
6260	Utilities	42,556	50,728	60,829	37,564	51,868	65,000
6261	Telephone	4,522	4,930	4,494	4,020	4,615	4,530
6263	Postage	848	652	845	900	1,761	900
6264	Printing/Binding	386	0	37	500	772	500
6295	Disaster Expense	990	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	212,759	251,020	223,812	269,402	264,768	280,423
7010	Fleet Transfer	125,658	98,181	150,085	196,481	196,481	196,481
7011	Information Tech Transfer	5,250	21,196	37,877	50,166	50,166	60,243
7012	Facility Services Transfer	0	0	14,357	15,943	15,943	4,247
	<i>Interfund Loans & Transfers Total</i>	130,908	119,377	202,319	262,590	262,590	260,971
PARKS EXPENDITURES TOTAL		1,081,670	996,426	1,003,073	1,149,601	1,115,063	1,123,219

General Fund Detail Budget

TOWN OF WINDSOR		GENERAL FUND - 01					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
SAFETY/LOSS CONTROL EXPENDITURES - 455							
5137	Staff Development	83	1,479	2,577	3,000	2,747	3,000
	<i>Personal Services Total</i>	83	1,479	2,577	3,000	2,747	3,000
6219	Special Equipment	0	177	6,832	5,730	3,418	5,510
6247	Safety Expense	6,999	2,764	3,413	6,500	6,500	6,500
6253	Contract Service	2,124	3,356	774	0	0	0
6264	Printing/Binding	0	0	0	500	500	500
	<i>Operating & Maintenance Total</i>	9,123	6,297	11,018	12,730	10,418	12,510
SAFETY/LOSS CONTROL EXPENDITURES TOTAL		9,205	7,776	13,595	15,730	13,165	15,510
ART & HERITAGE EXPENDITURES - 456							
5111	Wages - Full Time	66,673	101,782	92,104	103,177	100,708	100,835
5112	Wages - Part Time	25,787	21,069	45,537	25,132	26,000	34,797
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	0
5127	Long Term Disability	297	459	450	458	444	497
5128	Vision Insurance	139	207	198	214	207	219
5130	FICA-Med	1,330	1,724	1,885	1,860	2,021	1,967
5131	FICA	5,687	7,374	8,061	7,955	8,641	8,409
5132	Medical Insurance	9,506	10,198	20,869	16,213	16,135	16,737
5133	Employee Retirement	949	3,860	3,916	2,774	2,783	2,822
5134	Unemployment Insurance	186	249	378	385	412	407
5135	Workers Compensation Insurance	428	330	451	388	747	341
5136	Dental Insurance	776	1,967	1,724	1,497	1,497	1,512
5137	Staff Development	1,056	659	1,505	1,350	806	1,400
5138	Life Insurance	246	412	393	316	300	309
5144	Employee Assistance Administration	0	0	79	78	89	78
	<i>Personal Services Total</i>	113,060	150,289	177,551	161,799	160,790	170,329
6210	Office Supplies	1,261	524	978	900	693	900
6213	Public Relations	889	1,644	2,196	900	942	650
6214	Board Development	236	0	0	0	0	0
6216	Reference Books/Materials	295	434	262	500	127	400
6217	Dues/Fees/Subscriptions	470	234	582	270	270	400
6218	Small Equipment Items	4,148	3,911	3,899	7,800	6,732	8,000
6219	Special Equipment	2,944	5,321	3,924	5,000	2,500	3,500
6229	Maintenance Supplies	445	363	288	1,000	300	500
6232	Building Repair/Maintenance	9,731	6,541	4,991	5,650	5,000	3,300
6245	Travel/Mileage	1,519	1,820	2,013	2,000	1,780	2,000
6246	Liability Insurance	9,555	8,393	9,119	9,422	8,868	12,238
6249	Leases/Rentals	8,807	2,638	4,084	3,000	3,257	1,500
6253	Contract Services	26,964	24,321	30,276	7,138	8,500	8,038
6256	Publish/Record	8	0	0	100	81	100
6260	Utilities	5,275	9,040	8,366	10,500	9,000	9,500
6261	Telephone	2,784	2,517	2,608	3,000	3,211	3,000
6263	Postage	199	147	149	300	325	300
6264	Printing/Binding	622	2,219	813	6,500	5,119	3,500
6267	Study/Review/Analysis/Consulting	0	373	0	1,000	1,000	0
6295	Disaster Expense	408,496	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	484,648	70,439	74,549	64,980	57,704	57,826
7011	Information Tech Transfer	3,544	8,048	16,652	13,631	13,631	15,870
7012	Facility Services Transfer	0	0	5,507	5,098	5,098	4,601
	<i>Interfund Loans & Transfers Total</i>	3,544	8,048	22,159	18,729	18,729	20,471
ART & HERITAGE EXPENDITURES TOTAL		601,251	228,776	274,259	245,508	237,223	248,626

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
TOWN HALL EXPENDITURES- 457								
5111	Wages - Full Time	0	11,179	0	0	0	0	
5112	Wages - Part Time	0	1,269	0	0	0	0	
5121	Wages - Over Time	0	140	0	0	0	0	
5127	Long Term Disability	0	15	0	0	0	0	
5130	FICA-Med	0	182	0	0	0	0	
5131	FICA	0	778	0	0	0	0	
5134	Unemployment Insurance	0	25	0	0	0	0	
5136	Dental Insurance	0	82	0	0	0	0	
5138	Life Insurance	0	14	0	0	0	0	
	<i>Personal Services Total</i>	0	13,684	0	0	0	0	
6218	Small Equipment Items	2,816	11	0	0	0	0	
6224	Trash Service	1,080	674	959	1,000	1,070	1,000	
6232	Building Repair/Maintenance	185,712	7,509	0	0	0	0	
6246	Liability Insurance	10,464	12,165	10,382	10,785	10,379	12,851	
6249	Leases & Rentals	160,492	139,400	45,512	0	0	0	
6253	Contract Service	102,495	72,213	362	0	0	0	
6260	Utilities	32,314	40,909	37,317	35,000	28,321	35,000	
6261	Telephone	15,947	8,566	9,665	10,000	6,767	10,000	
6295	Disaster Expense	24,421	0	0	0	0	0	
	<i>Operating & Maintenance Total</i>	535,740	281,446	104,198	56,785	46,537	58,851	
7010	Fleet Transfer	5,878	6,097	5,988	8,837	8,837	8,837	
7012	Facility Services Transfer	0	8,048	137,735	170,211	170,211	150,281	
	<i>Interfund Loans & Transfers Total</i>	5,878	14,145	143,723	179,048	179,048	159,118	
TOWN HALL EXPENDITURES TOTAL		541,618	309,275	247,921	235,833	225,585	217,969	
POLICE PENSION FUND EXPENDITURES - 458								
5133	Police Widow Pension	1,287	1,287	1,287	1,287	107	0	
	<i>Personal Services Total</i>	1,287	1,287	1,287	1,287	107	0	
POLICE PENSION FUND EXPENDITURES TOTAL		1,287	1,287	1,287	1,287	107	0	

General Fund Detail Budget

TOWN OF WINDSOR								GENERAL FUND - 01
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
GENERAL FUND								
EXPENDITURES TOTAL		11,250,541	10,892,388	12,703,513	12,428,039	11,631,458	11,835,848	
GENERAL FUND Beginning Balance		1,901,181	3,909,852	5,252,543	5,415,494	4,955,433	5,700,581	
GENERAL FUND REVENUE		13,259,212	12,235,078	12,406,402	11,578,878	12,376,606	11,987,732	
Available Resources		15,160,394	16,144,931	17,658,945	16,994,371	17,332,039	17,688,312	
GENERAL FUND EXPENDITURES		11,250,541	10,892,388	12,703,513	12,428,039	11,631,458	11,835,848	
GENERAL FUND Ending Balance		3,909,852	5,252,543	4,955,433	4,566,333	5,700,581	5,852,465	
EXPENDITURES BY CATEGORY								
Personal Services Total		6,165,138	6,250,837	6,285,139	6,694,468	6,449,274	6,688,351	
Operating & Maintenance Total		3,556,435	3,203,223	2,728,549	2,993,291	2,843,615	2,939,388	
Debt Service & Transfers		1,528,969	1,438,328	3,689,824	2,740,280	2,338,570	2,208,109	
Capital Outlay Total		0	0	0	0	0	0	
TOTAL EXPENDITURES		11,250,541	10,892,388	12,703,513	12,428,039	11,631,458	11,835,848	
DEPARTMENTS/DIVISION SUMMARY								
410	Town Clerk/Customer Service	164,727	512,314	476,273	544,564	530,348	519,984	
411	Mayor & Town Board	192,011	288,582	2,015,870	1,090,631	630,984	457,708	
412	Municipal Court	62,112	17,985	17,904	19,664	17,098	19,659	
413	Town Manager	457,591	290,037	222,121	254,182	247,278	271,711	
415	Finance	606,766	514,201	575,965	533,249	533,545	549,059	
416	Human Resources	239,685	264,258	300,832	358,080	321,501	342,481	
417	Tornado Administration	94,553	228,195	0	0	0	0	
418	Legal Services	323,861	549,140	461,016	370,000	407,265	370,000	
419	Planning & Zoning	586,895	552,897	499,034	522,474	496,804	509,339	
420	Economic Development	0	0	94,230	192,140	194,252	176,088	
421	Police	2,151,584	2,109,844	2,350,679	2,559,268	2,496,308	2,623,210	
428	Recycling	0	0	0	0	0	41,470	
429	Streets & Alleys	866,081	893,124	908,677	963,992	927,851	949,312	
430	Public Works	426,956	442,385	403,246	398,028	389,999	420,580	
431	Engineering	669,194	550,651	565,856	583,852	577,871	592,109	
433	Community Events	0	0	0	103,485	93,777	106,413	
432	Cemetery	220,232	96,690	96,805	116,653	108,477	112,007	
450	Forestry	271,570	267,148	424,084	357,263	311,217	306,987	
451	Outdoor Recreation Programs	1,484,303	1,559,498	1,547,228	1,598,219	1,567,293	1,663,416	
452	Aquatics/Swimming Pool	197,387	211,898	203,558	219,266	188,446	198,991	
454	Parks	1,081,670	996,426	1,003,073	1,150,401	1,115,063	1,123,219	
455	Safety/Loss Control	9,205	7,776	13,595	15,730	13,165	15,510	
456	Art & Heritage	601,251	228,776	274,259	245,508	237,223	248,626	
457	Town Hall	541,618	309,275	247,921	235,833	225,585	217,969	
458	Police Pension	1,287	1,287	1,287	1,287	107	0	
SUMMARY TOTAL		11,250,541	10,892,388	12,703,513	12,428,039	11,631,458	11,835,848	

Park Improvement Fund Detail Budget

TOWN OF WINDSOR								PARK IMPROVEMENT FUND - 02
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
PARK IMPROVEMENT FUND REVENUE - 02								
4001	<i>Beginning Fund Balance</i>	1,574,454	1,692,144	1,986,663	2,116,600	2,494,376	2,230,824	
4316	Larimer County Open Space	50,099	57,345	69,535	56,672	93,025	71,413	
4334	Grants	83,466	4,984	0	0	0	256,221	
4358	Community Park Fee	126,224	143,220	301,663	199,908	525,624	323,502	
4364	Interest Income	3,733	1,958	967	998	667	667	
4367	Contributions	10,000	0	0	0	0	0	
4387	Neighborhood Park Fee	262,092	396,054	684,789	441,972	1,423,334	834,726	
PARK IMPROVEMENT FUND REVENUE TOTAL		535,614	603,561	1,056,954	699,550	2,042,650	1,486,529	
AVAILABLE RESOURCES		2,110,068	2,295,705	3,043,617	2,816,150	4,537,026	3,717,354	
PARK IMPROVEMENT FUND EXPENDITURES - 02								
POUDRE TRAIL - 440								
6253	Contract Services	0	0	9,000	10,000	10,000	10,000	
6267	Study Review/Analysis/Consulting	0	0	0	0	500	0	
<i>Operating & Maintenance Total</i>		<i>0</i>	<i>0</i>	<i>9,000</i>	<i>10,000</i>	<i>10,500</i>	<i>10,000</i>	
8412	Site Improvements	60,262	0	0	25,000	0	25,000	
<i>Capital Outlay Total</i>		<i>60,262</i>	<i>0</i>	<i>0</i>	<i>25,000</i>	<i>0</i>	<i>25,000</i>	
POUDRE TRAIL TOTAL		60,262	0	9,000	35,000	10,500	35,000	
WINDSOR TRAIL SYSTEM - 441								
7373	Interfund Transfer	0	(49,920)	0	0	0	0	
<i>Interfund Loans & Transfers Total</i>		<i>0</i>	<i>(49,920)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
8410	Land/Easements	0	0	0	0	0	5,000	
8412	Site Improvements	0	0	0	0	0	113,000	
<i>Capital Outlay Total</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>118,000</i>	
WINDSOR TRAIL SYSTEM TOTAL		0	(49,920)	0	0	0	118,000	
COVENANT PARK - 443								
8412	Site Improvements	0	0	0	0	0	0	
<i>Capital Outlay Total</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
COVENANT PARK TOTAL		0	0	0	0	0	0	
FOUNDERS PARK - 444								
8412	Site Improvements	0	0	0	0	0	0	
<i>Capital Outlay Total</i>		<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
FOUNDERS GREEN PARK TOTAL		0	0	0	0	0	0	

