



# Appendix

## 2023-2024



# Glossary

Definitions of terms found within this document

## A

### **Accrual Basis of Accounting**

The basis of accounting by which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received.

### **Ad Valorem Tax**

A tax based on value (e.g., a property tax).

### **Adopted**

The budget as approved by the City Council.

### **Allocation**

Funds that are apportioned or designated to a program, function or activity.

### **Appropriation**

A specific amount of money authorized by the City Council for an approved expenditure.

### **Assessed Valuation**

A dollar value placed on real estate or other property within the City, as certified by the Arapahoe County Assessor, as a basis for levying property taxes.

### **Asset**

Resources owned or held by a government, which have monetary value.

### **Authorized Positions**

Employee positions, which are authorized in the adopted budget, to be filled during the year.

### **Automobile Use Tax**

An Automobile Use Tax of 2.5 percent is collected by Arapahoe County Treasurer on auto purchases made outside of City limits by citizens residing in Centennial.

## B

### **Balanced Budget**

A budget in which planned expenditures do not exceed forecasted revenues plus fund balance, including surpluses.

### **Basis of Budgeting**

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States. Annual appropriated budgets are adopted at the fund level for each fund.

### **Beginning/Ending Fund Balance**

Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenses.

### **Budget**

An annual financial plan of operation that identifies revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City's budget encompasses one calendar year. In practice, the term "Budget" is used two ways: it designates the financial plan presented for adoption ("proposed") or the final plan approved by City Council ("adopted").

### **Budget Calendar**

The schedule of key dates or milestones, which the City follows in the preparation and adoption of the Budget.

### **Budget Message**

A general discussion of the preliminary/adopted budget presented in writing as part of, or supplemental to, the budget document. Explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

### **Budgetary Control**

The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

### **Building Materials Use Tax**

The Building Materials Use Tax applies to anyone who is performing construction work, which requires a City building permit. The tax is estimated and paid directly to the City prior to the issuance of the building permit. The estimated tax due is 2.5 percent of the material costs.

### **Building Permit Revenue**

Building permit revenue is revenue collected through the issuance of permits for building construction projects, including permits for such things as electrical, plumbing, mechanical and sign permits. The revenue is typically one-time revenue and is reported in the Land Use Fund.



### **Capital Assets**

Assets of significant value and having a useful life beyond one year. Capital assets can be intangible (e.g. easements, water rights, etc.) or tangible (e.g. land, equipment, etc.).

### **Capital Expenditures**

Expenditures, which should result in the increase of asset accounts, although they may result indirectly in the decrease of a liability.

### **Capital Improvement Fund**

Capital Improvement Funds account for resources used for the maintenance, acquisition, construction and related services of capital infrastructure.

### **Capital Improvement Program**

A multi-year financial plan containing proposed construction of physical assets, such as streets, curbs, gutters, trails, parks and sidewalks. The Capital Improvement Program is composed of projects included in the following funds: Capital Improvement, Open Space and Conservation Trust Fund.

### **Capital Outlay**

Equipment and infrastructure with a value of \$5,000 or more and an estimated useful life of more than one year, such as automobiles and traffic signals.

### **Capital Projects**

A capital project maintains, improves or adds new City assets.

### **CARES Act**

The Coronavirus Aid Relief and Economic Security Act established \$2.2 trillion in economic stimulus, passed by the 116th U.S. Congress in response to the COVID-19 pandemic.

### **Centennial Urban Redevelopment Authority**

Tax increment financing for public improvements in an urban renewal area.

### **Colorado Municipal League**

The Colorado Municipal League is a non-profit, non-partisan organization that represents Colorado's cities and towns collectively in matters before the state and federal government and provides a wide range of information services to assist municipal officials in managing their governments.

### **Community Development Block Grants**

Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program. The City's CDBG program is administered through Arapahoe County.

### **Conservation Trust Fund**

Accounts for lottery proceeds received from the State of Colorado. Spending is restricted and the City's share is determined by population data and the existence of special recreation districts.

### **Contingency**

An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as federal mandates, shortfalls in revenue and similar eventualities.

### **Continuing Appropriations or Carryovers**

Funding approved in the current budget but not expended during a particular fiscal year. These appropriations are carried forward into the next fiscal year for their original intended purpose.

### **Contracted Services**

Includes services contracted by the City to enhance operations or perform specific tasks or programs.

### **Contractual Services**

This term designates those services acquired on a fee basis, a fixed-time contract basis from outside sources.

### **Cost Allocation**

A method used to charge costs to other funds.

### **Council-Manager Form of Government**

An organizational structure in which the Mayor and City Council appoint an independent City Manager to be the chief operating officer of a local government. In practice, a City Council sets policies and the City Manager is responsible for implementing those policies effectively and efficiently.

## D

### **Debt**

An amount owed to a person or organization for funds borrowed. Debt can be represented by a loan note, bond, mortgage or other form stating repayment terms and, if applicable, interest requirements.

### **Debt Service Fund**

A fund established to account for the financial resources used for the payment of long-term debt.

### **Deficit**

(1) The excess of the liabilities of a fund over its assets; (2) the excess of expenditures over revenues during an accounting period, or in the case of proprietary (Enterprise) funds, the excess of expenses over revenues during an accounting period.

### **Department**

A department is a component of the overall City organization. Often including multiple divisions, it is headed by a director and has established a specific and unique set of goals and objectives to provide services to the citizens and organization (e.g. Community Development, Public Works, etc.).

### **Depreciation**

(1) Expiration in the service life of fixed assets attributable to wear and tear, deterioration, inadequacy and obsolescence; (2) the portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

### **Designated Reserves**

The City Council has determined that additional reserves be established to provide for unforeseen reductions in revenues in the current year if budgeted revenues are less than actual revenues, and expenditures including encumbrances are greater than actual. Council has established a minimum of 10 percent of fiscal year spending for operating reserves.

### **Development Fees**

Charges for specific services related to development activity including building permits, right-of-way permits and plan review fees.

### **Disbursement**

The expenditures of monies from an account.

### **Division**

An organizational sub-unit of a department. Each division has a unique set of goals and objectives functioning within the department.

## E

### **Encumbrance**

A legal obligation to expend funds for an expenditure that has not yet occurred.

### **Enterprise Fund**

A fund type established to account for total costs of selected governmental facilities and services that are operated similar to private enterprises.

### **Estimate**

Represents the most recent estimate for current year revenue and expenditures. Estimates are based upon several months of actual expenditure and revenue experience. Estimates consider the impact of unanticipated price changes or other economic factors.

### **Expenditure**

The actual spending of funds set aside by appropriation for identified goods and/or services.

### **Expense**

Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.



## F

### **Fee**

A general term used for any charge levied for providing a service or performing an activity.

### **Fiduciary Funds**

Fiduciary Funds are either Trust Funds or Agency Funds. Trust Funds are used to account for assets held by the government in a trustee capacity. Agency Funds are used to account for assets held by the government as an agent for individuals, private organizations and other governments and/or funds.

### **Fines**

Monies received by the City that are paid by citizens who have violated City and/or state laws.

### **Fiscal Policy**

A government's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investments. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

### **Fiscal Year**

A 12-month period of time designated as the budget year. The City's fiscal year is the calendar year January 1 through December 31.

### **Full-Time Equivalent**

A position converted to the decimal equivalent of a full-time position based on 2,080 work hours per year. For example, a part-time Administrative Assistant working 20 hours per week would be equivalent to one-half of a full-time position, or 0.5 FTE.

### **Fund**

A set of interrelated accounts to record revenues and expenditures associated with a specific purpose.

### **Fund Balance**

The amount of financial resources available for use, derived from unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenditures.

## G

### **General Fund**

The primary fund used by the City for which revenues and expenditures are not legally restricted for use. Examples of departments operating within the General Fund include the City Manager's Office and Finance.

### **General Improvement District**

A public entity created according to Colorado Revised Statutes that provides specific services to a limited geographic area.

### **Generally Accepted Accounting Principles**

Uniform minimum standards used by state and local governments for financial recording and reporting that have been established by the accounting profession through the Governmental Accounting Standards Board.

### **Geographic Information System**

A Geographic Information System is a computer system capable of assembling, storing, manipulating and displaying geographically referenced information (e.g., data identified according to their locations).

### **Government Finance Officers Association**

An association for finance professionals designed to promote the management of governments by identifying and developing financial policies and best practices. The association promotes these policies and practices through education, training and leadership.

### **Governmental Accounting Standards Board**

The Governmental Accounting Standards Board was organized in 1984 by the Financial Accounting Foundation to establish standards of financial accounting and reporting for state and local governmental entities.

### **Grant**

Contributions of cash or other assets from a governmental agency or other organization to be used or expended for a specific purpose, activity or facility.

## H

### **Highway Users Tax Fund**

State-collected, locally-shared revenue distributed monthly among state, counties and municipalities. HUTF revenues are derived from a motor fuel tax and various motor vehicle registration, title and license fees and taxes.

## I

### **Infrastructure**

Facilities and structures that support the daily life and growth of the City, including streets, traffic signals, bridges and curb/gutters.

### **Interest Income**

Interest income is the amount of revenue earned on investments and cash deposits. The guidelines for generating this source of revenue are found in the investment policies of the City.

### **Interfund Transfer**

A transaction that occurs between funds for a specific purpose as approved by the appropriate authority.

### **Intergovernmental Agreement**

A legal agreement describing tasks to be accomplished and/or funds to be paid between government agencies.

### **Intergovernmental Revenue**

Revenues levied by one government but shared on a predetermined basis with another government or class of governments.

## J

## K

## L

### **Land Development Code**

Provides guidelines that support the City's vision, strategies and action steps in order to address City services, community quality of life/citizen engagement, economic health and the environment.

### **Licenses and Permits**

A revenue category that accounts for recovering costs associated with regulating business activity.

### **Line Item**

Funds requested and/or appropriated on a detailed or itemized basis.

### **Long-Term Debt**

Debt with a maturity of more than one year after the date of issuance.

## M

### **Master Plan**

A planning guide that provides a framework for general department direction and large-scale projects with multiple elements. A master plan outlines appropriate measures for development and sustainability, generally over 5- to 10-year intervals and may include: public input through meetings, focus groups and citizen surveys; programming, inventory and budgetary analyses; service and gap analyses; and goals and recommendations to meet future needs.

### **Mill Levy**

A figure established by the City and used to calculate property tax. A mill is one-tenth of a cent; thus, each mill represents \$1 of taxes for each \$1,000 of assessed value.

### **Mission Statement**

A broad statement that describes the reason for existence of an organization or organizational unit such as a department.

### **Modified Accrual Basis of Accounting**

The basis of accounting by which revenues are recorded when they are both measurable and available. Expenditures are recorded when a liability is incurred.

## N

## O

### **Objective**

Describes an outcome to be accomplished in specific, well-defined and measurable terms that is achievable within a specific time frame. Generally, departmental programs have objectives.

### **Operating Budget**

The annual appropriation of funds for program costs, which include salaries, benefits, maintenance, operations and capital outlay items.

### **Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

### **Ordinance**

A formal legislative enactment by the governing body (City Council) of a municipality. If it is not in conflict with any higher form of law, an ordinance has the full force and effect of law within the boundaries of the municipality to which it applies.

## P

### **Performance Measures**

Statistical measures, which are collected to show the impact of dollars spent on City services.

### **Personnel Services**

An expenditure category that captures expenses related to employee compensation, such as salaries and benefits.

### **Program Budget**

A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

### **Property Tax**

A tax levied by the City on the assessed valuation of all taxable property located within the City calculated using the mill levy.

### **Proposed Budget**

The budget presented to City Council by the City Manager by September 15 each year prior to their adoption of the budget document.

## Q

## R

### **Reappropriation**

A specific amount of money authorized by City Council for an approved expenditure during a previous period and carried forward to the subsequent year; also known as a carryover expenditure.

### **Reserve**

An account, which sets aside a portion of a fund's balance for some future use. These funds are not available for appropriation or expenditure except when qualifying events occur.

### **Revenue**

Funds received from the collection of taxes, fees, permits, licenses, interest and grants during the fiscal year.

### **Risk Management**

Protects the assets of the City and provides a safe work environment for City employees.

## S

### **Sales Tax**

The City of Centennial collects a 2.5 percent tax annually on sales of tangible personal property and specific services. Sales taxes are collected by the retailer and are reported directly to the City as a provision of the Home Rule Charter approved in 2008.

### **Service Level**

Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

### **Special Revenue Funds**

Special Revenue Funds account for revenue sources that are legally restricted for special purposes.

### **Specific Ownership Tax**

The Specific Ownership Tax is paid by owners of motor vehicles, trailers, semi-trailers and trailer-coaches in lieu of all ad valorem taxes on motor vehicles.

## **T**

### **Taxpayer's Bill of Rights**

Colorado voters approved an amendment to the Colorado Constitution that placed limits on revenue and expenditures of the State and all local governments in 1992.

### **Transfers**

Authorized exchanges of money, positions or other resources between organizational units or funds.

### **Trust Funds**

Funds used to account for assets held by a government in a trustee capacity for individual, private organizations, other governments and/or other funds.

## **U**

### **Unencumbered Balance**

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

### **Urban Renewal Area**

A designated area with boundaries established for the purpose of eliminating blighted areas within the City. This designation makes the area eligible for various funding and allows for development or redevelopment.

### **Use Tax**

A tax levied by the City on the retail purchase price of tangible personal property and some services purchased outside the City but stored, used or consumed within the City.

## **V**

## **W**

## **X**

## **Y**

## **Z**

# Abbreviations and Acronyms

## Commonly used abbreviations and acronyms



<b>ACSO</b>	Arapahoe County Sheriff's Office
<b>ACWWA</b>	Arapahoe County Water and Wastewater Authority
<b>ADA</b>	Americans with Disabilities Act of 1990
<b>APA</b>	American Planning Association
<b>APCD</b>	Air Pollution Control Division
<b>APRD</b>	Arapahoe Park and Recreation District
<b>ARMA</b>	American Records Management Association
<b>AUC</b>	Arapahoe Urban Corridor



<b>BMPs</b>	Best Management Practices
<b>BOA</b>	Board of Adjustment (Centennial) (appeals for zoning issues)
<b>BOCC</b>	Board of County Commissioners
<b>BOR</b>	Board of Review (Centennial)
<b>BRE</b>	Business Revitalization and Expansion



<b>CRS</b>	Colorado Revised Statutes
<b>CCIC</b>	Colorado Crime Information Center
<b>CCSD</b>	Cherry Creek School District
<b>CDBG</b>	Community Development Block Grant
<b>CDOT</b>	Colorado Department of Transportation
<b>CDPHE</b>	Colorado Department of Public Health and Environment
<b>CenCON</b>	Centennial Council of Neighborhoods
<b>CFR</b>	Code of Federal Regulations
<b>CGFOA</b>	Colorado Government Finance Officers Association
<b>CIF</b>	Capital Improvement Fund
<b>CIP</b>	Capital Improvement Program
<b>CIRSA</b>	Colorado Intergovernmental Risk Sharing Agency
<b>CLOMR</b>	Conditional Letter of Map Revision
<b>CMC</b>	Certified Municipal Clerk
<b>CMCA</b>	Colorado Municipal Clerks Association
<b>CML</b>	Colorado Municipal League
<b>CMRS</b>	Commercial Mobile Radio Service
<b>CoC</b>	City of Centennial
<b>CORA</b>	Colorado Open Records Act (a law governing documents)
<b>CTF</b>	Conservation Trust Fund
<b>CURA</b>	Centennial Urban Redevelopment Authority



<b>DMCC</b>	Denver Metro Chamber of Commerce
<b>DMV</b>	Department of Motor Vehicles (Colorado)
<b>DOLA</b>	Department of Local Affairs (Colorado)
<b>DOR</b>	Department of Revenue (Colorado)
<b>DOT</b>	Department of Transportation (Colorado)
<b>DRCOG</b>	Denver Regional Council of Governments







**FASB**  
**FASTER**  
**FCC**  
**FDP**  
**FEMA**  
**FSA**  
**FTA**  
**FTE**  
**FTP**  
**FY**

Financial Accounting Standards Board  
Funding Advancements for Surface Transportation and Economic Recovery  
Federal Communications Commission  
Final Development Plan  
Federal Emergency Management Agency  
Flexible Spending Account  
Federal Transit Administration  
Full-Time Equivalent  
Failure to Pay  
Fiscal Year



**GAAP**  
**GASB**  
**GFOA**  
**GID**  
**GIS**

Generally Accepted Accounting Principles  
Government Accounting Standards Board  
Government Finance Officers Association  
General Improvement District (a type of City-owned special district)  
Geographic Information System



**HB**  
**HOV**  
**HUTF**  
**HVAC**

House Bill  
High-Occupancy Vehicle  
Highway Users Tax Fund  
Heating, Ventilation and Air Conditioning



**IGA**  
**IREA**  
**IT**  
**ITS**  
**ITS**

Intergovernmental Agreement  
Intermountain Rural Electric Association (now CORE Electric Cooperative)  
Information Technology  
Information Technology System  
Intelligent Transportation Systems



**KPA**  
**KPM**

Key Performance Area  
Key Performance Measurement



**LDC**  
**LEED**  
**LLA**  
**LLC**  
**LOS**  
**LPS**  
**LUF**

Land Development Code (same as Land Use Code)  
Leadership in Energy and Environmental Design  
Liquor Licensing Authority (Centennial)  
Limited Liability Company  
Level of Service  
Littleton Public Schools  
Land Use Fund



**NLC**  
**NTMP**

National League of Cities  
Neighborhood Traffic Management Plan



**O&M**  
**OS**

Operations and Maintenance  
Open Space



**P&Z**  
**PCI**  
**PJCOS**  
**PT**  
**PY**

Planning and Zoning Commission (Centennial)  
Pavement Condition Index  
Parker Jordan Centennial Open Space  
Part Time  
Prior Year



**REA**  
**RFI**  
**RFP**  
**ROW**  
**RTC**  
**RTD**

Rural Electric Association (an electric company like Xcel)  
Request for Information  
Request for Proposal  
Right-of-Way  
Regional Transportation Committee (DRCOG)  
Regional Transportation District (Denver)



**SB**  
**SEMSWA**  
**SHMD**  
**SPIMD**  
**SSPRD**

Senate Bill  
Southeast Metro Storm Water Authority  
Smoky Hill Metropolitan District  
Southeast Public Improvement Metropolitan District  
South Suburban Parks and Recreation District



**TABOR**  
**TCM**  
**TMA**  
**TMP**  
**TMP**

Taxpayer's Bill of Rights  
Traffic Control Measures  
Transportation Management Area  
Traffic Management Plan  
Transportation Master Plan



**UPWP**  
**URA**

Unified Planning Work Program (DRCOG)  
Urban Renewal Authority, Urban Redevelopment Authority



**VMT**

Vehicle Miles Traveled



**YTD**

Year to Date



# Budget Resolutions

City of Centennial

**CITY OF CENTENNIAL,  
COLORADO**

**RESOLUTION NO. 2022-R-57**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CENTENNIAL, COLORADO ADOPTING THE CITY OF CENTENNIAL  
2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, pursuant to Section 11.5 of the Centennial Home Rule Charter and Section 2-2-130(b)(3) of the Centennial Municipal Code, the City Manager of the City of Centennial shall cause to be prepared and shall submit to the Council the annual City budget; and

WHEREAS, the City is authorized by Section 11.13 of its Home Rule Charter and Section 29-1-108, C.R.S., to establish its annual budget and to make transfers and appropriations of budgeted funds; and

WHEREAS, the City Manager prepared and submitted a proposed budget for Fiscal Year 2023 ("2023 Budget") to the City Council for the Council's consideration in accordance with the Home Rule Charter for the City of Centennial and applicable law; and

WHEREAS, the 2023 Budget remains in balance, as required by the Colorado State Budget Law (Section 29-1-103, C.R.S.) and the Home Rule Charter; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested citizens of the City were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the City Manager shall present a separate resolution to the City Council for its consideration prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Centennial:

**Section 1.     2023 Budget.**

- A.     The 2023 Budget for the City of Centennial as presented to the City Council is hereby approved and adopted and shall be known as the 2023 Budget for the City. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this



# Budget Resolutions - City of Centennial

Resolution is Exhibit A “2023 Financial Sources/Uses All Funds” summarizing the 2023 Budget financial resources, financial uses, and funds available for the City. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.

