



## **SPECIAL MEETING AGENDA**

**City of Black Hawk City Council  
211 Church Street, Black Hawk, CO**

**November 18, 2015**

**1:00 p.m.**

- 1. CALL TO ORDER:**
- 2. ROLL CALL & PLEDGE OF ALLEGIANCE:**
- 3. CONFLICTS OF INTEREST:** (Council disclosures are on file w/City Clerk & Sec. of State)
- 4. PUBLIC COMMENT:** *Please limit comments to 5 minutes  
(Notify the City Clerk if you wish to address Council on items not on the agenda)*
- 5. WORK SESSION – 2016 PROPOSED BUDGET**
- 6. ADJOURNMENT:**

### **MISSION STATEMENT**

**The mission of the City of Black Hawk is to progressively provide  
cost effective programs and services of the highest quality to the community**



**BLACK HAWK**

®

**2016 PROPOSED ANNUAL BUDGET**



BLACK HAWK



**Office of the City Manager**

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**Mayor**

David D. Spellman

**Aldermen**

Linda Armbricht  
Paul G. Bennett  
Hal Midcap  
Jim Johnson  
Greg Moates  
Benito Torres

**City Attorney**

Corey Y. Hoffmann

**City Manager**

Jack D. Lewis

**City Clerk /**

**Administrative Services Director**

Melissa A. Greiner

**Finance Director**

Lance R. Hillis

**Fire Chief**

Donald E. Taylor

**Police Chief**

Stephen N. Cole

**Public Works Director**

Thomas Isbester

**Community Planning & Development**

**Administrator**

Cynthia L. Linker

**CELEBRATING 150 YEARS OF  
MUNICIPAL GOVERNMENT**

**COLORADO'S SECOND OLDEST  
MUNICIPAL CORPORATION**

October 13, 2015

Dear Mayor and City Council:

We are pleased to present to you the 2016 Annual Operating & Capital Budget. Council is required to adopt an annual budget for each fiscal year in accordance with the procedure set forth in the Local Government Budget Law of Colorado (CRS 29-1-101).

This message is intended to cover the highlights and significant changes to the 2016 Budget when compared to 2015. Each Department's budget is similar to 2015 with the exception of the items listed in the following paragraphs. Due to ambitious capital projects proposed and/or incurred for 2015 and 2016, the General Fund, Capital Projects Fund, Preservation & Restoration Fund and the Water Fund are projected to have significant deficit spending.

The 2016 budget includes a total revenue projection (excluding inter-fund transfers and debt proceeds) of \$26.5 million for all funds. This is a decrease of 0.6% compared to the estimated revenue for 2015. We project 2016 Gaming Tax revenue to be flat compared to 2015. Device Fee revenue is budgeted to be flat with roughly 8,200 devices currently in use to maintain into 2016. City staff expects sales tax revenue to be flat for 2016. The 2016 budget includes no increase in water rates or device fees and no increase in property tax revenue.

The 2016 budget includes total expenditures (excluding inter-fund transfers) of \$40.6 million. Two new positions have been proposed for 2016. The 2016 Budget also includes funding for an estimated 3% adjustment pending market comparisons and funding for a City-wide bonus of up to 3.00%. City staff, with assistance from our benefits consultant, has estimated an increase in medical insurance premiums of 15% for the final six months of 2016. Other benefits including dental insurance have been increased by 10% for the final six months of 2016, while vision insurance is under contract to remain at 2015 levels throughout 2016. The 2016 Budget also includes the continuation of the City contributing 50% of the deductible to each employee's HSA, plus an additional \$1,500 per employee.

Capital Fund projects proposed for 2016 include the following: Police Annex/ Emergency Operation Center for \$1,200,000, Maryland Mountain Improvements for \$1,700,000, \$6,000,000 for Phase 2 of

the Gregory Street Realignment and \$2,000,000 for a parking structure on Gregory Street (with another \$1,500,000 from Parking Impact Funds). New capital projects within the Preservation & Restoration Fund include the rehabilitation of two residential homes.

The 2016 Budget, as currently presented, does not include any revenue or associated expenses for large scale casino construction projects.

Respectfully submitted,



Jack D. Lewis  
City Manager



Lance R. Hillis  
Finance Director

**CITY OF BLACK HAWK  
2016 PROPOSED BUDGET  
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**CITY OF BLACK HAWK REVENUE, EXPENDITURE & FUND BALANCE ANALYSIS**

	<b>GENERAL FUND</b>	<b>IMPACT FEE FUND</b>	<b>PRES &amp; REST. FUND</b>	<b>TRANS DEVICE FUND</b>	<b>CAPITAL FUND</b>	<b>DEBT FUND</b>	<b>WATER FUND</b>	<b>CEMETERY FUND</b>	<b>CON TRUST FUND</b>	<b>TOTAL ALL FUNDS</b>	<b>ALL FUNDS LESS TRNFS</b>
<b>FUND BALANCE - JAN. 1, 2014</b>	19,276,363	1,492,759	4,220,082	59,369	253,483	1,629,640	387,612	112,159	23,200	27,454,667	27,454,667
<b>ACTUAL REVENUES</b>	32,178,239	3,699	3,543,375	648,089	13,147,162	4,410,310	11,377,353	278	1,200	65,309,705	50,565,658
<b>ACTUAL EXPENDITURES</b>	39,666,805	0	2,495,769	650,650	3,729,604	3,347,075	6,501,444	9,640	0	56,400,986	41,656,939
<b>ACTUAL GAIN (LOSS)</b>	<b>(7,488,566)</b>	3,699	1,047,606	<b>(2,561)</b>	9,417,558	1,063,235	4,875,909	<b>(9,362)</b>	1,200	8,908,719	8,908,719
<b>FUND BALANCE - DEC. 31, 2014</b>	<u>11,787,797</u>	<u>1,496,458</u>	<u>5,267,688</u>	<u>56,808</u>	<u>9,671,041</u>	<u>2,692,875</u>	<u>5,263,521</u>	<u>102,797</u>	<u>24,400</u>	<u>36,363,386</u>	<u>36,363,386</u>
<b>FUND BALANCE - JAN. 1, 2015</b>	11,787,797	1,496,458	5,267,688	56,808	9,671,041	2,692,875	5,263,521	102,797	24,400	36,363,386	36,363,386
<b>ESTIMATED REVENUES</b>	22,642,601	3,800	3,704,077	628,360	9,374,000	2,924,744	2,810,500	0	1,260	42,089,342	26,656,238
<b>ESTIMATED EXPENDITURES</b>	26,969,919	0	8,059,274	628,360	2,860,044	2,989,375	5,252,351	102,797	0	46,862,120	31,429,016
<b>ESTIMATED GAIN (LOSS)</b>	<b>(4,327,318)</b>	3,800	<b>(4,355,197)</b>	0	6,513,956	<b>(64,631)</b>	<b>(2,441,851)</b>	<b>(102,797)</b>	1,260	<b>(4,772,778)</b>	<b>(4,772,778)</b>
<b>FUND BALANCE - DEC. 31, 2015</b>	<u>7,460,479</u>	<u>1,500,258</u>	<u>912,491</u>	<u>56,808</u>	<u>16,184,997</u>	<u>2,628,244</u>	<u>2,821,670</u>	<u>0</u>	<u>25,660</u>	<u>31,590,608</u>	<u>31,590,608</u>
<b>FUND BALANCE - JAN. 1, 2016</b>	7,460,479	1,500,258	912,491	56,808	16,184,997	2,628,244	2,821,670	0	25,660	31,590,608	31,590,608
<b>PROPOSED REVENUES</b>	19,570,431	500	3,702,200	627,400	2,000	2,952,000	2,810,500	0	1,260	29,666,291	26,485,854
<b>PROPOSED EXPENDITURES</b>	18,322,005	1,500,000	4,389,977	683,500	11,539,272	2,972,750	4,333,718	0	0	43,741,223	40,560,786
<b>PROPOSED GAIN (LOSS)</b>	1,248,425	<b>(1,499,500)</b>	<b>(687,777)</b>	<b>(56,100)</b>	<b>(11,537,272)</b>	<b>(20,750)</b>	<b>(1,523,218)</b>	0	1,260	<b>(14,074,932)</b>	<b>(14,074,932)</b>
<b>FUND BALANCE - DEC. 31, 2016</b>	<u>8,708,904</u>	<u>758</u>	<u>224,714</u>	<u>708</u>	<u>4,647,725</u>	<u>2,607,494</u>	<u>1,298,452</u>	<u>0</u>	<u>26,920</u>	<u>17,515,676</u>	<u>17,515,676</u>

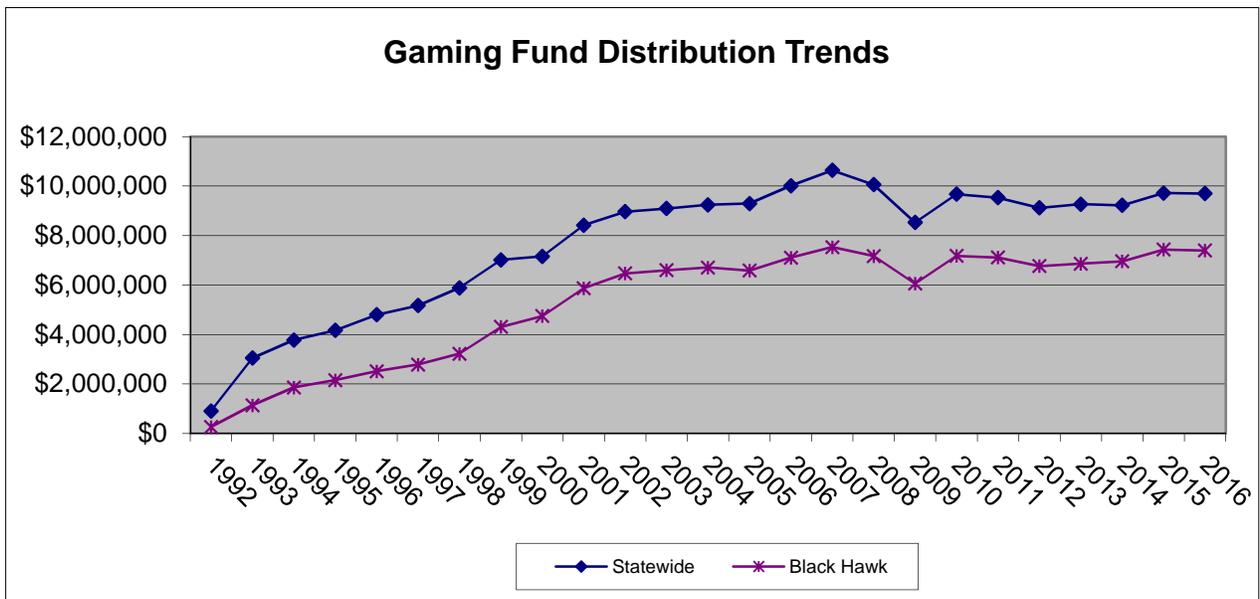
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**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	19,276,363	11,787,797	11,787,797	11,787,797	11,787,797	7,460,479
<b>REVENUES</b>	32,178,239	22,174,000	22,174,000	5,285,999	22,642,601	19,570,431
<b>MAYOR &amp; COUNCIL</b>	2,179,255	3,135,786	3,135,786	1,180,719	2,865,653	3,147,998
<b>MUNICIPAL COURT</b>	58,520	62,633	62,633	21,509	54,611	57,714
<b>CITY MANAGER</b>	1,387,817	272,315	272,315	132,102	244,952	255,452
<b>CITY CLERK/ADMINISTRATIVE SERVICES</b>	272,990	777,887	777,887	438,884	744,593	761,187
<b>INFORMATION TECHNOLOGY</b>	460,379	403,864	403,864	172,958	392,799	430,642
<b>FINANCE</b>	348,423	351,830	351,830	180,913	340,300	365,789
<b>PLANNING</b>	643,597	701,323	701,323	203,838	451,828	489,488
<b>POLICE</b>	2,983,176	3,134,241	3,134,241	1,493,479	3,083,583	3,315,670
<b>DISPATCH</b>	512,650	522,138	522,138	230,738	520,198	560,095
<b>FIRE</b>	2,578,748	2,555,687	2,555,687	1,252,917	2,509,437	2,616,667
<b>PUBLIC WORKS ADMIN</b>	1,090,035	1,099,238	1,099,238	455,288	1,049,783	1,138,342
<b>STREET</b>	835,327	1,128,175	1,128,175	343,169	1,005,696	1,226,419
<b>FLEET</b>	582,074	607,942	607,942	265,253	564,168	639,769
<b>FACILITIES</b>	309,260	358,883	358,883	141,295	341,574	384,773
<b>TRANSPORTATION</b>	531,157	681,500	681,500	235,140	596,000	0
<b>TRANSFERS</b>	24,893,397	12,204,744	12,204,744	6,102,372	12,204,744	2,932,000
<b>TOTAL EXPENDITURES</b>	39,666,805	27,998,186	27,998,186	12,850,574	26,969,919	18,322,005
<b>NET INCREASE (DECREASE)</b>	(7,488,566)	(5,824,186)	(5,824,186)	(7,564,575)	(4,327,318)	1,248,425
<b>ENDING FUND BALANCE</b>	11,787,797	5,963,611	5,963,611	4,223,222	7,460,479	8,708,904