Park Improvement Fund Detail Budget

TOWN OF WINDSOR		PARK IMPROVEMENT FUND - 02					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
DIAMOND VALLEY - 445							
6253	Contract Services	0	0	391	0	0	0
	<i>Operating & Maintenance Total</i>	0	0	391	0	0	0
8412	Site Improvements	0	0	31,000	387,500	288,498	0
8440	Machinery/Equipment	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	31,000	387,500	288,498	0
DIAMOND VALLEY PARK TOTAL		0	0	31,391	387,500	288,498	0
GREENSPIRE PARK - 447							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
GREENSPIRE PARK TOTAL		0	0	0	0	0	0
BOARDWALK PARK - 462							
6254	Engineering Services	0	1,300	0	0	0	0
	<i>Operating & Maintenance Total</i>	0	1,300	0	0	0	0
8420	Building	0	0	401,937	0	0	0
	<i>Capital Outlay Total</i>	0	0	401,937	0	0	0
BOARDWALK PARK TOTAL		0	1,300	401,937	0	0	0
GENERAL SITE DEVELOPMENT - 467							
7373	Interfund Transfer	76,914	76,914	76,914	76,914	76,914	23,826
	<i>Interfund Loans & Transfers Total</i>	76,914	76,914	76,914	76,914	76,914	23,826
GENERAL SITE DEVELOPMENT TOTAL		76,914	76,914	76,914	76,914	76,914	23,826
FOLKSTONE PARK / TREE NURSERY - 469							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
FOLKSTONE PARK / TREE NURSERY TOTAL		0	0	0	0	0	0
EASTMAN PARK - 470							
8412	Site Improvements	0	0	0	0	0	60,000
8440	Machinery/Equipment	0	0	0	12,000	12,000	0
	<i>Capital Outlay Total</i>	0	0	0	12,000	12,000	60,000
EASTMAN PARK TOTAL		0	0	0	12,000	12,000	60,000
HIGHLAND MEADOWS # 2 - 471							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
HIGHLAND MEADOWS #2 TOTAL		0	0	0	0	0	0

Park Improvement Fund Detail Budget

TOWN OF WINDSOR		PARK IMPROVEMENT FUND - 02					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
WINDSOR HIGHLAND - 472							
7373	Interfund Transfer	250,748	250,748	0	0	0	0
	Interfund Loans & Transfers Total	250,748	250,748	0	0	0	0
WINDSOR HIGHLANDS TOTAL		250,748	250,748	0	0	0	0
BRUNNER FARM PARK - 473							
8412	Site Improvements	0	0	0	400,000	457,493	0
	Capital Outlay Total	0	0	0	400,000	457,493	0
BRUNNER FARM PARK TOTAL		0	0	0	400,000	457,493	0
STONEHENGE PARK DEVELOPMENT - 474							
8412	Site Improvements	30,000	30,000	30,000	30,000	30,000	30,000
	Capital Outlay Total	30,000	30,000	30,000	30,000	30,000	30,000
STONEHENGE PARK DEVELOPMENT TOTAL		30,000	30,000	30,000	30,000	30,000	30,000
BISON RIDGE PARK - 475							
8412	Site Improvements	0	0	0	330,417	450,747	0
	Capital Outlay Total	0	0	0	330,417	450,747	0
BISON RIDGE PARK TOTAL		0	0	0	330,417	450,747	0
POUDRE HEIGHTS PARK - 476							
8412	Site Improvements	0	0	0	1,200,000	956,779	0
	Capital Outlay Total	0	0	0	1,200,000	956,779	0
POUDRE HEIGHTS PARK TOTAL		0	0	0	1,200,000	956,779	0
NORTHERN LIGHTS PARK - 477							
8412	Site Improvements	0	0	0	30,000	23,271	982,431
	Capital Outlay Total	0	0	0	30,000	23,271	982,431
NORTHERN LIGHTS PARK TOTAL		0	0	0	30,000	23,271	982,431
PARK IMPROVEMENT FUND EXPENDITURES TOTAL		417,924	309,042	549,241	2,501,831	2,306,202	1,249,257
BEGINNING FUND BALANCE		1,574,454	1,692,144	1,986,663	2,116,600	2,494,376	2,230,824
REVENUES Available Resources		535,614 2,110,068	603,561 2,295,705	1,056,954 3,043,617	699,550 2,816,150	2,042,650 4,537,026	1,486,529 3,717,354
EXPENDITURES		417,924	309,042	549,241	2,501,831	2,306,202	1,249,257
ENDING FUND BALANCE		1,692,144	1,986,663	2,494,376	314,319	2,230,824	2,468,096

Park Improvement Fund Detail Budget

TOWN OF WINDSOR							PARK IMPROVEMENT FUND - 02	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
EXPENDITURES BY CATEGORY								
	Operating & Maintenance	0	1,300	9,391	10,000	10,500	10,000	
	Debt Service & Transfers	327,662	277,742	76,914	76,914	76,914	23,826	
	Capital Outlay	90,262	30,000	462,937	2,414,917	2,218,788	1,215,431	
	TOTAL EXPENDITURES	417,924	309,042	549,241	2,501,831	2,306,202	1,249,257	
DEPARTMENT SUMMARY								
	Poudre Trail	60,262	0	9,000	35,000	10,500	35,000	
	Windsor Trail System	0	(49,920)	0	0	0	118,000	
	Covenant Park	0	0	0	0	0	0	
	Founders Green Park	0	0	0	0	0	0	
	Diamond Valley	0	0	31,391	387,500	288,498	0	
	Greenspire Park	0	0	0	0	0	0	
	Boardwalk Park	0	1,300	401,937	0	0	0	
	General Park Development	76,914	76,914	76,914	76,914	76,914	23,826	
	Folkstone Park	0	0	0	0	0	0	
	Eastman Park	0	0	0	12,000	12,000	60,000	
	Highland Meadows #2	0	0	0	0	0	0	
	Windsor Highlands	250,748	250,748	0	0	0	0	
	Brunner Farm Park	0	0	0	400,000	457,493	0	
	Stonehenge Park Development	30,000	30,000	30,000	30,000	30,000	30,000	
	Bison Ridge Park	0	0	0	330,417	450,747	0	
	Poudre Heights Park	0	0	0	1,200,000	956,779	0	
	Northern Lights Park	0	0	0	30,000	23,271	982,431	
	SUMMARY TOTALS	417,924	309,042	549,241	2,501,831	2,306,202	1,249,257	

Conservation Trust Fund Detail Budget

TOWN OF WINDSOR		CONSERVATION TRUST FUND - 03					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
CONSERVATION TRUST FUND REVENUE - 03							
4001	<i>Beginning Total Cash Balance</i>	49,920	168,349	105,715	273,863	262,783	302,932
4316	Larimer County Open Space Tax	0	0	0	0	0	0
4330	State Lottery Income	136,046	138,942	167,332	151,370	189,997	165,424
4334	Grants	(3)	0	0	200,000	200,000	0
4364	Interest Income	385	149	98	122	152	152
4367	Contributions	0	0	0	0	0	0
CONSERVATION TRUST FUND REVENUE TOTAL		136,428	139,091	167,430	351,492	390,149	165,576
AVAILABLE RESOURCES		186,348	307,441	273,145	625,355	652,932	468,508
CONSERVATION TRUST FUND EXPENDITURES - 03							
POUDRE TRAIL - 440							
6253	Contract Services	18,000	18,000	9,000	10,000	10,000	10,000
<i>Operating & Maintenance Total</i>		18,000	18,000	9,000	10,000	10,000	10,000
8412	Site Improvements	(2)	133,806	0	0	0	250,000
<i>Capital Outlay Total</i>		(2)	133,806	0	0	0	250,000
POUDRE TRAIL TOTAL		17,998	151,806	9,000	10,000	10,000	260,000
WINDSOR TRAIL SYSTEM - 441							
7373	Interfund Transfer	0	49,920	0	0	0	0
<i>Interfund Loans & Transfers Total</i>		0	49,920	0	0	0	0
8412	Site Improvements	0	0	1,362	340,000	340,000	24,000
<i>Capital Outlay Total</i>		0	0	1,362	340,000	340,000	24,000
WINDSOR LAKE TRAIL TOTAL		0	49,920	1,362	340,000	340,000	24,000
CHIMNEY PARK MUN POOL - 452							
8420	Building/Structure	0	0	0	0	0	0
<i>Capital Outlay Total</i>		0	0	0	0	0	0
CHIMNEY PARK POOL TOTAL		0	0	0	0	0	0
WINDSOR WEST PARK - 460							
8412	Site Improvements	0	0	0	0	0	0
<i>Capital Outlay Total</i>		0	0	0	0	0	0
WINDSOR WEST PARK TOTAL		0	0	0	0	0	0

Conservation Trust Fund Detail Budget

TOWN OF WINDSOR		CONSERVATION TRUST FUND - 03					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
MAIN PARK - 461							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
MAIN PARK TOTAL		0	0	0	0	0	0
CHIMNEY PARK - 463							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
CHIMNEY PARK TOTAL		0	0	0	0	0	0
MUSEUMS (BOARDWALK PARK) - 462							
7301	Transfer to General Fund	0	0	0	0	0	0
	<i>Interfund Loans & Transfers Total</i>	0	0	0	0	0	0
MUSEUMS (BOARDWALK PARK) TOTAL		0	0	0	0	0	0
GENERAL PARK - 467							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
GENERAL PARK TOTAL		0	0	0	0	0	0
BISON RIDGE PARK - 475							
8412	Site Improvements	0	0	0	0	0	0
	<i>Capital Outlay Total</i>	0	0	0	0	0	0
BISON RIDGE PARK TOTAL		0	0	0	0	0	0
CONSERVATION TRUST FUND EXPENDITURES TOTAL		17,998	201,725	10,362	350,000	350,000	284,000

Conservation Trust Fund Detail Budget

TOWN OF WINDSOR		CONSERVATION TRUST FUND - 03					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
	BEGINNING FUND BALANCE	49,920	168,349	105,715	273,863	262,783	302,932
	REVENUE	136,428	139,091	167,430	351,492	390,149	165,576
	Available Resources	186,348	307,441	273,145	625,355	652,932	468,508
	EXPENDITURES	17,998	201,725	10,362	350,000	350,000	284,000
	ENDING FUND BALANCE	168,349	105,715	262,783	275,355	302,932	184,508
	EXPENDITURES BY CATEGORY						
	Operating & Maintenance	18,000	18,000	9,000	10,000	10,000	10,000
	Debt Service & Transfers	0	49,920	0	0	0	0
	Capital Outlay	(2)	133,806	1,362	340,000	340,000	274,000
	TOTAL EXPENDITURES	17,998	201,725	10,362	350,000	350,000	284,000
	DEPARTMENT SUMMARY						
	Poudre Trail	17,998	151,806	9,000	10,000	10,000	260,000
	Windsor Trail System	0	49,920	1,362	340,000	340,000	24,000
	Chimney Park Municipal Pool	0	0	0	0	0	0
	Windsor West Park	0	0	0	0	0	0
	Main Park	0	0	0	0	0	0
	Chimney Park	0	0	0	0	0	0
	Museums/Boardwalk Park	0	0	0	0	0	0
	General Park Development	0	0	0	0	0	0
	Bison Ridge Park	0	0	0	0	0	0
	SUMMARY TOTAL	17,998	201,725	10,362	350,000	350,000	284,000

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
CAPITAL IMPROVEMENT FUND REVENUE - 04							
4001	<i>Beginning Fund Balance</i>	6,509,252	2,673,340	2,835,836	3,513,443	4,600,602	4,982,015
4313	Sales Tax	1,832,259	1,932,891	2,161,721	1,935,794	2,104,485	2,066,365
4317	Severance Tax	0	0	0	170,232	266,439	187,292
4318	Construction Use Tax	888,669	741,270	993,765	898,851	1,968,480	1,234,505
4319	Traffic Impact Fee	430,640	436,938	602,901	483,895	998,688	679,509
4334	Grants	418,457	1,297,245	0	0	0	0
4334	900-Grants	0	0	14,389	0	0	0
4334	901-Grants Bridge	0	0	336,000	48,000	24,000	247,500
4335	Police Dept Grants	0	416,959	64,050	0	10,000	0
4336	Cultural Affairs/Museum Grant	49,300	76,517	0	0	0	0
4345	Developer Street Reimbursement	0	4,999	0	0	0	0
4362	Mineral Lease Revenue	0	0	144,216	0	83,129	0
4363	CIRSA/Tornado Reimbursements	366,027	328,290	0	0	0	0
4364	Interest Income	35,489	21,710	6,262	7,423	6,189	6,189
4366	Realized Loss on Investments	(8,816)	0	0	0	0	0
4367	Contributions	4,899,044	584,637	2,413,585	0	0	0
4368	Miscellaneous Income	0	3,986	(21)	0	0	0
4369	Special Assessments	10,862	1,249	0	0	0	0
4376	Transfer from General Fund I-25 / SH 392	0	0	1,250,000	625,000	0	0
4377	Transfer from Sewer Fund - TH Reserve	0	210,000	0	0	0	0
4378	Transfer from Water Fund -TH & I-25 / SH 392	0	210,000	1,250,000	625,000	0	0
4381	Sale on General Fixed Assets	0	0	95,652	0	0	0
CAPITAL IMPROVEMENT FUND REVENUE TOTAL		8,921,931	6,266,690	9,332,518	4,794,195	5,461,410	4,421,359
AVAILABLE RESOURCES		15,431,183	8,940,030	12,168,354	8,307,638	10,062,012	9,403,374

