



Budget Book

2023-2024





CITY OF CENTENNIAL

2023-2024 Biennial Budget



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Centennial
Colorado**

For the Fiscal Year Beginning

January 01, 2022

Christopher P. Morill

Executive Director

Biennial Budget

2023-2024

Elected Officials

Mayor Stephanie Piko

Robyn Carnes - Council District 1

Candace Moon - Council District 1

Tammy Maurer - Council District 2

Christine Sweetland - Council District 2

Richard Holt - Council District 3

Mike Sutherland - Council District 3

Marlo Alston - Council District 4

Don Sheehan - Council District 4

Budget Committee

Mayor Stephanie Piko

Don Sheehan/Council Member • **James Albee**/Citizen Representative

Thomas Bryan/Citizen Representative • **Monica Burgeson**/Citizen Representative

Matthew Sturgeon/City Manager • **Jeff Cadiz**/Finance Director

City Staff & Contracted Program Managers

Matthew Sturgeon/City Manager • **Elisha Thomas**/Deputy City Manager

Eric Eddy/Assistant City Manager • **Bob Widner**/City Attorney

Jeff Cadiz/Finance Director • **Paula Gibson**/Human Resources Director

Allison Wittern/Communications Director • **Jeff Dankenbring**/Public Works Director

Neil Marciniak/Community & Economic Development Director

Michael Nelson/Public Works Program Director • **Chuck Powers**/IT Director/CIO

Barbara Setterlind/City Clerk & Municipal Court Director



Budget Guide

2023-2024



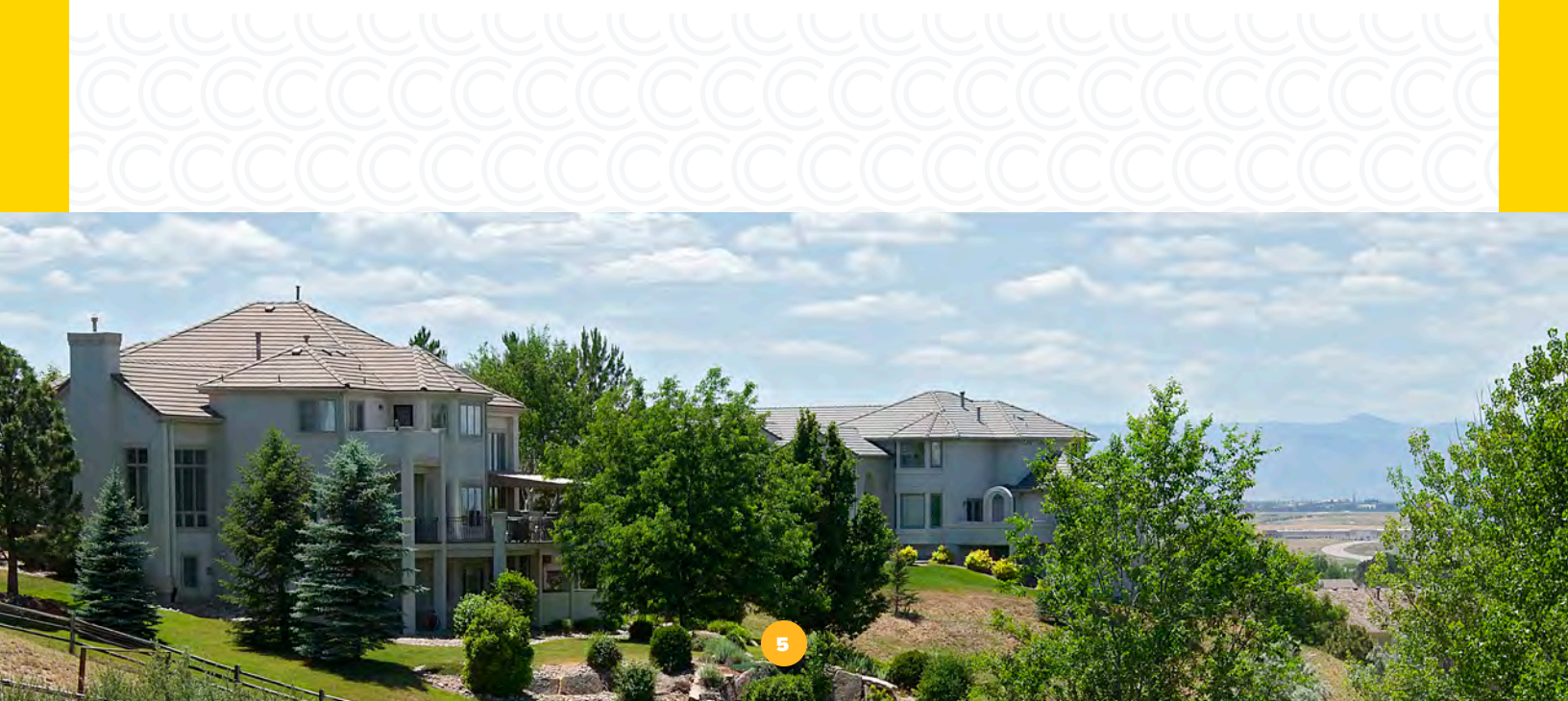
Table of Contents

SECTION 1	BUDGET GUIDE	
	1.1 Table of Contents	4
	1.2 How To Use This Document	7
SECTION 2	INTRODUCTION & OVERVIEW	
	2.1 City Manager's Message	8
	2.2 Noteworthy Changes	14
	2.3 Organizational Chart	16
	2.4 Government Structure	17
	2.5 Community Profile	19
	2.6 Additional Information	21