- B. Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution (“TABOR”).
- C. The 2023 Budget, as hereby approved and adopted, shall be certified by the Mayor to all appropriate agencies and is made a part of the public records of the City of Centennial.
- D. Nothing herein shall prevent or preclude the City Council from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

## **Section 2. 2023 Appropriations.**

Appropriations for 2023 are hereby approved for the City and are identified in the 2023 Financial Sources/Uses All Funds”, Exhibit A, as “2023 Financial Sources/Uses.”

## **Section 3. Committed Fund Balances**

Per Administrative Policy 2010-AP-06 and Governmental Accounting Standards Board Statement 54, Committed Fund Balance is hereby designated in the General Fund at \$4,678,000 as of December 31, 2023. The Committed Funds are within the amount of the “2023 Ending Fund Balance” for the General Fund as presented on Exhibit A. The Committed Fund Balance is not cumulative, and the amounts shown shall replace the amounts committed in prior budget years.

These funds are not appropriated and are specifically committed for:

<b>General Fund Committed Purpose</b>	<b>2023 Committed Fund Balance</b>
Arapahoe County Sheriff's Equipment Replacement: Funds reserved to replace equipment under the ACSO contract. Replacement is for equipment through 2027.	\$1,383,000
Solar Power Purchase Agreement Buyout: Funds reserved for the buyout option in the Power Purchase Agreement after 2027 per the contract terms.	295,000
Retail Center Transformation Funding: Funds reserved to facilitate improvements in the City's retail centers.	3,000,000
<b>Total General Fund</b>	<b>\$4,678,000</b>



## Budget Resolutions - City of Centennial

Per Administrative Policy 2010-AP-06 and Governmental Accounting Standards Board Statement 54, Committed Fund Balance is hereby designated in the Capital Improvement Fund at \$5,750,000 as of December 31, 2023. The Committed Funds are within the amount of the “2023 Ending Fund Balance” for the Capital Improvement Fund as presented on Exhibit A. The Committed Fund Balance is not cumulative, and the amounts shown shall replace the amounts committed in prior budget years.

These funds are not appropriated and are specifically committed for:

<b>Capital Improvement Fund Committed Purpose</b>	<b>2023 Committed Fund Balance</b>
Building Reserve: Funds reserved for city building improvements or major repairs to city buildings.	\$5,000,000
Building Accessibility Improvements: Funds reserved for making accessibility improvements to City facilities.	750,000
<b>Total Capital Improvement Fund</b>	<b>\$5,750,000</b>

Per Administrative Policy 2010-AP-06 and Governmental Accounting Standards Board Statement 54, Committed Fund Balance is hereby designated in the Street Fund at \$25,359,000 as of December 31, 2023. The Committed Funds are within the amount of the “2023 Ending Fund Balance” for the Street Fund as presented on Exhibit A. The Committed Fund Balance is not cumulative, and the amounts shown shall replace the amounts committed in prior budget years.

These funds are not appropriated and are specifically committed for:

<b>Street Fund Committed Purpose</b>	<b>2023 Committed Fund Balance</b>
Sidewalk Reserve: Fund completing sidewalk segments identified in the City’s ten-year Capital Improvement Program	1,634,000
Easter Avenue and Havana Street Intersection: Funds to be applied towards intersection improvements at Easter Ave and Havana St.	2,400,000
Infrastructure replacement: Fund replacement of existing infrastructure owned and maintained by the city, including but not limited to streets, sidewalks, street lights, signal lights and bridges.	1,000,000
Intersection improvements: Fund signal lights and associated infrastructure as warrants are approved, along with other safety improvements.	1,400,000
Undergrounding utilities: Fund undergrounding overhead utilities.	1,000,000
Emergency capital repairs: Fund infrastructure or other capital improvement, emergency repairs if appropriated funds are insufficient.	500,000
Capital Asset Acquisition: Fund potential purchase of capital street-related assets by the City in the event direction is provided.	3,700,000
Capital Projects: Fund projects identified in the Transportation Master Plan.	6,146,000



## Budget Resolutions - City of Centennial

Arapahoe Road Multimodal Sidepaths: Fund construction of Arapahoe road sidepaths project.	4,479,000
Colorado Boulevard Multimodal Improvements: Fund construction of the Colorado Blvd multimodal improvements between Dry Creek and Arapahoe roads.	1,600,000
Dry Creek and Holly Spanwire Signal Upgrade: Fund construction of spanwire replacement traffic signals	1,500,000
<b>Total Street Fund</b>	<b>\$25,359,000</b>


In addition, Open Space fund balance will have a total Commitment of \$5,259,400 as of December 31, 2023. The Committed Funds are within the "2023 Ending Fund Balance" for the Open Space Fund as presented on Exhibit A. The Committed Fund Balance is not cumulative, and the amounts shown shall replace the amounts committed in prior budget years.

These funds are not appropriated and are specifically committed for:

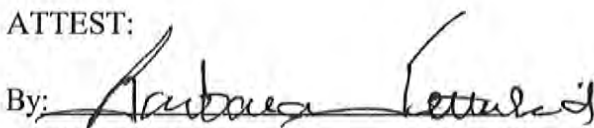
<b>Open Space Fund Committed Purpose</b>	<b>2023 Committed Fund Balance</b>
Long-Term Reserve per policy: Reserve established by Council Policy 2018-CCP-01 which is 10% of annual open space tax funds.	1,695,900
Arapahoe County IGA – Dove Valley: City's funding obligation for Dove Valley improvements per IGA.	3,000,000
Centennial Link Trail: Fund the completion of the Centennial Link Trail	563,500
<b>Total Open Space Fund</b>	<b>\$5,259,400</b>

**Section 4.** This Resolution shall be effective immediately upon adoption.

ADOPTED by an affirmative vote of a majority of the City Council in accordance with Section 11.13(a) (3) of the City's Home Rule charter with a vote of 7 in favor and 0 against this 7th day of November, 2022.

By:   
Stephanie Piko, Mayor

ATTEST:

By:   
City Clerk

APPROVED AS TO FORM:

  
For City Attorney's Office

# Budget Resolutions - City of Centennial

## City of Centennial

Exhibit A

### 2023 Financial Sources/Uses All Funds

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Fund</b>	<b>\$ 35,994,655</b>	<b>\$ 76,198,000</b>	<b>\$ 85,584,510</b>	<b>\$ 26,608,145</b>
<b>Special Funds</b>	<b>\$ 92,504,926</b>	<b>\$ 47,113,950</b>	<b>\$ 67,249,700</b>	<b>\$ 72,369,176</b>
Street Fund	60,597,735	40,765,350	52,674,460	48,688,625
Capital Improvement Fund	12,151,186	-	3,991,000	8,160,186
Open Space Fund	15,243,755	5,621,000	8,619,240	12,245,515
Conservation Trust Fund	3,914,010	685,000	1,500,000	3,099,010
Fiber Fund	598,240	42,600	465,000	175,840

\* Sources includes revenues + transfers into the fund, Uses includes expenditures + transfers out of the fund.

### ATTACHMENT 1 - Summary of Changes From City Manager's Proposed Budget for 2023 Budget Year

	2023		
	9/19/2022	11/7/2022	Difference
<b>Expenditures</b>			
General Fund	\$ 60,384,137	\$ 60,584,510	\$ 200,373
Street Fund	52,432,460	52,674,460	242,000
Capital Improvement Fund	3,731,000	3,991,000	260,000
Open Space Fund	7,475,690	8,619,240	1,143,550
Conservation Trust Fund	1,500,000	1,500,000	-
Fiber Fund	465,000	465,000	-
<b>All Funds Expenditures</b>	<b>\$ 125,988,287</b>	<b>\$ 127,834,210</b>	<b>\$ 1,845,923</b>
<b>Beginning Fund Balance</b>			
General Fund	\$ 35,944,655	\$ 35,994,655	\$ 50,000
Street Fund	\$ 60,355,735	\$ 60,597,735	\$ 242,000
Capital Improvement Fund	\$ 11,921,186	\$ 12,151,186	\$ 230,000
Open Space Fund	\$ 14,100,205	\$ 15,243,755	\$ 1,143,550
Conservation Trust Fund	\$ 3,914,010	\$ 3,914,010	\$ -
Fiber Fund	\$ 598,240	\$ 598,240	\$ -
<b>All Funds Beginning Fund Balance</b>	<b>\$ 126,834,031</b>	<b>\$ 128,499,581</b>	<b>\$ 1,665,550</b>
<b>Ending Fund Balance</b>			
General Fund	\$ 26,758,518	\$ 26,608,145	\$ (150,373)
Street Fund	\$ 48,688,625	\$ 48,688,625	\$ -
Capital Improvement Fund	\$ 8,190,186	\$ 8,160,186	\$ (30,000)
Open Space Fund	\$ 12,245,515	\$ 12,245,515	\$ -
Conservation Trust Fund	\$ 3,099,010	\$ 3,099,010	\$ -
Fiber Fund	\$ 175,840	\$ 175,840	\$ -
<b>All Funds Ending Fund Balance</b>	<b>\$ 99,157,694</b>	<b>\$ 98,977,321</b>	<b>\$ (180,373)</b>



# Budget Resolutions - City of Centennial

## ATTACHMENT 2 - Detail of Changes from City Manager's Proposed Budget for 2023 Budget Year

SUMMARY OF NOTEWORTHY CHANGES	City Manager's Proposed Budget 9/19/2022	Budget Proposed for Adoption 11/7/2022	\$ CHANGE	% CHANGE
<b>EXPENDITURES</b>				
<b>General Fund</b>				
<b>Multiple Departments</b>				
<b>Benefits:</b> Updates made to Benefits costs across department line items based on actual percentages received for benefit cost changes in 2023 as well as updated benefits elections from Staff.	2,896,700	2,829,380	(67,320)	-2%
<b>Communications</b>				
<b>Professional Services:</b> Rebudget (\$25,000) of previously budgeted ADA digital accessibility services.	222,000	247,000	25,000	N/A
<b>Office of Information Technology</b>				
<b>IT Services:</b> Increased (\$11,000) based on actual costs of Fortinet services.	343,200	354,200	11,000	3%
<b>Project Specific:</b> Rebudget (\$25,000) of previously budgeted key security replacement and fuel systems upgrades due to supply chain issues.	745,000	770,000	25,000	3%
<b>Law Enforcement</b>				
<b>Public Safety Contract:</b> Increased (\$206,693) for vehicle replacement costs as discussed with Council at September 12th Budget Workshop	33,972,887	34,179,580	206,693	1%
<b>Change in General Fund Budget</b>			\$ 200,373	
<b>Street Fund</b>				
<b>Professional Services:</b> Rebudget (\$42,000) of funding for previously budgeted traffic signal box art wrap.	352,000	394,000	42,000	12%
<b>Traffic Signals:</b> Rebudget (\$200,000) of previously budgeted project funding for Colorado Blvd and Links Parkway improvements.	318,750	518,750	200,000	63%
<b>Change in Street Fund Budget</b>			\$ 242,000	
<b>Capital Improvement Fund</b>				
<b>IT Systems:</b> Rebudget (\$150,000) for previously budgeted digital accessibility for closed captioning and recorded digital audio and video implementation.	-	150,000	150,000	N/A
<b>Building Improvements:</b> Rebudget (\$80,000) and increased (\$30,000) based on identified costs for transformer replacement for previously budgeted Eagle Street EV Charging Station.	1,745,000	1,855,000	110,000	6%
<b>Change in Capital Improvement Fund Budget</b>			\$ 260,000	
<b>Open Space Fund</b>				
<b>Parks:</b> Rebudget (\$871,650) for previously budgeted Centennial Center Park project	200,000	1,071,650	871,650	436%
<b>Lone Tree Creek Trail:</b> Updated project rebudget (\$50,000) for previously budgeted Lone Tree Creek Trail Phase II design costs.	2,890,000	2,940,000	50,000	2%
<b>Regional Partnerships:</b> Updated project rebudget (\$221,900) including for previously budgeted projects including HLCC Highline Canal and Tree Planting, APRD trail rest stations and SSPRD trail signage and wayfinding.	1,806,400	2,028,300	221,900	12%
<b>Change in Open Space Fund Budget</b>			\$ 1,143,550	

# Budget Resolutions - Antelope GID

## **ANTELOPE GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-AGID-R-01**

#### **A RESOLUTION ADOPTING THE ANTELOPE GENERAL IMPROVEMENT DISTRICT 2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, the City of Centennial organized the Antelope General Improvement District (“District”); and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the ex officio board of directors of the District and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, in accordance with Section 2-2-130(b)(4) of the Centennial Municipal Code, the City Manager of the City of Centennial, in the capacity as the Executive Director of the District, is required to cause the preparation and submission to the City Council of the annual City budget of City-owned and controlled districts, and the City Manager has submitted a proposed District 2023 Budget (“2023 Budget”) to the City Council acting as the Board of Directors of the District; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in each such budget, so as not to impair the operations of the District; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Directors prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Antelope General Improvement District:



# Budget Resolutions - Antelope GID

## **Section 1. 2023 Budget.**

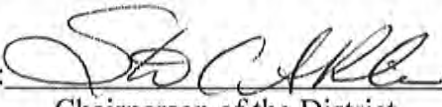
- A. The 2023 Budget for the Antelope General Improvement District as presented to the Board of Directors is hereby approved and adopted and shall be known as the 2023 Budget for the District. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is Exhibit A "2023 Financial Sources/Uses Component Units" summarizing the financial resources, financial uses, and funds available for the District. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B. Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution ("TABOR").
- C. The Budget, as hereby approved and adopted, shall be certified by the Chairperson of the Board of Directors of the District to all appropriate agencies and is made a part of the public records of the District and the City of Centennial.
- D. Nothing herein shall prevent or preclude the Board of Directors of the District from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

## **Section 2. 2023 Appropriations.**

Appropriations for 2023 are hereby approved for the District and are identified in the 2023 Budget and the attached Exhibit A "2023 Financial Sources/Uses Component Units" as "2023 Financial Uses."


## **Section 3.** This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of 10 in favor and 0 against this 7<sup>th</sup> day of November, 2022.

By:   
Chairperson of the District

ATTEST:

Approved as to Form:


By:   
Secretary to District

By:   
Attorney for District



## Budget Resolutions - Antelope GID

I hereby certify that to the best of my knowledge the above and the budgets presented to the Board of Directors with this Resolution are true and correct copies of the 2023 Budget of the Antelope General Improvement District as adopted by the Board of Directors of the District.

By:   
Chairperson of the District

### City of Centennial

Exhibit A

#### 2023 Financial Sources/Uses Component Units

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Improvement Districts</b>	<b>\$ 4,037,432</b>	<b>\$ 886,790</b>	<b>\$ 3,683,330</b>	<b>\$ 1,240,892</b>
<i>Antelope GID</i>	<i>37,428</i>	<i>185,400</i>	<i>189,150</i>	<i>33,678</i>
<i>Cherry Park GID</i>	<i>196,240</i>	<i>68,200</i>	<i>67,450</i>	<i>196,990</i>
<i>Foxridge GID</i>	<i>543,608</i>	<i>217,340</i>	<i>266,540</i>	<i>494,408</i>
<i>Walnut Hills GID</i>	<i>762,276</i>	<i>104,300</i>	<i>375,140</i>	<i>491,436</i>
<i>Willow Creek 1 &amp; 2 GID</i>	<i>2,497,880</i>	<i>311,550</i>	<i>2,785,050</i>	<i>24,380</i>
<b>Centennial Urban Redevelopment Authority (CURA)</b>	<b>\$ 116,312</b>	<b>\$ 6,330,500</b>	<b>\$ 6,330,500</b>	<b>\$ 116,312</b>

# Budget Resolutions - Cherry Park GID

## **CHERRY PARK GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-CPGID-R-01**

#### **A RESOLUTION ADOPTING THE CHERRY PARK GENERAL IMPROVEMENT DISTRICT 2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, the City of Centennial organized the Cherry Park General Improvement District ("District"); and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the ex officio board of directors of the District and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, in accordance with Section 2-2-130(b)(4) of the Centennial Municipal Code, the City Manager of the City of Centennial, in the capacity as the Executive Director of the District, is required to cause the preparation and submission to the City Council of the annual City budget of City-owned and controlled districts, and the City Manager has submitted a proposed District 2023 Budget ("2023 Budget") to the City Council acting as the Board of Directors of the District; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in each such budget, so as not to impair the operations of the District; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Directors prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cherry Park General Improvement District:



# Budget Resolutions - Cherry Park GID

## **Section 1.**     **2023 Budget.**


- A.     The 2023 Budget for the Cherry Park General Improvement District as presented to the Board of Directors is hereby approved and adopted and shall be known as the 2023 Budget for the District. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is Exhibit A “2023 Financial Sources/Uses Component Units” summarizing the financial resources, financial uses, and funds available for the District. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B.     Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution (“TABOR”).
- C.     The Budget, as hereby approved and adopted, shall be certified by the Chairperson of the Board of Directors of the District to all appropriate agencies and is made a part of the public records of the District and the City of Centennial.
- D.     Nothing herein shall prevent or preclude the Board of Directors of the District from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

## **Section 2.**     **2023 Appropriations.**

Appropriations for 2023 are hereby approved for the District and are identified in the 2023 Budget and the attached Exhibit A “2023 Financial Sources/Uses Component Units” as “2023 Financial Uses.”

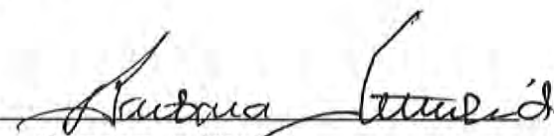
## **Section 3.**     This Resolution shall be effective immediately upon adoption.


ADOPTED by a vote of 6 in favor and 0 against this 7th day of November, 2022.

By:   
Chairperson of the District

ATTEST:

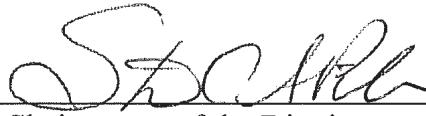
Approved as to Form:

By:   
Secretary to District

By:   
Attorney for District

## Budget Resolutions - Cherry Park GID

I hereby certify that to the best of my knowledge the above and the budgets presented to the Board of Directors with this Resolution are true and correct copies of the 2023 Budget of the Cherry Park General Improvement District as adopted by the Board of Directors of the District.