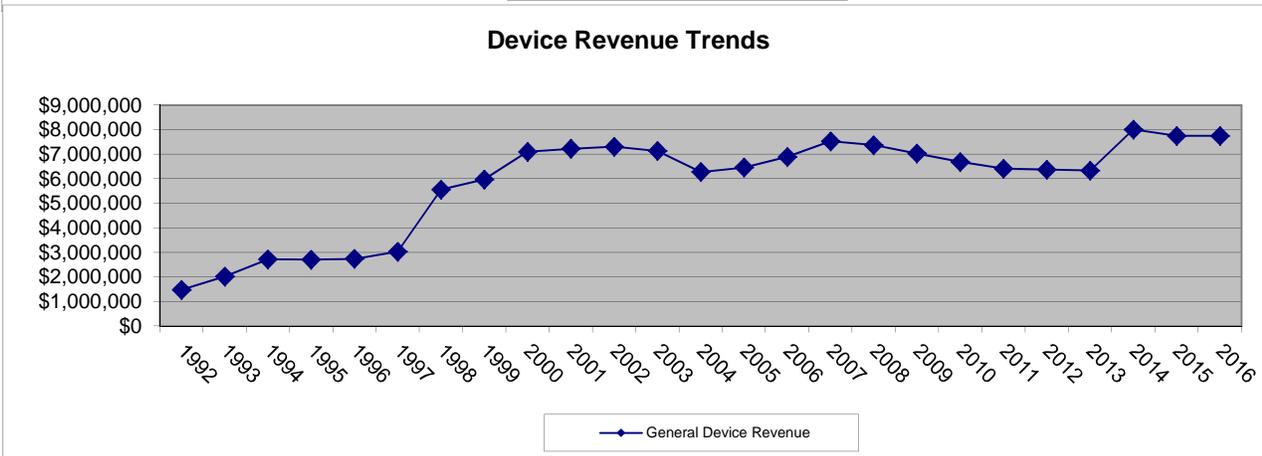
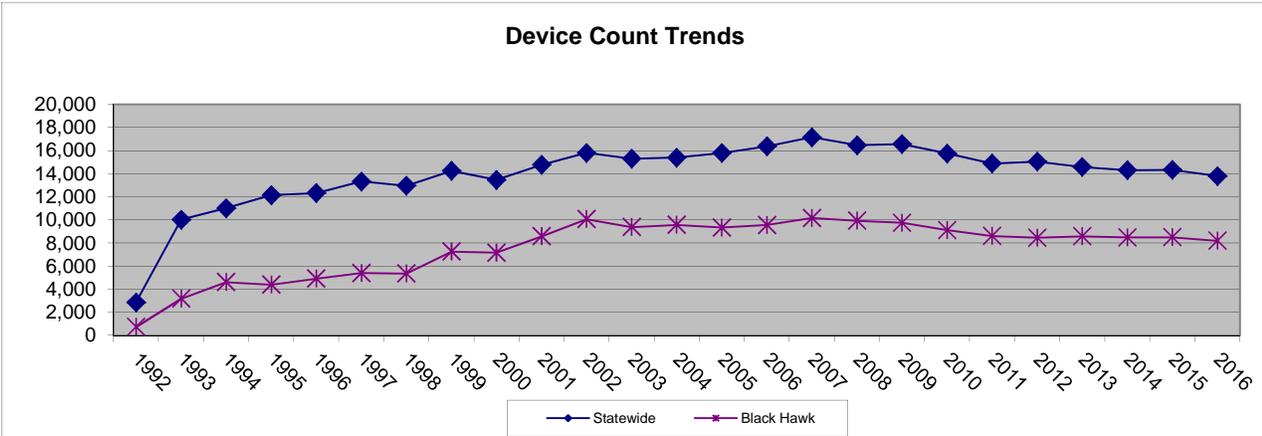
**CITY OF BLACK HAWK  
STATE GAMING FUND DISTRIBUTIONS  
1992-2016**

	<b>Statewide</b>	<b>Black Hawk</b>
1992	\$911,473	\$263,783
1993	\$3,047,939	\$1,138,405
1994	\$3,773,830	\$1,862,385
1995	\$4,167,267	\$2,155,457
1996	\$4,800,795	\$2,518,849
1997	\$5,169,774	\$2,788,369
1998	\$5,887,967	\$3,226,488
1999	\$7,018,050	\$4,308,662
2000	\$7,159,980	\$4,745,778
2001	\$8,418,384	\$5,871,402
2002	\$8,969,622	\$6,472,838
2003	\$9,098,212	\$6,599,843
2004	\$9,240,149	\$6,710,104
2005	\$9,293,021	\$6,587,172
2006	\$10,014,747	\$7,110,170
2007	\$10,635,671	\$7,530,055
2008	\$10,059,170	\$7,172,188
2009	\$8,528,108	\$6,056,663
2010	\$9,674,240	\$7,180,228
2011	\$9,532,735	\$7,112,194
2012	\$9,119,738	\$6,770,143
2013	\$9,268,680	\$6,864,191
2014	\$9,221,937	\$6,957,400
2015	\$9,721,833	\$7,436,400
2016	\$9,700,000	\$7,400,000



**CITY OF BLACK HAWK  
 DEVICE COUNT & GENERAL DEVICE REVENUES  
 1990-2016**

	Statewide	Black Hawk	Device Fee	General Device Revenue
1992	2,867	733	\$800	\$1,480,740
1993	10,027	3,183	\$800	\$2,027,995
1994	11,020	4,624	\$800	\$2,727,452
1995	12,152	4,395	\$750	\$2,713,864
1996	12,327	4,926	\$750	\$2,743,826
1997	13,338	5,400	\$750	\$3,038,684
1998	12,959	5,370	\$750	\$5,562,157
1999	14,252	7,269	\$750	\$5,979,246
2000	13,471	7,166	\$750	\$7,102,867
2001	14,774	8,584	\$750	\$7,225,642
2002	15,818	10,068	\$750	\$7,306,763
2003	15,303	9,389	\$750	\$7,133,652
2004	15,400	9,578	\$750	\$6,279,049
2005	15,797	9,339	\$750	\$6,460,593
2006	16,375	9,558	\$750	\$6,899,268
2007	17,168	10,168	\$750	\$7,528,250
2008	16,470	9,942	\$750	\$7,372,750
2009	16,574	9,750	\$750	\$7,029,875
2010	15,758	9,125	\$750	\$6,689,188
2011	14,885	8,609	\$750	\$6,412,938
2012	15,064	8,460	\$750	\$6,380,188
2013	14,595	8,589	\$750	\$6,340,500
2014	14,321	8,485	\$945	\$8,006,355
2015	14,340	8,500	\$945	\$7,749,000
2016	13,800	8,200	\$945	\$7,749,000

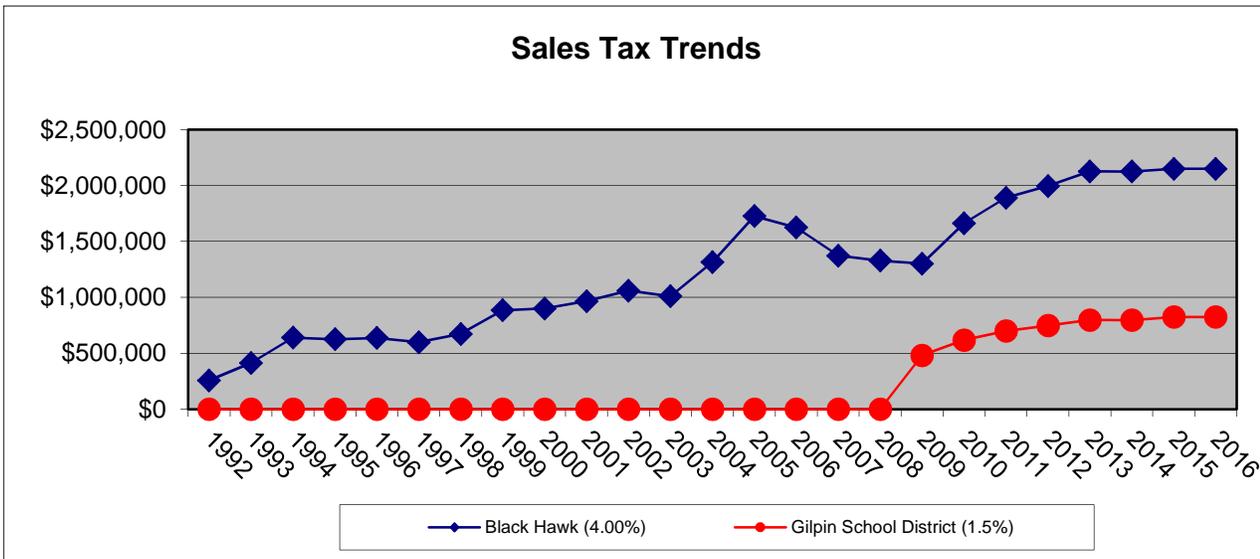


**CITY OF BLACK HAWK  
SALES TAX TRENDS  
1992-2016**

**Black Hawk (4.00%)**

**Gilpin School District (1.5%)**

1992	\$256,772	-
1993	\$413,647	-
1994	\$639,607	-
1995	\$625,086	-
1996	\$636,575	-
1997	\$599,012	-
1998	\$672,746	-
1999	\$884,370	-
2000	\$899,934	-
2001	\$965,930	-
2002	\$1,059,584	-
2003	\$1,009,955	-
2004	\$1,314,668	-
2005	\$1,726,490	-
2006	\$1,624,216	-
2007	\$1,372,318	-
2008	\$1,328,229	-
2009	\$1,301,362	\$481,326
2010	\$1,662,283	\$618,731
2011	\$1,890,175	\$699,969
2012	\$1,996,592	\$748,621
2013	\$2,127,300	\$798,377
2014	\$2,124,709	\$796,723
2015	\$2,150,000	\$825,000
2016	\$2,150,000	\$825,000