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
CAPITAL IMPROVEMENT FUND EXPENDITURES - 04							
TOWN CLERK/CUSTOMER SERVICE - 410							
6218	Small Equipment	0	0	6,302	0	0	5,000
	<i>Small Equipment Total</i>	0	0	6,302	0	0	5,000
TOWN CLERK/CUSTOMER SERVICE TOTAL		0	0	6,302	0	0	5,000
MAYOR & TOWN BOARD - 411							
7375	Transfer to Comm/Rec Fund	200,000	295,000	295,000	200,000	200,000	0
7373	Transfer to Water Fund	0	0	62,653	62,653	62,653	62,653
	<i>Interfund Loans & Transfers Total</i>	200,000	295,000	357,653	262,653	262,653	62,653
MAYOR & TOWN BOARD TOTAL		200,000	295,000	357,653	262,653	262,653	62,653
TOWN MANAGER - 413							
6218	Small Equipment	35	0	0	0	0	0
	<i>Small Equipment Total</i>	35	0	0	0	0	0
6267	Study Review/Analysis	0	33,498	44,772	0	0	0
	<i>Operations & Maintenance</i>	0	33,498	44,772	0	0	0
TOWN MANAGER TOTAL		35	33,498	44,772	0	0	0
FINANCE / INFORMATION SYSTEMS Department - 415							
7811	IT Capital Contribution	318,970	0	0	0	0	0
	<i>Interfund Loans & Transfers Total</i>	318,970	0	0	0	0	0
FINANCE DEPARTMENT TOTAL		318,970	0	0	0	0	0
POLICE Department - 421							
6218	Small Equipment	30,587	51,923	21,658	1,600	1,310	13,300
6286	Computer Hardware	0	47,523	37,047	0	0	0
	<i>Small Equipment & Computer Total</i>	30,587	99,446	58,705	1,600	1,310	13,300
6253	Contract Services	0	0	6,305	0	0	0
6260	Utilities	1,472	16,060	1,085	0	0	0
6261	Telephone Services	389	4,243	0	0	0	0
	<i>Operating & Maintenance Total</i>	1,861	20,304	7,390	0	0	0
7352	Loan Payment on PD Facility	0	0	145,000	145,080	145,080	145,000
7810	Fleet Capital Contribution	114,800	0	0	0	0	0
	<i>Interfund Loans & Transfers Total</i>	114,800	0	145,000	145,080	145,080	145,000
8420	Buildings & Improvements	515,457	(611,243)	52,154	0	0	0
8440	Machinery/Equipment	0	0	0	17,000	14,000	0
	<i>Capital Outlay Total</i>	515,457	(611,243)	52,154	17,000	14,000	0
POLICE DEPARTMENT TOTAL		662,705	(491,494)	263,249	163,680	160,390	158,300

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
STREETS - 429							
6218	Small Equipment	2,830	0	0	800	800	0
	<i>Small Equipment Total</i>	2,830	0	0	800	800	0
6242	Street Repair/Maintenance	38,454	252,182	878	0	0	250,000
6267	Study Review/Analysis/Consulting	3,805	0	0	0	0	0
6278	Street Repair/Pavement Mgmt.	448,298	555,202	669,963	1,345,778	1,324,810	889,194
	<i>Operating & Maintenance Total</i>	490,557	807,385	670,842	1,345,778	1,324,810	1,139,194
7234	Developer Reimbursements	1,754,035	345,647	1,007,586	385,184	1,156,475	249,672
	<i>Loans & Transfers Total</i>	1,754,035	345,647	1,007,586	385,184	1,156,475	249,672
8412	Site Improvements	0	0	41,879	0	0	0
8419	Impact Fee Reimburse. Reserve	0	699,269	1,036,167	0	0	0
8440	Machinery/Equipment	0	0	67,018	122,000	122,000	0
8445	Street Improvements	4,924,914	666,884	1,421,513	42,000	86,096	247,000
8445	900- I-25/SH392 Interchange	0	0	874,761	1,250,000	1,000,239	425,000
8445	901- Street Improvements-Bridge	0	0	442,878	60,000	30,000	409,375
8445	902- Street Improvements -WCR 23	0	0	0	25,000	25,000	150,000
8445	903- I-25/SH392 Enhancements	0	0	0	250,000	250,000	50,000
	<i>Capital Outlay Total</i>	4,924,914	1,366,153	3,884,216	1,749,000	1,513,335	1,281,375
STREETS TOTAL		7,172,336	2,519,185	5,562,644	3,480,762	3,995,420	2,670,241
CEMETERY - 432							
6218	Small Equipment	0	40	1,944	0	0	0
	<i>Small Equipment Total</i>	0	40	1,944	0	0	0
6267	Study Review/Analysis/Consulting	0	0	0	0	0	50,000
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	50,000
8412	Site Improvement	0	1,902	0	0	0	100,000
8440	Equipment & Machinery	0	18,375	0	0	0	0
	<i>Capital Outlay Total</i>	0	20,277	0	0	0	100,000
CEMETERY TOTAL		0	20,317	1,944	0	0	150,000
COVENANT PARK - 443							
6444	ADA Compliance Repair	0	0	0	0	0	3,450
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	3,450
8412	Site Improvement	413,677	298,029	0	0	0	0
	<i>Capital Outlay Total</i>	413,677	298,029	0	0	0	0
COVENANT PARK TOTAL		413,677	298,029	0	0	0	3,450

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
FOUNDERS GREEN PARK - 444							
6444	ADA Compliance Repair	0	0	0	0	0	7,245
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	7,245
8444	ADA site improvement	0	0	0	0	0	21,275
	<i>Capital Outlay Total</i>	0	0	0	0	0	21,275
FOUNDERS GREEN PARK TOTAL		0	0	0	0	0	28,520
DIAMOND VALLEY PARK - 445							
6218	Small Equipment	0	0	0	0	32,680	0
	<i>Small Equipment Total</i>	0	0	0	0	32,680	
8412	Site Improvements	33,157	0	1,210,243	791,944	404,978	0
8440	Machinery/Equipment	0	0	0	0	0	12,000
	<i>Capital Outlay Total</i>	33,157	0	1,210,243	791,944	404,978	12,000
DIAMOND VALLEY TOTAL		33,157	0	1,210,243	791,944	437,659	12,000
FORESTRY - 450							
6218	Small Equipment	0	0	0	0	13,198	0
	<i>Small Equipment Total</i>	0	0	0	0	13,198	0
8440	Machinery/Equipment	0	0	0	25,144	41,387	0
	<i>Capital Outlay Total</i>	0	0	0	25,144	41,387	0
FORESTRY TOTAL		0	0	0	25,144	54,585	0
RECREATION - 451							
6218	Small Equipment	0	5,077	5,219	10,000	10,000	18,000
	<i>Small Equipment Total</i>	0	5,077	5,219	10,000	10,000	18,000
6253	Contract Services	0	4,250	0	0	0	0
	<i>Operating & Maintenance Total</i>	0	4,250	0	0	0	0
8412	Site Improvement	0	198,533	1,700	0	0	0
8440	Machinery/Equipment	0	17,556	(1,832)	0	0	16,000
	<i>Capital Outlay Total</i>	0	216,089	(132)	0	0	16,000
RECREATION TOTAL		0	225,416	5,087	10,000	10,000	34,000

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
CHIMNEY PARK MUNICIPAL POOL - 452							
6218	Small Equipment	0	7,469	3,936	0	0	20,400
	<i>Small Equipment Total</i>	0	7,469	3,936	0	0	20,400
6232	Building Repair/Maintenance	153,654	0		0	0	12,500
6444	ADA Compliance Repair	0	0	0	0	0	4,146
	<i>Operating & Maintenance Total</i>	153,654	0	0	0	0	16,646
8412	Site Improvement	0	36,215	0	0	0	60,000
8440	Machinery/Equipment	0	0	0	0	0	7,000
8444	ADA site improvement	0	0	0	0	0	11,500
	<i>Capital Outlay Total</i>	0	36,215	0	0	0	78,500
CHIMNEY PARK MUNICIPAL POOL TOTAL		153,654	43,684	3,936	0	0	115,546
PARKS - 454							
6218	Small Equipment	2,722	13,386	113	18,000	18,000	17,000
	<i>Small Equipment Total</i>	2,722	13,386	113	18,000	18,000	17,000
6241	Land Maintenance	6,250	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	6,250	0	0	0	0	0
8412	Site Improvement	0	0	0	0	0	10,000
8440	Machinery/Equipment	0	0	0	10,000	8,000	0
	<i>Capital Outlay Total</i>	0	0	0	10,000	8,000	10,000
PARKS TOTAL		8,972	13,386	113	28,000	26,000	27,000
ART & HERITAGE - 456							
6218	Small Equipment	11,237	0	0	0	0	0
	<i>Small Equipment Total</i>	11,237	0	0	0	0	0
6267	Study Review/Analysis/Consulting	11,076	1,301	0	0	0	50,000
	<i>Operating & Maintenance Total</i>	11,076	1,301	0	0	0	50,000
8412	Site Improvements	0	0	0	30,000	30,000	0
8420	Buildings/Structures	367,837	5,363	0	0	0	0
	<i>Capital Outlay Total</i>	367,837	5,363	0	30,000	30,000	0
ART & HERITAGE TOTAL		390,149	6,663	0	30,000	30,000	50,000

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
TOWN HALL - 457							
6218	Small Equipment	1,580	16,808	0	0	0	0
	<i>Small Equipment Total</i>	1,580	16,808	0	0	0	0
6232	Building Repairs/Maintenance	303,966	21,855	0	0	0	0
6260	Utilities	715	8,118	0	0	0	0
6444	ADA Compliance Repair	0	0	0	0	0	1,150
	<i>Operating & Maintenance Total</i>	304,681	29,973	0	0	0	1,150
8420	Buildings/Structures	2,181,955	2,856,836	38,755	0	0	0
8431	Furniture/Fixtures	0	7,310	0	0	0	0
	<i>Capital Outlay Total</i>	2,181,955	2,864,146	38,755	0	0	0
TOWN HALL TOTAL		2,488,216	2,910,926	38,755	0	0	1,150
WINDSOR WEST PARK - 460							
6218	Small Equipment	0	9,608	0	0	0	0
	<i>Small Equipment Total</i>	0	9,608	0	0	0	0
8412	Site Improvement	0	40,789	0	0	0	0
	<i>Capital Outlay Total</i>	0	40,789	0	0	0	0
WINDSOR WEST PARK		0	50,396	0	0	0	0
MAIN PARK - 461							
6444	ADA Compliance Repair	0	0	0	0	0	22,195
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	22,195
8412	Site Improvement	0	32,421	0	0	0	125,000
8444	ADA Site Improvement	0	0	0	0	0	9,200
	<i>Capital Outlay Total</i>	0	32,421	0	0	0	134,200
MAIN PARK TOTAL		0	32,421	0	0	0	156,395
BOARDWALK PARK - 462							
6218	Small Equipment	0	0	0	0	0	3,500
	<i>Small Equipment Total</i>	0	0	0	0	0	3,500
6444	ADA Compliance Repair	0	0	0	0	0	3,450
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	3,450
8420	Buildings/Structures	133,197	48,901	0	0	0	0
8440	Machinery/Equipment	0	0	13,926	0	0	0
8444	ADA Site Improvement	0	0	0	0	18,400	0
	<i>Capital Outlay Total</i>	133,197	48,901	13,926	0	18,400	0
BOARDWALK PARK TOTAL		133,197	48,901	13,926	0	18,400	6,950

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
CHIMNEY PARK - 463							
6444	ADA Compliance Repair	0	0	0	0	2,300	8,740
	<i>Operating & Maintenance Total</i>	0	0	0	0	2,300	8,740
8412	Site Improvement	782,775	97,866	19,435	0	0	0
8444	ADA Site Improvement	0	0	0	0	9,038	31,913
	<i>Capital Outlay Total</i>	782,775	97,866	19,435	0	9,038	31,913
CHIMNEY PARK TOTAL		782,775	97,866	19,435	0	11,338	40,653
WINDSOR VILLAGE -465							
6444	ADA Compliance Re air	0	0	0	0	0	16,675
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	16,675
8412	Site Improvements	0	0	5,483	0	0	120,000
8444	ADA Site Improvement	0	0	0	0	0	23,000
	<i>Capital Outla Total</i>	0	0	5,483	0	0	143,000
WINDSOR VILLAGE TOTAL		0	0	5,483	0	0	159,675
EASTMAN PARK - 470							
6444	ADA Compliance Repair	0	0	0	0	0	28,980
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	28,980
8412	Site Improvements	0	0	5,634	0	0	0
	<i>Capital Outlay Total</i>	0	0	5,634	0	0	0
EASTMAN PARK TOTAL		0	0	5,634	0	0	28,980
WINDSOR HIGHLANDS PARK - 472							
6444	ADA Compliance Repair	0	0	0	0	0	19,148
	<i>Operating & Maintenance Total</i>	0	0	0	0	0	19,148
WINDSOR HIGHLANDS PARK TOTAL		0	0	0	0	0	19,148
BRUNNER FARM PARK - 473							
8412	Site Improvements	0	0	0	23,000	14,547	0
	<i>Capital Outlay Total</i>	0	0	0	23,000	14,547	0
BRUNNER FARM PARK TOTAL		0	0	0	23,000	14,547	0

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
COMMUNITY RECREATION CENTER - 490							
6218	Small Equipment	0	0	25,142	20,000	18,820	10,600
	<i>Small Equipment Total</i>	0	0	25,142	20,000	18,820	10,600
6232	Building Repair / Maintenance	0	0	0	0	0	6,000
6267	Study Review/Analysis/Consulting	0	0	0	30,000	30,186	0
6444	ADA Compliance Repair	0	0	0	0	0	2,875
	<i>Operating & Maintenance Total</i>	0	0	0	30,000	30,186	8,875
8440	Machinery/Equipment	0	0	0	40,000	10,000	0
	<i>Capital Outlay Total</i>	0	0	0	40,000	10,000	0
COMMUNITY RECREATION CENTER TOTAL		0	0	25,142	90,000	59,006	19,475
FACILITY SERVICES - CUSTODIAL - 496							
6218	Small Equipment	0	0	3,435	0	0	0
	<i>Small Equipment Total</i>	0	0	3,435	0	0	0
FACILITY SERVICES - CUSTODIAL TOTAL		0	0	3,435	0	0	0
CAPITAL IMPROVEMENT FUND EXPENDITURES TOTAL		12,757,843	6,104,194	7,567,752	4,905,182	5,079,997	3,749,135
BEGINNING FUND BALANCE		6,509,252	2,673,340	2,835,836	3,513,443	4,600,602	4,982,015
REVENUE		8,921,931	6,266,690	9,332,518	4,794,195	5,461,410	4,421,359
Available Resources		15,431,183	8,940,030	12,168,354	8,307,638	10,062,012	9,403,374
EXPENDITURES		12,757,843	6,104,194	7,567,752	4,905,182	5,079,997	3,749,135
ENDING FUND BALANCE		2,673,340	2,835,836	4,600,602	3,402,456	4,982,015	5,654,239