By:   
Chairperson of the District

### City of Centennial

Exhibit A

#### 2023 Financial Sources/Uses Component Units

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Improvement Districts</b>	<b>\$ 4,037,432</b>	<b>\$ 886,790</b>	<b>\$ 3,683,330</b>	<b>\$ 1,240,892</b>
<i>Antelope GID</i>	37,428	185,400	189,150	33,678
<i>Cherry Park GID</i>	196,240	68,200	67,450	196,990
<i>Foxridge GID</i>	543,608	217,340	266,540	494,408
<i>Walnut Hills GID</i>	762,276	104,300	375,140	491,436
<i>Willow Creek 1 &amp; 2 GID</i>	2,497,880	311,550	2,785,050	24,380
<b>Centennial Urban Redevelopment Authority (CURA)</b>	<b>\$ 116,312</b>	<b>\$ 6,330,500</b>	<b>\$ 6,330,500</b>	<b>\$ 116,312</b>



# Budget Resolutions - Foxridge GID

## **FOXRIDGE GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-FRGID-R-01**

#### **A RESOLUTION ADOPTING THE FOXRIDGE GENERAL IMPROVEMENT DISTRICT 2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, the City of Centennial organized the Foxridge General Improvement District (“District”); and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the ex officio board of directors of the District and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, in accordance with Section 2-2-130(b)(4) of the Centennial Municipal Code, the City Manager of the City of Centennial, in the capacity as the Executive Director of the District, is required to cause the preparation and submission to the City Council of the annual City budget of City-owned and controlled districts, and the City Manager has submitted a proposed District 2023 Budget (“2023 Budget”) to the City Council acting as the Board of Directors of the District; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in each such budget, so as not to impair the operations of the District; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Directors prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foxridge General Improvement District:



# Budget Resolutions - Foxridge GID

## **Section 1. 2023 Budget.**

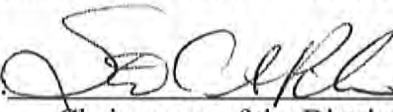
- A. The 2023 Budget for the Foxridge General Improvement District as presented to the Board of Directors is hereby approved and adopted and shall be known as the 2023 Budget for the District. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is Exhibit A "2023 Financial Sources/Uses Component Units" summarizing the financial resources, financial uses, and funds available for the District. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B. Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution ("TABOR").
- C. The Budget, as hereby approved and adopted, shall be certified by the Chairperson of the Board of Directors of the District to all appropriate agencies and is made a part of the public records of the District and the City of Centennial.
- D. Nothing herein shall prevent or preclude the Board of Directors of the District from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

## **Section 2. 2023 Appropriations.**

Appropriations for 2023 are hereby approved for the District and are identified in the 2023 Budget and the attached Exhibit A "2023 Financial Sources/Uses Component Units" as "2023 Financial Uses."

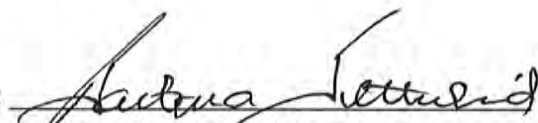
## **Section 3.** This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of 16 in favor and 0 against this 7th day of November, 2022.

By:   
Chairperson of the District

ATTEST:


Approved as to Form:

By:   
Secretary to District

By:   
Attorney for District

## Budget Resolutions - Foxridge GID

I hereby certify that to the best of my knowledge the above and the budgets presented to the Board of Directors with this Resolution are true and correct copies of the 2023 Budget of the Foxridge General Improvement District as adopted by the Board of Directors of the District.

By:   
Chairperson of the District

### City of Centennial

Exhibit A

#### 2023 Financial Sources/Uses Component Units

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Improvement Districts</b>	<b>\$ 4,037,432</b>	<b>\$ 886,790</b>	<b>\$ 3,683,330</b>	<b>\$ 1,240,892</b>
<i>Antelope GID</i>	37,428	185,400	189,150	33,678
<i>Cherry Park GID</i>	196,240	68,200	67,450	196,990
<i>Foxridge GID</i>	543,608	217,340	266,540	494,408
<i>Walnut Hills GID</i>	762,276	104,300	375,140	491,436
<i>Willow Creek 1 &amp; 2 GID</i>	2,497,880	311,550	2,785,050	24,380
<b>Centennial Urban Redevelopment Authority (CURA)</b>	<b>\$ 116,312</b>	<b>\$ 6,330,500</b>	<b>\$ 6,330,500</b>	<b>\$ 116,312</b>



# Budget Resolutions - Walnut Hills GID

## **WALNUT HILLS GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-WHGID-R-01**

#### **A RESOLUTION ADOPTING THE WALNUT HILLS GENERAL IMPROVEMENT DISTRICT 2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, the City of Centennial organized the Walnut Hills General Improvement District (“District”); and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the ex officio board of directors of the District and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, in accordance with Section 2-2-130(b)(4) of the Centennial Municipal Code, the City Manager of the City of Centennial, in the capacity as the Executive Director of the District, is required to cause the preparation and submission to the City Council of the annual City budget of City-owned and controlled districts, and the City Manager has submitted a proposed District 2023 Budget (“2023 Budget”) to the City Council acting as the Board of Directors of the District; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in each such budget, so as not to impair the operations of the District; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Directors prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Walnut Hills General Improvement District:

## Budget Resolutions - Walnut Hills GID

### **Section 1.**     **2023 Budget.**


- A. The 2023 Budget for the Walnut Hills General Improvement District as presented to the Board of Directors is hereby approved and adopted and shall be known as the 2023 Budget for the District. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is Exhibit A "2023 Financial Sources/Uses Component Units" summarizing the financial resources, financial uses, and funds available for the District. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B. Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution ("TABOR").
- C. The Budget, as hereby approved and adopted, shall be certified by the Chairperson of the Board of Directors of the District to all appropriate agencies and is made a part of the public records of the District and the City of Centennial.
- D. Nothing herein shall prevent or preclude the Board of Directors of the District from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

### **Section 2.**     **2023 Appropriations.**

Appropriations for 2023 are hereby approved for the District and are identified in the 2023 Budget and the attached Exhibit A "2023 Financial Sources/Uses Component Units" as "2023 Financial Uses."


### **Section 3.**     This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of 6 in favor and 0 against this 7th day of November, 2022.

By:   
Chairperson of the District

ATTEST:

Approved as to Form:

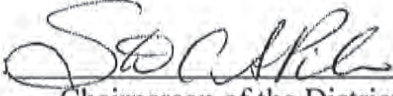
By:   
Secretary to District

By:   
Attorney for District



## Budget Resolutions - Walnut Hills GID

I hereby certify that to the best of my knowledge the above and the budgets presented to the Board of Directors with this Resolution are true and correct copies of the 2023 Budget of the Walnut Hills General Improvement District as adopted by the Board of Directors of the District.

By  \_\_\_\_\_  
Chairperson of the District

### City of Centennial

Exhibit A

#### 2023 Financial Sources/Uses Component Units

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Improvement Districts</b>	<b>\$ 4,037,432</b>	<b>\$ 886,790</b>	<b>\$ 3,683,330</b>	<b>\$ 1,240,892</b>
<i>Antelope GID</i>	37,428	185,400	189,150	33,678
<i>Cherry Park GID</i>	196,240	68,200	67,450	196,990
<i>Foxridge GID</i>	543,608	217,340	266,540	494,408
<i>Walnut Hills GID</i>	762,276	104,300	375,140	491,436
<i>Willow Creek 1 &amp; 2 GID</i>	2,497,880	311,550	2,785,050	24,380
<b>Centennial Urban Redevelopment Authority (CURA)</b>	<b>\$ 116,312</b>	<b>\$ 6,330,500</b>	<b>\$ 6,330,500</b>	<b>\$ 116,312</b>

# Budget Resolutions - Willow Creek GID

## **WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-WCGID-R-01**

#### **A RESOLUTION ADOPTING THE WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT 2023 PROPOSED BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, the City of Centennial organized the Willow Creek 1 & 2 General Improvement District ("District"); and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the ex officio board of directors of the District and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, in accordance with Section 2-2-130(b)(4) of the Centennial Municipal Code, the City Manager of the City of Centennial, in the capacity as the Executive Director of the District, is required to cause the preparation and submission to the City Council of the annual City budget of City-owned and controlled districts, and the City Manager has submitted a proposed District 2023 Budget ("2023 Budget") to the City Council acting as the Board of Directors of the District; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in each such budget, so as not to impair the operations of the District; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with Section 29-1-106, C.R.S., the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Directors prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Willow Creek 1 & 2 General Improvement District:



## Budget Resolutions - Willow Creek GID

### **Section 1. 2023 Budget.**

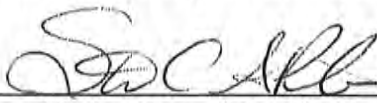
- A. The 2023 Budget for the Willow Creek 1 & 2 General Improvement District as presented to the Board of Directors is hereby approved and adopted and shall be known as the 2023 Budget for the District. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is Exhibit A "2023 Financial Sources/Uses Component Units" summarizing the financial resources, financial uses, and funds available for the District. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B. Reserves have been or are hereby established in order to meet the requirement for emergency reserves required under Article X, Section 20 of the Colorado Constitution ("TABOR").
- C. The Budget, as hereby approved and adopted, shall be certified by the Chairperson of the Board of Directors of the District to all appropriate agencies and is made a part of the public records of the District and the City of Centennial.
- D. Nothing herein shall prevent or preclude the Board of Directors of the District from amending or otherwise modifying the adopted 2023 Budget as may be permitted by law.

### **Section 2. 2023 Appropriations.**

Appropriations for 2023 are hereby approved for the District and are identified in the 2022 Budget and the attached Exhibit A "2023 Financial Sources/Uses Component Units" as "2023 Financial Uses."


### **Section 3.** This Resolution shall be effective immediately upon adoption.

ADOPTED by a vote of 16 in favor and 0 against this 7th day of November, 2022.

By:   
Chairperson of the District

ATTEST:


Approved as to Form:

By:   
Secretary to District

By:   
Attorney for District

## Budget Resolutions - Willow Creek GID

I hereby certify that to the best of my knowledge the above and the budgets presented to the Board of Directors with this Resolution are true and correct copies of the 2023 Budget of the Willow Creek 1 & 2 General Improvement District as adopted by the Board of Directors of the District.

By:   
Chairperson of the District

### City of Centennial

Exhibit A

#### 2023 Financial Sources/Uses Component Units

Fund	2023 Beginning Fund Balance	2023 Financial Sources	2023 Financial Uses	2023 Ending Fund Balance
<b>General Improvement Districts</b>	<b>\$ 4,037,432</b>	<b>\$ 886,790</b>	<b>\$ 3,683,330</b>	<b>\$ 1,240,892</b>
<i>Antelope GID</i>	37,428	185,400	189,150	33,678
<i>Cherry Park GID</i>	196,240	68,200	67,450	196,990
<i>Foxridge GID</i>	543,608	217,340	266,540	494,408
<i>Walnut Hills GID</i>	762,276	104,300	375,140	491,436
<i>Willow Creek 1 &amp; 2 GID</i>	2,497,880	311,550	2,785,050	24,380
<b>Centennial Urban Redevelopment Authority (CURA)</b>	<b>\$ 116,312</b>	<b>\$ 6,330,500</b>	<b>\$ 6,330,500</b>	<b>\$ 116,312</b>



# Budget Resolutions - CURA

## **CENTENNIAL URBAN REDEVELOPMENT AUTHORITY**

### **RESOLUTION NO. 2022-CURA-R-01**

#### **A RESOLUTION ADOPTING THE CENTENNIAL URBAN REDEVELOPMENT AUTHORITY 2023 BUDGET AND APPROPRIATING SUMS OF MONEY**

WHEREAS, by City of Centennial Resolution 2005-R-73, the City Council of the City of Centennial, pursuant to the Urban Renewal Law, Part 1 of Article 25, Title 31, C.R.S., created the Centennial Urban Redevelopment Authority (“CURA”) as an urban renewal authority and a body corporate and politic; and

WHEREAS, pursuant to the Urban Renewal Law, the CURA has the authority and obligation to manage and oversee the redevelopment of a certain redevelopment area and has all powers necessary or convenient to carry out the Urban Renewal Law; and

WHEREAS, pursuant to the Urban Renewal Law, the City Council for the City of Centennial serves as the Board of Commissioners of the CURA and, by practice and convenience and in accordance with the Urban Renewal Law, the administrative staff of the City serves as the administrative staff of the CURA; and

WHEREAS, the Executive Director of the CURA caused to be prepared an annual budget for the CURA and the Director has submitted a 2023 Proposed Budget (“2023 Budget”) for consideration and formal approval by the Board; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the 2023 Budget for the purposes described below, as more fully set forth in the 2023 Budget, so as not to impair the operations of the CURA; and

WHEREAS, the 2023 Budget remains in balance, as required by law; and

WHEREAS, upon due and proper notice, published in accordance with applicable law, the proposed 2023 Budget was open for inspection by the public at the Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested citizens were given the opportunity to file or register any objections to the proposed 2023 Budget; and

WHEREAS, the Executive Director shall present a Resolution to the Board of Commissioners prior to any applicable deadline for setting of a mill levy in accordance with law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Centennial Urban Redevelopment Authority:

# Budget Resolutions - CURA

## **Section 1.**     **2023 Budget.**


- A.     The 2023 Budget for the Centennial Urban Redevelopment Authority as presented to the Board of Commissioners is hereby approved and adopted and shall be known as the 2023 Budget for the CURA. The 2023 Budget is incorporated into this Resolution as if set out in full. Attached to this Resolution is a “2023 Financial Sources/Uses Component Units” summarizing the financial resources, financial uses, and funds available for the CURA. Copies of the 2023 Budget shall be made available for public inspection upon request in the office of the City of Centennial City Clerk.
- B.     The Budget, as hereby approved and adopted, shall be certified by the Chairperson and is made a part of the public records of the CURA.

## **Section 2.**     **2023 Appropriations.**

Appropriations for 2023 are hereby approved for the CURA and are identified in the 2023 Budget and the attached Exhibit A “2023 Financial Sources/Uses Component Units” as “2023 Financial Uses.”


## **Section 5.**     This Resolution shall be effective immediately upon adoption

ADOPTED by a vote of 6 in favor and 0 against this 7th day of November, 2022.

By:   
Stephanie Piko, CURA Chairperson

ATTEST:

Approved as to Form:

By:   
Secretary to District

By:   
Attorney for District



# Mill Levy Certifications

## City of Centennial

### RESOLUTION NO. 2022-R-66

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, pursuant to the Centennial Home Rule Charter, a proposed budget for the City of Centennial ("City") shall be presented to the City Council on or before September 20th of each year; and

WHEREAS, the City Manager timely prepared and submitted a proposed budget for Fiscal Year 2023 ("Budget") to the City Council for the Council's consideration; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, in accordance with applicable law, following the public hearing on November 7, 2022, the City Council approved the 2023 Budget and made necessary appropriations by Resolution 2022-R-57; and

WHEREAS, the funds necessary to meet projected appropriations for Fiscal Year 2023 equal the amount of \$85,584,510; and

WHEREAS, the 2022 net valuation for assessment of real property within the City, as certified by the Arapahoe County Assessor, is \$2,597,017,034; and

WHEREAS, Section 11.8 of the Centennial Home Rule Charter requires the City Council to fix the amount of tax levy annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Centennial, Colorado as follows:

#### **TO SET MILL LEVY**

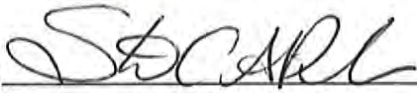
1. That for the purpose of meeting general operating expenses of the City during the 2023 budget year, there is hereby levied a tax of 4.982 mills plus 0.026 mills for abatements and refunds upon each dollar of total valuation for assessment of all taxable property within the City, to raise \$13,005,861 in revenue, of which 1% will be paid to the Arapahoe County Treasurer as a collection fee.



## Mill Levy Certifications - City of Centennial

2. That the Mayor of the City is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the City as hereinabove determined and set.

ADOPTED by a vote of 9 in favor and 0 against this 12th day of December, 2022.

By:   
Stephanie Piko, Mayor

ATTEST:

By:   
City Clerk or Deputy City Clerk

APPROVED AS TO FORM:

  
For City Attorney's Office

# Mill Levy Certifications - City of Centennial

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

On behalf of the CITY OF CENTENNIAL,

(taxing entity)<sup>A</sup>

the CITY COUNCIL

(governing body)<sup>B</sup>

of the CITY OF CENTENNIAL

(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 2,629,512,508 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 2,597,017,034 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/15/2022 for budget/fiscal year 2023  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

### PURPOSE (see end notes for definitions and examples)

### LEVY<sup>2</sup>

### REVENUE<sup>2</sup>

1. General Operating Expenses <sup>H</sup>	<u>4.982</u> mills	\$ <u>12,938,339</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< <u>          </u> > mills	\$ < <u>          </u> >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<u>4.982</u> mills	\$ <u>12,938,339</u>
3. General Obligation Bonds and Interest <sup>J</sup>	<u>          </u> mills	\$ <u>          </u>
4. Contractual Obligations <sup>K</sup>	<u>          </u> mills	\$ <u>          </u>
5. Capital Expenditures <sup>L</sup>	<u>          </u> mills	\$ <u>          </u>
6. Refunds/Abatements <sup>M</sup>	<u>0.026</u> mills	\$ <u>67,522</u>
7. Other <sup>N</sup> (specify): <u>          </u>	<u>          </u> mills	\$ <u>          </u>
	<u>          </u> mills	\$ <u>          </u>
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<u>5.008</u> mills	\$ <u>13,005,861</u>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440  
Signed: Jeff Cadiz Title: FINANCE DIRECTOR

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).



# Mill Levy Certifications - Antelope CID

## **BOARD OF DIRECTORS FOR THE ANTELOPE WATER SYSTEM GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-AGID-R-02**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANTELOPE WATER SYSTEM GENERAL IMPROVEMENT DISTRICT TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, the City of Centennial organized the Antelope Water System General Improvement District (“District”) and authorized the imposition of an ad valorem property tax within the District; and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the *ex officio* board of directors of the District (“Board”) and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, the City Manager of the City of Centennial is required to cause the preparation of and submission to the City Council of the annual City budgets and budgets of City-owned and controlled districts; and

WHEREAS, the City Manager submitted a proposed District 2023 Budget (“Budget”) to the Board; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the proposed Budget; and

WHEREAS, following the public hearing, the Budget was adopted by the Board on November 7, 2022; and

WHEREAS, the amount of money available for 2023 Financial Uses is \$189,150; and

WHEREAS, the 2022 net valuation for assessment of real property within the District, as certified by the Arapahoe County Assessor, is \$6,357,667.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Antelope Water System General Improvement District:



## Mill Levy Certifications - Antelope CID

### TO SET MILL LEVY

1. That for the purpose of meeting general operating expenses and debt service payments of the District during the 2023 budget year, there is hereby levied a tax of 0.943 mills for General Operating Expenses, plus 28.659 mills for General Obligation Bond and Interest, for a total mill levy of 29.602 upon each dollar of total valuation for assessment of all taxable property within the District, to raise \$188,200 in revenue, of which 1.5% will be paid to the Arapahoe County Treasurer as a collection fee.
2. That the Chairperson of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the District as hereinabove determined and set.

ADOPTED by a vote of 9 in favor and 0 against this 12<sup>th</sup> day of December, 2022.

By: [Signature]  
Chairperson of the District

ATTEST:

By: [Signature]  
Secretary to District

Approved as to Form:

By: [Signature]  
Attorney for District

# Mill Levy Certifications - Antelope CID

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners<sup>1</sup> of ARAPAHOE, Colorado.

On behalf of the ANTELOPE WATER SYSTEM GENERAL IMPROVEMENT DISTRICT,

(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS

(governing body)<sup>B</sup>

of the ANTELOPE WATER SYSTEM GENERAL IMPROVEMENT DISTRICT

(local government)<sup>C</sup>

**Hereby** officially certifies the following mills

to be levied against the taxing entity's GROSS \$ 6,357,667  
assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of:

\$ 6,357,667  
(NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

**Submitted:** 12/15/2022 for budget/fiscal year 2023  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	<u>0.943</u> mills	\$ <u>5,995</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<u>0.943</u> mills	\$ <u>5,995</u>
3. General Obligation Bonds and Interest <sup>J</sup>	<u>28.659</u> mills	\$ <u>182,205</u>
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<u>29.602</u> mills	\$ <u>188,200</u>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440

Signed:  Title: FINANCE DIRECTOR

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.*

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

# Mill Levy Certifications - Antelope CID

## CERTIFICATION OF TAX LEVIES, continued

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

### CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

#### BONDS<sup>J</sup>:

1.	Purpose of Issue:	CONSTRUCT WATER SYSTEM
	Series:	2016
	Date of Issue:	MARCH, 2016
	Coupon Rate:	VARIES (2.00% - 5.000%)
	Maturity Date:	2035
	Levy:	28.659
	Revenue:	182,205
2.	Purpose of Issue:	
	Series:	
	Date of Issue:	
	Coupon Rate:	
	Maturity Date:	
	Levy:	
	Revenue:	

#### CONTRACTS<sup>K</sup>:

3.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	
4.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.