**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>GENERAL FUND</b>							
010-0000-3110100	Real Property / Property Taxes	8,487	8,500	8,500	6,410	8,499	8,455
010-0000-3110200	Real Property / Specific Owner	508	300	300	96	300	300
010-0000-3110300	Commercial Improvements Tax	11,315	8,700	8,700	4,361	8,722	8,700
010-0000-3130100	Sales & Use Tax / Sales Tax-City	2,124,709	2,020,000	2,020,000	868,413	2,150,000	2,150,000
010-0000-3130101	Sales Tax-City / Sales Tax-School District	796,723	750,000	750,000	325,086	825,000	825,000
010-0000-3130200	Sales & Use Tax / Use Tax	59,588	10,000	10,000	7,196	12,000	12,000
010-0000-3140200	Occupational Tax / Businesses	6,230	17,000	17,000	21,205	37,000	37,000
010-0000-3180100	Other Taxes / Device Fees	8,006,355	8,032,500	8,032,500	3,267,731	7,749,000	7,749,000
010-0000-3180200	Other Taxes / Franchise Fees	176,667	170,000	170,000	55,793	170,000	170,000
010-0000-3180400	Other Taxes/Ambulance Fee-Non BID	9,390	9,200	9,200	3,913	9,300	9,300
010-0000-3180500	Other Taxes / Lodging Tax	239,662	225,000	225,000	99,553	240,000	240,000
010-0000-3210100	Business Licenses / Sales Tax	335	800	800	58	58	0
010-0000-3210200	Business Licenses / Business	710	1,600	1,600	16,063	19,000	19,000
010-0000-3210300	Business Licenses / Liquor	11,516	6,000	6,000	1,525	3,000	3,000
010-0000-3210500	Business Licenses / Hotel License	0	400	400	0	0	0
010-0000-3220100	Permits / Building	153,197	50,000	50,000	8,118	15,000	15,000
010-0000-3220200	Permits / Sign	2,400	1,000	1,000	720	1,200	1,200
010-0000-3220300	Permits / Shuttle	300	300	300	0	0	0
010-0000-3220400	Permits / Special Events	0	0	0	720	1,600	1,600
010-0000-3350200	State Shared Revenues / Cigarette	10,175	10,000	10,000	4,838	10,000	10,000
010-0000-3350300	State Shared Revenues / Highway Users	13,185	12,800	12,800	6,448	13,000	13,000
010-0000-3350400	County Shared Revenues / Road & Bridge	90,711	90,000	90,000	20,706	90,000	90,000
010-0000-3350500	State Shared Revenues / Gaming	6,957,400	6,900,000	6,900,000	0	7,436,400	7,400,000
010-0000-3410300	Miscellaneous Fees / Plan Review	90,782	20,000	20,000	9,823	15,000	15,000
010-0000-3410800	Miscellaneous Fees / Services Billed Out	135,806	100,000	100,000	46,557	100,000	100,000
010-0000-3510100	Court Fines / Municipal Court	27,151	30,000	30,000	13,237	22,000	22,000
010-0000-3510200	Court Fines / County Court	12,042	8,000	8,000	2,866	7,000	7,000
010-0000-3510300	Court Fines / Parking	1,190	1,500	1,500	30	150	150
010-0000-3510400	Court Fines / Police Dept Fees & Servs	175	0	0	167	200	200
010-0000-3510600	Court Fines / Victim Service Surcharge	9,176	8,000	8,000	3,801	7,000	7,000
010-0000-3601400	Revenue / Police Grant	4,590	0	0	1,319	1,319	0
010-0000-3601500	Revenue / Fire Grant-Fema	0	0	0	30,000	30,000	0
010-0000-3610100	Revenue / Int Income On Investments	45,621	20,000	20,000	10,324	20,000	20,000
010-0000-3610300	Revenue / Interest/Penalties	61	100	100	50	100	100
010-0000-3610900	Revenue / Other	127,772	50,000	50,000	54,356	70,000	50,000
010-0000-3611100	Revenue / Copies	(254)	200	200	0	0	0
010-0000-3611200	Revenue / Police Dept Revenue	2,387	1,500	1,500	0	1,500	1,500
010-0000-3611300	Fire Department Revenue	0	0	0	400	1,000	1,000
010-0000-3611500	Gilpin Ambulance Maintenance IGA	41,101	25,000	25,000	13,582	25,000	25,000
010-0000-3612000	Revenue / Silver Dollar Ambulance	226,116	226,100	226,100	0	187,893	183,489
010-0000-3630201	Commercial Buildings / Utility Charges	343	0	0	3,302	7,000	7,000
010-0000-3630202	Commercial Building Rents	123,967	105,000	105,000	49,982	120,000	120,000
010-0000-3640000	Miscellaneous Revenues / Inception Of Debt	12,000,000	0	0	0	0	0
010-0000-3950400	Transfer In / Historic Preservation	0	2,600,000	2,600,000	0	2,600,000	107,437
010-0000-3951300	Transfer In / Transportation Device Fee Fund	650,650	654,500	654,500	327,250	628,360	141,000
<b>TOTAL GENERAL FUND</b>		<b>32,178,239</b>	<b>22,174,000</b>	<b>22,174,000</b>	<b>5,285,999</b>	<b>22,642,601</b>	<b>19,570,431</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>MAYOR &amp; COUNCIL</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Mayor	1.00	1.00	1.00	1.00
Alderman	6.00	6.00	6.00	6.00
<b>TOTAL STAFF</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	256,362	267,586	263,263	273,645
Professional Services	0	600,000	472,000	440,000
General Services	73	0	50	0
Program Expenses	1,922,244	2,266,100	2,128,240	2,432,253
Supplies	576	2,100	2,100	2,100
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>MAYOR &amp; COUNCIL</b>	<b>2,179,255</b>	<b>3,135,786</b>	<b>2,865,653</b>	<b>3,147,998</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>MAYOR &amp; COUNCIL</b>							
010-1101-4111201	Regular Salaries/Wages / Full-Time	100,803	99,616	99,616	49,391	99,403	102,255
010-1101-4111202	Regular Salaries/Wages / Medical Stipend	137,045	144,615	144,615	68,864	140,448	147,507
010-1101-4112100	Council / Group Health Insurance	(3,686)	151	151	343	151	151
010-1101-4112200	Council / Fica & Medicare Expense	16,330	17,074	17,074	8,027	17,000	17,462
010-1101-4112301	Retirement / 401A	5,446	5,739	5,739	2,779	5,870	5,870
010-1101-4112600	Council / Workers Compensation	424	391	391	362	391	400
010-1101-4113101	Legal Services / City Attorney	0	350,000	350,000	162,952	350,000	350,000
010-1101-4113102	Legal Services / Other Legal	0	100,000	100,000	0	0	0
010-1101-4113103	Lobbying	0	150,000	150,000	48,571	122,000	90,000
010-1101-4115058	Other Purchased Services / Travel & Training	73	0	0	50	50	0
010-1101-4115806	Program Expenses / Council Discretionary	301,838	30,600	30,600	4,854	92,000	235,000
010-1101-4115808	Community Goodwill-Promotion	0	5,000	5,000	676	2,500	5,000
010-1101-4115809	Community Goodwill-Parades	3,242	3,000	3,000	893	3,000	4,000
010-1101-4115811	Program Expenses / Marketing	14,523	100,000	100,000	6,854	36,000	50,000
010-1101-4115812	Live Entertainment	0	25,000	25,000	0	0	0
010-1101-4115813	Program Expenses / Residential Paint Program	0	100,000	100,000	2,149	85,000	100,000
010-1101-4115815	Program Expenses / Employee Appreciation	0	215,000	215,000	0	248,000	253,000
010-1101-4115825	Flowers	0	30,000	30,000	21,667	30,000	30,000
010-1101-4115826	Flags	0	10,000	10,000	3,236	10,000	10,000
010-1101-4115827	Program Expenses / Holiday Decorations	0	130,000	130,000	20,381	130,000	140,000
010-1101-4115828	Program Expenses / Fireworks	83,052	85,000	85,000	85,000	89,000	92,000
010-1101-4115830	Program Expenses / Scholarship Fund	26,250	50,000	50,000	9,000	40,000	40,000
010-1101-4115831	Program Expenses / Sales Tax-School District	796,723	750,000	750,000	417,879	825,000	825,000
010-1101-4115832	Program Expenses / Ambulance	502,479	502,500	502,500	208,770	417,540	407,753
010-1101-4115833	Program Expenses / Preservation/Restoration/Acquis	6,253	0	0	0	0	0
010-1101-4115834	Program Expenses / Sales Tax Rebate	2,579	5,000	5,000	78	200	500
010-1101-4115835	Gregory St Redevelopment (Lodging Tax)	185,306	225,000	225,000	57,943	120,000	240,000
010-1101-4116206	Operating Supplies / Uniforms	576	2,100	2,100	0	2,100	2,100
<b>TOTAL MAYOR &amp; COUNCIL</b>		<b>2,179,255</b>	<b>3,135,786</b>	<b>3,135,786</b>	<b>1,180,719</b>	<b>2,865,653</b>	<b>3,147,998</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>MUNICIPAL COURT</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Municipal Court Clerk	0.25	0.25	0.25	0.25
Municipal Judge	1.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	38,784	40,033	39,981	41,114
Professional Services	19,288	22,000	14,000	16,000
General Services	449	600	630	600
Program Expenses	0	0	0	0
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>MUNICIPAL COURT</b>	<b>58,520</b>	<b>62,633</b>	<b>54,611</b>	<b>57,714</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>MUNICIPAL COURT</b>							
010-1201-4121201	Regular Salaries/Wages / Full-Time	34,224	35,268	35,268	9,417	35,268	36,362
010-1201-4121204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	13	13	0
010-1201-4121400	Judicial / Overtime	5	200	200	17	100	100
010-1201-4122100	Judicial / Group Health Insurance	784	812	812	413	812	781
010-1201-4122200	Judicial / Social Security	2,620	2,613	2,613	8,153	2,650	2,695
010-1201-4122301	Retirement / 401A	952	983	983	473	983	1,017
010-1201-4122500	Judicial / Unemployment Compensation	153	102	102	597	102	106
010-1201-4122600	Judicial / Workers Compensation	45	55	55	51	53	53
010-1201-4123109	Legal Services / Other (Translators)	15,189	21,000	21,000	2,245	13,000	15,000
010-1201-4123304	Professional Services / Software/Hardware Support	4,099	1,000	1,000	0	1,000	1,000
010-1201-4125058	Other Purchased Services / Travel & Training	424	500	500	0	500	500
010-1201-4125501	Dues, & Membership / Memberships	0	100	100	90	90	100
010-1201-4126102	General Supplies / Stationary/Forms	0	0	0	40	40	0
010-1201-4126401	Court Fees / Jury/Witness	25	0	0	0	0	0
<b>TOTAL MUNICIPAL COURT</b>		<b>58,520</b>	<b>62,633</b>	<b>62,633</b>	<b>21,509</b>	<b>54,611</b>	<b>57,714</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>CITY MANAGER</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Administrative Assistant	1.00	0.00	0.00	0.00
Asst to the CM for Administration	1.00	0.00	0.00	0.00
City Manager	1.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	3.00	1.00	1.00	1.00
<b>EXPENDITURES BY TYPE</b>				
Personnel	488,363	231,415	231,127	237,942
Professional Services	642,578	30,000	6,300	6,000
General Services	251,136	10,100	7,060	10,985
Program Expenses	0	0	0	0
Supplies	5,740	800	465	525
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>CITY MANAGER</b>	1,387,817	272,315	244,952	255,452