Capital Improvement Fund Detail Budget

TOWN OF WINDSOR		CAPITAL IMPROVEMENT FUND - 04					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
EXPENDITURES BY CATEGORY							
	Small Equipment Under \$5,000	48,991	151,832	104,795	50,400	97,108	87,800
	Operating & Maintenance	968,079	896,709	723,004	1,375,778	1,354,996	1,375,747
	Debt Service & Transfers	2,387,805	640,647	1,510,239	792,917	1,564,207	457,325
	Capital Outlay	9,352,969	4,415,005	5,229,714	2,686,088	2,063,685	1,828,263
	TOTAL EXPENDITURES	12,757,843	6,104,194	7,567,752	4,905,182	5,079,997	3,749,135
DEPARTMENT SUMMARY							
	Town Clerk	0	0	6,302	0	0	5,000
	Mayor & Town Board	200,000	295,000	357,653	262,653	262,653	62,653
	Town Manager	35	33,498	44,772	0	0	0
	Finance/Information Systems	318,970	0	0	0	0	0
	Police Department	662,705	(491,494)	263,249	163,680	160,390	158,300
	Streets	7,172,336	2,519,185	5,562,644	3,480,762	3,995,420	2,670,241
	Cemetery	0	20,317	1,944	0	0	150,000
	Covenant Park	413,677	298,029	0	0	0	3,450
	Founders Green Park	0	0	0	0	0	28,520
	Diamond Valley	33,157	0	1,210,243	791,944	437,659	12,000
	Forestry	0	0	0	25,144	54,585	0
	Recreation	0	225,416	5,087	10,000	10,000	34,000
	Parks	8,972	13,386	113	28,000	26,000	27,000
	Chimney Park Pool	153,654	43,684	3,936	0	0	115,546
	Art & Heritage	390,149	6,663	0	30,000	30,000	50,000
	Town Hall	2,488,216	2,910,926	38,755	0	0	1,150
	Windsor West Park	0	50,396	0	0	0	0
	Main Park	0	32,421	0	0	0	156,395
	Boardwalk Park	133,197	48,901	13,926	0	18,400	6,950
	Chimney Park	782,775	97,866	19,435	0	11,338	40,653
	Windsor Village Park	0	0	5,483	0	0	159,675
	Eastman Park	0	0	5,634	0	0	28,980
	Windsor Highlands Park	0	0	0	0	0	19,148
	Brunner Farm Park	0	0	0	23,000	14,547	0
	Community Recreation Center	0	0	25,142	90,000	59,006	19,475
	Facility Services - Custodial	0	0	3,435	0	0	0
	SUMMARY TOTAL	12,757,843	6,104,194	7,567,752	4,905,182	5,079,997	3,749,135

Community Recreation Center Fund Detail Budget

TOWN OF WINDSOR		COMMUNITY/RECREATION CENTER FUND - 05					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
COMMUNITY /RECREATION CENTER FUND REVENUE - 05							
4001	<i>Beginning Fund Balance</i>	270,360	117,744	184,140	250,983	261,670	262,529
4313	Sales Tax	272,042	322,148	351,925	322,632	350,641	341,571
4318	Construction Use Tax	59,279	50,377	67,211	60,254	131,232	82,940
4346	Program & Admission Fees & Rentals	74,188	82,658	86,047	75,850	54,334	50,000
4364	Interest Income	487	253	127	130	84	82
4368	Miscellaneous Income	471	9,674	107	0	0	0
4371	Trans from General Fund (Operations)	400,000	400,000	400,000	400,000	400,000	450,000
4374	Trans From Cap Imp Fund (Debt Service)	200,000	295,000	295,000	200,000	200,000	0
COMMUNITY/RECREATION CENTER FUND REVENUE TOTAL		1,008,468	1,160,109	1,200,417	1,058,867	1,136,291	924,593
AVAILABLE RESOURCES		1,276,828	1,277,853	1,384,557	1,309,850	1,397,961	1,187,122
COMMUNITY/RECREATION CENTER FUND EXPENDITURES - 05							
PROGRAMMING & OPERATIONS - 490							
5111	Wages - Full Time	225,312	217,296	171,032	174,245	174,824	175,141
5112	Wages - Part Time	123,240	105,762	112,642	112,268	112,268	112,268
5121	Wages - Over Time	302	172	383	300	590	500
5122	On Call Time	1,276	2,503	1,850	2,624	807	0
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	100
5127	Long Term Disability	1,055	1,019	801	801	750	877
5128	Vision Insurance	313	532	429	429	429	437
5130	FICA - Med	4,823	4,483	3,967	4,197	3,799	4,175
5131	FICA	20,623	19,170	16,963	17,945	16,243	17,850
5132	Medical Insurance	43,721	45,514	40,758	38,861	36,426	40,116
5133	Employee Retirement	9,252	10,769	8,489	8,712	8,643	8,757
5134	Unemployment Insurance	683	655	808	868	774	864
5135	Workers Compensation Insurance	8,734	5,545	10,859	8,965	9,714	9,540
5136	Dental Insurance	3,794	4,275	3,292	3,772	3,529	3,810
5137	Staff Development	7,112	1,798	2,060	3,800	2,249	3,800
5138	Life Insurance	915	936	737	533	308	536
5140	Tuition Reimbursement	1,371	0	0	0	0	0
5141	Clothing Allowance	381	808	853	1,200	1,111	1,200
5144	Employee Assistance Administration	0	0	164	156	178	156
<i>Personal Services Total</i>		452,909	421,238	376,087	379,675	372,639	380,127

Community Recreation Center Fund Detail Budget

TOWN OF WINDSOR		COMMUNITY/RECREATION CENTER FUND - 05					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
6210	Office Supplies	1,003	2,416	2,542	3,000	2,394	3,000
6213	Public Relations	1,025	4,385	2,008	5,650	6,377	5,650
6216	Reference Books/Materials	0	0	0	300	248	300
6217	Dues, Fees & Subscriptions	134	56	745	3,975	2,049	3,975
6218	Small Equipment Items	3,149	24,804	11,271	2,950	3,336	3,750
6219	Special Equipment	12,224	8,264	8,361	2,200	4,425	6,400
6222	Chemicals	5,105	530	0	0	0	0
6224	Trash Service	1,290	1,012	1,515	1,400	1,262	1,500
6229	Maintenance Supplies	8,929	12,748	79	0	0	0
6230	Recreation Equip/Repair	285	325	0	500	141	500
6232	Building Repair/Maintenance	36,934	30,247	0	0	0	0
6240	Equipment Repair/Maintenance	272	182	15	0	0	0
6245	Travel/Mileage	1,315	1,743	1,803	1,500	1,305	1,500
6246	Liability Insurance	11,340	9,961	10,824	11,182	10,525	14,524
6253	Contract Service	16,745	39,686	8,812	13,000	11,884	11,800
6256	Publishing/Recording	7,162	8,208	4,726	10,650	5,101	5,500
6260	Utilities	75,772	70,606	71,362	70,000	58,275	58,300
6261	Telephone	15,446	14,632	14,676	17,000	16,444	17,000
6263	Postage	1,299	707	942	1,650	823	1,650
6264	Printing/Binding	0	348	844	250	240	250
6295	Disaster Expense	49,243	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	248,674	230,861	140,524	145,207	124,829	135,599

Community Recreation Center Fund Detail Budget

TOWN OF WINDSOR		COMMUNITY/RECREATION CENTER FUND - 05					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
6266	Bond Payment Fee	150	0	0	300	0	300
7321	Bond Interest Expense	188,855	179,480	170,293	160,293	83,636	92,275
7350	Bond Principal Expense	250,000	245,000	250,000	265,000	290,000	280,000
7010	Fleet Transfer	18,497	17,134	0	0	0	0
7011	Information Tech Transfer	0	0	0	55,021	55,021	59,499
7012	Facility Services Transfer	0	0	185,984	209,308	209,308	196,868
	<i>Debt Service & Transfers Total</i>	457,502	441,614	606,276	689,922	637,965	628,942
COMMUNITY/RECREATION CENTER TOTAL		1,159,085	1,093,712	1,122,887	1,214,804	1,135,432	1,144,668
BEGINNING FUND BALANCE		270,360	117,744	184,140	250,983	261,670	262,529
REVENUE		1,006,468	1,160,109	1,200,417	1,058,867	1,136,291	924,593
Available Resources		1,276,828	1,277,853	1,384,557	1,309,850	1,397,961	1,187,122
EXPENDITURES		1,159,085	1,093,712	1,122,887	1,214,804	1,135,432	1,144,668
ENDING FUND BALANCE		117,744	184,140	261,670	95,045	262,529	42,454
EXPENDITURES BY CATEGORY							
	Personal Services Total	452,909	421,238	376,087	379,675	372,639	380,127
	Operating & Maintenance	248,674	230,861	140,524	145,207	124,829	135,599
	Debt Service & Transfers	457,502	441,614	606,276	689,922	637,965	628,942
	Capital Outlay	0	0	0	0	0	0
	TOTAL EXPENDITURES	1,159,085	1,093,712	1,122,887	1,214,804	1,135,432	1,144,668

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
WATER FUND O&M REVENUE - 06								WATER FUND OPERATING & MAINTENANCE
4001	<i>Beginning Fund Balance</i>	3,590,321	3,961,623	4,426,132	5,757,746	5,313,253	6,965,660	
4334	Grants	30,985	0	30,570	0	14,058	0	
4351	Water Sales	2,596,821	2,913,926	2,996,195	3,179,774	3,617,919	3,303,110	
4355	Meter Yokes / Materials	39,801	31,510	63,135	44,411	118,767	71,137	
4356	Hydrant Meter Rental	32,986	11,032	10,900	17,330	103,625	41,852	
4357	Water Rental	38,880	38,854	58,348	44,403	60,949	52,717	
4359	Tank Water	1,453	1,318	1,216	1,384	2,050	1,528	
4364	Interest Income	102,542	72,610	130,971	111,502	197,103	133,561	
4368	Service Reconnect Fees	8,265	25,894	15,825	15,013	16,305	19,341	
4385	Delinquent Charge	46,500	41,350	88,270	43,676	46,950	58,857	
4386	Construction Water	2,137	2,558	3,950	5,935	7,244	4,584	
WATER FUND O&M REVENUES TOTAL		2,900,369	3,139,052	3,399,379	3,463,429	4,184,968	3,686,687	
AVAILABLE RESOURCES		6,490,690	7,100,675	7,825,511	9,221,175	9,498,221	10,652,347	

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
WATER FUND O&M EXPENDITURES 06								
WATER SYSTEM - 471								
5111	Wages - Full Time	145,528	134,624	131,550	134,579	132,167	131,955	
5121	Wages - Over Time	5,583	3,043	2,687	3,000	1,420	3,000	
5122	On Call Time	2,335	2,333	2,519	3,000	2,068	2,500	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	175	
5127	Long Term Disability	647	622	622	622	583	680	
5128	Vision Insurance	207	318	318	318	318	324	
5130	FICA-Med	1,989	1,967	1,921	2,038	1,857	1,993	
5131	FICA	8,505	8,411	8,213	8,716	7,941	8,522	
5132	Medical Insurance	20,606	21,970	29,108	25,914	25,914	26,756	
5133	Employee Retirement	6,568	6,577	6,556	6,729	6,543	6,598	
5134	Unemployment Insurance	282	282	355	422	342	412	
5135	Workers Compensation Insurance	5,533	4,263	6,134	5,759	6,240	6,054	
5136	Dental Insurance	1,666	1,987	2,308	2,217	2,217	2,239	
5137	Staff Development	2,254	1,964	825	2,000	1,200	2,000	
5138	Life Insurance	570	573	573	412	406	404	
5141	Clothing Allowance	1,305	1,182	1,010	1,200	1,200	1,200	
5144	Employee Assistance Administration	0	0	123	117	133	117	
	<i>Personal Services Total</i>	203,578	190,116	194,821	197,043	190,548	194,930	
6209	Employee Relations	0	1,275	1,538	1,500	194	0	
6210	Office Supplies	1,625	1,177	361	800	500	500	
6213	Public Relations	2,970	2,011	509	2,000	2,313	29,650	
6214	Board Development	63	28	31	400	121	200	
6216	Reference Books/Materials	1,467	497	107	600	500	500	
6217	Dues/Fees/Subscriptions	905	1,664	1,921	1,500	4,500	1,500	
6218	Small Equipment Items	1,206	5,325	6,490	9,000	9,000	7,500	
6232	Building Repair/Maintenance	300	725	509	1,200	1,200	3,200	
6237	Lines Repair/Maintenance	11,899	10,672	13,054	4,000	12,500	12,000	
6238	Hydrant Repair/Maintenance	3,242	7,788	3,799	6,000	4,000	4,000	
6239	Meter Repair/Maintenance/Replace	268,194	169,059	57,781	36,000	71,000	71,000	

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
6244	Assessments	142,349	141,118	145,898	127,110	131,730	133,650	
6246	Liability Insurance	17,266	15,167	16,479	17,025	16,025	22,114	
6253	Contract Service	51,468	15,650	23,868	23,070	25,000	26,000	
6256	Publish/Record	66	132	34	50	61	75	
6260	Utilities	14,472	13,646	13,631	14,560	14,000	15,000	
6261	Telephone	1,477	1,341	1,335	1,500	1,350	1,400	
6263	Postage	12,101	10,924	11,687	12,500	11,000	12,000	
6264	Printing/Binding	5,732	6,404	6,163	4,000	5,700	6,000	
6267	Study Review Analysis	48,848	27,688	9,907	17,700	16,950	13,000	
6265	Potable Water Purchase	1,302,223	1,585,870	1,555,051	1,339,581	1,526,522	1,492,417	
6272	Lab Tests	7,300	3,295	2,405	10,000	10,000	10,000	
	<i>Operating & Maintenance Total</i>	1,895,170	2,021,457	1,872,559	1,630,096	1,864,167	1,861,705	
7010	Fleet Transfer	47,023	42,853	63,163	71,665	71,665	71,665	
7011	Information Tech Transfer	11,269	8,048	21,090	14,089	14,089	16,328	
7302	Admin Transfer/Gen Fund	331,954	363,605	360,626	386,082	386,082	392,114	
	<i>Interfund Loans & Transfers Total</i>	390,246	414,506	444,879	471,836	471,836	480,107	
8440	Machinery/Equipment	40,072	48,464	0	6,100	6,010	0	
8457	Replacement Lines	0	0	0	0	0	150,000	
	<i>Capital Outlay Total</i>	40,072	48,464	0	6,100	6,010	150,000	
WATER FUND O&M EXPENDITURES TOTAL		2,529,066	2,674,543	2,512,259	2,305,075	2,532,561	2,686,743	