# Mill Levy Certifications - Cherry Park CID

## **BOARD OF DIRECTORS FOR THE CHERRY PARK GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-CPGID-R-02**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHERRY PARK GENERAL IMPROVEMENT DISTRICT TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, the Board of County Commissioners of Arapahoe County previously organized the Cherry Park General Improvement District ("District") and authorized the imposition of an ad valorem property tax within the District; and

WHEREAS, following incorporation of the City of Centennial, governance of the District was transferred by the County to the City by operation of law; and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the *ex officio* board of directors of the District ("Board") and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, the City Manager of the City of Centennial is required to cause the preparation of and submission to the City Council of the annual City budgets and budgets of City-owned and controlled districts; and

WHEREAS, the City Manager submitted a proposed District 2023 Budget ("Budget") to the Board; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the proposed Budget; and

WHEREAS, following the public hearing, the Budget was adopted by the Board on November 7, 2022; and

WHEREAS, the amount of money available for 2023 Financial Uses is \$67,450; and

## Mill Levy Certifications - Cherry Park CID

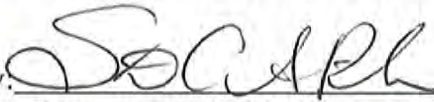
WHEREAS, the 2022 net valuation for assessment of real property within the District, as certified by the Arapahoe County Assessor, is \$16,549,321.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cherry Park General Improvement District:


### TO SET MILL LEVY

1. That for the purpose of meeting general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 4.437 mills less a temporary rate reduction for Budget Year 2023 of 0.446 mills for a total mill levy of 3.991 upon each dollar of total valuation for assessment of all taxable property within the District, to raise \$66,048 in revenue, of which 1.5% will be paid to the Arapahoe County Treasurer as a collection fee.
2. That the Chairperson of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the District as hereinabove determined and set.

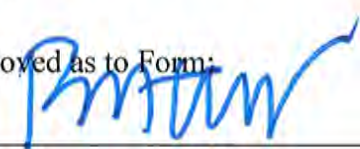
ADOPTED by a vote of 9 in favor and 0 against this 12<sup>th</sup> day of December, 2022.

By:   
Chairperson of the District

ATTEST:

By:   
Secretary to District

Approved as to Form:

By:   
Attorney for District



# Mill Levy Certifications - Cherry Park CID

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

On behalf of the CHERRY PARK GENERAL IMPROVEMENT DISTRICT,

(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS

(governing body)<sup>B</sup>

of the CHERRY PARK GENERAL IMPROVEMENT DISTRICT

(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 16,549,321 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 16,549,321 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/15/2022 for budget/fiscal year 2023.  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	<u>4.437</u> mills	\$ <u>73,429</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< <u>0.446</u> > mills	\$ < <u>7,381</u> >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<u>3.991</u> mills	\$ <u>66,048</u>
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<u>3.991</u> mills	\$ <u>66,048</u>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440  
Signed:  Title: FINANCE DIRECTOR

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).



# Mill Levy Certifications - Foxridge CID

## **BOARD OF DIRECTORS FOR THE FOXRRIDGE GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-FRGID-R-02**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FOXRRIDGE GENERAL IMPROVEMENT DISTRICT TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, the Board of County Commissioners of Arapahoe County previously organized the Foxridge General Improvement District (“District”) and authorized the imposition of an ad valorem property tax within the District; and

WHEREAS, following incorporation of the City of Centennial, governance of the District was transferred by the County to the City by operation of law; and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the *ex officio* board of directors of the District (“Board”) and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, the City Manager of the City of Centennial is required to cause the preparation of and submission to the City Council of the annual City budgets and budgets of City-owned and controlled districts; and

WHEREAS, the City Manager submitted a proposed District 2023 Budget (“Budget”) to the Board; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the proposed Budget; and

WHEREAS, following the public hearing, the Budget was adopted by the Board on November 7, 2022; and

WHEREAS, the amount of money available for 2023 Financial Uses is \$266,540; and

## Mill Levy Certifications - Foxridge CID


WHEREAS, the 2022 net valuation for assessment of real property within the District, as certified by the Arapahoe County Assessor, is \$35,951,490.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Foxridge General Improvement District:

### TO SET MILL LEVY

1. That for the purpose of meeting general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 2.151 mills less a temporary rate reduction for Budget Year 2022 of 0.025 mills for General Operating Expenses, plus 3.649 mills for General Obligation Bond and Interest, for a total mill levy of 5.775 upon each dollar of total valuation for assessment of all taxable property within the District, to raise \$207,620 in revenue, of which 1.5% will be paid to the Arapahoe County Treasurer as a collection fee.
2. That the Chairperson of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the District as hereinabove determined and set.

ADOPTED by a vote of 9 in favor and 0 against this 12<sup>th</sup> day of December, 2022.

By:   
Chairperson of the District

ATTEST:

By:   
Secretary to District

Approved as to Form:

By:   
Attorney for District



# Mill Levy Certifications - Foxridge CID

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

On behalf of the FOXRRIDGE GENERAL IMPROVEMENT DISTRICT,

(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS

(governing body)<sup>B</sup>

of the FOXRRIDGE GENERAL IMPROVEMENT DISTRICT

(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 35,951,490 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 35,951,490 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/15/2022 for budget/fiscal year 2023.  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	<u>2.151</u> mills	\$ <u>77,332</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< <u>0.025</u> > mills	\$ < <u>899</u> >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<u>2.126</u> mills	\$ <u>76,433</u>
3. General Obligation Bonds and Interest <sup>J</sup>	<u>3.649</u> mills	\$ <u>131,187</u>
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<u>5.775</u> mills	\$ <u>207,620</u>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440  
Signed:  Title: FINANCE DIRECTOR

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).



# Mill Levy Certifications - Foxridge CID

## CERTIFICATION OF TAX LEVIES, continued

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

### CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

#### BONDS<sup>1</sup>:

1.	Purpose of Issue:	CONSTRUCTION OF FENCE
	Series:	2020
	Date of Issue:	SEPTEMBER 2020
	Coupon Rate:	VARIES (2.190% - 2.680%)
	Maturity Date:	2039
	Levy:	3.649
	Revenue:	131,187
2.	Purpose of Issue:	
	Series:	
	Date of Issue:	
	Coupon Rate:	
	Maturity Date:	
	Levy:	
	Revenue:	

#### CONTRACTS<sup>2</sup>:

3.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	
4.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

# Mill Levy Certifications - Walnut Hills GID

## **BOARD OF DIRECTORS FOR THE WALNUT HILLS GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-WHGID-R-02**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF WALNUT HILLS GENERAL IMPROVEMENT DISTRICT TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, the Board of County Commissioners of Arapahoe County previously organized the Walnut Hills General Improvement District (“District”) and authorized the imposition of an ad valorem property tax within the District; and

WHEREAS, following incorporation of the City of Centennial, governance of the District was transferred by the County to the City by operation of law; and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the *ex officio* board of directors of the District (“Board”) and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, the City Manager of the City of Centennial is required to cause the preparation of and submission to the City Council of the annual City budgets and budgets of City-owned and controlled districts; and

WHEREAS, the City Manager submitted a proposed District 2023 Budget (“Budget”) to the Board; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the proposed Budget; and

WHEREAS, following the public hearing, the Budget was adopted by the Board on November 7, 2022; and

WHEREAS, the amount of money available for 2023 Financial Uses is \$375,140; and



## Mill Levy Certifications - Walnut Hills GID


WHEREAS, the 2022 net valuation for assessment of real property within the District, as certified by the Arapahoe County Assessor, is \$38,238,306.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Walnut Hills General Improvement District:

### TO SET MILL LEVY


1. That for the purpose of meeting general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 3.112 mills less a temporary rate reduction for Budget Year 2023 of 0.484 mills for a total mill levy of 2.628 upon each dollar of total valuation for assessment of all taxable property within the District, to raise \$100,490 in revenue, of which 1.5% will be paid to the Arapahoe County Treasurer as a collection fee.
2. That the Chairperson of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the District as hereinabove determined and set.

ADOPTED by a vote of 9 in favor and 0 against this 12th day of December, 2022.

By:   
Chairperson of the District

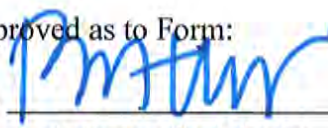
ATTEST:

By:

  
Secretary to District

Approved as to Form:

By:

  
Attorney for District



# Mill Levy Certifications - Walnut Hills GID

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

On behalf of the WALNUT HILLS GENERAL IMPROVEMENT DISTRICT,

(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS

(governing body)<sup>B</sup>

of the WALNUT HILLS GENERAL IMPROVEMENT DISTRICT

(local government)<sup>C</sup>

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 38,238,306 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 38,238,306 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/15/2022 for budget/fiscal year 2023.  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	<u>3.112</u> mills	\$ <u>118,998</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< <u>.484</u> > mills	\$ < <u>18,508</u> >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b><u>2.628</u> mills</b>	<b>\$ <u>100,490</u></b>
3. General Obligation Bonds and Interest <sup>J</sup>	_____ mills	\$ _____
4. Contractual Obligations <sup>K</sup>	_____ mills	\$ _____
5. Capital Expenditures <sup>L</sup>	_____ mills	\$ _____
6. Refunds/Abatements <sup>M</sup>	_____ mills	\$ _____
7. Other <sup>N</sup> (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<b><u>2.628</u> mills</b>	<b>\$ <u>100,490</u></b>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440

Signed: Jeff Cadiz Title: FINANCE DIRECTOR

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

<sup>1</sup> If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's FINAL certification of valuation).

# Mill Levy Certifications - Willow Creek GID

## **BOARD OF DIRECTORS FOR THE WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT CENTENNIAL, COLORADO**

### **RESOLUTION NO. 2022-WCGID-R-02**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT TO SET THE 2022 MILL LEVY FOR THE PURPOSE OF DEFRAYING THE COSTS OF GOVERNMENT FOR THE 2023 BUDGET YEAR**

WHEREAS, the Willow Creek 1 & 2 General Improvement District (“District”) has been formed and has authorized the imposition of an ad valorem property tax within the District; and

WHEREAS, pursuant to Section 31-25-609, C.R.S., the City Council for the City of Centennial serves as the *ex officio* board of directors of the District (“Board”) and, by practice and convenience, the administrative staff of the City serves as the administrative staff of the District; and

WHEREAS, the City Manager of the City of Centennial is required to cause the preparation of and submission to the City Council of the annual City budgets and budgets of City-owned and controlled districts; and

WHEREAS, the City Manager submitted a proposed District 2023 Budget (“Budget”) to the Board; and

WHEREAS, upon due and proper notice, published in accordance with Sections 29-1-108 and 29-1-109, C.R.S., the proposed Budget was open for inspection by the public at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado, and a public hearing was held on November 7, 2022, at the City of Centennial Civic Center, 13133 East Arapahoe Road, Centennial, Colorado; and

WHEREAS, interested electors of the District were given the opportunity to file or register any objections to the proposed Budget; and

WHEREAS, following the public hearing, the Budget was adopted by the Board on November 7, 2022; and

WHEREAS, the amount of money available for 2023 Financial Uses is \$2,785,050; and

WHEREAS, the 2022 net valuation for assessment of real property within the District, as certified by the Arapahoe County Assessor, is \$43,271,835.




## Mill Levy Certifications - Willow Creek GID

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Willow Creek 1 & 2 General Improvement District:

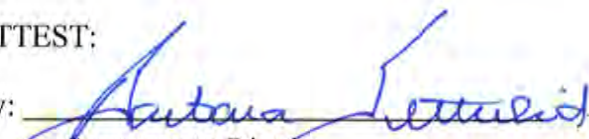
### TO SET MILL LEVY

1. That for the purpose of meeting general operating expenses of the District during the 2023 budget year, there is hereby levied a tax of 0.750 mills for General Operating Expenses, plus 6.125 mills for General Obligation Bond and Interest, for a total mill levy of 6.875 upon each dollar of total valuation for assessment of all taxable property within the District, to raise \$297,494 in revenue, of which 1.5% will be paid to the Arapahoe County Treasurer as a collection fee.
2. That the Chairperson of the District is hereby authorized and directed to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levy for the District as hereinabove determined and set.

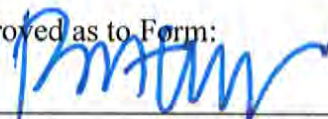
ADOPTED by a vote of 9 in favor and 0 against this 12th day of December, 2022.

By:   
Chairperson of the District

ATTEST:

By:   
Secretary to District

Approved as to Form:

By:   
Attorney for District



# Mill Levy Certifications - Willow Creek GID

## CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of ARAPAHOE COUNTY, Colorado.

**On behalf of the** WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT,

(taxing entity)<sup>A</sup>

the BOARD OF DIRECTORS

(governing body)<sup>B</sup>

of the WILLOW CREEK 1 & 2 GENERAL IMPROVEMENT DISTRICT

(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ 43,271,835 assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 43,271,835 (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

**Submitted:** 12/15/2022 for budget/fiscal year 2023  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY <sup>2</sup>	REVENUE <sup>2</sup>
1. General Operating Expenses <sup>H</sup>	0.750 mills	\$ 32,454
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction <sup>I</sup>	< > mills	\$ < >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>0.750 mills</b>	<b>\$ 32,454</b>
3. General Obligation Bonds and Interest <sup>J</sup>	6.125 mills	\$ 265,040
4. Contractual Obligations <sup>K</sup>	mills	\$
5. Capital Expenditures <sup>L</sup>	mills	\$
6. Refunds/Abatements <sup>M</sup>	mills	\$
7. Other <sup>N</sup> (specify):	mills	\$
	mills	\$
<b>TOTAL:</b> [Sum of General Operating Subtotal and Lines 3 to 7]	<b>6.875 mills</b>	<b>\$ 297,494</b>

Contact person: (print) JEFF CADIZ Daytime phone: (303) 754-3440  
Signed: Jeff Cadiz Title: FINANCE DIRECTOR

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.*

<sup>1</sup> If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

# Mill Levy Certifications - Willow Creek GID

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).**

Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

1.	Purpose of Issue:	CONSTRUCTION OF WALL
	Series:	2020
	Date of Issue:	OCTOBER 2020
	Coupon Rate:	VARIES (4.000% - 5.000%)
	Maturity Date:	2050
	Levy:	6.125
	Revenue:	265,040
2.	Purpose of Issue:	
	Series:	
	Date of Issue:	
	Coupon Rate:	
	Maturity Date:	
	Levy:	
	Revenue:	

**CONTRACTS<sup>K</sup>:**

3.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	
4.	Purpose of Contract:	
	Title:	
	Date:	
	Principal Amount:	
	Maturity Date:	
	Levy:	
	Revenue:	

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.



# City Manager's Authorization

## CITY OF CENTENNIAL, COLORADO

### RESOLUTION NO. 2022-R-65

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, AUTHORIZING THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND AGREEMENTS ON BEHALF OF THE CITY FOR SERVICES AND GOODS DURING THE CALENDAR YEAR 2023**

WHEREAS, the City of Centennial is a home rule municipality governed by the Centennial Home Rule Charter; and

WHEREAS, Section 8.4(e) of the Centennial Home Rule Charter authorizes the City Council to delegate duties to the City Manager; and

WHEREAS, Sections 2-2-130(b)(1) and 2-2-130(c)(1) of the Centennial Municipal Code place limits on the authority of the City Manager to approve certain contracts on behalf of the City but contemplates that the City Council may delegate additional contracting authority to the City Manager by resolution in excess of the limits set forth in those respective Municipal Code Sections; and

WHEREAS, the City Council annually budgets and appropriates funds for the performance of certain projects and services contracts; and

WHEREAS, with approval of the 2023 budget, the City Council intends for the City to complete certain projects or enter into certain agreements for services, identified in the document titled "2023 Requested Expenditures Over the City Manager's Approval Amount" attached hereto as **Attachment A** (the "2023 Projects"); and

WHEREAS, City Council has approved a maximum budget amount for each of the 2023 Projects as set forth under the column "2023 Budget" on Attachment A, or as amended from time to time (the "Budgeted Amount"); and

WHEREAS, the Budgeted Amount for most of the 2023 Projects exceeds the contracting authority of the City Manager; and

WHEREAS, the City Council desires to delegate authority to the City Manager to execute intergovernmental agreements, contracts, orders and other documents necessary or desirable to complete the performance of the services and/or acquisition of goods for the 2023 Projects as long as the aggregate compensation payable by the City to the relevant contractor(s) or consultant(s) is within the Budgeted Amount for each 2023 Project.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Centennial, Colorado, that:

# City Manager's Authorization

City of Centennial  
Resolution No. 2022-R-65  
Page 2

**Section 1.** The City Council authorizes the City Manager to execute, on behalf of the City of Centennial, such intergovernmental agreements, contracts, orders, and/or other documents necessary or desirable to contract for the performance of services and/or acquisition of goods for the 2023 Projects identified in **Attachment A**, provided that:

- The contract, agreement, order or other document is for a project or services contract identified in **Attachment A**, which includes the ability to combine listed line items in a single project in the interest of efficiency in project administration; and
- The cost or compensation amount payable pursuant to such contract, agreement, order or other document is within the Budgeted Amount established by the City Council for such project as reflected in Attachment A or as such amount is modified by City Council, or such contract provides a special authorization to make purchases for goods or services which are budgeted and appropriated; and
- The contract, agreement, order or other document has been processed in accordance with the City approved purchasing policy for the purchase of goods and services.

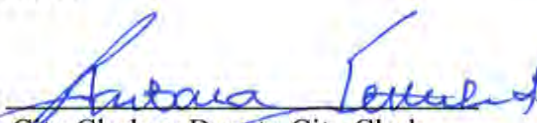
**Section 2.** The City Council shall indemnify, hold harmless, and defend the City Manager in the exercise of the authority granted by this Resolution provided that such exercise is made in a reasonable and good faith manner and such exercise is within the scope of the City Manager's duties and authorities as the chief administrative official of the City of Centennial.

**Section 3.** This Resolution shall take effect immediately upon its approval by the City Council and such authority shall remain valid and effective until December 31, 2023 or until the project which is the subject of the relevant contract, agreement, order or other document is completed, whichever is later.

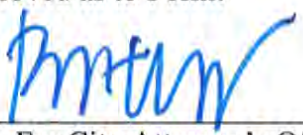
Adopted by a vote of 9 in favor and 0 against, this 12th day of December, 2022.