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CITY MANAGER</b>							
010-1301-4131201	Regular Salaries/Wages / Full-Time	398,183	192,159	192,159	84,173	192,300	198,237
010-1301-4131204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	50	50	0
010-1301-4131400	Administration / Overtime	150	0	0	0	0	0
010-1301-4132100	Administration / Group Health Insurance	41,086	15,746	15,746	16,676	15,212	15,682
010-1301-4132200	Administration / Social Security	25,295	11,320	11,320	15,260	11,320	11,468
010-1301-4132301	Retirement / 401A	20,478	9,645	9,645	4,628	9,700	9,930
010-1301-4132500	Administration / Unemployment Compensation	1,161	482	482	273	482	496
010-1301-4132600	Administration / Workers Compensation	2,009	2,063	2,063	1,911	2,063	2,129
010-1301-4133101	Legal Services / City Attorney	477,945	0	0	0	0	0
010-1301-4133316	Professional Services / Lobbying	125,000	0	0	0	0	0
010-1301-4133317	Professional Services / Public Relations	10,342	25,000	25,000	6,300	6,300	6,000
010-1301-4133319	Professional Services / Other (Consultants)	29,292	5,000	5,000	0	0	0
010-1301-4135058	Other Purchased Services / Travel & Training	14,319	5,000	5,000	528	1,200	5,000
010-1301-4135101	Insurance / Property & Casualty	227,774	0	0	0	0	0
010-1301-4135301	Communications / Telephone	243	0	0	0	0	0
010-1301-4135501	Dues, & Membership / Memberships	8,705	5,000	5,000	2,211	5,650	5,775
010-1301-4135502	Dues, & Membership / Subscriptions	95	100	100	93	210	210
010-1301-4136101	General Supplies / Office	4,392	500	500	0	165	225
010-1301-4136104	General Supplies / Coffee	290	0	0	0	0	0
010-1301-4136206	Operating Supplies / Uniforms	1,058	300	300	0	300	300
<b>TOTAL CITY MANAGER</b>		<b>1,387,817</b>	<b>272,315</b>	<b>272,315</b>	<b>132,102</b>	<b>244,952</b>	<b>255,452</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>CITY CLERK</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
City Clerk/Admin. Services Director	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Administrative Assistant	0	1.00	1.00	1.00
HR Generalist	0	1.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	116,557	425,187	422,716	433,887
Professional Services	1,072	30,000	26,000	30,000
General Services	149,051	309,500	286,077	287,100
Program Expenses	0	0	0	0
Supplies	6,309	13,200	9,800	10,200
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>CITY CLERK</b>	<b>272,990</b>	<b>777,887</b>	<b>744,593</b>	<b>761,187</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CITY CLERK / ADMINISTRATIVE SERVICES</b>							
010-1302-4131201	Regular Salaries/Wages / Full-Time	97,959	314,387	314,387	150,202	314,387	321,663
010-1302-4131204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	200	200	0
010-1302-4131400	Administration / Overtime	1,006	1,000	1,000	223	1,000	1,000
010-1302-4132100	Administration / Group Health Insurance	7,528	68,379	68,379	15,905	66,200	69,232
010-1302-4132200	Administration / Social Security	5,011	22,457	22,457	11,145	21,965	22,645
010-1302-4132301	Retirement / 401A	4,573	17,613	17,613	8,423	17,613	18,025
010-1302-4132500	Administration / Unemployment Compensation	295	881	881	436	881	901
010-1302-4132600	Administration / Workers Compensation	185	470	470	435	470	421
010-1302-4133317	Professional Services / Public Relations	338	0	0	0	0	0
010-1302-4133319	Professional Services / Other (Consultants)	733	30,000	30,000	13,825	26,000	30,000
010-1302-4133400	Administration / Elections Expense	1,849	0	0	0	0	3,000
010-1302-4134506	Repairs & Maintenance / Equipment Maintenance	2,936	3,000	3,000	1,468	3,000	3,000
010-1302-4135058	Other Purchased Services / Travel & Training	15,701	40,000	40,000	10,198	35,000	35,000
010-1302-4135101	Property & Casualty	0	225,000	225,000	210,305	220,000	216,000
010-1302-4135301	Communications / Telephone	54	0	0	0	0	0
010-1302-4135302	Communications / Postage	6,696	7,500	7,500	2,733	7,100	7,600
010-1302-4135402	Advertising / Classifieds	35,264	25,000	25,000	6,709	15,200	16,000
010-1302-4135409	Advertising / Other (Advertising)	300	0	0	0	0	0
010-1302-4135501	Dues, & Membership / Memberships	355	2,500	2,500	1,712	2,000	2,000
010-1302-4135502	Dues, & Membership / Subscriptions	32	500	500	134	250	250
010-1302-4135809	Program Expenses / Community Good Will	79,748	0	0	0	0	0
010-1302-4135901	Other Purchased Services / Records Preservation	677	500	500	186	200	250
010-1302-4135902	Other Purchased Services / Codification	3,265	3,000	3,000	1,027	1,027	1,500
010-1302-4135903	Other Purchased Services / Filing Fees	1,317	2,000	2,000	1,233	1,800	2,000
010-1302-4135905	Other Purchased Services / Fingerprinting	858	500	500	255	500	500
010-1302-4136101	General Supplies / Office	5,867	12,000	12,000	2,038	8,600	9,000
010-1302-4136110	General Supplies / Small Equipment	150	0	0	0	0	0
010-1302-4136206	Operating Supplies / Uniforms	293	1,200	1,200	93	1,200	1,200
<b>TOTAL CITY CLERK / ADMINISTRATIVE SERVICES</b>		<b>272,990</b>	<b>777,887</b>	<b>777,887</b>	<b>438,884</b>	<b>744,593</b>	<b>761,187</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>INFORMATION TECHNOLOGY</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Information Technology Director	1.00	0.00	0.00	0.00
Information Technology Manager	0.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	276,929	200,164	196,370	225,942
Professional Services	1,112	5,000	1,322	5,000
General Services	150,187	157,100	153,156	158,100
Program Expenses	0	0	0	0
Supplies	32,151	41,600	41,951	41,600
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>INFORMATION TECHNOLOGY</b>	<b>460,379</b>	<b>403,864</b>	<b>392,799</b>	<b>430,642</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>INFORMATION TECHNOLOGY</b>							
010-1303-4131201	Regular Salaries/Wages / Full-Time	218,973	139,435	139,435	59,519	140,000	161,736
010-1303-4131204	Taxable Fringe Benefits	-	-	-	50	50	-
010-1303-4131400	Administration / Overtime	591	100	100	20	100	100
010-1303-4132100	Administration / Group Health Insurance	28,767	40,687	40,687	14,019	35,000	41,311
010-1303-4132200	Administration / Social Security	15,444	10,110	10,110	4,398	11,220	11,556
010-1303-4132301	Retirement / 401A	10,776	7,929	7,929	3,735	8,000	9,064
010-1303-4132500	Administration / Unemployment Compensation	594	396	396	220	400	453
010-1303-4132600	Administration / Workers Compensation	1,784	1,507	1,507	1,396	1,600	1,722
010-1303-4133304	Professional Services / Software/Hardware Support	1,112	5,000	5,000	1,322	1,322	5,000
010-1303-4134506	Repairs & Maintenance / Equipment Maintenance	30,308	35,000	35,000	16,254	30,987	35,000
010-1303-4134701	Vehicle Maintenance	-	2,100	2,100	-	700	2,100
010-1303-4135058	Other Purchased Services / Travel & Training	8,851	7,500	7,500	-	7,000	7,500
010-1303-4135301	Communications / Telephone	105,488	105,000	105,000	52,934	105,819	105,000
010-1303-4135502	Dues, & Membership / Subscriptions	5,539	7,500	7,500	2,283	8,650	8,500
010-1303-4136101	General Supplies / Office	451	1,000	1,000	900	1,262	1,000
010-1303-4136103	General Supplies / Software	7,724	10,000	10,000	1,846	9,529	10,000
010-1303-4136110	General Supplies / Small Equipment	23,733	30,000	30,000	13,752	30,660	30,000
010-1303-4136206	Operating Supplies / Uniforms	243	600	600	308	500	600
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>460,379</b>	<b>403,864</b>	<b>403,864</b>	<b>172,958</b>	<b>392,799</b>	<b>430,642</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>FINANCE</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Finance Director	1.00	1.00	1.00	1.00
Senior Accountant	1.00	0.00	0.00	0.00
Accountant	0.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	2.00	2.00	2.00	2.00
<b>EXPENDITURES BY TYPE</b>				
Personnel	267,727	279,730	271,900	282,389
Professional Services	75,442	65,000	62,000	77,000
General Services	2,458	5,000	4,300	4,300
Program Expenses	0	0	0	0
Supplies	2,797	2,100	2,100	2,100
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>FINANCE</b>	348,423	351,830	340,300	365,789