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	BEGINNING O&M FUND BALANCE	3,590,321	3,961,623	4,426,132	5,757,746	5,313,253	6,965,660	
	REVENUE	2,900,369	3,139,052	3,399,379	3,463,429	4,184,968	3,686,687	
	Available Resources	6,490,690	7,100,675	7,825,511	9,221,175	9,498,221	10,652,347	
	EXPENDITURES	2,529,066	2,674,543	2,512,259	2,305,075	2,532,561	2,686,743	
	ENDING O&M FUND BALANCE	3,961,623	4,426,132	5,313,253	6,916,100	6,965,660	7,965,604	
	EXPENDITURES BY CATEGORY							
	Personal Services Total	203,578	190,116	194,821	197,043	190,548	194,930	
	Operating & Maintenance Total	1,895,170	2,021,457	1,872,559	1,630,096	1,864,167	1,861,705	
	Debt Service & Transfers	390,246	414,506	444,879	471,836	471,836	480,107	
	Capital Outlay Total	40,072	48,464	0	6,100	6,010	150,000	
	TOTAL EXPENDITURES	2,529,066	2,674,543	2,512,259	2,305,075	2,532,561	2,686,743	
	DEPARTMENT SUMMARY							
	Water System	2,529,066	2,674,543	2,512,259	2,305,075	2,532,561	2,686,743	

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
WATER PLANT INVESTMENT FEES REVENUES								WATER PLANT INVESTMENT FEE
4001	<i>Beginning Fund Balance</i>	6,226,610	6,706,301	7,295,901	7,514,476	6,986,247	7,905,766	
4334	900-Grant for Water Tank	0	0	0	150,000	0	800,000	
4352	Plant Investment Fees	343,514	401,651	790,409	684,642	1,191,352	794,471	
4367	Contributions- Developers	377,645	574,180	944,686	0	0	0	
4374	Transfer from Capital Improvement Fund	0	0	62,653	62,653	62,653	62,653	
4376	Transfer from Park Fund	250,748	250,748	0	0	0	0	
WATER PLANT INVEST FEE REVENUES TOTAL								
		971,907	1,226,580	1,797,748	897,295	1,254,005	1,657,124	
AVAILABLE RESOURCES								
		7,198,518	7,932,881	9,093,649	8,411,771	8,240,252	9,562,890	
WATER PLANT INVESTMENT FEES EXPENDITURES								
7312	Transfer to Capital Imp for I-25 / SH 392	0	0	1,250,000	625,000	0	0	
7377	Transfer to Non-Potable Fund	0	75,000	151,966	151,986	151,986	151,986	
7382	Transfer to Capital Imp for Town Hall Cons	0	210,000	0	0	0	0	
	<i>Non-Operating Total</i>	0	285,000	1,401,966	776,986	151,986	151,986	
8410	Land/Easement	0	0	15,800	15,800	15,800	0	
8452	Oversize lines	3,864	0	0	50,000	0	0	
8453	Transmission Mains	377,645	228,230	552,686	0	0	0	
8456	System Improvements	61,875	123,750	136,950	96,200	96,700	83,000	
8456	900- System Improvements Water Tank	0	0	0	300,000	70,000	2,200,000	
8459	Water Master Plans	48,832	0	0	0	0	0	
	<i>Capital Outlay Total</i>	492,217	351,980	705,436	462,000	182,500	2,283,000	
WATER PLANT INVEST FEE EXPENDITURES TOTAL								
		492,217	636,980	2,107,402	1,238,986	334,486	2,434,986	
BEGINNING PLANT INVESTMENT BALANCE								
		6,226,610	6,706,301	7,295,901	7,514,476	6,986,247	7,905,766	
REVENUE								
		971,907	1,226,580	1,797,748	897,295	1,254,005	1,657,124	
Available Resources								
		7,198,518	7,932,881	9,093,649	8,411,771	8,240,252	9,562,890	
EXPENDITURES								
		492,217	636,980	2,107,402	1,238,986	334,486	2,434,986	
ENDING PLANT INVESTMENT BALANCE								
		6,706,301	7,295,901	6,986,247	7,172,785	7,905,766	7,127,904	

Water Fund Detail Budget

TOWN OF WINDSOR								WATER FUND - 06
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
DEVELOPMENT RAW WATER REVENUE								DEVELOPMENT RAW WATER RESERVE
4001	<i>Beginning Fund Balance</i>	1,050,826	1,098,951	616,071	305,673	107,637	169,336	
4353	Development Raw Water Fees	103,055	13,770	138,151	16,232	61,699	71,207	
4364	Raw Water Interest Income	0	0	0	0	0	0	
DEVELOPMENT RAW WATER REVENUES TOTAL		103,055	13,770	138,151	16,232	61,699	71,207	
AVAILABLE RESOURCES		1,153,881	1,112,721	754,222	321,905	169,336	240,542	
DEVELOPMENT RAW WATER EXPENDITURES								
8411	Water Shares	54,930	496,650	646,586	321,905	0	240,542	
	Capital Outlay Total	54,930	496,650	646,586	321,905	0	240,542	
DEVELOPMENT RAW WATER EXPENDITURES TOTAL		54,930	496,650	646,586	321,905	0	240,542	
BEG RAW WATER BAL		1,050,826	1,098,951	616,071	305,673	107,637	169,336	
REVENUE		103,055	13,770	138,151	16,232	61,699	71,207	
Available Resources		1,153,881	1,112,721	754,222	321,905	169,336	240,542	
EXPENDITURES		54,930	496,650	646,586	321,905	0	240,542	
END RAW WATER BAL		1,098,951	616,071	107,637	0	169,336	0	

Non-Potable Water/Kern Reservoir Fund Detail Budget

TOWN OF WINDSOR							NON-POTABLE WATER / KERN RESERVOIR FUND - 14
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
NON-POTABLE WATER / KERN RESERVOIR FUND REVENUE		NON-POTABLE WATER / KERN RESERVOIR RESERVE					
4001	<i>Beginning Fund Balance</i>	519,220	(57,541)	248,459	533,292	207,901	251,267
4334	900 - Grant Rip Rap	0	0	114,571	0	20,649	0
4357	Water Rental	196,416	37,403	54,606	59,700	72,968	59,700
4361	Gas Drilling Royalties	0	0	228,024	0	0	0
4364	Interest Income	0	45,333	0	0	0	0
4376	Transfer from Water Fund	0	75,000	151,966	151,986	151,986	151,986
4378	Transfer from Storm Drainage Fund	0	535,041	117,914	151,986	151,986	151,986
4394	FRE Augmentation	160,000	160,789	160,000	160,000	160,000	160,000
NON-POTABLE WATER/KERN RESERVOIR REVENUES TOTAL		356,416	853,565	827,080	523,672	557,589	523,672
AVAILABLE RESOURCES		875,637	796,024	1,075,539	1,056,964	765,490	774,939
NON-POTABLE WATER / KERN RESERVOIR FUND EXPENDITURES							
NON-POTABLE WATER / KERN RESERVOIR SYSTEM - 484							
6244	Kern Reservoir Operating Assessments	(3,847)	1,056	0	0	1,040	1,040
6246	Liability Insurance	0	2,068	4,157	2,068	2,068	2,068
6252	Legal Service	313,739	0	0	0	0	0
6253	Contract Service / Engineering	150,664	99,132	66,294	60,000	49,444	50,000
6260	Utilities	0	0	252	683	693	700
6267	Study/Review/Consulting	19,285	34,029	0	0	0	0
	<i>Operating & Maintenance Total</i>	479,842	136,285	70,703	62,751	53,245	53,808
7306	Transfer to General Fund	0	30,000	53,000	30,000	30,000	30,000
7321	Interest Expense/Kern Reservoir	216,319	211,735	206,339	202,213	202,213	197,023
7350	Principal Expense/Kern Reservoir	87,653	92,123	96,821	101,579	101,579	106,949
	<i>Loans & Transfers Total</i>	303,972	333,858	356,160	333,792	333,792	333,972
8410	Land	0	0	0	10,000	0	0
8457	Replacement Lines	149,364	0	0	0	0	0
8456	System Improvements	0	77,423	272,477	130,668	116,378	180,700
8456	900-System Improve/Shoreline Stabilization	0	0	168,297	0	10,808	0
8494	Non-Potable Water Shares	0	0	0	0	0	200,000
	<i>Capital Outlay Total</i>	149,364	77,423	440,774	140,668	127,186	380,700
NON-POTABLE WATER/KERN RESERVOIR EXPENDITURES TOTAL		933,178	547,565	867,638	537,211	514,223	768,480
BEG NON-POTABLE/KERN RESERVOIR BAL		519,220	(57,541)	248,459	533,292	207,901	251,267
REVENUE		356,416	853,565	827,080	523,672	557,589	523,672
Available Resources		875,637	796,024	1,075,539	1,056,964	765,490	774,939
EXPENDITURES		933,178	547,565	867,638	537,211	514,223	768,480
END NON-POTABLE /KERN RESEROIR BAL		(57,541)	248,459	207,901	519,753	251,267	6,459
EXPENDITURE BY CATEGORY							
	Operation & Maintenance	479,842	136,285	70,703	62,751	53,245	53,808
	Debt Service & Transfers	303,972	333,858	356,160	333,792	333,792	333,972
	Capital Outlay	149,364	77,423	440,774	140,668	127,186	380,700
	TOTAL EXPENDITURES	933,178	547,565	867,638	537,211	514,223	768,480

Sewer Fund Detail Budget

TOWN OF WINDSOR								SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
SEWER FUND OPERATING & MAINTENANCE REVENUE - 07								SEWER FUND OPERATING & MAINTENANCE
4001	<i>Beginning Fund Balance</i>	1,286,122	1,284,073	1,821,604	2,269,204	2,402,369	3,071,316	
4351	Sewer Service	1,631,304	1,610,672	1,638,671	1,624,128	1,681,348	1,643,537	
4364	Interest Income	8,473	4,905	1,971	2,716	2,488	2,488	
4368	Miscellaneous Revenue	4,972	0	7,914	0	0	0	
4361	Gas Drilling Royalties	20,019	28,187	34,362	30,509	42,661	35,070	
SEWER FUND O&M TOTAL REVENUE		1,664,789	1,643,763	1,682,918	1,657,354	1,726,497	1,681,095	
AVAILABLE RESOURCES		2,950,891	2,927,836	3,504,522	3,926,557	4,128,866	4,752,411	
SEWER FUND OPERATING & MAINTENANCE EXPENDITURES - 07								
SEWER SYSTEM - 481								
5111	Wages - Full Time	70,267	58,271	46,502	47,275	46,385	46,467	
5112	Wages - Part Time	5,960	6,360	1,840	6,500	6,500	6,500	
5121	Wages - Over Time	7,913	2,899	1,045	3,000	3,000	3,000	
5122	On Call Time	0	896	3,256	3,276	2,200	2,500	
5,114	Merit Pay	0	0	0	0	0	0	
5,126	Short Term Disability	0	0	0	0	0	0	
5127	Long Term Disability	411	221	221	221	207	240	
5128	Vision Insurance	210	106	111	103	111	106	
5130	FICA-Med	1,441	817	748	871	767	848	
5131	FICA	6,160	3,494	3,200	3,723	3,280	3,625	
5132	Medical Insurance	9,570	5,099	11,651	11,246	11,245	11,611	
5133	Employee Retirement	4,266	2,313	2,325	2,364	2,343	2,323	
5134	Unemployment Insurance	199	115	151	180	155	175	
5135	Workers Compensation Insurance	2,567	1,032	1,721	1,670	1,810	1,758	
5136	Dental Insurance	683	662	983	1,137	1,137	1,149	
5137	Staff Development	510	130	200	500	500	500	
5138	Life Insurance	366	202	202	145	143	142	
5141	Clothing Allowance	493	443	400	400	400	400	
5144	Employee Assistance Administration	0	0	41	39	44	39	
	<i>Personal Services Total</i>	111,014	83,060	74,597	82,650	80,228	81,384	

Sewer Fund Detail Budget

TOWN OF WINDSOR								SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
6210	Office Supplies	183	99	249	150	150	150	
6216	Reference Books/Materials	0	0	143	200	200	200	
6217	Dues/Fees/Subscriptions	40	0	35	100	0	100	
6218	Small Equipment Items	5,631	2,048	3,057	3,250	3,500	7,550	
6232	Building Repairs/Maintenance	0	0	936	950	950	0	
6237	Lines Repair/Maintenance.	838	988	3,700	6,000	6,000	6,000	
6240	Equipment Repair/Maintenance.	2,867	1,049	2,864	0	0	0	
6246	Liability Insurance	12,333	10,833	11,770	12,160	11,446	15,795	
6249	Leases/Rentals	0	99	198	500	500	500	
6253	Contract Service	10,314	11,366	12,944	11,500	11,500	14,400	
6260	Utilities	7,398	9,875	5,532	7,272	6,100	7,000	
6261	Telephone	3,961	3,525	3,447	4,000	3,700	4,000	
6263	Postage	9,690	9,165	9,519	9,500	8,000	9,500	
6264	Printing/Binding	5,732	6,434	6,163	5,000	5,700	6,000	
6271	Lift Station Repair	6,084	5,187	1,236	7,500	7,500	8,000	
	<i>Operating & Maintenance Total</i>	65,071	60,666	61,793	68,082	65,246	79,195	
7010	Fleet Transfer	36,364	45,893	62,005	64,939	64,939	64,939	
7011	Information Tech Transfer	700	700	0	0	0	0	
7302	Admin Transfer/Gen Fund	155,230	174,241	190,545	188,019	188,019	186,391	
7810	Fleet Capital Contribution	126,000	0	0	0	0	0	
	<i>Interfund Loans & Transfers Total</i>	318,294	220,834	252,550	252,958	252,958	251,330	
8440	Machinery/Equipment	0	0	20,423	0	0	251,250	
8457	Replacement Lines	173,871	114,630	119,646	165,000	2,079	274,000	
	<i>Capital Outlay Total</i>	173,871	114,630	140,069	165,000	2,079	525,250	
SEWER SYSTEM O&M EXPENDITURES TOTAL		668,250	479,191	529,008	568,691	400,510	937,158	