By:   
Stephanie Piko, Mayor

ATTEST:

By:   
City Clerk or Deputy City Clerk

Approved as to Form:

By:   
For City Attorney's Office



# City Manager's Authorization

Attachment A - 2023 Requested Expenditures over the City Manager's Approval Amount

Community and Economic Development		Description	Line Item	2023 Budget
Centennial Link Trail Segment 14	Improvements to the Piney Creek Trail (IGA)	Improvements along Piney Creek Trail along S. Tower Road from Lake Avenue to E. Orchard Road	Open Space Fund - OS Project Level 2 - City Priority Projects	\$ 400,000
Centennial Link Trail - Improvements to the Piney Creek Trail (IGA)				
Level 3 Partner Projects (IGA)		Intergovernmental agreement with Anaphoe Parks and Recreation District for improvements to the Piney Creek Trail in specific locations	Open Space Fund - OS Project Level 2 - City Priority Projects	\$ 200,000
		2023 Eligible Partner Projects and associated IGAs:		
		APRD - Fox Hill Park Improvement Project (\$182,500)	Open Space Fund - OS Project Level 3 - Regional Partnerships	\$ 833,500
		HLCC - Tree Canopy Revitalization (\$90,000)		
		SSPRD - Abbot Park Improvement Project (\$358,000)		
		SSPRD - Little Dry Creek Park Improvement Project (\$123,000)		
		SSPRD - Cherry Knolls Park Planning Project (\$45,000)		
		SSPRD - Puma Park Planning Project (\$35,000)		
Subtotal - Community and Economic Development				\$ 1,433,500
Public Works		Description	Line Item	2023 Budget
Snow and Ice Materials		Materials for snow and ice removal and control	Street Fund - Roadways - Materials Snow Removal	\$ 700,000
Street Rehabilitation		Annual street rehabilitation program	Street Fund - Roadways - Street Rehab	\$ 12,000,000
Alton Way Sidewalk Improvements (IGA)		Construction contract and associated IGAs to install sidewalk and lighting on Alton Way with Southgate Metro District and SPIMD	Street Fund - Bike and Pedestrian - Sidewalks	\$ 850,000
2023 TMP Sidewalk Construction Contract		Sidewalk installation and replacement at locations identified through the TMP for 2023 construction	Street Fund - Bike and Pedestrian - Sidewalks	\$ 366,000
Traffic Signal Pole Non-destructive Testing		Non-destructive testing of traffic signal poles over two years.	Street Fund - Traffic Signalization - Traffic Signals Maintenance	\$ 450,000
Traffic Signal Spanwire Replacement Contract		Construction contract to replace spanwire signals with mastarm poles	Street Fund - Traffic Signalization - Traffic Signals	\$ 1,300,000
Building Needs - Eagle Street		Asphalt work, retaining walls work at Eagle Street Building	Capital Improvement Fund - Building Improvements	\$ 840,000
Roadside Improvements		2023 Roadside Improvements	Street Fund - Roadways - Roadside Improvements	\$ 1,000,000
Subtotal - Public Works				\$ 17,506,000
Finance				
Property & Casualty Insurance		Renewing the City's property and casualty insurance services	General Fund - Finance - Risk Management - Property & Casualty	\$ 370,000
Subtotal - Finance				\$ 370,000
Office of Information Technology				
Digital Accessibility - State Requirements		Contracted services related to House Bill 21-1110 and other digital updates	General Fund - Office of Information Technology - Client Services - Project Specific	\$ 410,000
Subtotal - Office of Information Technology				\$ 410,000
Communications				
Community Activities		2023 Community Activities and Events Program	General Fund - Communications - Community Activities	\$ 350,000
Subtotal - Communications				\$ 350,000
Total Request				\$ 20,069,500

# Financial Policies

## Budget Policy

**CITY OF CENTENNIAL, COLORADO**

**13133 East Arapahoe Road, Centennial, Colorado 80112**

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### **ADMINISTRATIVE POLICY**

**No. 2022-AP-03**

**(a revision of 2019-AP-04)**

### **BUDGET POLICY**

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#### **I. AUTHORITY:**

Part 1 of Title 29 of the Colorado Revised Statutes requires the adoption of an annual budget by local governments, including home rule cities, and identifies specific requirements and obligations for budgeting.

Article XI of the Home Rule Charter provides direction on the financial management of the City, including the process for development, adoption, and management of the budget.

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council. Articles 7 and 8 of Chapter 4 of the Municipal Code concern the financial affairs of the City, establishing the Centennial Budget Committee and identifying budgetary funds.

#### **II. PURPOSE OF POLICY:**

This policy provides the financial framework for allocating resources responsibly among competing needs. The budget process guides consistent financial decision-making through budget development, review, adoption, and management. This policy reflects the principles and practices that have allowed the City to maintain financial stability and sustainability through economic downturns and uncertainties. The City considers its vision and mission, strategic planning, performance measurements, long-term fiscal stability and sustainability, and delivery of quality services to the community in the budgeting process.

#### **III. SCOPE:**

This policy applies to all City funds, and to City-managed General Improvement District and Centennial Urban Redevelopment Authority funds.

#### **IV. DEFINITIONS:**

**Adopted Budget** – The Budget as finally approved by the City Council.

**Appropriation** – A specific amount of money authorized by the City Council for identified goods and/or services for operating, capital and debt service.



# Budget Policy

**Balanced Budget** – A Budget in which planned Expenditures do not exceed forecasted Revenues plus Fund Balance, including surpluses.

**Biennial budget** – A two-year budgeting tool. The City Manager may elect to use biennial budgeting in a given budget cycle or cycles to support long-term financial planning and the development of the City Manager's Proposed Budget. Biennial budgeting requires the adoption of individual Budgets for each Fiscal Year considered in the biennial budget pursuant to the City's Home Rule Charter.

**Budget** – A complete financial plan that identifies Revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City's budget encompasses one calendar year, but a Biennial budget may be considered by City Council.

**Budget Team** – a team of City staff as assigned by the City Manager, including the City Finance Director.

**Capital Improvement Program** – A multi-year financial plan as required and defined by Home Rule Charter Section 11.15 and containing proposed construction of physical assets such as Infrastructure, trails, parks and public buildings as well as other non-Infrastructure Capital Assets such as information technology systems.

**Centennial Budget Committee (CBC)** – The committee as established by Section 4-7-10 of the Centennial Municipal Code, the purpose of which is to promote citizen involvement in the budgeting decisions of the City by having the committee study all phases of the Budget and make recommendations and reports to City Council about those studies.

**Contingency** – An Appropriation of funds to cover unforeseen expenditures and shortfalls in Revenue that occur during the Fiscal Year as required for the General Fund by Home Rule Charter Section 11.10, and which may be established for other funds.

**Enterprise Funds** – An accounting for activities which are similar to those found in the private sector. Financial activity is reported in essentially the same manner as in commercial accounting where net income and capital maintenance are measured.

**Expenditure** – The actual spending of financial resources set aside by Appropriation.

**Fiscal Year** – A twelve-month period designated as the Budget year, which for the City is the calendar year January 1 through December 31.

**Full Accrual Basis of Accounting** – The basis of accounting by which Revenues are recorded when earned and Expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Fund** – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

**Fund Balance** – The net amount of financial resources of a governmental fund that are further classified by constraints on how resources may be spent.

**General Fund** – The primary Fund used by the City accounting for all financial resources



# Budget Policy

except those accounted for in another fund.

**Infrastructure** – Facilities and structures that support the daily life and growth of the City, including streets, traffic signals, bridges, and curb/gutters, and which have a much longer useful life term, and specifically excluding information technology systems which have a shorter useful life.

**Leadership Team** – A managerial staff team as assigned by the City Manager.

**Modified Accrual Basis of Accounting** – The basis of accounting by which Revenues are recorded when they are both measurable and available and Expenditures are recorded when a liability is incurred.

**Operating Budget** – The annual Appropriation of funds for program costs, which include salaries, benefits, maintenance, operations, and capital outlay items.

**Proposed Budget** – The Budget presented by the City Manager to City Council for consideration.

**Reserve** – The minimum amount set aside as a portion of a Fund's Budgetary Fund Balance for some future use and not available for Appropriation or Expenditure except when qualifying events occur in accordance with the City's Fund Balance and Reserve Policy.

**Revenue** – Funds received from the collection of taxes, fees, permits, licenses, interest, grants, and other miscellaneous sources during the Fiscal Year.

**Special Funds** – The several funds established by ordinance in accordance with Home Rule Charter Section 11.11 in order to hold or use money for special purposes, such funds, along with their revenue sources, uses and other restrictions, being described in Section 4-8-20 of the Centennial Municipal Code.

**Strategic Plan** – A document used to communicate the organizational goals, the actions needed to achieve those goals and all of the other critical elements of the strategic plan. City Resolution 2019-R-17 defines the critical elements of the City's strategic plan.

## V. POLICY:

### **A. Budgeting Requirements:**

The City prepares its Budget on a Fiscal Year basis. The goal of the Budget process is a structurally balanced Budget that does not rely on Reserves or the use of one-time revenues to fund ongoing Expenditures, while ensuring that actual Expenditures do not exceed approved Appropriations.

The Budget is generally prepared in accordance with Governmental Accounting, Auditing, and Financial Reporting (GAAFR) requirements, generally accepted accounting principles (GAAP), and the Governmental Accounting Standards Board (GASB) requirements, in addition to the guidelines of the Government Finance Officers' Association of the U.S. and Canada (GFOA).

The Budget parallels the City's governmental accounting basis. The Modified Accrual Basis of Accounting is used for all Fund operations and fund financial statements, except for the



# Budget Policy

Enterprise Funds, which generally use the Full Accrual Basis of Accounting. The City accounts for Revenues and Expenditures if collected or incurred within 60 days of the end of the Fiscal Year. The government-wide financial statements are reported using the full accrual basis of accounting.

In accordance with Home Rule Charter Section 11.7, the Adopted Budget contains the following:

- an estimate of anticipated Revenue from all sources for the ensuing year;
- an estimate of the General Fund cash surplus at the end of the current fiscal year or of the deficit to be made up by Appropriation;
- the estimated Expenditures necessary for the operation of the departments, offices and agencies of the City;
- debt service requirements for the ensuing Fiscal Year;
- an estimate of the sum required to be raised by the tax levy for the ensuing Fiscal Year and the rate of levy necessary to produce such sum; and
- a balance between the total estimated Expenditures, including any deficit to be met and monies set aside for public improvements and total anticipated Revenue plus any surplus.

In addition, all estimates shall be in detail showing Revenues by source and Expenditures by departments, organizational units, activities, and object, showing comparative figures for the last completed fiscal year, and comparative figures for the current year.

The budget process is structured each year to achieve the fiscal and policy goals for the upcoming year while adhering to the timeline defined in the City Charter. The budget process is composed of the following phases:

- Budget Development
- Budget Review
- Budget Adoption, and
- Budget Management

Each of these phases is more fully defined by this policy.

## **B. Phases of Budget Development:**

### **1. Budget Development Phase**

During the Budget Development phase, Council and City Staff work together to consider strategic objectives that may impact the budget and to establish the process by which the City Manager will develop the Proposed Budget.

#### *i. Strategic Planning:*

The City uses strategic planning to identify its goals and effectively allocate and manage the resources necessary for achieving them. The City Strategic Plan provides a framework for the strategies and activities of the departments.

City Council works to develop and refine their strategic planning and vision through a review of community needs and desired services. During a series of workshops,



# Budget Policy

City Council identifies goals and strategies that provide direction for City Staff to develop budget proposals for consideration.

## ii. *Development of the Proposed Budget:*

Following the development of goals and strategies by Council, the City Manager, with the Budget Team,) establishes the budget process, philosophy, and key deadlines for the upcoming Budget year. These items are communicated to all City departments.

All Revenues are conservatively projected for budgetary purposes. Revenues which are considered to be "one-time" resources are used to fund one-time expenditures, including capital projects, or may be included in fund balance. These Revenue sources are not relied upon for future year budgets, or ongoing, expenditures. Similarly, Revenues with unpredictable receipt patterns are budgeted conservatively. Grant revenues are not budgeted until the award of the grant.

Each department director is responsible for developing such director's respective department's preliminary budget for consideration by the City Manager. Preliminary budgets should consider the direction provided by Council, the City Manager, and the Budget Team in budget development. Preliminary budgets are submitted to the Leadership Team and the City Manager for review.

It is the responsibility of the City Manager, Finance Director, and the Leadership Team to thoroughly review each department's preliminary operating and capital budget in order to determine the financial impact of each budget request on the overall budget. The City Manager develops a Proposed Budget that is responsive to the City Council's vision.

Pursuant to Section 11.5 of the Home Rule Charter, the City Manager presents a Proposed Budget for the ensuing Fiscal Year to the City Council on or before September 20th of each year. The City Manager's Proposed Budget is a matter of public record and is open to the public for inspection.

The Proposed Budget provides a complete financial plan for each Fund of the City and includes appropriate financial statements for each Fund type showing comparative figures for the last completed Fiscal Year, adopted figures for the current year, comparative anticipated figures (revised) for the current year, and recommendations for the ensuing year.

The budget process shall weigh all competing requests for City resources within expected fiscal constraints. Requests for new operating expenditures made outside the annual budget process shall be discouraged. New initiatives shall be financed by reallocating existing City resources to programs and services with the highest priorities or through new revenue sources.

## iii. *Biennial Budgeting*

Biennial budgeting is a fiscal management tool that can improve long-range and strategic planning, as it requires forecasting expenditures and revenues up to twenty-eight months in advance. This provides longer time horizons to department



# Budget Policy

heads and policymakers as they allocate resources across programs and anticipate future needs. Use of biennial budgeting supports longer-range policy discussions that are more strategic in nature. Because the timeline is extended from one year to two years, budgeting can be better coordinated with capital improvements, fleet management changes, or other major municipal expenditures.

The City Manager may elect to use biennial budgeting in a given time frame to support long-term financial planning and the development of the City Manager's Proposed Budget for a given fiscal year. Departments will be responsible for developing anticipated workplans and budget requests for the two-year cycle. Major policy changes and initiatives are identified in greater advance for Council to review and consider. Additional policy discussions as a result of biennial budgeting are anticipated to continue through the year.

Biennial budgeting requires the adoption of individual Budgets for each Fiscal Year pursuant to Sections 11.5 - 11.12 of the Home Rule Charter.

## 2. Budget Review Phase:

The Budget Review phase ensures Council has opportunity to discuss the Proposed Budget in order to further refine their vision and provide direction, prior to Budget Adoption.

### i. *Budget Workshops*

Following the presentation of the Proposed Budget to Council, budget workshops are scheduled. These budget workshops are intended to:

- Allow for the City Manager and Staff to present additional detail as may be necessary; and
- Provide Council an opportunity to discuss points of interest.

Direction provided at the budget workshops is used to develop revisions as may be necessary for the Proposed Budget prior to Adoption.

### ii. *Multi-Year Financial Projections*

Multi-year financial projections will be made in accordance with the City's Revenue and Expenditure policies.

## 3. Budget Adoption Phase

In accordance with Home Rule Charter Section 11.12, on or before the fifteenth (15<sup>th</sup>) day of December, the City Council shall adopt a Balanced Budget and appropriations by resolution for the ensuing Fiscal Year. Budget adoption requires a public hearing, and adoption of an ordinance or resolution by an affirmative vote of the majority of City Council.

## 4. Budget Management Phase

During the Budget Management phase, City Staff is expected to effectively and transparently manage public resources. Monitoring and control may be exercised by department directors, the City Manager, or the Council.



# Budget Policy

## *i. Budgeting Control*

Control of budgeted Expenditures is exercised at the Fund level. Department directors are responsible for all Expenditures made against appropriated funds within their respective departments. The Finance Department may allocate resources within a Fund for the purposes of monitoring and control, with the City Manager's written consent and quarterly notification to Council for the following:

- All Intrafund or project transfers; and
- All transfers from personnel services line items.

## *ii. Appropriations and Amendments*

After commencement of the Fiscal Year, the amounts appropriated for the proposed Expenditures in the Adopted Budget are deemed appropriated for each purpose as specified. The Expenditures of City funds cannot exceed the budgeted Appropriations for the respective Fund. The Adopted Budget can be amended to increase, decrease, or transfer amounts between Funds if:

- the transfer is made from a Fund in which the amount appropriated exceeds the amount needed to accomplish the purpose specified by the Appropriation; or
- the purpose for which the funds were initially appropriated no longer exists; or
- the transfer, if applicable, includes a subsidy of funding from one Fund to support program needs of another Fund; and
- in all cases, the transfer is approved by City Council through resolution following a Public Hearing.

## *iii. Supplemental Appropriation(s).*

On recommendation by the City Manager, and in accordance with Home Rule Charter Section 11.13, City Council can make supplemental Appropriations for unanticipated Expenditures required by the City not to exceed the actual and anticipated annual Revenues. No Appropriation can be made which exceeds the Revenues, Unreserved Fund Balance, or other funds anticipated or available except for emergencies endangering the public peace, health or safety after the adoption of the Adopted Budget.

Council may approve for Expenditure any anticipated Revenue that will be received during the Fiscal Year. Such Revenue may be generated from grants, issuance of bonds, or the implementation of a new fee.

## *iv. Budget Decrease(s).*

The Budget may be decreased below approved levels during the Fiscal Year. Changes in service demands, economic conditions, and City Council goals and direction may cause such Budget reductions. If the City Manager directs Budget reductions, Council will be informed immediately and may take action as deemed necessary to prevent or minimize any deficit through resolution. If the



# Budget Policy

circumstances leading to the reduction in Budget changes, the Appropriation may be made available for Expenditure.

v. *Encumbrances and Lapsed Appropriations*

Departments shall only encumber funds that will be spent in the current Fiscal Year. Departments shall review encumbrances throughout the year and unspent encumbrances will close at the end of the fiscal year. All Appropriations not spent at the end of the Fiscal Year lapse into the Fund Balance. Exceptions to this policy shall be considered at year-end for encumbrances related to major, non-recurring projects or contractual obligations such as consultant services for which work has begun and the project or deliverable remains a priority but will not be completed until after year-end. These exceptions shall be approved by Council resolution as a Supplemental Appropriation.

vi. *Budget Monitoring*

The department directors have the responsibility to monitor their respective department's budget on a regular basis.

The Finance Department provides a financial report comparison of year-to-date budgetary status in relation to the annual Budget at least quarterly to the City Council in accordance with Home Rule Charter Section 8.6. Accompanying such report is (a) a contract authority report listing all open contracts in excess of \$99,000 (per Municipal Code Section 2-2-130 (b)); and (b) a report of any transfers from any Contingency accounts as approved by the City Manager.

**VI. EFFECTIVE DATE:**

This policy shall be effective upon signature.


**VII. APPROVAL:**

  
Matt Sturgeon, City Manager

10/4/22  
Date

**VIII. RATIFICATION:**


RESOLUTION NO. 2022-R-48

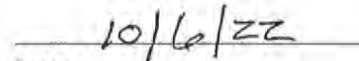
  
Stephanie Piko, Mayor

10/4/22  
Date

## Budget Policy

ATTEST:

  
Barbara Setterlind, City Clerk

  
Date



# CIP Policy

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**CITY OF CENTENNIAL, COLORADO**

**13133 East Arapahoe Road, Centennial, Colorado 80112**

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## **ADMINISTRATIVE POLICY**

**No. 2019-AP-07**

**(a revision of 2010-AP-07)**

## **CAPITAL IMPROVEMENT PROGRAM POLICY**

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### **I. AUTHORITY:**

Section 11.15 the City's Home Rule Charter requires the City Manager to prepare and submit to the City Council an annually updated multi-year capital program no later than the date of submission of the annual Proposed Budget.

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council.

### **II. PURPOSE:**

This policy guides the creation and annual update of the City's Capital Improvement Program to protect and grow the City's significant financial investment in infrastructure, public facilities, and other capital assets and improvements.

### **III. SCOPE:**

This policy applies to the City's Capital Improvement Program which includes the Capital Improvement Fund, Street Fund, Open Space Fund, Conservation Trust Fund and any new capital fund as approved by the City Council.

### **IV. DEFINITIONS:**

ADA – Americans with Disabilities Act of 1990; a federal civil rights law, Title II of which protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by state and local government entities.

Adopted Budget – The Budget as finally approved by the City Council.

Appropriation – A specific amount of money authorized by the City Council for identified goods and/or services for operating, capital and debt service.

Biennial budget – A two-year Budget.

Budget – A complete financial plan that identifies Revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City's budget encompasses one calendar year but a biennial may be adopted by City Council. In practice, the term "budget" is used two ways: it designates the financial plan presented for adoption ("Proposed"), or the final plan approved by City Council ("Adopted").



# CIP Policy

**Capital Assets** – Assets of at least \$5,000 value and having a useful life beyond one year.

**Capital Improvement Fund** – A City Fund funded by dedicated Revenue sources, transfers from the General Fund, or grant funds and may be used for the acquisition, replacement, construction, major repairs, and related services of Capital Assets.

**Capital Improvement Program** – A multi-year financial plan as required and defined by Home Rule Charter Section 11.15 and containing proposed construction of physical assets such as Infrastructure, trails, parks and public buildings as well as other non-Infrastructure Capital Assets such as information technology systems.

**Capital Project** – A project that maintains, improves, or adds new City Capital Assets or Infrastructure.

**Conservation Trust Fund** – A City Fund funded by the City's share of State Lottery proceeds, grants, investment earnings, or other funding received and uses are restricted generally to recreational Capital Asset acquisition and maintenance.