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>FINANCE</b>							
010-1501-4151201	Regular Salaries/Wages / Full-Time	212,628	210,294	210,294	101,820	211,500	218,439
010-1501-4152100	Financial Administration / Group Health Insurance	28,930	41,480	41,480	15,602	32,500	36,182
010-1501-4152200	Financial Administration / Social Security	14,960	15,157	15,157	7,718	15,000	14,554
010-1501-4152301	Retirement / 401A	10,351	11,888	11,888	5,744	12,000	12,311
010-1501-4152500	Financial Administration / Unemployment Compensation	580	594	594	299	600	616
010-1501-4152600	Financial Administration / Workers Compensation	277	317	317	294	300	287
010-1501-4153200	Financial Administration / Accounting And Auditing	38,861	40,000	40,000	28,750	40,000	52,000
010-1501-4153304	Professional Services / Software/Hardware Support	18,000	20,000	20,000	18,000	18,000	20,000
010-1501-4153319	Professional Services / Other (Consultants)	18,581	5,000	5,000	1,350	4,000	5,000
010-1501-4154506	Repairs & Maintenance / Equipment Maintenance	0	500	500	0	500	500
010-1501-4155058	Other Purchased Services / Travel & Training	516	500	500	0	500	500
010-1501-4155200	Financial Administration / Printing And Binding	0	1,000	1,000	0	0	0
010-1501-4155501	Dues, & Membership / Memberships	909	1,000	1,000	205	1,000	1,000
010-1501-4155805	Program Expenses / Training	575	2,000	2,000	199	2,000	2,000
010-1501-4156101	General Supplies / Office	2,166	1,000	1,000	304	1,000	1,000
010-1501-4156102	General Supplies / Stationary/Forms	0	500	500	230	500	500
010-1501-4156206	Operating Supplies / Uniforms	631	600	600	258	600	600
010-1501-4156303	Office Expenses / Bank Chgs/Int/Penalties	458	0	0	140	300	300
<b>TOTAL FINANCE</b>		<b>348,423</b>	<b>351,830</b>	<b>351,830</b>	<b>180,913</b>	<b>340,300</b>	<b>365,789</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>PLANNING &amp; ZONING</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Community Planning & Development Administrator	1.00	1.00	1.00	1.00
Administrative Assistant CPD	1.00	1.00	1.00	1.00
Permit Technician	0.00	0.00	0.00	1.00
<b>TOTAL STAFF</b>	2.00	2.00	2.00	3.00
<b>EXPENDITURES BY TYPE</b>				
Personnel	192,083	199,273	181,631	275,688
Professional Services	424,501	447,000	213,000	187,880
General Services	16,515	41,250	40,925	7,920
Program Expenses	0	0	0	0
Supplies	10,498	13,800	16,272	18,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>PLANNING &amp; ZONING</b>	643,597	701,323	451,828	489,488

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PLANNING &amp; DEVELOPMENT</b>							
010-1901-4191201	Regular Salaries/Wages / Full-Time	148,574	151,828	151,828	65,505	142,259	205,759
010-1901-4191204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	50	50	0
010-1901-4191400	Planning / Overtime	746	1,000	1,000	0	500	1,000
010-1901-4192100	Planning / Group Health Insurance	21,674	25,581	25,581	6,845	18,361	39,818
010-1901-4192200	Planning / Social Security	11,367	10,841	10,841	5,008	10,841	14,758
010-1901-4192301	Retirement / 401A	7,874	8,503	8,503	3,668	8,100	11,575
010-1901-4192500	Planning / Unemployment Compensation	444	425	425	196	425	579
010-1901-4192600	Planning / Workers Compensation	1,403	1,095	1,095	1,015	1,095	2,199
010-1901-4193301	Planning / Temporary Employee	12,216	36,000	36,000	26,267	36,000	0
010-1901-NEW	Planning / New Position	0	0	0	0	0	0
010-1901-4193304	Software/Hardware Support	10,000	13,000	13,000	12,209	13,000	15,000
010-1901-4193319	Professional Services / Other (Consultants)	279,534	334,000	334,000	22,178	100,000	72,880
010-1901-4193321	Professional Services / Planning	4,031	0	0	0	0	0
010-1901-4193322	Professional Services / Services Billed Out	130,936	100,000	100,000	46,577	100,000	100,000
010-1901-4194701	Vehicle Operation & Maint / Vehicle Maintenance	45	0	0	0	0	500
010-1901-4194703	Vehicle Operation & Maint / Gas And Oil	416	400	400	197	250	400
010-1901-4195058	Other Purchased Services / Travel & Training	2,420	3,600	3,600	404	3,600	5,500
010-1901-4195301	Communications / Telephone	29	100	100	9	25	50
010-1901-4195501	Dues, & Membership / Memberships	1,293	950	950	210	950	1,370
010-1901-4195502	Dues, & Membership / Subscriptions	96	200	200	16	100	100
010-1901-4196101	General Supplies / Office	8,051	11,000	11,000	6,563	9,000	10,100
010-1901-4196102	General Supplies / Stationary/Forms	475	600	600	0	0	0
010-1901-4196107	General Supplies / Books	555	600	600	2,473	2,473	2,000
010-1901-4196110	General Supplies / Small Equipment	963	1,000	1,000	4,199	4,199	5,000
010-1901-4196206	Operating Supplies / Uniforms	454	600	600	249	600	900
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>643,597</b>	<b>701,323</b>	<b>701,323</b>	<b>203,838</b>	<b>451,828</b>	<b>489,488</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>POLICE DEPARTMENT</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Police Officers	14.00	15.00	15.00	15.00
Police Sergeants	6.00	6.00	6.00	6.00
Police Detectives	2.00	2.00	2.00	2.00
Police Officer- Grant	1.00	0.00	0.00	0.00
Admin Asst/ Property Evidence Tech	1.00	1.00	1.00	1.00
Records Specialist	0.75	0.75	0.75	0.75
Records Supervisor	1.00	1.00	1.00	1.00
Communications Officer	7.00	7.00	7.00	7.00
Police Chief	1.00	1.00	1.00	1.00
Evidence Tech	0.00	0.00	0.00	1.00
<b>TOTAL STAFF</b>	<b>33.75</b>	<b>33.75</b>	<b>33.75</b>	<b>34.75</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	3,256,677	3,425,149	3,375,329	3,600,864
Professional Services	35,880	33,880	37,701	40,880
General Services	73,472	88,800	83,478	125,821
Program Expenses	0	0	0	0
Supplies	129,797	108,550	107,273	108,200
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>POLICE DEPARTMENT</b>	<b>3,495,826</b>	<b>3,656,379</b>	<b>3,603,781</b>	<b>3,875,765</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>POLICE DEPT - LAW ENFORCEMENT</b>							
010-2101-4211201	Regular Salaries/Wages / Full-Time	2,057,146	2,144,444	2,144,444	1,014,603	2,100,000	2,275,356
010-2101-4211204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	638	1,300	0
010-2101-4211400	Police / Overtime	77,903	55,000	55,000	34,444	80,000	80,000
010-2101-4212100	Police / Group Health Insurance	306,757	390,905	390,905	168,739	364,191	392,961
010-2101-4212200	Police / Social Security	158,293	155,210	155,210	78,768	155,210	160,236
010-2101-4212301	Retirement / 401A	103,411	121,733	121,733	55,645	116,511	126,791
010-2101-4212500	Police / Unemployment Compensation	6,267	6,087	6,087	3,080	6,087	6,340
010-2101-4212600	Police / Workers Compensation	44,709	51,232	51,232	47,465	51,232	54,066
010-2101-4213304	Professional Services / Software/Hardware Support	13,481	23,880	23,880	8,473	23,880	30,880
010-2101-4213317	Professional Services / Public Relations	1,350	2,000	2,000	1,623	2,000	2,000
010-2101-4213322	Professional Services / Professional Services	11,228	0	0	821	3,821	0
010-2101-4213323	Professional Services / Investigations/Major	9,821	8,000	8,000	3,809	8,000	8,000
010-2101-4214506	Repairs & Maintenance / Equipment Maintenance	2,165	0	0	0	0	0
010-2101-4214701	Vehicle Operation & Maint / Vehicle Maintenance	9,037	10,000	10,000	7,895	10,000	10,000
010-2101-4214703	Vehicle Operation & Maint / Gas And Oil	24,829	32,000	32,000	9,429	32,000	32,000
010-2101-4215058	Other Purchased Services / Travel & Training	23,592	18,000	18,000	4,695	12,000	18,000
010-2101-4215301	Communications / Telephone	878	4,700	4,700	3,858	8,178	8,640
010-2101-4215501	Dues, & Membership / Memberships	3,595	3,600	3,600	2,774	3,000	3,300
010-2101-4215502	Dues, & Membership / Subscriptions	1,050	1,000	1,000	0	1,000	1,000
010-2101-4215805	Program Expenses / Training	40	0	0	0	0	0
010-2101-4216101	General Supplies / Office	14,067	16,000	16,000	6,403	16,000	16,000
010-2101-4216102	General Supplies / Stationary/Forms	1,226	3,000	3,000	1,320	1,320	3,000
010-2101-4216103	General Supplies / Software	0	0	0	641	641	0
010-2101-4216105	General Supplies / Victim Service Supplies	16,500	15,000	15,000	3,750	15,000	15,000
010-2101-4216107	General Supplies / Books	342	2,700	2,700	112	112	0
010-2101-4216110	General Supplies / Small Equipment	47,577	34,500	34,500	15,540	34,500	34,500
010-2101-4232600	Grant 2009Rkwx0185 / Workers Compensation	74	0	0	0	0	0
010-2102-4215829	Program Expenses / Firing Range Program	11,705	13,000	13,000	8,469	14,600	14,600
010-2102-4216206	Operating Supplies / Uniforms	21,009	17,000	17,000	6,320	17,000	17,000
010-2102-4216207	Operating Supplies / Body Armor	15,126	5,250	5,250	4,165	6,000	6,000
<b>TOTAL POLICE DEPT - LAW ENFORCEMENT</b>		<b>2,983,176</b>	<b>3,134,241</b>	<b>3,134,241</b>	<b>1,493,479</b>	<b>3,083,583</b>	<b>3,315,670</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2015 City Manager Request
<b>POLICE DEPT - DISPATCH</b>							
010-2105-4211201	Regular Salaries/Wages / Full-Time	361,093	353,534	353,534	163,263	353,534	372,837
010-2105-4211204	Taxable Fringe Benefits	0	0	0	300	300	0
010-2105-4211400	Police / Overtime	15,928	20,000	20,000	9,031	20,000	20,000
010-2105-4212100	Police / Group Health Insurance	75,685	79,265	79,265	30,239	79,265	62,609
010-2105-4212200	Police / Social Security	28,195	25,883	25,883	12,951	25,883	26,967
010-2105-4212301	Retirement / 401A	19,744	20,300	20,300	9,262	20,300	21,151
010-2105-4212500	Police / Unemployment Compensation	1,104	1,015	1,015	507	1,015	1,057
010-2105-4212600	Police / Workers Compensation	442	541	541	501	501	493
010-2105-4213322	Professional Services / Professional Services	0	0	0	55	0	0
010-2105-4214506	Repairs & Maintenance / Equipment Maintenance	5,460	16,000	16,000	681	14,000	49,381
010-2105-4215501	Dues, & Membership / Memberships	795	1,000	1,000	130	800	1,000
010-2105-4215805	Program Expenses / Training	2,031	2,500	2,500	2,395	2,500	2,500
010-2105-4216206	Operating Supplies / Uniforms	2,172	2,100	2,100	1,423	2,100	2,100
<b>TOTAL POLICE DEPT - DISPATCH</b>		<b>512,650</b>	<b>522,138</b>	<b>522,138</b>	<b>230,738</b>	<b>520,198</b>	<b>560,095</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>FIRE DEPARTMENT</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Fire Fighters	12.00	12.00	12.00	12.00
Fire Lieutenant	3.00	3.00	3.00	3.00
Fire Captain	3.00	3.00	3.00	3.00
Fire Chief	1.00	1.00	1.00	1.00
Inspector	0.00	0.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	2,317,495	2,307,187	2,307,937	2,388,617
Professional Services	10,602	17,500	10,000	17,500
General Services	134,023	90,000	78,550	101,000
Program Expenses	0	0	0	0
Supplies	57,719	79,500	69,950	63,550
Capital Outlay	58,909	61,500	43,000	46,000
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>FIRE DEPARTMENT</b>	<b>2,578,748</b>	<b>2,555,687</b>	<b>2,509,437</b>	<b>2,616,667</b>