Sewer Fund Detail Budget

TOWN OF WINDSOR								SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
DISPOSAL PLANT - 482								
5111	Wages - Full Time	111,022	110,824	109,812	112,478	112,448	112,387	
5121	Wages - Over Time	3,542	2,644	651	1,500	900	1,000	
5122	On Call Time	0	640	3,234	3,276	2,100	2,100	
5,114	Merit Pay	0	0	0	0	0	0	
5,126	Short Term Disability	0	0	0	0	0	0	
5127	Long Term Disability	554	536	538	536	508	575	
5128	Vision Insurance	210	207	207	207	207	211	
5130	FICA-Med	1,584	1,575	1,581	1,700	1,608	1,675	
5131	FICA	6,772	6,733	6,758	7,270	6,876	7,160	
5132	Medical Insurance	22,073	23,544	23,301	21,181	21,024	21,864	
5133	Employee Retirement	5,448	5,467	5,491	5,624	5,563	5,619	
5134	Unemployment Insurance	228	229	300	352	317	346	
5135	Workers Compensation Insurance	2,768	2,436	3,396	3,482	3,773	3,730	
5136	Dental Insurance	1,967	1,967	1,967	1,857	1,857	1,876	
5137	Staff Development	712	125	891	1,500	1,500	1,500	
5138	Life Insurance	469	472	472	344	337	344	
5141	Clothing Allowance	487	813	849	800	800	800	
5144	Employee Assistance Administration	0	0	82	78	89	78	
	<i>Personal Services Total</i>	157,836	158,211	159,530	162,185	159,907	161,266	
6210	Office Supplies	467	755	402	500	500	500	
6213	Public Relations	45	0	0	175	100	100	
6216	Reference Books/Materials	0	193	322	250	250	250	
6217	Dues/Fees/Subscriptions	9,092	12,510	11,140	12,000	12,000	12,000	
6218	Small Equipment Items	13,213	4,565	2,315	3,000	12,000	3,800	
6219	Special Equipment	1,423	2,473	4,138	3,500	1,000	1,500	
6222	Chemicals	752	747	745	700	750	750	
6224	Trash Service	374	316	349	500	420	500	
6232	Building Repair/Maintenance.	11,231	1,481	1,493	2,000	2,000	2,000	
6233	Sewer Plant Repair/Maintenance.	159,990	137,367	113,498	123,000	170,000	129,000	
6240	Equipment Repair/Maintenance.	22,810	28,195	18,832	8,000	8,000	8,000	

Sewer Fund Detail Budget

TOWN OF WINDSOR								SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
6246	Liability Insurance	8,417	7,394	8,034	8,299	7,812	10,780	
6249	Leases/Rentals	99	0	0	300	300	300	
6253	Contract Service	244	43,114	7,228	1,500	368	1,000	
6254	Engineer Service	0	1,125	0	0	0	0	
6256	Publishing/Recording	0	57	0	150	150	150	
6260	Utilities	181,642	175,424	176,920	170,000	182,907	180,000	
6261	Telephone	4,394	4,404	4,432	4,000	4,000	4,000	
6272	Lab Tests	12,938	12,392	12,239	13,000	13,000	13,000	
	<i>Operating & Maintenance Total</i>	427,131	432,513	362,088	350,874	415,558	367,630	
7010	Fleet Transfer	25,314	21,695	34,644	34,463	34,463	34,463	
7011	Information Tech Transfer	7,412	14,622	16,883	19,112	19,112	22,471	
7324	Interest Expense/Revolving Loan	11,100	0	0	0	0	0	
7354	Principal Exp/Revolving Loan	369,775	0	0	0	0	0	
	<i>Non-Operating Total</i>	413,601	36,317	51,527	53,576	53,575	56,934	
8440	Machinery/Equipment	0	0	0	28,000	28,000	10,000	
	<i>Capital Outlay Total</i>	0	0	0	28,000	28,000	10,000	
DISPOSAL PLANT O&M EXPENDITURES TOTAL		998,568	627,041	573,145	594,635	657,040	595,830	
SEWER FUND O&M EXPENDITURES TOTAL		1,666,818	1,106,232	1,102,153	1,163,326	1,057,550	1,532,988	

Sewer Fund Detail Budget

TOWN OF WINDSOR							SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
	BEG SEWER FUND O&M BALANCE	1,286,122	1,284,073	1,821,604	2,269,204	2,402,369	3,071,316
	REVENUES	1,664,769	1,643,763	1,682,918	1,657,354	1,726,497	1,681,095
	AVAILABLE RESOURCES	2,950,891	2,927,836	3,504,522	3,926,557	4,128,866	4,752,411
	EXPENDITURES	1,666,818	1,106,232	1,102,153	1,163,326	1,057,550	1,532,988
	END SEWER FUND O&M BALANCE	1,284,073	1,821,604	2,402,369	2,763,231	3,071,316	3,219,423
	EXPENDITURES BY CATEGORY						
	Personal Services Total	268,850	241,272	234,127	244,835	240,135	242,649
	System Operating & Maintenance Total	492,202	493,179	423,881	418,957	480,804	446,825
	Debt Service & Transfers	731,895	257,151	304,077	306,534	306,533	308,264
	Capital Outlay Total	173,871	114,630	140,069	193,000	30,079	535,250
	TOTAL EXPENDITURES	1,666,818	1,106,232	1,102,153	1,163,326	1,057,550	1,532,988
	DEPARTMENT SUMMARY						
	Sewer System	668,250	479,191	529,008	568,691	400,510	937,158
	Sewer Plant	998,568	627,041	573,145	594,635	657,040	595,830
	SUMMARY TOTAL	1,666,818	1,106,232	1,102,153	1,163,326	1,057,550	1,532,988

Sewer Fund Detail Budget

TOWN OF WINDSOR								SEWER FUND - 07
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
SEWER PLANT INVESTMENT FEES REVENUES - 07								SEWER PLANT INVESTMENT FEE
4001	<i>Beginning Fund Balance</i>	2,740,053	2,797,766	2,910,923	3,710,308	3,097,146	3,831,940	
4335	Loan Proceeds	0	0	0	2,568,867	3,110,543	0	
4334	900 - Grants	0	0	142,813	1,673,890	1,421,890	252,000	
4352	Sewer Plant Investment Fees	366,618	328,967	636,141	438,681	1,076,543	680,550	
4364	PI Interest Income	14,427	8,351	3,545	4,625	4,236	4,236	
4367	Contributions- Developers	1,956,619	74,400	540,003	0	0	0	
SEWER INVESTMENT FEE REVENUE TOTAL		2,337,664	411,718	1,322,501	4,686,063	5,613,212	936,787	
AVAILABLE RESOURCES		5,077,717	3,209,485	4,233,424	8,396,371	8,710,358	4,768,727	
PLANT INVESTMENT FEES EXPENDITURES - 07								
7382	Trans to Capital Imp for Town Hall Cons	0	210,000	0	0	0	0	
7324	Interest Expense/Headworks Loan (482)	0	0	0	0	52,893	54,703	
7354	Principal Expense/Headworks Loan (482)	0	0	0	0	178,425	178,425	
<i>Non-Operating Total</i>		<i>0</i>	<i>210,000</i>	<i>0</i>	<i>0</i>	<i>231,318</i>	<i>233,128</i>	
8433	900 - Sewer Plant Improvements (482)	323,332	14,162	579,777	4,829,100	4,577,100	252,000	
8453	Transmission Mains (481)	1,956,619	74,400	540,003	0	0	0	
8452	Oversize Lines (481)	0	0	16,498	150,000	0	0	
8456	System Improvements (481)	0	0	0	70,000	70,000	0	
<i>Capital Outlay Total</i>		<i>2,279,951</i>	<i>88,562</i>	<i>1,136,277</i>	<i>5,049,100</i>	<i>4,647,100</i>	<i>252,000</i>	
SEWER INVEST FEE EXPENDITURES TOTAL		2,279,951	298,562	1,136,277	5,049,100	4,878,418	485,128	
BEGINNING PLANT INVESTMENT BALAN		2,740,053	2,797,766	2,910,923	3,710,308	3,097,146	3,831,940	
REVENUE		2,337,664	411,718	1,322,501	4,686,063	5,613,212	936,787	
Available Resources		5,077,717	3,209,485	4,233,424	8,396,371	8,710,358	4,768,727	
EXPENDITURES		2,279,951	298,562	1,136,277	5,049,100	4,878,418	485,128	
ENDING PLANT INVESTMENT BALANCE		2,797,766	2,910,923	3,097,146	3,347,271	3,831,940	4,283,599	

Storm Drainage Fund Detail Budget

TOWN OF WINDSOR								STORM DRAINAGE FUND - 08
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
STORM DRAINAGE O&M REVENUE - 08								STORM DRAIN OPERATING & MAINTENANCE
4001	<i>Beginning Fund Balance</i>	85,514	133,054	191,458	234,078	271,983	244,940	
4349	Stormwater Service	208,313	213,110	222,169	214,065	218,387	217,889	
4361	Mosquito Control Service	75,789	77,359	79,653	81,876	81,621	86,700	
4381	Sale of Capital Assets	0	0	40,000	0	0	0	
STORM DRAIN O&M TOTAL REVENUE		284,102	290,469	341,822	295,941	300,007	304,589	
RESOURCES AVAILABLE		369,616	423,523	533,281	530,019	571,991	549,529	
STORM DRAINAGE O&M EXPENDITURES - 08								
STORM DRAIN SYSTEM - 483								
5111	Wages - Full Time	54,253	43,006	40,956	41,569	41,116	41,142	
5112	Wages - Part Time	0	12,642	19,244	24,460	8,000	12,320	
5121	Wages - Over Time	1,640	69	233	750	500	500	
5122	On Call Time	779	471	488	1,536	625	625	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	0	
5127	Long Term Disability	212	238	189	189	177	208	
5128	Vision Insurance	115	130	103	103	103	106	
5130	FICA-Med	590	923	864	991	709	792	
5131	FICA	2,523	3,945	3,694	4,236	3,033	3,384	
5132	Medical Insurance	11,956	11,772	11,651	9,046	9,045	9,340	
5133	Employee Retirement	2,290	2,529	2,023	2,078	2,032	2,057	
5134	Unemployment Insurance	96	132	173	205	141	164	
5135	Workers Compensation Insurance	2,585	2,091	4,310	3,283	3,557	3,462	
5136	Dental Insurance	1,065	1,229	983	894	894	903	
5137	Staff Development	419	550	625	1,000	750	1,000	
5138	Life Insurance	190	221	176	127	750	126	
5141	Clothing Allowance	328	520	491	400	400	400	
5144	Employee Assistance Administration	0	0	41	39	44	39	
<i>Personal Services Total</i>		79,042	80,467	86,243	90,905	71,877	76,567	

Storm Drainage Fund Detail Budget

TOWN OF WINDSOR							STORM DRAINAGE FUND - 08	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
6210	Office Supplies	78	159	151	150	150	150	
6217	Dues/Fees/Subscriptions	17	185	0	550	600	750	
6218	Small Equipment Items	485	292	968	1,500	1,500	1,500	
6237	Drainage Lines Repair/Maintenance.	22,941	7,866	1,100	81,000	54,046	10,000	
6240	Equipment Repair/Maintenance.	0	2,495	2,240	2,500	2,420	2,500	
6243	Weed Control	0	0	805	0	0	0	
6244	Kern Reservoir Operating Assessment	(10,150)	0	0	0	0	0	
6246	Liability Insurance	9,478	8,328	8,969	9,266	8,722	12,036	
6253	Contract Services	60,436	80,829	82,057	81,208	81,000	87,102	
6254	Engineering Services	18,126	0	0	0	7,833	0	
6261	Telephone	863	778	660	800	660	660	
6263	Postage	9,567	9,060	9,409	9,000	8,000	9,000	
6264	Printing/Binding	5,732	6,438	6,444	3,500	3,500	3,500	
6257	Study/Review/Analysis/Consulting	0	0	10,294	5,000	41,360	5,000	
	<i>Operating & Maintenance Total</i>	117,573	116,430	123,098	194,474	209,791	132,198	
7010	Fleet Transfer	39,247	26,857	51,957	45,383	45,383	45,383	
7011	Information Tech Transfer	700	0	0	0	0	0	
	<i>Interfund Loans & Transfers Total</i>	39,947	26,857	51,957	45,383	45,383	45,383	
8440	Machinery/Equipment	0	8,310	0	0	0	0	
	<i>Capital Outlay Total</i>	0	8,310	0	0	0	0	
STORM DRAINAGE O&M EXPENDITURES TOTAL		236,562	232,065	261,297	330,762	327,050	254,148	