**Encumbrance** – A fiscal obligation that reserves budget for a specific contract or project.

**Expenditure** – The actual spending of financial resources set aside by Appropriation.

**Fund** – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

**General Fund** – The primary Fund used by the City accounting for all financial resources except those accounted for in another fund.

**Infrastructure** – Facilities and structures that support the daily life and growth of the City, including streets, traffic signals, bridges, and curb/gutters, and which have a much longer useful life term, and specifically excluding information technology equipment with a useful life of less than five years.

**Open Space Fund** – A City fund funded through the City's share of the Arapahoe County Open Space sales tax, grants, investment earnings, or other funding received, uses of which are restricted generally to parks and trails acquisition and maintenance.

**Proposed Budget** – The Budget presented by the City Manager to City Council for consideration.

**Revenue** – Funds received from the collection of taxes, fees, permits, licenses, interest, grants, and other miscellaneous revenues during the Fiscal Year.

**Street Fund** – A City Fund funded by restricted City and state Revenue sources as well as transfers from the City's General Fund, grants, and/or developer contributions or other Revenues and may be used, without limitation, for street, sidewalk, traffic signal, street light, curb/gutter construction (infrastructure) and maintenance.

**Strategic Plan** – A document used to communicate the organizational goals, the actions needed to achieve those goals and all of the other critical elements of the strategic plan. City Resolution 2019-R-17 defines the critical elements of the City's strategic plan.



# CIP Policy

## V. CAPITAL PLANNING OBJECTIVES:

Planning for capital maintenance and improvements is prudent financial management and an important complement of the City's economic development program and Strategic Plan. Capital Assets and Infrastructure are important legacies that serve current and future generations. A sound multi-year Capital Improvement Program that clearly identifies capital needs, funding options, and operating budget impacts is necessary to adequately address current and long-term needs.

The first step in capital planning is identifying needs based on the City's asset life cycle for major Capital Assets. The Capital Asset life cycle should include costs to operate, maintain, administer and renew or replace the Capital Asset. In addition, the City will utilize adopted City plans such as the Strategic Plan, comprehensive plan, facility master plans and regional plans to identify capital needs.

When developing the Capital Improvement Program, the City will prioritize capital requests, considering:

- Health and Safety – Priority should be given to high risk safety issues that require a Capital Project to remedy
- Asset Preservation – Capital Assets that require renewal or replacement based on Capital Asset life cycles
- Service/Asset Expansion/Addition – Infrastructure improvements needed to support the City's policies, plans and studies
- Funding availability – Some level of priority should be given to projects that leverage City funds against external funds (grant funds or cost-sharing from other entities)

In this process, consideration will be given to:

- Coordination opportunities with related entities;
- Incorporating input and participation from major stakeholders and the general public;
- The impact on operating budgets resulting from Capital Projects;
- Applying analytical techniques, as appropriate, for evaluating potential Capital Projects (e.g. net present value, payback period, cost-benefit analysis, life-cycle costing, cash flow modeling);
- Preserving existing capital infrastructure before building new facilities;
- Incorporating ADA improvements within new street and sidewalk construction projects; and
- Using a rating system to facilitate decision making.

The Capital Improvement Program will be developed to ensure its feasibility. The Capital Improvement Program should:

- Anticipate expected Revenue and Expenditure trends including operating impacts;
- Include cash flow projections;
- Comply with all financial policies;
- Recognize appropriate legal constraints;
- Consider and estimate funding amounts from all appropriate funding



# CIP Policy

alternatives;

- Consider sources and uses for debt service;
- Ensure reliability and stability of identified funding sources;
- Evaluate affordability of the financing strategy;
- Include projects that are high quality and low maintenance;
- Include a procedure for accumulating necessary capital reserves for both new and replacement purchases; and
- Be monitored by City staff with reporting to the City Council in accordance with City Charter Section 11.15.

## **POLICY:**

### **A. Funding Overview:**

Annually, a multi-year Capital Improvement Program Budget shall be prepared and submitted to the City Council no later than the date of submission of the proposed annual Budget. The estimated cost for each Capital Project shall include inflationary projections and funding sources for each Capital Project shall be identified. Any contingent funding source shall not be included in the Capital Improvement Program Budget until it becomes reasonably apparent that such funding will be available.

Routine operating and maintenance costs which do not add to the value or useful life of a particular Capital Asset shall not be included as a capital Expenditure in the Capital Improvement Program Fund but will be included in operating budget financial projections.

Although the majority of Capital Projects may be included in the Capital Improvement Program, other projects may be funded from the General Fund or any other Fund as deemed appropriate by the City Manager.

Remaining Encumbrances in capital improvement projects at year-end shall be re-appropriated in the subsequent budget year. The project estimates for the current and subsequent budget years will be communicated to the City Council prior to budget adoption.

### **B. Project Contingency:**

If sufficient funding exists, the City Council may approve a 'Project Contingency' account in the Capital Improvement Program Fund annual budget. This contingency account may fluctuate from year to year but shall be targeted at 10% of accumulated capital project budgets within any of the funds that make up the Capital Improvement Program. This contingency account shall only be utilized and transferred to specific project accounts for any of these purposes:

1. Project overruns of up to 25% of the Adopted Capital Project budget and shall be supported by an approved change order
2. Grant match opportunities
3. Unanticipated (unbudgeted) construction projects
4. Emergency capital repairs

Example: A street Capital Project has an original budget of \$1 million. In the middle of construction, the City determines a change order of \$200,000 is required. Since the change



# CIP Policy

order amount is 20% of the project budget, the City Manager may move funds from the Project Contingency account to that specific street Capital Project account.

Transfers from the contingency account to other projects require City Manager and/or City Council approval. These transfers will be reported to the City Council on a quarterly basis. The contingency account will be appropriated annually and not automatically roll to the next year's budget.

## **C. Reporting Requirements:**

In accordance with Section 11.15 of the City's Home Rule Charter, the following information, at a minimum, will be provided in the annual Capital Improvement Program:

1. A clear general summary of its contents;
2. Identification of the long-term goals of the City;
3. A list of all Capital Projects which are proposed to be undertaken during the fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
4. Cost estimates and recommended time schedules for each improvement or other capital Expenditure;
5. The method of financing each capital Expenditure;
6. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired;
7. A commentary on how the plan addresses the environmental and economic sustainability of the City and the regional community of which it is a part; and
8. The methods to measure outcomes and performance of the capital plan related to the long-term goals of the community.

## **VII. EFFECTIVE DATE:**

This policy shall be effective upon signature.

## **VIII. APPROVAL:**


  
\_\_\_\_\_  
Matt Sturgeon, City Manager

12-11-19  
\_\_\_\_\_  
Date

## CIP Policy

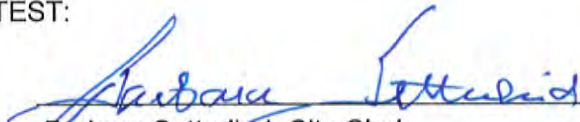
IX. RATIFICATION:

RESOLUTION NO. 2019-R-61

  
\_\_\_\_\_  
Stephanie Piko, Mayor

12-16-19  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Barbara Setterlind, City Clerk

12-16-19  
\_\_\_\_\_  
Date



# Debt Policy

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**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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**ADMINISTRATIVE POLICY**  
**No. 2019-AP-05**  
**(a revision of 2010-AP-05)**

**DEBT POLICY**

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## **I. AUTHORITY:**

Article XII of the City's Home Rule Charter ("Charter"), entitled "Bond Indebtedness," authorizes the City to borrow money or enter into other obligations and issue securities or other evidences of such obligations in such form and manner as determined by the City Council to be in the best interests of the City subject to the applicable limitations in the Colorado Constitution, including limitations as set forth in the Taxpayer's Bill of Rights ("TABOR").

Article XII of the City's Charter does not limit bonded indebtedness; rather, it is left to the discretion of the City Council subject to the constitutional requirements of TABOR or other constitutional provisions.

According to Article X, Section 20 of the Colorado Constitution, TABOR requires voter approval in advance for the "creation of any multiple fiscal year direct or indirect district Debt or other financial obligation whatsoever" [TABOR(4)(b)]. The exceptions to this provision are:

1. refinancing bonded debt at a lower interest rate
2. adding new employees to the pension plan
3. pledging adequate present cash reserves irrevocably, to be held for payment in all future fiscal years

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council.

## **II. PURPOSE OF POLICY:**

This policy provides a functional tool for debt management and capital planning in a conservative and prudent manner. The policy establishes conditions for the issuance of debt and provides the framework for minimizing the City's debt service and issuance costs, retaining the highest possible credit rating, and maintaining full and complete financial disclosure and reporting. This policy may also ensure the most adequate use of the City's resources to meet its commitments to provide needed services and capital assets to the citizens of the City, and to maintain sound financial management practices.

# Debt Policy

## III. SCOPE:

This policy applies to all general obligation debt issued by the City, and any other form of obligation of indebtedness. This policy does not apply to general improvement districts or any urban renewal authority budgets managed by the City.

## IV. DEFINITIONS:

**Backloading** - The deferral of principal and/or interest payments to a later period.

**Bond** - A fixed income instrument used by municipalities and others to finance projects and operations and that represents a loan made by an investor to the borrower to include the details of the loan and its payments, such as the end date when the principal of the loan is due to be paid to the bond holder and the terms for variable or fixed interest payments that will be made by the borrower.

**Capital Assets** - Assets of at least \$5,000 value and having a useful life beyond one year.

**Capital Project** - A project that maintains, improves, or adds new City Capital Assets or Infrastructure.

**Certificates of Participation (COP's)** - A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues. COPs are secured by lease revenues.

**Debt** - An amount owed to a person or organization for funds borrowed. Debt can be represented by a loan note, bond, mortgage or other form stating repayment terms and, if applicable, interest requirements. These different forms all imply intent to pay back an amount owed by a specific date, which is set forth in the repayment terms.

**Debt Service** - Annual re-payments of principal and interest to pay back a Debt.

**Financial Advisor** - An independent professional consultant assisting the City with financing options and providing guidance for debt structure, timing of debt issuance, possible debt refunding and other types of financial analysis.

**Fund** - A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

**General Obligation Bonds** - Bonds issued on behalf of the City for any public capital purpose, repaid by a separate mill levy, and subject to voter approval.

**Infrastructure** - Facilities and structures that support the daily life and growth of the City, including streets, traffic signals, bridges, and curb/gutters, and which have a much longer useful life term, and specifically excluding information technology systems which have a shorter useful life.

**Interfund** - A transaction that occurs between Funds for a specific purpose as approved by the appropriate authority.



# Debt Policy

Lease Purchase – an acquisition transaction whereby the asset is rented and is used as collateral for the lease payments and the lease purchaser has an exclusive right of first refusal for later purchase of the asset at the conclusion of a term of lease payments. TABOR does not require voter approval for lease purchase transactions.

Refunding -the process of retiring or redeeming an outstanding bond issue at maturity by using the proceeds from a new Debt issue.

Revenue Bonds – A type of issued municipal debt, the principal and interest of which is paid only by the revenues of a specific project that is financed by the issuance of the bonds.

## V. POLICY:

### **A. Purpose and Use of Debt:**

Debt may be issued for Capital Assets when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries, or in the case of an emergency. Generally, except for Interfund Borrowing - loans for short-term cash flow needs, Debt shall not be issued for projects due to a budgetary shortfall at the time of acquisition or construction, or for operating deficiencies.

The City may consider long term financing for the acquisition, maintenance, replacement, or expansion of physical assets and/or Infrastructure only if the asset has a useful life of at least five years, unless otherwise approved by City Council. In addition, Debt shall not be issued for periods exceeding 100% of the economic or useful life or average useful lives of the project or projects to be financed or thirty years, whichever is less, unless approved by City Council.

### **B. Debt Types and Structure:**

The following types of Debt may be issued by the City:

- Direct Debt - debt payable from general revenues, including capital leases
- Revenue Bonds - debt payable from a specific pledged revenue source
- Conduit Debt- debt payable by third parties for which the government does not provide credit or security (i.e. Private Activity Bonds)
- Other Types of Hybrid Debt- debt payable from special revenues or containing other unique security pledges
- Bonds or other allowable debt to re-finance existing debt(s)
- Other Debt - any other type of debt as deemed appropriate by City Council, such as COPs or lease purchases on a case by case basis and consistent with financial prudence



# Debt Policy

Debt shall generally be structured for the shortest period of time to allow for the fair allocation of costs to current and future beneficiaries or users of the asset. In addition, Debt shall be structured to achieve the lowest possible net cost to the City given market conditions, the urgency or importance of the Capital Project or Capital Asset, and the nature and type of security provided. Moreover, the City shall structure Debt with level principal and interest costs over the life of the Debt; however, as described below, Back-loading may be considered.

The City may issue Debt that pays a variable interest rate according to a pre-determined formula or results from a periodic remarketing of the securities, consistent with State law and covenants of pre-existing Debt, and in consideration of market conditions and advice of the City's financial advisor.

Back-loading will be considered only in the following circumstances:

- natural disasters or extraordinary or unanticipated external factors make the short term cost of the Debt prohibitive
- the benefits derived from the Debt issuance can clearly be demonstrated to be greater in the future than in the present
- any other circumstance in which City Council deems Back-loading appropriate

## **C. Refinancing/Refunding Debt:**

Periodic reviews of all outstanding Debt shall be performed to determine Refunding opportunities. Factors to be considered to determine if savings are sufficient to warrant a Refunding shall include:

- the length of time until the call date,
- the structure of the refunding Debt and
- expectations of future interest rates.
- restructuring will allow Debt service to more closely match project revenues during the early years of the project's operation

Refunding of outstanding debt will only be done if there is an economic gain regardless of whether there is an accounting gain or loss, or a subsequent reduction or increase in cash flows. The net present value savings shall be at least 3%, and preferably 5% or more. In an advanced Refunding (before the call date), the ratio of present value savings to the negative arbitrage costs should be at least 2:1. Refundings with lesser or negative savings shall not be considered unless there is a compelling public policy objective.

## **D. Creditworthiness:**

The City is committed to ensuring that actions within its control are prudent and responsive and seeks to maintain the highest possible credit rating for all categories of short and long-term Debt that can be achieved without compromising delivery of City services and achievement of City goals. The City recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its Debt.



# Debt Policy

## **E. Debt Limitations and Capacity:**

The City shall maintain outstanding Debt limits at levels consistent with City Council direction, or other constitutional provisions.

Debt capacity will be evaluated by the annual dollar amount paid in Debt service and the total amount outstanding with the goal to maintain the City's overall issuer rating at the very highest rating, AAA. Parameters may be different for General Obligation and Revenue bonds.

## **F. Debt Administration and Process:**

### **1. Sale of Securities.**

Generally, Bonds shall be sold to the highest and best bidder for cash at public sale, or at private sale, after advertisement for public sales, and to the best advantage of the City. The City Council shall have the option to authorize a private or negotiated sale without advertisement for public sale if the City Council determines that such sale would be to the best advantage of the City. If sold through competitive sale, bids shall be awarded on a true interest cost basis, provided other bidding requirements are satisfied and subject to the right of the City to waive defects and irregularities in bids, or to reject any and all bids.

The final terms and conditions for a Bond sale or other debt obligation will be specified in the enabling legislation.

If a competitive sale is selected by City Council, underwriters may be required to post a good faith deposit. For all negotiated sales, underwriters may be required to demonstrate sufficient capitalization and experience related to the debt issuance.

Every issuance of securities to the public by the City shall be made pursuant to a disclosure document prepared with the assistance of counsel, as selected by City Council. In addition, the City may retain external bond counsel for all publicly offered Debt issues. All publicly offered Debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the Debt, that the Debt creates a binding obligation, stating that the City has met all state constitutional and statutory requirements necessary for issuance, and determining the Debt's federal and state income tax status.

The City may retain a financial advisor through a professional services selection process administered by City staff. If deemed appropriate, separate or additional financial advisors may be retained for their particular expertise for a specific transaction or project. Generally, the City's financial advisor shall not be allowed to participate as an underwriter in the competitive or negotiated sale of any of the City's securities for which it has acted within the prior six months as the City's financial advisor.

Compensation for bond counsel, disclosure counsel, underwriter's counsel, or other special counsel, financial advisors, and other financial services will be consistent with industry standards.



# Debt Policy

## **E. Debt Limitations and Capacity:**

The City shall maintain outstanding Debt limits at levels consistent with City Council direction, or other constitutional provisions.

Debt capacity will be evaluated by the annual dollar amount paid in Debt service and the total amount outstanding with the goal to maintain the City's overall issuer rating at the very highest rating, AAA. Parameters may be different for General Obligation and Revenue bonds.

## **F. Debt Administration and Process:**

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Compensation for bond counsel, disclosure counsel, underwriter's counsel, or other special counsel, financial advisors, and other financial services will be consistent with industry standards.



# Debt Policy

The City may select other service providers (e.g. escrow agents, verification agents, trustees, arbitrage consultants, etc.) as necessary to meet legal requirements and minimize net City debt costs. The selection and retention of such providers will be made consistent with the City's purchasing policy.

## 2. Markets.

The City shall make use of domestic capital markets when the conditions best fit the City's financing needs.

## 3. Credit Enhancements.

The City may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the City with access to credit under the terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the City Council.

## 4. Financial Disclosures.

The City shall provide full and complete financial disclosure, and cooperate fully with rating agencies, underwriters of its securities, institutional and individual investors, City departments and agencies, other levels of government, and the general public to provide clear, comprehensible, and accurate financial information. In addition, the City shall meet secondary disclosure requirements on a timely and comprehensive basis. The Finance Department shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with applicable disclosure standards promulgated by state and national regulatory bodies.

## 5. Investment of Borrowed Funds.

The City acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of Debt issued for public purposes in a manner that is consistent with State statute and City policy.

## 6. Federal Arbitrage Rebate Requirement.

The Finance Department shall maintain a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal Internal Revenue tax code applicable to particular issuances of City securities.

## VI. EFFECTIVE DATE:

This policy shall be effective upon signature.

# Debt Policy


## VII. APPROVAL:

  
\_\_\_\_\_  
Matt Sturgeon, City Manager

12-11-19  
\_\_\_\_\_  
Date

## VIII. RATIFICATION:

RESOLUTION NO. 2019-R-61

  
\_\_\_\_\_  
Stephanie Piko, Mayor

12-16-19  
\_\_\_\_\_  
Date

## ATTEST:

  
\_\_\_\_\_  
Barbara Setterlind, City Clerk

12-16-19  
\_\_\_\_\_  
Date



# Expenditure Policy

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**CITY OF CENTENNIAL, COLORADO**

**13133 East Arapahoe Road, Centennial, Colorado 80112**

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## **ADMINISTRATIVE POLICY**

**No. 2019-AP-03**

**(a revision of 2010-AP-03)**

## **EXPENDITURE POLICY**

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### **I. AUTHORITY:**

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council.

### **II. PURPOSE OF POLICY:**

This policy provides the framework for the overall classification and management of City Expenditures.

### **III. SCOPE:**

This policy applies to all City funds and includes the General Improvement Districts and Centennial Urban Redevelopment Authority.

### **IV. DEFINITIONS:**

**Appropriation** – A specific amount of money authorized by the City Council for identified goods and/or services for operating, capital and debt service.

**Budget** – A complete financial plan that identifies Revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City's budget encompasses one calendar year but a biennial may be adopted by City Council.

**Capital Assets** – Assets of at least \$5,000 value and having a useful life beyond one year.

**Capital Improvement Fund** – A City Fund funded by dedicated Revenue sources, transfers from the General Fund, or grant funds and may be used for the acquisition, replacement, construction, major repairs, and related services of Capital Assets.

**Capital Project** – A project that maintains, improves, or adds new City Capital Assets or Infrastructure.

**Department** - A Department is a component of the overall City organization. Often including multiple Divisions, it is headed by a director and has established a specific and unique set of goals and objectives to provide services to the citizens and organization (e.g. Public Safety, Public Works, etc.).