**CITY OF BLACK HAWK**  
**2016 BUDGET**  
**GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>FIRE</b>							
010-2201-4221201	Regular Salaries/Wages / Full-Time	1,721,427	1,678,643	1,678,643	824,300	1,678,643	1,733,791
010-2201-4221204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	750	750	0
010-2201-4221400	Fire / Overtime	81,049	90,000	90,000	45,247	90,000	90,000
010-2201-4222100	Fire / Group Health Insurance	297,477	306,320	306,320	157,321	306,320	321,977
010-2201-4222200	Fire / Social Security	25,695	24,173	24,173	12,388	24,173	28,829
010-2201-4222301	Retirement 401A						3,758
010-2201-4222302	Retirement / Fppa	128,456	133,366	133,366	62,766	133,366	132,630
010-2201-4222500	Fire / Unemployment Compensation	5,305	5,001	5,001	2,558	5,001	5,132
010-2201-4222600	Fire / Workers Compensation	58,087	69,684	69,684	64,832	69,684	72,500
010-2201-4223319	Professional Services / Other (Consultants)	10,602	17,500	17,500	2,217	10,000	17,500
010-2201-4224506	Repairs & Maintenance / Station Equipment Mainten	341	2,000	2,000	47	1,000	2,000
010-2201-4224601	Buildings / Station Maintenance	34,474	5,000	5,000	1,223	2,500	8,000
010-2201-4224602	Buildings / Station Repairs	799	3,000	3,000	0	3,500	3,000
010-2201-4224603	Buildings / Station Supplies	2,470	1,500	1,500	824	1,500	1,500
010-2201-4224604	Buildings / Station Tools	132	500	500	54	250	500
010-2201-4224606	Buildings / Fire Station Equipment	18,172	3,000	3,000	1,150	3,000	2,500
010-2201-4224701	Vehicle Operation & Maint / Truck Maintenance	18,211	15,000	15,000	5,033	15,000	15,000
010-2201-4224703	Vehicle Operation & Maint / Truck Gas/Oil	10,958	8,000	8,000	3,473	8,000	8,000
010-2201-4224706	Vehicle Operation & Maint / Truck Tools	5,155	5,000	5,000	282	4,500	15,000
010-2201-4225058	Other Purchased Services / Travel & Training	21,090	25,000	25,000	13,263	20,000	25,000
010-2201-4225059	Other Purchased Services	1,696	1,500	1,500	521	2,000	1,500
010-2201-4225060	Health & Fitness Program	16,485	15,000	15,000	9,627	13,000	14,000
010-2201-4225301	Communications / Telephone	1,320	1,500	1,500	720	1,500	1,500
010-2201-4225501	Dues, & Membership / Memberships	1,346	2,000	2,000	2,560	2,600	3,000
010-2201-4225502	Dues, & Membership / Subscriptions	1,374	2,000	2,000	179	200	500
010-2201-4225810	Program Expenses / Fire Prevention Week	1,598	2,000	2,000	637	2,000	2,000
010-2201-4226101	General Supplies / Office	4,487	4,000	4,000	1,611	3,500	4,000
010-2201-4226102	General Supplies / Stationary/Forms	703	700	700	10	500	250
010-2201-4226107	General Supplies / Books	1,258	1,000	1,000	46	750	1,000
010-2201-4226110	General Supplies / Equipment	8,934	14,000	14,000	0	12,000	5,000
010-2201-4226206	Operating Supplies / Uniforms	7,150	12,000	12,000	2,480	12,000	12,000
010-2201-4226215	Operating Supplies / Medical Supplies	3,060	7,500	7,500	0	6,000	1,000
010-2201-4226216	Operating Supplies / Safety Gear	13,885	20,000	20,000	3,414	17,500	20,000
010-2201-4226217	Operating Supplies / Hazmat Materials	829	1,000	1,000	4,906	2,500	1,000
010-2201-4226218	Operating Supplies / Fire Extinguishers	177	100	100	0	100	100
010-2201-4226219	Operating Supplies / Personal Protective Equipment	15,074	20,000	20,000	11,870	17,000	20,000
010-2201-4226220	Operating Supplies / Linen	96	200	200	0	100	200
010-2201-4226221	Operating Supplies / Other Fire Supplies	9,121	8,000	8,000	0	7,000	8,000
010-2201-4226223	Emergency Management	40,916	35,000	35,000	15,408	20,000	20,000
010-2201-4226224	Operating Supplies / Hoses And Nozzles	2,802	5,000	5,000	357	2,500	5,000
010-2201-4226225	Honor Guard	3,618	4,000	4,000	0	3,500	4,000
010-2201-4227405	Machinery And Equipment / Radios/Radio Equipment	2,920	6,500	6,500	844	6,000	6,000
<b>TOTAL FIRE</b>		<b>2,578,748</b>	<b>2,555,687</b>	<b>2,555,687</b>	<b>1,252,917</b>	<b>2,509,437</b>	<b>2,616,667</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