Storm Drainage Fund Detail Budget

TOWN OF WINDSOR								STORM DRAINAGE FUND - 08
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	BEG STORM DRAINAGE O&M FUND BALANC	85,514	133,054	191,458	234,078	271,983	244,940	
	REVENUE	284,102	290,469	341,822	295,941	300,007	304,589	
	Available Resources	369,616	423,523	533,281	530,019	571,991	549,529	
	EXPENDITURES	236,562	232,065	261,297	330,762	327,050	254,148	
	END STORM DRAINAGE O&M FUND BALANC	133,054	191,458	271,983	199,257	244,940	295,381	
	EXPENDITURES BY CATEGORY							
	Personnel Services Total	79,042	80,467	86,243	90,905	71,877	76,567	
	System Operating & Maintenance. Total	117,573	116,430	123,098	194,474	209,791	132,198	
	Debt Service & Transfers	39,947	26,857	51,957	45,383	45,383	45,383	
	Capital Outlay Total	0	8,310	0	0	0	0	
	TOTAL EXPENDITURES	236,562	232,065	261,297	330,762	327,050	254,148	
	DEPARTMENT SUMMARY							
	Storm Drain	236,562	232,065	261,297	330,762	327,050	254,148	

Storm Drainage Fund Detail Budget

TOWN OF WINDSOR								STORM DRAINAGE FUND - 08
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
STORM DRAIN INVESTMENT FEES REVENUE								PLANT INVESTMENT
4001	<i>Beginning PI Fund Balance</i>	275,614	649,077	439,480	501,598	698,420	1,148,580	
4334	900 - Grants	77,999	0	0	279,225	5,580	590,640	
4356	Storm Drain Investment Fees	451,673	363,834	534,278	423,636	621,775	506,633	
4364	Storm Drain Invest Interest Income	2,678	1,215	685	802	933	1,343	
4367	Contributions - Developers	1,157,303	281,406	357,487	0	0	0	
STORM DRAIN INVESTMENT REVENUES TOTAL		1,889,654	646,455	892,449	703,663	628,288	1,098,616	
AVAILABLE RESOURCES		1,965,268	1,295,533	1,331,929	1,205,261	1,326,708	2,247,196	
STORM DRAIN INVESTMENT FEES EXPENDITURES								
7321	Interest Expense/Kern Reservoir	0	0	0	0	0	0	
7350	Principal Expense/Kern Reservoir	0	0	0	0	0	0	
7377	Transfer to Non-Potable Fund	0	535,041	117,914	151,986	151,986	151,986	
	<i>Loans & Transfers Total</i>	0	535,041	117,914	151,986	151,986	151,986	
8459	Drainage Master Plan	3,751	0	0	0	0	0	
8458	Drainage Improvements	1,312,440	321,012	515,596	120,000	8,142	0	
8458	900 - Drainage Improvements	0	0	0	372,300	18,000	856,000	
	<i>Capital Outlay Total</i>	1,316,191	321,012	515,596	492,300	26,142	856,000	
STORM DRAIN INVESTMENT EXPENDITURES TOTAL		1,316,191	856,053	633,509	644,286	178,128	1,007,986	
BEGINNING STORM DRAIN BAL		275,614	649,077	439,480	501,598	698,420	1,148,580	
REVENUES		1,889,654	646,455	892,449	703,663	628,288	1,098,616	
Available Resources		1,965,268	1,295,533	1,331,929	1,205,261	1,326,708	2,247,196	
EXPENDITURES		1,316,191	856,053	633,509	644,286	178,128	1,007,986	
ENDING STORM DRAIN BAL		649,077	439,480	698,420	560,975	1,148,580	1,239,210	
EXPENDITURES BY CATEGORY								
	Personnel	79,042	80,467	86,243	90,905	71,877	76,567	
	Operation & Maintenance	117,573	116,430	123,098	194,474	209,791	132,198	
	Capital Outlay	1,316,191	329,322	515,596	492,300	26,142	856,000	
	Debt Service & Interfund Transfers	39,947	561,898	169,871	197,369	197,369	197,369	
TOTAL EXPENDITURES		1,552,753	1,088,118	894,807	975,048	505,178	1,262,134	

Fleet Management Fund Detail Budget

TOWN OF WINDSOR								FLEET MANAGEMENT FUND - 10
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
FLEET MANAGEMENT FUND REVENUE - 10								
4001	<i>Beginning Fund Balance</i>	678,952	681,368	511,065	313,933	192,875	109,140	
CAPITAL CONTRIBUTIONS FROM OTHER FUNDS								
4304	Contribution from CIF	114,800	59,457		0	0	0	
4334	Grants	53,733	741		0	0	0	
4307	Contribution from Sewer Fund	126,000	0		0	0	0	
	<i>Sub-Total</i>	294,533	60,198	0	0	0	0	
CHARGES FOR SERVICE								
4421	Police Department Lease Transfer	188,899	118,505	215,367	251,933	251,933	251,933	
4429	Street Department Lease Transfer	102,892	78,190	105,064	160,369	160,369	160,369	
4430	Public Works Lease Transfer	18,031	13,984	22,827	36,914	36,914	36,914	
4431	Engineering Department Lease Transfer	20,387	10,719	12,591	21,935	21,935	21,935	
4432	Cemetery Lease Transfer	9,020	4,641	9,249	14,512	14,512	14,512	
4450	Forestry Lease Transfer	37,369	36,054	60,582	52,254	52,254	52,254	
4451	Recreation Lease Transfer	14,516	16,224	44,084	64,211	64,211	64,211	
4452	Aquatics Lease Transfer	4,415	2,532	6,154	5,778	5,778	0	
4454	Parks Department Lease Transfer	125,658	98,181	150,085	196,481	196,481	196,481	
4457	General Administration Lease Transfer	5,878	6,097	5,988	8,837	8,837	8,837	
4471	Water Fund Lease Transfer	47,023	42,853	63,163	71,665	71,665	71,665	
4481	Sewer System Lease Transfer	36,364	45,893	62,005	64,939	64,939	64,939	
4482	Sewer Plant Lease Transfer	25,314	21,695	34,644	34,463	34,463	34,463	
4483	Drainage Lease Transfer	39,247	26,857	51,957	45,383	45,383	45,383	
4490	CRC Lease Transfer	18,497	17,134	0	0	0	0	
4497	Facility Lease Transfer	0	0	6,000	6,000	6,000	6,000	
	<i>Sub-Total</i>	693,510	539,559	849,760	1,035,674	1,035,674	1,029,896	
MISCELLANEOUS REVENUE								
4360	Insurance Claims	5,100	10,108	0	0	0	0	
4363	CIRSA/Tornado Reimbursements	7,078	0	0	0	0	0	
4381	Sale on Retired Vehicles	95,439	49,056	0	101,000	151,000	50,000	
	<i>Sub-Total</i>	107,617	59,164	0	101,000	151,000	50,000	
FLEET MANAGEMENT REVENUE TOTAL		1,095,660	658,921	849,760	1,136,674	1,186,674	1,079,896	
AVAILABLE RESOURCES		1,774,612	1,340,289	1,360,825	1,450,607	1,379,549	1,189,036	

Fleet Management Fund Detail Budget

TOWN OF WINDSOR		FLEET MANAGEMENT FUND - 10					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
FLEET MANAGEMENT FUND EXPENDITURES - 10							
FLEET MANAGEMENT - 491							
5111	Wages - Full Time	162,584	167,307	160,747	164,740	162,330	162,329
5112	Wages - Part Time	4,840	22,403	26,292	30,000	27,700	30,000
5121	Wages - Over Time	260	335	981	1,000	0	1,000
5122	On Call Time	0	0	4,817	3,500	850	0
5114	Merit Pay	0	0	0	0	0	0
5126	Short Term Disability	0	0	0	0	0	196
5127	Long Term Disability	765	790	790	790	742	847
5128	Vision Insurance	287	310	310	310	310	317
5130	FICA - Med	2,342	2,628	2,770	2,889	2,713	2,803
5131	FICA	10,016	11,237	11,844	12,353	11,600	11,986
5132	Medical Insurance	16,008	15,296	23,264	19,557	19,558	20,193
5133	Employee Retirement	4,904	6,699	7,045	8,237	7,059	8,116
5134	Unemployment Insurance	328	369	546	598	534	580
5135	Workers Compensation Insurance	4,922	4,251	5,218	5,207	5,642	5,491
5136	Dental Insurance	1,149	1,666	2,308	1,439	1,799	1,453
5137	Staff Development	1,805	3,177	2,550	3,500	1,500	3,000
5138	Life Insurance	645	697	697	504	494	497
5141	Uniform Allowance	701	1,244	1,555	1,550	1,550	1,550
5144	Employee Assistance Administration	0	0	123	117	133	117
	<i>Personal Services Total</i>	211,555	238,411	251,858	256,290	244,514	250,476
6210	Office Supplies	1,148	423	444	1,500	1,500	1,500
6216	Reference Books/Materials	261	79	1,242	1,500	1,500	1,500
6217	Dues, Fees & Subscriptions	769	944	888	1,500	1,500	1,500
6218	Small Equipment Items	16,762	21,630	27,019	35,000	35,000	32,000
6220	Fuel /Fluids	115,419	109,232	160,679	157,500	180,277	176,300
6231	Vehicle Repairs/Maintenance	112,767	115,234	87,953	138,525	115,000	120,000
6240	Equipment Repairs	5,770	8,535	3,835	5,000	5,000	5,000
6253	Contract Services	0	643	1,912	2,000	1,850	2,000
6261	Telephone Services	546	664	660	660	660	660
6276	Fuel Facility Repair/Maintenance.	1,989	2,351	2,198	3,000	7,039	3,000
6295	Disaster Expense	13,214	0	0	0	0	0
	<i>Operating & Maintenance Total</i>	268,645	259,733	286,829	346,185	349,326	343,460
8432	Vehicles	608,112	313,479	606,646	709,456	656,789	467,500
8440	Equipment	4,932	17,600	22,616	23,000	19,780	16,000
	<i>Capital Outlay Total</i>	613,044	331,079	629,262	732,456	676,569	483,500
FLEET MANAGEMENT FUND EXPENDITURES TOTAL		1,093,244	829,224	1,167,950	1,334,931	1,270,409	1,077,436

Fleet Management Fund Detail Budget

TOWN OF WINDSOR								FLEET MANAGEMENT FUND - 10
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	BEGINNING FUND BALANCE	678,952	681,368	511,065	313,933	192,875	109,140	
	REVENUE	1,095,660	658,921	849,760	1,136,674	1,186,674	1,079,896	
	Available Resources	1,774,612	1,340,289	1,360,825	1,450,607	1,379,549	1,189,036	
	EXPENDITURES	1,093,244	829,224	1,167,950	1,334,931	1,270,409	1,077,436	
	ENDING FUND BALANCE	681,368	511,065	192,875	115,676	109,140	111,600	
	EXPENDITURES BY CATEGORY							
	Personal Services Total	211,555	238,411	251,858	256,290	244,514	250,476	
	Operating & Maintenance	268,645	259,733	286,829	346,185	349,326	343,460	
	Capital Outlay	613,044	331,079	629,262	732,456	676,569	483,500	
	TOTAL EXPENDITURES	1,093,244	829,224	1,167,950	1,334,931	1,270,409	1,077,436	

Information Technology Fund Detail Budget

TOWN OF WINDSOR							INFORMATION TECHNOLOGY FUND - 11	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
INFORMATION TECHNOLOGY FUND REVENUE - 11								
4001	<i>Beginning Fund Balance</i>	89	177,492	235,094	185,231	188,547	108,865	
CAPITAL CONTRIBUTIONS FROM OTHER FUNDS								
4304	Contribution from CIF	318,970	0	0	0	0	0	
	<i>Sub-Total</i>	318,970	0	0	0	0	0	
CHARGES FOR SERVICE								
4410	Town Clerk Lease Transfer	13,213	59,921	26,918	53,389	53,389	61,226	
4411	Mayor & Town Board Lease Transfer	700	12,978	14,387	30,740	30,740	38,577	
4412	Municipal Court Lease Transfer	1,838	0	0	0	0	0	
4413	Town Manager Lease Transfer	143,465	57,352	12,608	15,929	15,929	17,049	
4415	Finance Lease Transfer	74,756	45,300	78,335	25,956	25,956	31,553	
4416	Human Resources Transfer	5,119	8,596	23,911	15,462	15,462	17,701	
4419	Planning & Zoning Lease Transfer	41,708	121,995	51,334	54,553	54,553	60,151	
4420	Business Retention & Growth Lease Transfer	0	0	0	10,210	10,210	11,329	
4421	Police Department Lease Transfer	42,790	22,291	73,484	86,890	86,890	109,282	
4430	Public Works Lease Transfer	88,880	112,682	100,812	85,349	85,349	101,023	
4431	Engineering Department Lease Transfer	45,359	20,648	29,325	32,361	32,361	37,959	
4451	Recreation Lease Transfer	135,282	154,146	110,903	52,723	52,723	58,321	
4454	Parks Department Lease Transfer	5,250	21,196	37,877	50,166	50,166	60,243	
4456	Art & Heritage Lease Transfer	3,544	8,048	16,652	13,631	13,631	15,870	
4457	Town Hall Lease	0	8,048	0	0	0	0	
4471	Water Fund Lease Transfer	11,269	8,048	21,090	14,089	14,089	16,328	
4482	Sewer Plant Lease Transfer	8,112	15,322	16,883	19,112	19,112	22,471	
4483	Drainage Lease Transfer	700	0	0	0	0	0	
4490	CRC Lease Transfer	0	0	0	55,021	55,021	59,499	
	<i>Sub-Total</i>	621,985	676,571	614,519	615,582	615,581	718,582	
MISCELLANEOUS REVENUE								
4364	Interest Earnings	0	0	0	0	0	0	
	<i>Sub-Total</i>	0	0	0	0	0	0	
INFORMATION TECHNOLOGY REVENUE TOTAL		940,955	676,571	614,519	615,582	615,581	718,582	
AVAILABLE RESOURCES		941,044	854,063	849,614	800,813	804,128	827,447	