# Expenditure Policy

Division – An organizational sub-unit of a Department. Each Division has a unique set of goals and objectives functioning within the Department.

Expenditure – The actual spending of financial resources set aside by Appropriation.

Fund – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

## V. POLICY:

### A. Classification:

1. City Fund Types (As established and managed by the Governmental Accounting Standards Board) Fund accounting is generally used for accounting purposes. Each Fund is established by the City Council per Municipal Code Chapter 4, Article 8, for a specific purpose and is considered a separate accounting entity. All City funds are classified within a Fund Type:

General Fund - the General Fund is the general operating Fund of the City. It is used to account for all resources and expenditures except those required to be accounted for in another Fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to Expenditures for specified purposes other than debt service or Capital Projects.

Debt Service Funds - Debt Service Funds are used to account for financial resources that are restricted, committed, or assigned to Expenditures for principal and interest.

Capital Project Funds - Capital Project Funds are used to account for resources that are restricted, committed, or assigned to Expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets (i.e. the City's Capital Improvement Fund is a Capital Projects Fund Type).

Enterprise Fund - Enterprise Funds account for activities which are similar to those found in the private sector. Financial activity is reported in essentially the same manner as in commercial accounting where net income and capital maintenance are measured.

2. Expenditure Classifications City expenditures are classified and reported within these classifications:

Personnel Services - includes salaries for full-time and part-time employees, overtime pay, insurance, retirement, and other costs related to the City's employees. The compensation plan is intended to provide all employees with fair and equitable pay and to provide a uniform system of payment.

Contracted Services - includes services contracted by the City to enhance operations or perform specific services or projects, such as engineering, auditing, consulting or



# Expenditure Policy

other professional service.

Other Services & Supplies - includes administrative Expenditures such as office supplies, subscriptions, professional development, utility charges, and operating leases.

Capital Asset (Outlay) - include land, buildings, infrastructure, vehicles and certain office equipment that are Capital Assets. Capital Expenditures increase asset accounts.

Capital Expenditures may be recorded in any City Fund. When making capital purchases, the financial impacts for future years, including repairs and maintenance to the asset are considered in addition to the feasibility of purchases that may create cost savings in future years.

## **B. Expenditure Monitoring:**

Expenditures will be monitored by Staff and City Council per City Budget Policy.

## **C. Multi-Year Financial Projections:**

Expenditure projections will be based on an established set of assumptions and updated each year. The projections will include inflationary projections. Expenditure classifications will be refined and customized for more accurate financial projections in reporting to the City Council and citizens.

## **VI. EFFECTIVE DATE:**

This policy shall be effective upon signature.

## **VII. APPROVAL:**

  
Matt Sturgeon, City Manager

12-11-19  
Date


## **VIII. RATIFICATION:**

RESOLUTION NO. 2019-R-61

  
Stephanie Piko, Mayor

12-15-19  
Date

## **ATTEST:**

  
Barbara Setterlind, City Clerk

12-16-19  
Date

# Fund Balance Policy

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**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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**ADMINISTRATIVE POLICY**  
**No. 2019-AP-06**  
**(a revision of 2010-AP-06)**  
**FUND BALANCE AND RESERVE POLICY**

---

**I. AUTHORITY:**

Section 2-2-130(b) (6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws.

**II. PURPOSE OF POLICY:**

This policy provides the framework for the overall fiscal management of the City.

**III. SCOPE:**

This policy applies to all City Fund Balances and Reserves. This policy does not apply to general improvement districts or any urban renewal authority budgets managed by the City.

**IV. DEFINITIONS:**

**Appropriation** – A specific amount of money authorized by the City Council for identified goods and/or services for operating, capital and debt service.

**Budgetary Fund Balance** – Fund Balance at an individual fund level that differs from Generally Accepted Accounting Principles (GAAP) Fund Balance which includes entity wide Fund Balance on the financial statements.

**Expenditure** – The actual spending of financial resources set aside by Appropriation.

**Fiscal Year** – A twelve-month period of time designated as the budget year. The City's fiscal year is the calendar year January 1 through December 31.

**Fund** – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

**Fund Balance** – The net amount of financial resources of a governmental fund that are further classified by constraints on how resources may be spent.



# Fund Balance Policy

GASB – Governmental Accounting Standards Board.

General Fund – The primary Fund used by the City accounting for all financial resources except those accounted for in another fund.

Reserve – The minimum amount set aside as a portion of a Fund's Budgetary Fund Balance for some future use and not available for Appropriation or Expenditure except when qualifying events occur in accordance with the City's Fund Balance and Reserve Policy. The Reserve amount is calculated as 25% of annual operating expenditures.

Revenue – Funds received from the collection of taxes, fees, permits, licenses, interest, grants, and other miscellaneous revenues during the Fiscal Year.

Street Fund – A City Fund funded by restricted City and state Revenue sources as well as transfers from the City's General Fund, grants, and/or developer contributions or other Revenues and may be used, without limitation, for street, sidewalk, traffic signal, street light, curb/gutter construction (infrastructure) and maintenance.

Target Level – The City's annual desired Reserve levels for total Fund Balance.

## V. POLICY:

### A. Overview

In budgeting, Revenue projections are conservative and authorized Expenditures are closely monitored. In stable economic times, the combination of these two strategies typically leads to Revenue collections higher than actual Expenditures. The accumulation of these Reserves protects the City from unanticipated increases in Expenditures or unforeseen reductions in Revenue, or a combination of the two, allowing for continuity of operations and the prudent financing of capital construction and asset maintenance.

The City shall maintain adequate levels of Reserve to mitigate risks (e.g. Revenue shortfalls and unanticipated Expenditures). Reserves shall be set aside within each of the General and Street Fund, which funds are not available for Appropriation or Expenditure except when qualifying events occur.

The methodology and reporting of Reserves within each of the General and Street Fund may change from year to year, based either upon requirements of GASB or by City Council.

Meeting Reserve levels for each of the General Fund and the Street Fund is required by this policy, while meeting Target Levels for each of the General Fund and the Street Fund is a goal under this policy.

Council's established Target Level for each of the General and Street Fund may be higher in any given Fiscal Year depending on budget situations, Revenue and/or Expenditure volatility, and other considerations. General and/or Street Fund Reserves in excess of the policy Reserve may be used to fulfill Council priorities.



# Fund Balance Policy

## **B. Fund Balance Classifications (established by GASB)**

There are five different classifications of Fund Balance established by GASB that the City recognizes in its annual budgeting process:

### **1. Nonspendable Fund Balance**

Amounts within a Fund that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact such as items that are not expected to be converted to cash, including inventories and prepaid Expenditures.

### **2. Restricted Fund Balance**

The spending constraints placed on the use of Restricted Fund Balance are externally imposed by creditors, grantors, contributors, laws or regulations, or imposed by law through constitutional provisions or enabling legislation. For example, the Fund Balances of the Open Space and Conservation Trust Funds are reported as restricted as the use of those resources are restricted for specific uses as defined by Arapahoe County and the State of Colorado, respectively.

TABOR Emergency Reserves are a required component of Restricted Fund Balance mandated by Article X, Section 20, of the Colorado Constitution, which has several limitations. TABOR requires local governments to set aside three percent (3%) or more of fiscal year spending (as defined by TABOR and excluding bonded debt service) to be used for declared emergencies only. Emergencies are not well defined by TABOR except to exclude economic conditions, revenue shortfalls, or salary/fringe benefit increases. TABOR Emergency Reserves are included in the Restricted Fund Balance for each Fund and the use is restricted solely for declared emergencies.

TABOR also limits annual revenue by limiting fiscal year spending, but these provisions are inapplicable to City Funds as a result of voter approved waivers in 2006 and 2012.

### **3. Committed Fund Balance**

The Committed Fund Balance for each Fund cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same formal action it employed to previously commit those amounts. This classification also incorporates contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

### **4. Assigned Fund Balance**

The intent to assign funds to an Assigned Fund Balance is expressed by City Council through an informal action or Council can delegate the authority to express intent to a committee, the City Manager or other City official on a case by case basis.

### **5. Unassigned Fund Balance**

The General Fund is the only City Fund that can have an Unassigned Fund Balance.



# Fund Balance Policy

## **C. Use and Replenishment of Reserve(s)**

The City will only utilize resources that will drop Fund Balance below the Reserve level when approved by the City Council and when one or more of these qualifying events occur:

1. Economic recession
2. Drastic Revenue shortfall
3. Early retirement of debt
4. Emergencies, natural disasters and/or litigation
5. Capital asset acquisition, construction and/or improvement projects

If Fund Balance falls below the Reserve, the City Manager will present a plan to the City Council when presenting the ensuing annual budget that would restore the Fund Balance level as soon as economically practical.

## **VI. EFFECTIVE DATE:**

This policy shall be effective upon signature.

## **VII. APPROVAL:**

  
Matt Sturgeon City Manager

Date 12-11-19

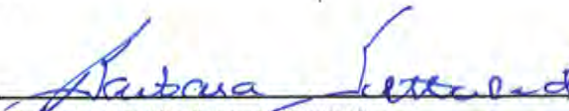
## **VIII. RATIFICATION:**

RESOLUTION NO. 2019-R-61

  
Stephanie Piko, Mayor

Date 12-16-19

## **ATTEST:**

  
Barbara Setterlind, City Clerk

Date 12-16-19

# Investment Policy



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**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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**ADMINISTRATIVE POLICY**  
**No. 2019-AP-08**  
**(a revision of 2017-AP-01)**

**INVESTMENT POLICY**

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**I. AUTHORITY:**

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council.

In addition, Section 2-2-130 of the City's Municipal Code provides authority to the City Manager to approve and process all documentation and tasks necessary to conduct the financial affairs of the City including, but not limited to, all operations associated with banking and investment of the City funds.

**II. PURPOSE OF POLICY:**

This policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City's funds, including the funds of certain districts whose finances are managed by the City, and to ensure that the investment program is operated in conformance with governing legislation and other legal requirements.

**III. SCOPE:**

This Policy shall apply to all of the City's funds, including the following:

**A. General Fund:**

The General Fund is the primary operating fund of the City. The fund contains the following listed major reserves which can be invested for a longer-term:

- Emergency Reserve as required by the Taxpayer Bill of Rights (TABOR), which must equal 3% of expenditures.



# Investment Policy

- Operating Reserves as established by City Council policy set aside for emergency City Operations.

## **B. Special Funds:**

- Capital Improvement Program Funds consisting of financial resources to be used for the acquisition and construction of capital equipment and facilities consistent with applicable fund use restrictions.
- City Enterprise Funds, consisting of financial resources used for operations that are financed and operated in a manner similar to private business enterprises. These funds are generated through fees for land use services, building department applications, and contractor licensing.
- Any other fund as created by City Council.

## **C. Special Assessment and City-Managed Funds:**

- Special assessment and City-managed funds such as the City managed general improvement districts and the Centennial Urban Renewal Authority.

## **D. Debt Service Funds:**

- Antelope General Improvement District Debt Service Fund to be used by the District for debt repayment.

## **E. Pooled Investments:**

Cash shall be pooled for investment purposes for the General, and unrestricted resources of the Capital Improvement Funds. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio.

## **IV. DEFINITIONS:**

See attached Exhibit A for definitions.

## **V. POLICY:**

### **A. INVESTMENT OBJECTIVES**

The City's and Districts' funds shall be invested in accordance with all applicable City policies and codes, Colorado statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

# Investment Policy

## 1. *Safety*

Investments shall be undertaken to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

### a. Credit Risk

The City will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section V, Sub-Section E of this Policy.
- Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section V, Sub-Section G of this Policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

### b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this Policy (see Section V, Sub-Section F).

## 2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

## 3. *Return*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on



# Investment Policy

investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal;
- Selling a security and reinvesting the proceeds would improve the quality, yield, or target duration in the portfolio; or
- Unanticipated liquidity needs of the portfolio require that the security be sold.

## **B. DELEGATION OF AUTHORITY**

The City Manager shall:

- determine the appropriate proportion of the City's portfolio to be invested after considering comment and input from the Investment Committee;
- be vested with ultimate responsibility for managing the City's investment program and for implementing this Policy;
- have the ability to further delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members.
- designate the Finance Director as the primary delegate to execute the investment program in accordance with this Policy, and the Finance Director may delegate such authority to the Deputy Finance Director in the absence of the Finance Director, and no other person may engage in an investment transaction except as expressly provided under the terms of this Policy;
- establish procedures and internal controls for the operation of the City's investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation, and imprudent actions;
- have the ability to engage the services of outside investment advisors with respect to the City's investment program in either a discretionary or non-discretionary capacity, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources; and
- in the absence of outside investment advisors, routinely monitor the contents of the portfolio, the available markets, and the relative safety of competing instruments, and shall price the portfolio monthly.

## **C. PRUDENCE**

The standard of prudence to be used for managing the City's investment program is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in



# Investment Policy

regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital." (Colorado Revised Statutes §15-1-304, Standard for Investments.)

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that its investment activities are a matter of public record. Accordingly, the City recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The City Manager or his/her delegate and other authorized persons acting in accordance with established procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided abnormal risk or credit events are reported to the City Council.

## **D. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall:

- refrain from personal business activity that could conflict with proper execution and management of the City's investment program or that could impair their ability to make impartial investment decisions;
- disclose any material interests in financial institutions with which they conduct business;
- disclose any personal financial/investment positions that could be related to the performance of the investment portfolio;
- refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City; and
- otherwise comply with any applicable City Code of Ethics.

## **E. AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments will be made in accordance with the Colorado Revised Statutes as follows: C.R.S. §§ 11-10.5-101, *et seq.* Public Deposit Protection Act; C.R.S. §§ 24-75-601, *et seq.* Funds - Legal Investments; C.R.S. § 24-75-603, Depositories; and C.R.S. § 24-75-701, Local governments – authority to pool surplus funds. Any revisions or amendments of these provisions will be automatically made part of this Policy.

This Policy further restricts the investment of City and Districts' funds to the following types of securities and transactions:

1. U.S. Treasury Obligations: Treasury bills, Treasury notes, Treasury bonds, and Treasury STRIPS, or those securities for which the full faith and credit of the United States is pledged for the payment of principal and



# Investment Policy

interest, with maturities not exceeding five years from the date of trade settlement.

2. U.S. Government Agency and Instrumentality Securities: Any security issued by, fully guaranteed by, or for which the full credit of the following is pledged for payment: the Federal Farm Credit Bank, the Federal Land Bank, the Federal Home Loan Bank, the Export-Import Bank, the Government National Mortgage Association, the World Bank, or any entity or organization that is not listed in this paragraph but that is created by, or the creation of which is authorized by, legislation enacted by the United States Congress and that is subject to control by the federal government that is at least as extensive as that which governs an entity listed in this paragraph. Subordinated U.S. Government Agency or Instrumentality securities are not permissible under this Policy.

Securities shall be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs and have maturities not exceeding five years from the date of trade settlement.

For securities authorized in this section, the City shall limit the combined total of investments to no more than 90% of the total portfolio and 30% per issuer.

3. Corporate or bank (negotiable CD) security with a maturity not exceeding five years from the date of trade settlement, issued by any corporation or bank organized and operating within the United States. The debt must be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs. These rating requirements first apply to the security being purchased and second, if the security itself is unrated, to the issuer, provided the security contains no provisions subordinating it from being a senior debt obligation of the issuer. The aggregate investment in corporate debt or bank security shall not exceed 50% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer. At no time shall the aggregate investment in corporate debt or bank security, commercial paper, certificates of deposit, and banker's acceptances exceed 50% of the City's total investment portfolio.

4. Brokered Certificates of Deposit with a maturity not exceeding five years from the date of trade settlement and issued by any domestic bank. Allowable brokered CDs must be issued by a FDIC-insured bank and be U.S. dollar-denominated with a par value and accrued interest within the FDIC coverage amount (thereby, fully insured by FDIC). For obligations authorized in this section, the City shall limit the combined total of investments to no more than 25% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer.

5. Time Certificates of Deposit with a maturity not exceeding five years from the date of trade settlement in any FDIC insured state or national bank located in Colorado that is an eligible public depository as defined in C.R.S.



# Investment Policy

§ 11-10.5-103. Certificates of deposit that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act. In addition, at the time of purchase, issuing banks shall meet the credit criteria set forth in the section of this investment policy, "Selection of Banks." For obligations authorized in this section, the City shall limit the combined total of investments to no more than 50% of the City's investment portfolio, and no more than 20% of the City's investment portfolio may be invested in the obligations of any one issuer.

6. Commercial Paper issued by domestic corporations with an original maturity of 270 days or less from the date of trade settlement that is rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs and rated not less by all NRSROs that rate the commercial paper. If the commercial paper issuer has senior debt outstanding, it must be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs. The aggregate investment in commercial paper shall not exceed 25% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer. At no time shall the aggregate investment in corporate debt, commercial paper, and banker's acceptances exceed 50% of the City's total investment portfolio.

7. Repurchase Agreements with a termination date of 180 days or less, collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed above with a final maturity not exceeding ten years. For the purpose of this section, the term "collateral" shall mean purchased securities under the terms of the PSA Bond Market Trade Association Master Repurchase Agreement as modified by the City's Master Repurchase Agreement Annex. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the City's third-party custodian bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with dealers that have executed a Master Repurchase Agreement with the City and are recognized as Primary Dealers by the Federal Reserve Bank of New York, or have a Primary Dealer within their holding company structure. Primary Dealers approved as Repurchase Agreement counterparties shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent by each NRSRO that rates the firm.

8. Eligible Banker's Acceptances with maturities not exceeding 180 days from the date of trade settlement, issued by FDIC insured state or national banks. Banker's Acceptances shall be rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs. If the issuing bank has senior debt outstanding, it must be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs and rated not less by all NRSROs that rate the bank. The aggregate investment in banker's acceptances shall not exceed 10% of the City's investment



# Investment Policy

portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer. At no time shall the aggregate investment in corporate debt, commercial paper, and banker's acceptances exceed 50% of the City's total investment portfolio.

9. Local Government Investment Pools organized pursuant to C.R.S. § 24-75-701 *et seq.* and that have a rating of AAAm/AAAf or the equivalent by one or more NRSROs. 100% of the City's investment portfolio may be invested in Local Government Investment Pools.

10. Money Market Mutual Funds operated in accordance with Rule 2a-7 under the federal "Investment Company Act of 1940", as amended, or any successor regulation under that act regulating money market funds. The funds must have an investment policy or objective which seeks to maintain a stable net asset value of \$1.00 per share and have a rating of AAAm or the equivalent by one or more NRSRO. 50% of the City's investment portfolio may be invested in Money Market Mutual Funds.

11. Interest Bearing Bank Accounts in any FDIC insured state or national bank located in Colorado that is an eligible public depository as defined in C.R.S. § 11-10.5-103. Amounts deposited that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act. In addition, at the time of deposit, the bank shall meet the credit criteria set forth in the section of this investment policy, "Selection of Banks."

12. Municipal Bonds with a maturity not exceeding five years from the date of trade settlement, issued by a state or local governments with a final maturity not exceeding five years from the date of trade settlement. Such obligations of Colorado issuers (or any political subdivision, institution, department, agency, instrumentality, or authority of the state) shall be rated at least "A-" or the equivalent at the time of purchase by at least two NRSROs. Such obligations of any other governmental entity shall be rated at least "AA-" or the equivalent at the time of purchase by at least two NRSROs. For obligations authorized in this section, the City shall limit the combined total of investments to no more than 15% of the City's investment portfolio, and no more than 5% of the City's investment portfolio may be invested in the obligations of any one issuer.

The foregoing list of authorized securities and transactions shall be strictly interpreted. Any deviation from this list must be pre-approved by the City Council.

The City may, from time to time, issue bonds, the proceeds of which must be invested to meet specific cash flow requirements. In such circumstances and notwithstanding the paragraph immediately above, the reinvestment of debt issuance or related reserve funds may, upon the advice of Bond Counsel or financial advisors, deviate from the provisions of this Investment Policy with the formal approval of the City Council.