<b>PUBLIC WORKS DEPARTMENT</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Administrative Assistant	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Engineer Assoc / GIS Tech	1.00	1.00	1.00	1.00
Street Maintenance I	3.00	3.00	3.00	3.00
Street Maintenance II	3.00	3.00	3.00	3.00
Street Superintendent	1.00	1.00	1.00	1.00
Fleet Technician Aide	1.00	1.00	1.00	1.00
Fleet Inventory & Purchasing Assist	1.00	1.00	1.00	1.00
Fleet Technician I	2.00	2.00	2.00	2.00
Fleet Technician II	1.00	1.00	1.00	1.00
Fleet Superintendent	1.00	1.00	1.00	1.00
Facilities Maintenance Worker	2.00	2.00	2.00	2.00
Facilities Maintenance Superintendent	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	1,860,113	1,924,338	1,842,276	1,962,603
Professional Services	70,060	166,000	126,000	132,500
General Services	923,358	1,192,900	1,046,200	1,113,200
Program Expenses	382,841	450,000	400,000	0
Supplies	111,480	142,500	142,745	181,000
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>PUBLIC WORKS DEPARTMENT</b>	<b>3,347,853</b>	<b>3,875,738</b>	<b>3,557,221</b>	<b>3,389,303</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PUBLIC WORKS - ADMINISTRATION</b>							
010-3101-4311201	Regular Salaries/Wages / Full-Time	368,901	366,940	366,940	179,300	366,940	375,569
010-3101-4311204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	200	300	0
010-3101-4312100	Public Works / Group Health Insurance	50,244	53,640	53,640	25,870	53,640	53,778
010-3101-4312200	Public Works / Social Security	25,434	26,958	26,958	13,511	26,958	25,704
010-3101-4312301	Retirement / 401A	14,936	21,144	21,144	10,113	21,144	21,641
010-3101-4312500	Public Works / Unemployment Compensation	1,087	1,057	1,057	528	1,057	1,082
010-3101-4312600	Public Works / Workers Compensation	9,650	3,499	3,499	3,242	3,499	3,568
010-3101-4313304	Professional Services / Software/Hardware Support	(3,060)	10,000	10,000	0	2,000	7,000
010-3101-4313306	Professional Services / Legal-Title Work	1,250	0	0	0	3,000	3,000
010-3101-4313307	Professional Services / Surveys	726	15,000	15,000	3,690	15,000	15,000
010-3101-4313308	Professional Services / Engineering	1,223	40,000	40,000	0	15,000	40,000
010-3101-4313315	Professional Services / Signal Maint & Repair	50,460	40,000	40,000	22,444	45,000	45,000
010-3101-4313319	Professional Services / Other (Consultants)	0	10,000	10,000	500	5,000	5,000
010-3101-4313320	Professional Services / Environmental	75	10,000	10,000	0	0	10,000
010-3101-4314101	Utilities / Gas & Electric	308,325	375,000	375,000	164,381	360,000	385,000
010-3101-4314102	Utilities / Sewer	30,410	30,000	30,000	8,907	35,000	35,000
010-3101-4314103	Utilities / Trash Removal	33,459	45,000	45,000	15,106	45,000	45,000
010-3101-4314506	Repairs & Maintenance / Equipment Maintenance	0	3,000	3,000	0	3,000	3,000
010-3101-4315058	Other Purchased Services / Travel & Training	668	4,000	4,000	0	4,000	4,000
010-3101-4315200	Public Works / Printing And Binding	0	1,000	1,000	149	1,000	1,000
010-3101-4315403	Advertising / Publications	0	1,000	1,000	0	1,000	1,000
010-3101-4315501	Dues, & Membership / Memberships	1,427	2,000	2,000	505	2,000	2,000
010-3101-4315502	Dues, & Membership / Subscriptions	0	1,000	1,000	0	1,000	1,000
010-3101-4315826	Program Expenses / Banners	150	14,000	14,000	0	14,000	15,000
010-3101-4315830	Program Expenses / Christmas Decoration	150,293	0	0	0	0	0
010-3101-4315831	Program Expenses / Summer Flowers	22,259	0	0	0	0	0
010-3101-4316101	General Supplies / Office	10,656	9,000	9,000	1,695	9,000	9,000
010-3101-4316107	General Supplies / Books	309	1,000	1,000	0	1,000	1,000
010-3101-4316206	Operating Supplies / Uniforms	11,155	15,000	15,000	4,902	15,000	15,000
010-3101-4317403	Machinery And Equipment / Furniture And Fixtures	0	0	0	245	245	15,000
<b>TOTAL PUBLIC WORKS - ADMINISTRATION</b>		<b>1,090,035</b>	<b>1,099,238</b>	<b>1,099,238</b>	<b>455,288</b>	<b>1,049,783</b>	<b>1,138,342</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PUBLIC WORKS - STREETS</b>							
010-3102-4311201	Regular Salaries/Wages / Full-Time	413,977	458,483	458,483	184,236	420,000	435,639
010-3102-4311204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	250	250	0
010-3102-4311400	Public Works / Overtime	19,675	25,000	25,000	8,467	25,000	25,000
010-3102-4312100	Public Works / Group Health Insurance	100,061	109,918	109,918	48,244	105,000	121,377
010-3102-4312200	Public Works / Social Security	32,018	33,555	33,555	14,219	32,130	31,682
010-3102-4312301	Retirement / 401A	22,218	26,318	26,318	10,323	23,000	24,175
010-3102-4312500	Public Works / Unemployment Compensation	1,253	1,316	1,316	556	1,316	1,242
010-3102-4312600	Public Works / Workers Compensation	11,063	14,085	14,085	13,049	14,000	14,304
010-3102-4314202	Cleaning Services / Snow Plowing	16,124	16,000	16,000	2,032	16,000	20,000
010-3102-4314304	Rental And Leases / Equipment & Tools	5,378	45,000	45,000	232	40,000	40,000
010-3102-4314402	Rentals / Equipment Rental - Tools	0	10,000	10,000	75	10,000	10,000
010-3102-4314511	Repairs & Maintenance / Streets	33,109	130,000	130,000	490	100,000	215,000
010-3102-4314513	Repairs & Maintenance / Stairs	729	500	500	0	500	1,000
010-3102-4314515	Repairs & Maintenance / Sweeping	1,317	3,000	3,000	774	3,000	3,000
010-3102-4314516	Repairs & Maintenance / Striping	7,891	20,000	20,000	0	5,000	25,000
010-3102-4314517	Repairs & Maintenance / Storm Drainage	5,141	8,000	8,000	0	8,000	12,000
010-3102-4314520	Repairs & Maintenance / Stroehle Square	1,098	4,000	4,000	0	0	15,000
010-3102-4314701	Vehicle Operation & Maint / Parts & Accessories	35,917	54,000	54,000	11,820	35,000	45,000
010-3102-4314703	Vehicle Operation & Maint / Gas And Oil	35,907	46,000	46,000	10,949	45,000	45,000
010-3102-4314710	Vehicle Operation & Maint / Shop Supplies	8,141	9,000	9,000	2,493	8,500	8,500
010-3102-4315058	Other Purchased Services / Travel & Training	1,086	7,000	7,000	610	7,000	7,000
010-3102-4315832	Weed Management	1,712	5,000	5,000	1,170	5,000	5,000
010-3102-4316201	Operating Supplies / Small Tools	2,178	3,000	3,000	1,051	3,000	3,000
010-3102-4316229	Operating Supplies / Sand	39,946	45,000	45,000	22,488	45,000	49,500
010-3102-4316230	Operating Supplies / Base	2,146	2,000	2,000	0	2,000	2,000
010-3102-4316232	Operating Supplies / Signs	9,405	12,000	12,000	2,070	12,000	12,000
010-3102-4316243	Operating Supplies / Paving Materials	3,730	10,000	10,000	1,908	10,000	10,000
010-3102-4316250	Operating Supplies / Landscaping	17,350	10,000	10,000	5,662	10,000	10,000
010-3102-4316251	Open Space	434	10,000	10,000	0	10,000	25,000
010-3102-4317420	Machinery And Equipment / Equipment	6,325	10,000	10,000	0	10,000	10,000
<b>TOTAL PUBLIC WORKS - STREETS</b>		<b>835,327</b>	<b>1,128,175</b>	<b>1,128,175</b>	<b>343,169</b>	<b>1,005,696</b>	<b>1,226,419</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PUBLIC WORKS - FLEET</b>							
010-3103-4311201	Regular Salaries/Wages / Full-Time	414,631	403,139	403,139	188,417	380,000	417,021
010-3103-4311204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	150	150	0
010-3103-4311400	Public Works / Overtime	1,862	2,500	2,500	198	2,500	5,000
010-3103-4312100	Public Works / Group Health Insurance	62,997	65,683	65,683	29,294	60,000	77,763
010-3103-4312200	Public Works / Social Security	31,061	29,480	29,480	14,299	29,000	29,909
010-3103-4312301	Retirement / 401A	22,343	23,122	23,122	10,422	20,000	23,458
010-3103-4312500	Public Works / Unemployment Compensation	1,233	1,156	1,156	559	1,156	1,173
010-3103-4312600	Public Works / Workers Compensation	319	8,362	8,362	7,747	8,362	8,445
010-3103-4313304	Software/Hardware Support	5,943	6,000	6,000	976	6,000	7,500
010-3103-4313316	Wash Bay Maintenance	2,525	7,000	7,000	558	2,500	7,000
010-3103-4314507	Repairs & Maintenance / Maintain Fuel System	105	4,000	4,000	1,484	4,000	4,000
010-3103-4314508	Repairs & Maintenance / Maintain Tools	1,975	6,000	6,000	0	3,000	3,000
010-3103-4314701	Vehicle Operation & Maint / Parts & Accessories	5,109	7,000	7,000	1,259	5,000	7,000
010-3103-4314709	Vehicle Operation & Maint / Mechanic Shop Supplies	10,169	12,000	12,000	3,307	10,000	12,000
010-3103-4314712	Vehicle Operation & Maint / Gilpin Ambulance Repai	16,102	15,000	15,000	4,614	15,000	15,000
010-3103-4315058	Other Purchased Services / Travel & Training	1,239	6,000	6,000	0	6,000	6,000
010-3103-4316101	General Supplies / Office	2,531	3,500	3,500	951	3,500	3,500
010-3103-4316110	General Supplies / Small Tools & Equipment	1,929	8,000	8,000	1,018	8,000	12,000
<b>TOTAL PUBLIC WORKS - FLEET</b>		<b>582,074</b>	<b>607,942</b>	<b>607,942</b>	<b>265,253</b>	<b>564,168</b>	<b>639,769</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PUBLIC WORKS - FACILITIES</b>							
010-3104-4311201	Regular Salaries/Wages / Full-Time	193,440	187,109	187,109	78,803	185,000	193,176
010-3104-4311400	Public Works / Overtime	145	2,000	2,000	710	2,000	2,000
010-3104-4312100	Public Works / Group Health Insurance	31,399	29,420	29,420	15,517	29,420	39,505
010-3104-4312200	Public Works / Social Security	14,762	13,374	13,374	6,024	13,374	13,370
010-3104-4312301	Retirement / 401A	9,769	10,490	10,490	4,261	10,490	10,486
010-3104-4312500	Public Works / Unemployment Compensation	577	524	524	236	524	524
010-3104-4312600	Public Works / Workers Compensation	5,059	6,066	6,066	5,620	6,066	6,012
010-3104-4314201	Cleaning Services / Custodial	17,402	25,000	25,000	11,052	25,000	30,000
010-3104-4314220	Cleaning Services / Commercial Bldg	0	5,000	5,000	0	0	0
010-3104-4314503	Repairs & Maintenance / Tools	1,607	7,500	7,500	785	3,000	7,500
010-3104-4314506	Repairs & Maintenance / Equipment Maintenance	0	3,000	3,000	0	1,500	3,000
010-3104-4314608	Sand/Salt Storage Shed - 1053	0	2,500	2,500	27	2,500	2,500
010-3104-4314609	Crooks Palace	815	3,700	3,700	0	3,700	3,700
010-3104-4314611	Buildings / Fire Department Bldg	2,193	6,000	6,000	8,812	15,000	15,000
010-3104-4314616	Buildings / Mechanics Shop - 1051	5,968	14,000	14,000	4,753	12,000	14,000
010-3104-4314617	Buildings / <del>Street Shop</del> Dory Hill Pit - 1040	743	2,000	2,000	81	0	0
010-3104-4314618	Buildings / PW Facility	6,949	12,000	12,000	2,004	7,000	10,000
010-3104-4314619	Buildings / Post Office	445	3,000	3,000	504	3,000	6,000
010-3104-4314620	Buildings / Commercial Bldg	11,695	14,200	14,200	848	12,000	18,000
010-3104-4314701	Vehicle Operation & Maint / Parts & Accessories	2,906	5,000	5,000	126	3,000	3,000
010-3104-4314710	Shop Supplies	3,386	4,000	4,000	1,132	4,000	4,000
010-3104-4315058	Other Purchased Services / Travel & Training	0	3,000	3,000	0	3,000	3,000
<b>TOTAL PUBLIC WORKS - FACILITIES</b>		<b>309,260</b>	<b>358,883</b>	<b>358,883</b>	<b>141,295</b>	<b>341,574</b>	<b>384,773</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PUBLIC WORKS - TRANSPORTATION</b>							
010-3105-4313319	Other (Consultants)	13,443	35,000	35,000	5,000	35,000	0
010-3105-4314101	Gas & Electric	16,085	47,500	47,500	8,235	25,000	0
010-3105-4314506	Equipment Maintenance	19,325	45,000	45,000	7,427	45,000	0
010-3105-4314518	Bus Stop Maintenance <i>Combine w/ 5812</i>	3,291	18,000	18,000	2,512	18,000	0
010-3105-4314703	Gas And Oil	50,976	55,000	55,000	15,016	45,000	0
010-3105-4315403	Publications-Marketing	1,105	15,000	15,000	65	8,000	0
010-3105-4315501	Memberships	2,260	6,000	6,000	1,876	5,000	0
010-3105-4315810	Contracted Bus Service	382,841	450,000	450,000	180,494	400,000	0
010-3105-4315812	<del>Next Bus Stop Contract</del> Maintenance	41,831	10,000	10,000	14,515	15,000	0
<b>TOTAL PUBLIC WORKS - TRANSPORTATION</b>		531,157	681,500	681,500	235,140	596,000	0

**CITY OF BLACK HAWK  
2016 BUDGET  
GENERAL FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>INTERGOVERNMENTAL TRANSFERS</b>							
010-9500-4919504	Transfers Out / Water Fund	8,500,000	0	0	0	0	0
010-9500-4919505	Transfers Out / Debt Service Fund	4,393,397	2,904,744	2,904,744	1,452,372	2,904,744	2,932,000
010-9500-4919507	Transfers Out / Capital Projects-General	12,000,000	9,300,000	9,300,000	4,650,000	9,300,000	0
<b>TOTAL INTERGOVERNMENTAL TRANSFERS</b>		24,893,397	12,204,744	12,204,744	6,102,372	12,204,744	2,932,000

**CITY OF BLACK HAWK  
2016 BUDGET  
IMPACT FEES FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	1,492,759	1,496,458	1,496,458	1,496,458	1,496,458	1,500,258
<b>REVENUES</b>	3,699	241	241	1,946	3,800	500
<b>EXPENDITURES</b>	0	1,495,000	1,495,000	0	0	1,500,000
<b>NET INCREASE (DECREASE)</b>	3,699	(1,494,759)	(1,494,759)	1,946	3,800	(1,499,500)
<b>ENDING FUND BALANCE</b>	1,496,458	1,699	1,699	1,498,404	1,500,258	758

**CITY OF BLACK HAWK  
2016 BUDGET  
IMPACT FEE FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>IMPACT FEE FUND</b>							
201-0000-3610100	Revenue / Int Income On Investments	3,699	241	241	1,946	3,800	500
<b>TOTAL IMPACT FEE FUND</b>		3,699	241	241	1,946	3,800	500

**CITY OF BLACK HAWK  
2016 BUDGET  
IMPACT FEE FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>IMPACT FEE FUND</b>							
201-0000-5017702	Reimbursement / Parking Impact Fee	0	1,495,000	1,495,000	0	0	1,500,000
<b>TOTAL IMPACT FEE FUND</b>		0	1,495,000	1,495,000	0	0	1,500,000

**CITY OF BLACK HAWK  
2016 BUDGET  
PRESERVATION & RESTORATION FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	4,220,082	5,267,688	5,267,688	5,267,688	5,267,688	912,491
<b>REVENUES</b>	3,543,375	3,410,000	3,410,000	7,031	3,704,077	3,702,200
<b>EXPENDITURES</b>	2,495,769	7,201,025	7,201,025	399,795	8,059,274	4,389,977
<b>NET INCREASE (DECREASE)</b>	1,047,606	(3,791,025)	(3,791,025)	(392,764)	(4,355,197)	(687,777)
<b>ENDING FUND BALANCE</b>	5,267,688	1,476,663	1,476,663	4,874,924	912,491	224,714