	2.7 Financial Policies	25
SECTION 3	STRATEGIC PLANNING	
	3.1 Strategic Framework	33
	3.2 Economic Vitality	34
	3.3 Fiscal Sustainability	36
	3.4 Future-Ready City Government	38
	3.5 Public Safety and Health	40
	3.6 Signature Centennial	42
	3.7 Transportation and Mobility	44
SECTION 4	REVENUE MANUAL	
	4.1 Introduction	46
	4.2 General Fund Summary	48
	4.3 Sales Tax	49
	4.4 Construction Use Tax	50
	4.5 Property Tax	51
	4.6 Specific Ownership Tax	52
	4.7 Cigarette Tax	53
	4.8 Franchise Fees	54
	4.9 Motor Vehicle Registration	55
	4.10 Investment Income	56
	4.11 Fines & Fees	57
	4.12 Licenses & Permits	59
	4.13 Lottery Proceeds	61
	4.14 Open Space Tax	62
	4.15 Highway User Tax Fund	64
	4.16 Motor Vehicle Use Tax	65
	4.17 Sales Tax	66
	4.18 Road & Bridge Shareback	67
	4.19 All Funds Summaries	68

SECTION 5

FINANCIAL

5.1	All Funds Summary	70
5.2	Operating Funds Summary	74
5.3	Staff Resources	75
5.4	General Fund Summary	78
5.5	City Attorney's Office	80
5.6	City Clerk's Office	81
5.7	City Manager's Office	83
5.8	Communications	86
5.9	Community and Economic Development	88
5.10	Elected Officials	92
5.11	Finance	93
5.12	Human Resources	96
5.13	Municipal Court	98
5.14	Office of Information Technology	100
5.15	Office of Strategic Initiatives	104
5.16	Public Safety	106
5.17	Public Works	107
5.18	Street Fund	111
5.19	Capital Improvement Fund	114
5.20	Open Space Fund	115
5.21	Conservation Trust Fund	116
5.22	Land Use Fund	117
5.23	Fiber Fund	118
5.24	Antelope General Improvement District	119
5.25	Cherry Park General Improvement District	120
5.26	Foxridge General Improvement District	121
5.27	Walnut Hills General Improvement District	122
5.28	Willow Creek General Improvement District	123
5.29	Centennial Urban Redevelopment Authority	124