Information Technology Fund Detail Budget

TOWN OF WINDSOR							INFORMATION TECHNOLOGY FUND - 11	
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
INFORMATION TECHNOLOGY FUND EXPENDITURES - 11								
INFORMATION TECH - 492								
5111	Wages - Full Time	164,127	169,669	167,920	161,843	127,745	170,565	
5112	Wages - Part Time	11,907	1,248	4,914	11,700	11,095	11,200	
5121	Wages - Over Time	536	0	0	0	2,169	0	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	134	
5127	Long Term Disability	841	824	824	824	599	882	
5128	Vision Insurance	318	310	310	310	254	317	
5130	FICA - Med	2,370	2,182	2,235	2,649	2,110	2,636	
5131	FICA	10,135	9,329	9,557	11,327	9,021	11,269	
5132	Medical Insurance	28,942	28,643	34,952	32,505	25,844	33,554	
5133	Employee Retirement	6,650	8,330	8,321	8,550	7,104	5,303	
5134	Unemployment Insurance	355	340	449	548	426	545	
5135	Workers Compensation Insurance	645	421	477	462	501	494	
5136	Dental Insurance	2,522	2,950	2,950	2,994	2,344	3,024	
5137	Staff Development	9,762	742	7,585	5,000	926	5,000	
5138	Life Insurance	711	720	720	523	397	522	
5144	Employee Assistance Administration	0	0	123	117	106	117	
	<i>Personal Services Total</i>	239,822	225,709	241,336	248,507	190,639	245,561	
6210	Office Supplies	2,637	2,469	1,303	2,000	615	750	
6216	Reference Books/Materials	668	440	817	750	350	750	
6217	Dues, Fees & Subscriptions	0	200	35	250	0	250	
6218	Small Equipment Items	365	1,521	1,719	3,000	158	500	
6240	Equipment Repairs/Supplies	2,690	110	547	2,000	17	500	
6245	Travel/Mileage	466	768	934	500	372	500	
6253	Contract & Hosting Services	30,511	31,023	24,061	37,100	101,813	49,256	
6285	Software Maintenance Contracts	4,628	80,307	86,655	142,850	106,283	100,000	
6286	Computer Hardware	104,799	47,058	135,762	95,850	81,341	112,922	
6287	Computer Software (new)	81,482	10,728	14,776	20,000	28,871	10,000	
6288	Copier Lease Payments	42,207	47,063	48,344	35,000	29,325	35,000	
6289	Credit Card Processing Fees	38,273	31,992	42,673	42,000	43,766	42,000	
	<i>Operating & Maintenance Total</i>	308,725	253,681	357,626	381,300	392,909	352,428	
8440	Capital Equipment	215,005	139,579	51,318	92,650	99,122	100,000	
	<i>Capital Outlay Total</i>	215,005	139,579	51,318	92,650	99,122	100,000	
7012	Facility Services Transfer	0	0	10,786	12,592	12,592	11,577	
	<i>Interfund Loans & Transfers Total</i>	0	0	10,786	12,592	12,592	11,577	
INFORMATION TECHNOLOGY FUND EXPENDITURES TOTAL		763,552	618,968	661,067	735,049	695,262	709,565	

Information Technology Fund Detail Budget

<i>TOWN OF WINDSOR</i>								INFORMATION TECHNOLOGY FUND - 11
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	BEGINNING FUND BALANCE	89	177,492	235,094	185,231	188,547	108,865	
	REVENUE	940,955	676,571	614,519	615,582	615,581	718,582	
	Available Resources	941,044	854,063	849,614	800,813	804,128	827,447	
	EXPENDITURES	763,552	618,968	661,067	735,049	695,262	709,565	
	ENDING FUND BALANCE	177,492	235,094	188,547	65,764	108,865	117,882	
	EXPENDITURES BY CATEGORY							
	Personal Services Total	239,822	225,709	241,336	248,507	190,639	245,561	
	Operating & Maintenance	308,725	253,681	357,626	381,300	392,909	352,428	
	Debt Service & Transfers	0	0	10,786	12,592	12,592	11,577	
	Capital Outlay	215,005	139,579	51,318	92,650	99,122	100,000	
	TOTAL EXPENDITURES	763,552	618,968	661,067	735,049	695,262	709,565	

Facility Services Fund Detail Budget

TOWN OF WINDSOR		FACILITY SERVICES FUND - 17					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
FACILITY SERVICES FUND REVENUE - 17							
4001	<i>Beginning Fund Balance</i>	0	0	0	2,235	37,213	103,616
CHARGES for FACILITY SERVICE							
4410	Town Clerk Services Transfer	0	0	16,007	19,022	19,022	16,920
4413	Town Manager Services Transfer	0	0	7,435	9,377	9,377	10,107
4415	Finance Services Transfer	0	0	13,770	15,527	15,527	13,981
4416	Human Resources Services Transfer	0	0	10,427	10,844	10,844	10,107
4419	Planning & Zoning Services Transfer	0	0	13,770	15,527	15,527	13,981
4420	Business Retention & Growth Transfer	0	0	7,358	6,337	6,337	6,009
4421	Police Department Services Transfer	0	0	76,649	87,653	87,653	81,622
4431	Engineering Department Services Transfer	0	0	13,770	15,527	15,527	13,981
4450	Forestry Services Transfer	0	0	3,787	3,631	3,631	3,399
4452	Aquatics Services Transfer	0	0	0	0	0	1,141
4454	Parks Department Services Transfer	0	0	14,357	15,943	15,943	4,247
4456	Art & Heritage Services Transfer	0	0	5,507	5,098	5,098	4,601
4457	General Administration Services Transfer	0	0	137,735	170,211	170,211	150,281
4490	CRC Services Transfer	0	0	188,124	209,308	209,308	196,868
4492	Information Technology Services Transfer	0	0	10,786	12,592	12,592	11,577
	<i>Sub-Total</i>	0	0	519,481	596,596	596,597	538,823
FACILITY SERVICES REVENUE TOTAL		0	0	519,481	596,596	596,597	538,823
AVAILABLE RESOURCES		0	0	519,481	598,830	633,810	642,440
FACILITY SERVICES FUND EXPENDITURES - 17							

Facility Services Fund Detail Budget

TOWN OF WINDSOR								FACILITY SERVICES FUND - 17
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
CUSTODIAL SERVICES - 496								
5111	Wages - Full Time	0	0	116,354	120,486	118,108	121,733	
5112	Wages - Part Time	0	0	29,518	24,731	27,000	27,000	
5121	Over Time	0	0	500	0	1,000	1,000	
5114	Merit Pay	0	0	0	0	0	0	
5126	Short Term Disability	0	0	0	0	0	428	
5127	Long Term Disability	0	0	354	499	443	553	
5128	Vision Insurance	0	0	276	310	384	317	
5130	FICA - Med	0	0	2,024	2,106	2,030	2,171	
5131	FICA	0	0	8,653	9,003	8,680	9,283	
5132	Medical Insurance	0	0	26,164	24,446	29,406	30,289	
5133	Employee Retirement	0	0	469	6,024	4,529	5,489	
5134	Unemployment Insurance	0	0	423	436	413	449	
5135	Workers Compensation Insurance	0	0	6,205	5,843	6,331	6,300	
5136	Dental Insurance	0	0	3,149	1,799	3,029	2,180	
5137	Staff Development	0	0	124	800	500	800	
5138	Life Insurance	0	0	450	369	342	373	
5141	Uniform Allowance	0	0	151	500	500	500	
5144	Employee Assistance Administration	0	0	0	156	200	156	
	<i>Personal Services Total</i>	0	0	194,814	197,507	202,897	209,021	
6210	Office Supplies	0	0	547	0	300	300	
6218	Small Equipment Items	0	0	866	2,500	3,356	2,000	
6229	Custodial Maintenance Supplies	0	0	33,464	35,000	35,000	35,000	
6253	Contract Services	0	0	9,514	10,600	10,600	13,300	
6261	Telephone	0	0	660	1,200	800	660	
	<i>Operating & Maintenance Total</i>	0	0	45,050	49,300	50,056	51,260	
CUSTODIAL SERVICES EXPENDITURES TOTAL		0	0	239,885	246,807	252,953	260,281	

Facility Services Fund Detail Budget

TOWN OF WINDSOR		FACILITY SERVICES FUND - 17					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
FACILITY MAINTENANCE - 497							
5111	Wages - Full Time	0	0	99,660	100,712	93,413	92,030
5114	Merit Pay	0	0	0	0	0	0
5127	Long Term Disability	0	0	449	436	383	474
5126	Short Term Disability	0	0	0	0	0	78
5128	Vision Insurance	0	0	198	207	192	211
5130	FICA - Med	0	0	1,313	1,499	1,297	1,334
5131	FICA	0	0	4,164	6,411	5,548	5,706
5132	Medical Insurance	0	0	24,763	19,558	16,764	15,145
5133	Employee Retirement	0	0	4,801	5,036	4,416	4,602
5134	Unemployment Insurance	0	0	253	310	251	276
5135	Workers Compensation Insurance	0	0	3,842	4,033	4,370	3,952
5136	Dental Insurance	0	0	1,968	1,439	1,456	1,090
5137	Staff Development	0	0	332	800	800	800
5138	Life Insurance	0	0	395	308	263	282
5141	Uniform Allowance	0	0	0	200	200	200
5144	Employee Assistance Administration	0	0	83	78	89	78
	<i>Personal Services Total</i>	0	0	142,220	143,723	129,441	126,257
6210	Office Supplies	0	0	372	0	300	300
6218	Small Equipment Items	0	0	3,320	2,200	2,200	2,500
6229	Facility Maintenance Supplies-680	0	0	8,569	24,000	13,000	15,000
6249	Lease/Rentals	0	0	130	45,965	44,000	45,965
6253	Contract Services	0	0	80,473	81,200	81,200	81,200
6261	Telephone	0	0	1,320	700	1,100	1,320
	<i>Operating & Maintenance Total</i>	0	0	94,183	154,065	141,800	146,285
7010	Fleet Transfer	0	0	6,000	6,000	6,000	6,000
	<i>Interfund Loans & Transfers Total</i>	0	0	6,000	6,000	6,000	6,000
FACILITY MAINTENANCE							
EXPENDITURES TOTAL		0	0	242,404	303,788	277,241	278,542

Facility Services Fund Detail Budget

TOWN OF WINDSOR								FACILITY SERVICES FUND - 17
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET	
	BEGINNING FUND BALANCE	0	0	0	2,235	37,213	103,616	
	REVENUE	0	0	519,481	596,596	596,597	538,823	
	Available Resources	0	0	519,481	598,830	633,810	642,440	
	EXPENDITURES	0	0	482,268	550,596	530,193	538,823	
	ENDING FUND BALANCE	0	0	37,213	48,235	103,616	103,616	
	EXPENDITURES BY CATEGORY							
	Personal Services Total	0	0	337,035	341,231	332,337	335,278	
	Operating & Maintenance	0	0	139,234	203,365	191,856	197,545	
	Debt Service & Transfers	0	0	6,000	6,000	6,000	6,000	
	TOTAL EXPENDITURES	0	0	482,268	550,596	530,193	538,823	
	DEPARTMENTS/DIVISION SUMMARY							
496	Custodial Services	0	0	239,865	246,807	252,953	260,281	
497	Facility Maintenance	0	0	242,404	303,788	277,241	278,542	
	SUMMARY TOTAL	0	0	482,268	550,596	530,193	538,823	

Windsor Building Authority Fund Detail Budget

TOWN OF WINDSOR		WINDSOR BUILDING AUTHORITY FUND - 16					
ACCT NO	ACCOUNT NAME	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJ.	2013 BUDGET
WINDSOR BUILDING AUTHORITY REVENUE							
4001	<i>Beginning Fund Balance</i>	0	(77)	145,023	146,067	145,483	145,478
4365	Contributed - Land	157,853	0	0	0	0	0
4364	Interest Income	0	1,016	341	23	0	0
4368	Miscellaneous Revenue	0	90	119	0	0	0
4374	Transfer from Capital Improvement Fund	0	0	145,080	145,080	145,080	145,000
4335	Loan Proceeds	0	3,000,000	0	0	0	0
	Transfer from General Fund/Capital Fund	0	2,379,440	0	0	0	0
WINDSOR BUILDING AUTHORITY REVENUES TOTAL		157,853	5,380,547	145,540	145,103	145,080	145,000
AVAILABLE RESOURCES		157,853	5,380,470	290,563	291,170	290,563	290,478
WINDSOR BUILDING AUTHORITY EXPENDITURES							
WINDSOR BUILDING AUTHORITY - 495							
6210	Office Supplies	77	0	0	0	0	0
6217	Dues, Fees, Subscriptions	0	394	0	0	5	0
6253	Contract Service	0	3,200	0	0	0	0
	<i>Operating & Maintenance Total</i>	77	3,594	0	0	5	0
7321	Interest Expense/Loan	0	69,459	111,934	110,670	110,938	109,357
7350	Principal Exp/Loan	0	0	33,146	34,410	34,142	35,723
7340	Debt Issuance Cost	0	132,433	0	0	0	0
	<i>Interfund Loans & Transfers Total</i>	0	201,892	145,080	145,080	145,080	145,080
8412	Site Improvements	157,853	0	0	0	0	0
8420	Building & Structures	0	4,918,150	0	0	0	0
8440	Equipment	0	111,811	0	0	0	0
	<i>Capital Outlay Total</i>	157,853	5,029,961	0	0	0	0
WINDSOR BUILDING AUTHORITY EXPENDITURES TOTAL		157,930	5,235,447	145,080	145,080	145,085	145,080
BEG WINDSOR BUILDING AUTHORITY BAL		0	(77)	145,023	146,067	145,483	145,478
REVENUE		157,853	5,380,547	145,540	145,103	145,080	145,000
Available Resources		157,853	5,380,470	290,563	291,170	290,563	290,478
EXPENDITURES		157,930	5,235,447	145,080	145,080	145,085	145,080
END WINDSOR BUILDING AUTHORITY BAL		(77)	145,023	145,483	146,090	145,478	145,398
EXPENDITURE BY CATEGORY							
	Operation & Maintenance	77	3,594	0	0	5	0
	Debt Service & Transfers	0	201,892	145,080	145,080	145,080	145,080
	Capital Outlay	157,853	5,029,961	0	0	0	0
TOTAL EXPENDITURES		157,930	5,235,447	145,080	145,080	145,085	145,080