# Investment Policy

## F. INVESTMENT DIVERSIFICATION

### 1. *Diversification*

It is the City's policy to diversify its investment portfolio. In order to eliminate risk of loss resulting from the excess concentration of investments in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets in City funds shall be diversified by maturity, issuer, and security type. Diversification strategies shall be determined and revised periodically by the Investment Committee/City Manager or Finance Director.

In establishing specific diversification strategies, the following general policies and constraints shall apply: Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

### 2. *Maximum Maturities*

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Under this policy, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with governing legislation. The City shall adopt weighted average maturity limitations consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be segregated into a long-term "core" investment portfolio and invested in securities exceeding five (5) years if the maturities of such investments are planned to coincide as nearly as practicable with the expected use of funds.

### 3. *Competitive Bids*

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded. If the City is offered a security for which there is no readily available competitive offering, quotations for comparable or alternative securities will be documented. The competitive transaction requirement is not applicable for new issue security offerings or direct purchases from an issuer.

## G. SELECTION OF BANKS, DEPOSITORIES AND BROKER/DEALERS

The City Manager or Finance Director shall maintain a list of FDIC insured banks approved to provide depository and other banking services for the City. To be eligible, a bank shall qualify as an eligible public depository as defined in C.R.S § 11-10.5-103. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as FINRA broker check.



# Investment Policy

In the event that an external investment advisor is used to assist with the management of assets, the investment advisor's approved broker dealer list shall be kept on file and reviewed annually for changes, and that advisor will also maintain sufficient competitive bid tabulation records.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties);
- Proof of state registration;
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties);
- Certification of having read and understood and agreeing to comply with the City's investment policy;
- Evidence of adequate insurance coverage.

## **H. SAFEKEEPING AND CUSTODY**

The City Manager or his/her delegate shall approve one or more financial institutions to provide safekeeping and custodial services for the City. A City approved safekeeping agreement shall be executed with each custodian bank. The City's safekeeping banks shall qualify as eligible public depositories as defined in C.R.S. § 11-10.5-103.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City shall be delivered by either book entry or physical delivery and shall be held in third-party safekeeping by the City approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

The City's custodian shall be required to furnish the City a list of holdings on at least a monthly basis, and safekeeping receipts or customer confirmations shall be issued for each transaction.

## **I. PERFORMANCE BENCHMARKS**

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. Investment performance of funds designated as core funds and other non-operating funds that have a long-term (greater than 12

# Investment Policy

months maturity) investment horizon will be compared to an index comprised of U.S. Treasury or Government securities. The appropriate index will have a duration and asset mix that approximates the portfolios and will be utilized as a benchmark to be compared to the portfolios total rate of return. Examples of an appropriate index are as follows: the ICE BofAML 1-3 Year Government & Corporate AA Index, the ICE BofAML 1-5 Year Government & Corporate AA Index, and S&P LGIP Index.

## J. REPORTING

The Investment Committee, the membership of which is set by ordinance, will submit to the City Council, at least semi-annually, a report listing the investments held by the City, the current market value of the investments and performance results. The report shall include a summary of investment earnings during the period.


## VI. POLICY REVISIONS

This Investment Policy shall be reviewed at least annually by the Investment Committee and may be amended by the City Council as conditions warrant.

## VII. EFFECTIVE DATE

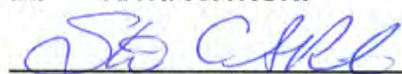
This Policy shall be effective upon signature.

## VIII. APPROVAL

  
\_\_\_\_\_  
Matt Sturgeon, City Manager

12-11-19  
Date

## IX. RATIFICATION:

  
\_\_\_\_\_  
Stephanie Piko, Mayor

Resolution No. 2019-R-61

12-15-19  
Date



# Investment Policy

## Exhibit A

### INVESTMENT POLICY DEFINITIONS

**Accrued Interest** - The accumulated interest due on a bond as of the last interest payment made by the issuer.

**Agency** - A debt security issued by a federal or federally sponsored agency. A government-sponsored enterprise (GSE) is a type of federal agency created by the United States Congress. GSEs include the Federal National Mortgage Association (Fannie Mae), the Federal Home Loan Mortgage (Freddie Mac), the Federal Home Loan Bank and the Federal Agricultural Mortgage Corporation (Farmer Mac) and are not backed by the same guarantee as federal government agencies. In contrast, the Government National Mortgage Corporation (Ginnie Mae) is a federal agency in which their debt is backed by the full faith and credit of the federal government.

**Banker's Acceptances** - A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Bid** - The indicated price at which a buyer is willing to purchase a security or commodity.

**Book Value** - The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

**Brokered Certificates of Deposit** - A brokered certificate of deposit is a bank security offered through a financial intermediary. Brokered CDs are considered investments and not deposits and, as such, are not subject to collateralization under the Colorado Public Deposit Protection Act.

**Callable Bond** - A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Call Risk** - The risk to a bondholder that a bond may be redeemed prior to maturity.

**Centennial Urban Renewal Authority** - The urban renewal authority formed by the City in 2005 pursuant to the Colorado Urban Renewal Law, the funds of which are managed by the City and subject to this Policy.

**Collateralization** - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

**Commercial Paper** - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

**Coupon Rate** - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

**Credit Quality** - The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit



# Investment Policy

quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**Credit Risk** - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Current Yield (Current Return)** - A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

**Delivery Versus Payment (DVP)** - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

**Discount** - The amount by which the par value of a security exceeds the price paid for the security.

**Districts** - The General Improvement Districts in the City created pursuant to Sections 31-25-601 through 31-25-633 of the Colorado Revised Statutes the funds of which are managed by the City and subject to this Policy

**Diversification** - A process of investing assets among a range of security types by sector, maturity, and quality rating.

**Duration** - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fair Value** - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**Federal Funds (Fed Funds)** - Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**Federal Funds Rate** - Interest rate charged by one institution lending federal funds to the other.

**FINRA** - Financial Industry Regulatory Authority. An independent, not-for-profit organization authorized by Congress to regulate the U.S. broker/dealer industry. This organization oversees brokerage firms, monitors the U.S. equities markets, detects potential fraud, and protects investors. FINRA has authority to discipline brokers and resolve investor disputes.

**Government Securities** - An obligation of the U.S. government, backed by the full faith and credit of the government. See "Treasury Bills, Notes, and Bonds."

**Interest Rate** - See "Coupon Rate."



# Investment Policy

**Interest Rate Risk** - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Internal Controls** - An internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

**Investment Advisor - Discretionary** - Investment advisors are used by public entities to assist their internal finance and treasury officers with managing their portfolios by offering resources that the public entities typically are unable to obtain on their own. Independent investment advisors use their professional expertise to enhance the safety and performance of their clients' investment portfolios. Investment advisors are able to make broad recommendations as to the guidelines and best practices that should be used to structure a well-managed investment program. An investment advisor can also provide its clients with general recommendations as to the types of securities that provide opportunity in the current investment environment.



# Investment Policy

**Investment Committee** – The City committee formed in accordance with the requirements of and for the purposes set forth in Section 11.16 of the City's Home Rule Charter and ordinance(s) implementing the same.

**Investment Manager - Non-discretionary** - In a non-discretionary investment management relationship, it is agreed that decisions concerning investments subject to the Agreement between the client and the investment manager shall be made by the client's authorized representative with the assistance of the manager. Independent investment managers develop comprehensive investment programs while enhancing the performance of their clients' investment portfolios through market access, professional expertise, and performance measurement and compliance. The approval of the client is required prior to the execution of any investment transaction for the Advisory Account. The investment managers will buy or sell securities and place orders for the execution of such transactions with or through such brokers, dealers, or issuers as the managers may select, subject to approval by the client.

**Investment Company Act of 1940** - Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**Investment Policy** - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

**Investment Portfolio ("Portfolio")** - The aggregate balance of the City's securities, commercial paper, corporate debt, certificates of deposit, money market mutual funds, and other authorized securities. The Portfolio excludes City deposit accounts and local government investment pool balances.

**Investment-grade Obligations** - An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**Liquidity** - An asset that can be converted easily and quickly into cash.

**Local Government Investment Pool (LGIP)** - An investment by local governments in which their money is pooled as a method for managing local funds.

**Mark-to-market** - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**Market Risk** - The risk that the value of a security will raise or decline as a result of changes in market conditions.

**Market Value** - Current market price of a security.

**Material Interest** - Any investment, or other financial interest, equal to or greater than 5% of an individual's total investment or financial portfolio.

**Maturity** - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."



# Investment Policy

**Money Market Mutual Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Mutual Fund** - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund
4. Maintain the daily liquidity of the fund's shares
5. Value their portfolios on a daily basis
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as FINRA
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually

**Nationally Recognized Statistical Rating Organization ("NRSRO")** - A nationally recognized statistical rating organization (NRSRO) is a credit rating agency that issues credit ratings that the Securities and Exchange Commission (SEC) permits other financial firms to use for certain regulatory purposes. There are ten NRSROs the most common of which include Standard & Poor's, Moody's Investors Service, or Fitch Ratings. Shown below are the long-term ratings equivalents:

## LONG-TERM RATINGS

Standard & Poor's	Moody's Investors Service	Fitch Ratings
AAA	Aaa	AAA
AA+	Aa1	AA+
AA	Aa2	AA
AA-	Aa3	AA-
A+	A1	A+
A	A2	A
A-	A3	A-

**Net Asset Value** - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.) 
$$\frac{(\text{Total assets}) - (\text{Liabilities})}{(\text{Number of shares outstanding})}$$



# Investment Policy

**Negotiable Certificates of Deposit**— A negotiable certificate of deposit (NCD) is a bank security. Negotiable CDs are considered investments and not deposits and, as such, are not subject to collateralization under the Colorado Public Deposit Protection Act.

**No Load Fund** - A mutual fund which does not levy a sales charge on the purchase of its shares.

**Offer** - An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

**Par** - Face value or principal value of a bond, typically \$1,000 per bond.

**Premium** - The amount by which the price paid for a security exceeds the security's par value.

**Prime Rate** - A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**Principal** - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**Prospectus** - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

**Prudent Person Rule** - An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

**Reinvestment Risk** - The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

**Repurchase Agreement (repo or RP)** - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

**Reverse Repurchase Agreement (Reverse Repo)** - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

**Rule 2a-7 of the Investment Company Act** - Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13- month maturity limit and a 60-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

**Safekeeping** - Holding of assets (e.g., securities) by a financial institution. Fees may be charged for this service by a third-party safekeeping institution.

**Swap** - Trading one asset for another.



# Investment Policy

**Total Return** - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or realized and unrealized capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

**Treasury Bills** - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$1,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes** - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

**Treasury Bonds** - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

**Uniform Net Capital Rule** - SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

**Volatility** - A degree of fluctuation in the price and valuation of securities.

**"Volatility Risk" Rating** - A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("S1" by S&P; "S-1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("S6" by S&P, "S-6" by Fitch).

**Weighted Average Maturity (WAM)** - The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 60 days and no one security may have a maturity that exceeds 397 days.

**Yield** - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

**Yield-to-call (YTC)** - The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. **Yield Curve** - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**Yield-to-maturity** - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

# Investment Policy

**Zero-coupon Securities** - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.



# Purchasing Policy

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**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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## **ADMINISTRATIVE DIRECTIVE No. 2018-FD-AD-03**

### **ADOPTION OF DECEMBER 2018 PURCHASING POLICY MANUAL**

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#### **I. AUTHORITY:**

Per Administrative Policy 2013-AP-01 governing purchasing by the City ("Purchasing Policy"). (approved by City Council by Resolution 2013-R-71), the processes for which are set forth in a "Purchasing Policy and Procedure Manual" dated November 2013 (subsequently amended in September 2014) ("Manual") the City Manager is responsible for the City's purchasing system. (Section 1.6 of Manual). The City Manager desires to approve an updated (December 2018) edition of the Manual which incorporates Administrative Policy 2018-FI-AD-01 and incorporates requirements for any procurement involving the expenditure of federal funds in a new Appendix B to the Manual.

#### **II. PURPOSE OF DIRECTIVE:**

The purpose of this directive is to approve an updated (December 2018) edition of the Manual which incorporates Administrative Policy 2018-FI-AD-01 and incorporates requirements for any procurement involving the expenditure of federal funds in a new Appendix B to the Manual.

#### **III. ADOPTION OF 2018 PURCHASING POLICY AND PROCEDURES MANUAL**

The December 2018 Purchasing Policy and Procedures Manual for the City in form attached hereto as Attachment A is hereby adopted and shall replace and supersede any prior editions of such manual. The forms and processes and directives described therein do not affect the competitive bidding and approval requirements as approved by Administrative Purchasing Policy 2013-AP-01 of the City as approved by City Council by Resolution 2013-R-71.

#### **IV. EFFECTIVE DATE:**

This directive shall be effective upon the signature of the City Manager.

#### **V. APPROVAL:**

  
\_\_\_\_\_  
Matt Sturgeon, City Manager

12/20, 2018  
Date

# Revenue Policy

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**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

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**ADMINISTRATIVE POLICY**  
**No. 2019-AP-02**  
**(a revision of 2010-AP-02)**

**REVENUE POLICY**

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**I. AUTHORITY:**

Section 11.1 of the City's Home Rule Charter authorizes the City to raise revenue, including taxes, rates, fees, licenses, tolls, penalties, and charges, in accordance with applicable limitations in the Colorado Constitution, including the limitations of the Taxpayer Bill of Rights (TABOR).

Section 2-2-130(b)(6) and (7) of the City's Municipal Code authorizes the City Manager to develop City administrative financial policies consistent with all federal, state and local laws, and subject to ratification of the policy by the City Council.

**II. PURPOSE OF POLICY:**

This policy provides the framework for the overall revenue management, including general structure and limitations.

**III. SCOPE:**

This policy applies to all City funds and includes the General Improvement Districts and Centennial Urban Redevelopment Authority.

**IV. DEFINITIONS:**

**Budget** – A complete financial plan that identifies Revenues, types and levels of services to be provided, and the amount of funds that can be spent. The City's budget encompasses one calendar year, but a biennial budget may be adopted by City Council.

**Cost Allocation** – For financial purposes, the process of identifying, aggregating, and charging costs based on underlying assumptions among departments and/or funds.

**Fee** - A general term used for any charge levied for providing a service or performing an activity.

**Fines** - Monies received by the City that are paid by citizens who have violated City and/or state laws.



# Revenue Policy

**Fiscal Year** – A twelve-month period designated as the Budget year, which for the City is the calendar year January 1 through December 31.

**Grant** - Contributions of cash or other assets from a governmental agency or other organization to be used or expended for a specific purpose, activity, or facility.

**Intergovernmental Revenue** - Revenues levied by one government but shared on a predetermined basis with another government or class of governments or funding received from another government as reimbursement for costs incurred.

**Revenue** – Funds received from the collection of taxes, fees, permits, licenses, interest, grants, and other miscellaneous sources during the Fiscal Year.

## V. POLICY:

### A. General Structure:

The City strives to maintain a strong, diverse, and balanced Revenue structure, recognizing that a dependence on any individual Revenue source may cause Revenue yields to be vulnerable to economic cycles. All Revenues are conservatively projected for budgetary purposes and are monitored regularly as amounts are received. Revenues which are considered to be "one-time" resources are used to fund one-time expenditures, including capital projects, or may be included in fund balance. These Revenue sources are not relied upon for future year, or ongoing, expenditures. Similarly, Revenues with unpredictable receipt patterns are projected conservatively, and any amount collected in excess of the amount projected may be applied to the fund balance.

The City's Revenue sources includes Taxes, Fees, Interest Earnings, Intergovernmental Revenue, Grants, Fines, and other sources.

Taxes are levied and collected by the City pursuant to state and City laws. The amount of any tax levied shall not exceed the rate or levy allowed by law or voter approval. Other Revenues derived from taxes imposed by other entities shall be collected by the City in accordance with established distribution formulas and methodologies.

Fees are established by City Council through ordinance or resolution or agreed upon pursuant to a contract or agreement. All Fees are reviewed periodically for propriety and consistency with any relevant agreements.

In accordance with the Charter, City Council shall determine the amount of any Fee, with the exception of franchise fees, by considering the costs incurred by the City in providing the service for which the Fee is charged. Fees for services are established based upon the full cost of the service provided, including both direct and indirect costs incurred by the City. Fees may be charged based upon a Cost Allocation method that most accurately reflects the cost of providing a service.

Investment earnings are based on amounts credited to City accounts and funds, based on the principal balance invested in accordance with the City's investment policy.

Grant Revenues are collected based upon awards received from applications submitted. These revenues are only budgeted when the grant is awarded.



# Revenue Policy

## **B. Revenue Guidance:**

The City recognizes the importance of reviewing Revenue sources to align with the City's delivery of municipal services. The City's Revenue structure and receipts can be influenced by many determinants such as federal and state laws, citizens' preferences for local services, intergovernmental relations, and the City's policies towards new growth and economic development. The City utilizes five (5) guidelines to make decisions within its authority and ability to initiate or modify the types and amounts of revenue it receives:

1. Maintain stable Revenue sources to the extent possible: The City will monitor current revenue sources for variability. The Revenue forecast will be adjusted as necessary to accommodate unanticipated increases and declines.
2. Maintain a diversified mix of Revenue sources: The City recognizes that becoming too dependent upon one Revenue source would make Revenue streams more vulnerable to economic cycles. Staff will monitor dependency on sales and use tax to ensure an over-reliance does not occur.
3. Cultivate Revenue sources that are equitable among citizens: As much as is possible and feasible, City services that benefit specific users should be paid for by Fees and charges to preserve the use of general taxes to meet the cost of broader public services. The City will review Fees and other charges for services to ensure that Revenues are keeping pace with the cost of providing such service.
4. Generate adequate Revenue to maintain service levels in line with citizen expectations.
5. Maintain healthy reserves. The City will maintain healthy reserves by adhering to State mandated reserve and internal fund balance reserve policies.

## **C. Financial Forecasting (Using Economic Indicators):**

The City has four major sources of Revenue aside from Intergovernmental Revenue—property tax, sales/use tax, building fees, and franchise fees—all of which are affected by changes in the local, State, or national economies. Economic data shall be evaluated from multiple sources to analyze short- and long-term revenue trends. A variety of indicators shall be considered such as housing market trends, interest rates, strength of tourism industry, retail sales, unemployment rates, consumer confidence measures, the Consumer Price Index (CPI), and others.

### **Short-Term Revenue Projections**

Short-term Revenue projections shall be based on the current economic conditions, legislation, and fiscal policy changes. The current economic indicators will assist in developing the growth rate for each major Revenue category. Short-term Revenue projections shall support budgetary and policy decisions for the current and upcoming fiscal year.



# Revenue Policy

## Long-Term Revenue Projections

Long-term Revenue forecasting used for the outlook shall be based on analysis of the historical Revenue trends for each individual Revenue source. The historical trend analysis shall include, at minimum, a five-year performance history for each major Revenue source. In addition to the historical trend analysis and review of current economic conditions, the City shall consider potential legislative changes when forecasting the major Revenue growth rates.

### **D. Limitations:**

The City shall remain in compliance with all applicable Revenue limitations including compliance with the Taxpayers Bill of Rights (TABOR), as supplemented by state law and interpreted by Colorado courts, in addition to any applicable restrictions on use of funds for specific purposes.

### **VI. EFFECTIVE DATE:**

This policy shall be effective upon signature.

### **VII. APPROVAL:**

  
\_\_\_\_\_  
Matt Sturgeon, City Manager

12-11-19  
\_\_\_\_\_  
Date


### **VIII. RATIFICATION:**

RESOLUTION NO. 2019-R-61

  
\_\_\_\_\_  
Stephanie Piko, Mayor

12-15-19  
\_\_\_\_\_  
Date

### **ATTEST:**

  
\_\_\_\_\_  
Barbara Setterlind, City Clerk

12-16-19  
\_\_\_\_\_  
Date