SECTION 6

CAPITAL PROJECTS

6.1	Ten Year Capital Improvement Plan	125
6.2	Capital Projects Summary	135
6.3	Capital Projects Descriptions	136
6.4	Transportation Studies	142
6.5	Street Rehabilitation	144
6.6	Roadside Improvements	145
6.7	Major Structures	146
6.8	Minor Structures	147
6.9	Roadway Improvements	148
6.10	Arapahoe Road Bridge	149
6.11	County Line Road Widening	150
6.12	Neighborhood Traffic Management Program	151
6.13	Traffic Signal Projects	152
6.14	Sidewalk Projects	153
6.15	Arapahoe Road Sidewalk	154
6.16	Building Maintenance and Improvements	155
6.17	ITS Project	156
6.18	Lone Tree Creek Trail	157
6.19	Fremont Trail	158
6.20	Centennial Link Trail	159
6.21	Piney Creek Trail	160
6.22	Open Space Regional Partnerships	161

SECTION 7

APPENDIX

7.1	Glossary	162
7.2	Abbreviations	169
7.3	Budget Resolutions	172
7.4	Mill Levy Certifications	195
7.5	City Manager's Authorization	216
7.6	Financial Policies	219

How to Use This Document

A brief guide to each section of the 2023-2024 Budget Book

The City Manager presents the Annual Budget to the elected officials and citizens as a funding plan for policies, goals and service levels as determined by the City Council. The Budget document is a comprehensive decision-making tool that provides detail for the 2023 and 2024 budgets. This document includes 2021 Actual, 2022 Adopted, 2022 Revised and 2023-2024 Budget data.

The Budget provides fund summary reports as well as program budgets that identify activities and financial detail for each City fund, department and division. The department and program summaries provide assistance to the reader in understanding historical data along with the current and adopted budgetary detail. Council's goals are established on an annual basis for the purpose of guiding the organization.

BUDGET GUIDE

The Budget Guide provides the reader a brief overview of the budget document and the sections contained within. There are seven sections to this book: Budget Guide, Introduction & Overview, Strategic Planning, Financial, Revenue Manual, Capital Projects and Appendix. A table of contents is located in the Budget Guide for use by the reader to reference page number(s) and section(s) of interest.

INTRODUCTION & OVERVIEW

Within the Introduction & Overview, readers can find the City Manager's budget message. The budget message addresses the major policies and priorities of City Council and financial estimates and operational plans of the organization. Included in the budget message section are explanations of significant changes and/or variances that have occurred between the 2022 Adopted Budget and the 2023 Adopted Budget. Readers can continue within the section to learn about the City of Centennial and its communities, financial policies, a description of the City's budget preparation and annual schedule.

STRATEGIC PLANNING

The Strategic Plan provides readers with an overview of the City's long-term goals, and how the goals relate within the overall City plan. Readers can continue within this section to learn more about the City's Key Performance Measures program and find detail on the City's measurements.

FINANCIAL

This section provides the reader with detail and summary information of fund balance, total financial sources and total financial uses for all City funds, including: the General Fund, Street Fund, Capital Improvement Fund, Open Space Fund, Conservation Trust Fund, Land Use Fund, Fiber Fund, as well as the City's General Improvement Districts and the Centennial Urban Redevelopment Authority. This section includes the Staff Resources which reports the full-time equivalent count for the 2021, 2022, and 2023-2024 Budget Years. Further within this section readers can find detail on every General Fund department.

REVENUE MANUAL

The revenue manual provides a comprehensive guide of the City's major revenue sources. Within this section readers find revenues categorized by fund, a description of each revenue source and graphical information that provides further insight into each revenue source.

CAPITAL PROJECTS

This section includes program overviews, project descriptions and anticipated future planning for projects within the Street Fund, Capital Improvement Fund and Open Space Fund. These projects account for financial resources used for the acquisition, construction and maintenance of the City's capital infrastructure.

APPENDIX

Within this section, a list of terms used throughout the budget document and a short definition of each term is included as a resource to readers. Common abbreviations and acronyms used in Financial section and other documents are also included as a resource to the reader. Authorized expenditures over the City Manager's approval amount schedule are listed by fund in the Appendix. Other information is included in this section to provide readers with more detail regarding financial and purchasing policies and resolutions adopting the Annual Budget and Certification of the Mill Levies.