**CITY OF BLACK HAWK  
2016 BUDGET  
PRESERVATION & RESTORATION FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PRESERVATION &amp; RESTORATION</b>							
203-0000-3350800	State Shared Revenues / Preservation	3,496,881	3,400,000	3,400,000	0	3,691,877	3,690,000
203-0000-3610100	Revenue / Int Income On Investments	10,431	10,000	10,000	6,881	12,000	12,000
203-0000-3611000	Revenue / Sale Of Plots	0	0	0	150	200	200
203-0000-3611800	Revenue / Lace House Reloc Reimb	36,063	0	0	0	0	0
<b>TOTAL PRESERVATION &amp; RESTORATION</b>		<b>3,543,375</b>	<b>3,410,000</b>	<b>3,410,000</b>	<b>7,031</b>	<b>3,704,077</b>	<b>3,702,200</b>

**CITY OF BLACK HAWK**  
**2016 BUDGET**  
**PRESERVATION & RESTORATION FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>PRESERVATION &amp; RESTORATION</b>							
203-0000-5021201	Regular Salaries/Wages / Full-Time	4,221	0	0	5,292	10,000	10,000
203-0000-5022200	Preservation / Social Security	323	0	0	405	765	765
203-0000-5022500	Preservation / Unemployment Compensation	13	0	0	16	50	50
203-0000-5023301	Preservation/Temporary Employee	7,091	36,000	36,000	0	36,000	0
203-0000-5025800	Preservation / Program Expenses	11,036	370,000	370,000	147,238	325,000	619,000
203-0000-5025801	Dory Hill Cemetery	0	10,000	10,000	200	500	10,000
203-0000-5025802	Program Expenses / Horn Street Stairs	17,974	0	0	0	5,000	0
203-0000-5025821	Program Expenses / Street Lights	8,377	156,000	156,000	1,294	86,000	120,000
203-0000-5025824	Program Expenses / Rock Walls	42,541	850,000	850,000	9,787	100,000	700,000
203-0000-5025835	Program Expenses / Capital/Grant Projects	386,838	0	0	0	0	0
203-0000-5025836	Program Expenses / Kiosk Historic Presentat	9,061	12,500	12,500	5,413	12,500	13,500
203-0000-5025838	Program Expenses / Underground Utilities	0	700,000	700,000	11,400	700,000	700,000
203-0000-5025840	Program Expenses / Police Building	431,402	100,000	100,000	2,893	6,000	150,000
203-0000-5025841	Program Expenses / City Hall Annex	3,003	0	0	1,476	5,000	5,000
203-0000-5025842	Program Expenses / City Hall Building	3,384	30,000	30,000	1,686	5,000	30,000
203-0000-5025843	Program Expenses / Mountain City	72,449	22,000	22,000	490	25,000	33,000
203-0000-5025846	Program Expenses / 221 Gregory-Lucky Star	372	2,000	2,000	499	2,000	3,000
203-0000-5025847	Program Expenses / Resurvey Hist Dist Nhld	0	0	0	54	54	0
203-0000-5025851	Program Expenses / Crooks Palace Rehab	1,760	0	0	1,196	1,200	0
203-0000-5025859	Program Expenses / Blm Acquisition	16,468	250,000	250,000	0	0	250,000
203-0000-5025861	Program Expenses / Refundable Tax Sb232 Grnt	738,093	582,525	582,525	5,901	640,351	380,025
203-0000-5025867	Program Expenses / Committee Mtg/Training	1,876	23,000	23,000	2,096	23,000	10,200
203-0000-5026867	Program Expenses / Preservation Easement	739,488	1,457,000	1,457,000	197,459	1,815,854	1,048,000
203-0000-5027102	Land / Land Purchase	0	0	0	5,000	1,660,000	200,000
203-0000-5029501	Transfers / General Fund	0	2,600,000	2,600,000	0	2,600,000	107,437
<b>TOTAL PRESERVATION &amp; RESTORATION</b>		<b>2,495,769</b>	<b>7,201,025</b>	<b>7,201,025</b>	<b>399,795</b>	<b>8,059,274</b>	<b>4,389,977</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
TRANSPORTATION DEVICE FEE TRUST FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	59,369	56,808	56,808	56,808	56,808	56,808
<b>REVENUES</b>	648,089	654,950	654,950	264,360	628,360	627,400
<b>EXPENDITURES</b>	650,650	654,500	654,500	327,250	628,360	683,500
<b>NET INCREASE (DECREASE)</b>	(2,561)	450	450	(62,890)	0	(56,100)
<b>ENDING FUND BALANCE</b>	56,808	57,258	57,258	(6,082)	56,808	708

**CITY OF BLACK HAWK  
2016 BUDGET  
TRANSPORTATION DEVICE FEE FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>TRANSPORTATION DEVICE FEE</b>							
204-0000-3180100	Other Taxes / Device Fees	647,817	654,500	654,500	264,360	628,360	360,800
204-0000-3610100	Revenue / Int Income On Investments	272	450	450	0	0	0
204-0000-3610800	Revenue / Central City	0	0	0	0	0	266,600
<b>TOTAL TRANSPORTATION DEVICE FEE</b>		648,089	654,950	654,950	264,360	628,360	627,400

**CITY OF BLACK HAWK  
2016 BUDGET  
TRANSPORTATION DEVICE FEE TRUST FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>TRANSPORTATION SERVICES</b>							
204-4801-4313319	Other Consultants	0	0	0	0	0	25,000
204-4801-4313320	Gas & Electric	0	0	0	0	0	25,000
204-4801-4313321	Bus Parts	0	0	0	0	0	45,000
204-4801-4313322	Fuel & Oil	0	0	0	0	0	40,000
204-4801-4313323	Publications-Marketing	0	0	0	0	0	8,000
204-4801-4313324	Memberships	0	0	0	0	0	5,000
204-4801-4313325	Contracted Bus Service	0	0	0	0	0	327,000
204-4801-4313326	Fleet Labor	0	0	0	0	0	120,000
204-4801-4313327	City Overhead	0	0	0	0	0	21,000
204-4801-4313327	Capital Replacement	0	0	0	0	0	37,500
204-9500-4919502	Bus Stop Maintenance-Black Hawk Only	650,650	654,500	654,500	327,250	628,360	30,000
<b>TOTAL TRANSPORTATION SERVICES</b>		650,650	654,500	654,500	327,250	628,360	683,500

**CITY OF BLACK HAWK  
2016 BUDGET  
CAPITAL PROJECTS FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	253,483	9,671,041	9,671,041	9,671,041	9,671,041	16,184,997
<b>REVENUES</b>	13,147,162	9,345,500	9,345,500	4,709,789	9,374,000	2,000
<b>EXPENDITURES</b>	3,729,604	9,490,000	9,490,000	345,087	2,860,044	11,539,272
<b>NET INCREASE (DECREASE)</b>	9,417,558	(144,500)	(144,500)	4,364,702	6,513,956	(11,537,272)
<b>ENDING FUND BALANCE</b>	9,671,041	9,526,541	9,526,541	14,035,743	16,184,997	4,647,725
<b>RESTRICTED BOND FUNDS</b>					(9,700,000)	0
<b>UNRESTRICTED FUND BALANCE</b>					6,484,997	

**CITY OF BLACK HAWK  
2016 BUDGET  
CAPITAL PROJECTS FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CAPITAL PROJECTS FUND</b>							
305-0000-3610100	Revenue / Int Income On Investments	12,231	500	500	15,789	30,000	2,000
305-0000-3610400	Revenue / Grants	400,431	45,000	45,000	44,000	44,000	0
305-0000-3610900	Revenue / Other	734,500	0	0	0	0	0
305-0000-3950100	Transfer In / General Fund	12,000,000	9,300,000	9,300,000	4,650,000	9,300,000	0
<b>TOTAL CAPITAL PROJECTS FUND</b>		<b>13,147,162</b>	<b>9,345,500</b>	<b>9,345,500</b>	<b>4,709,789</b>	<b>9,374,000</b>	<b>2,000</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
CAPITAL PROJECTS FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CAPITAL PROJECTS</b>							
305-1501-4157404	Document Management System	0	60,000	60,000	0	60,000	0
305-3101-4317100	Residential Paint Program	31,923	0	0	20,296	0	0
305-3101-4317102	Land / Purchase	2,238,006	0	0	0	500,000	0
305-3101-4317505	Construction In Progress / Maintenance Facility	78,457	100,000	100,000	61,528	75,000	0
305-3101-4317506	Police Parking Structure	42,273	0	0	2,731	100,000	1,200,000
305-3101-4317512	Gregory St. Commercial Building	0	6,300,000	6,300,000	0	0	0
305-3101-4317513	Gregory St. Parking Structure	0	2,805,000	2,805,000	9,987	140,000	2,000,000
305-3101-4317514	Construction In Progress/Gregory St Redevelopment	448,244	0	0	172,537	1,689,215	6,000,000
305-3101-4317515	Maryland Mountain Improvements	25,579	0	0	2,179	100,000	1,700,000
305-3101-4317518	Construction In Progress / Signalization Improvemen	18,440	0	0	0	0	0
305-3101-4317542	Radio Tower Grant Match	229,815	0	0	204	204	0
305-3101-4317546	Street Overlay Project	0	175,000	175,000	0	120,000	100,000
305-3101-4317547	Bridge Maintenance	0	50,000	50,000	0	0	50,000
305-3101-4317548	<del>Street Sweeper</del> Mini Excavator	216,100	0	0	0	0	0
305-3101-4317549	<del>Work Truck - Public Works</del> Skidsteer	82,300	0	0	0	0	0
305-3101-4317550	Equipment - Police & Dispatch	77,848	0	0	0	0	0
305-3101-4317552	Bus	240,617	0	0	0	0	0
305-3101-4317557	Mini Wheel Loader	0	0	0	75,625	75,625	0
305-3101-4317557	Open Space Equipment	0	0	0	0	0	0
305-3101-4317557	Aerial Apparatus	0	0	0	0	0	0
305-3101-4317557	Vehicle Exhaust System	0	0	0	0	0	80,000
305-3101-4317557	SCBA Replacement, Compressor & Cascade	0	0	0	0	0	300,000
305-3101-4317557	Firelite Skid Unit for UTV	0	0	0	0	0	10,000
305-3101-4317557	Outfit Engine 42	0	0	0	0	0	15,000
305-3101-4317557	Commercial Dishwasher - Firehouse	0	0	0	0	0	0
305-3101-4317557	Body Cameras for Patrol Officers	0	0	0	0	0	25,272
305-3101-4317557	New Patrol Vehicle	0	0	0	0	0	55,000
305-3101-4317557	Modify Old Patrol Vehicle for CSI	0	0	0	0	0	4,000
<b>TOTAL CAPITAL PROJECTS</b>		<b>3,729,604</b>	<b>9,490,000</b>	<b>9,490,000</b>	<b>345,087</b>	<b>2,860,044</b>	<b>11,539,272</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
DEBT SERVICE FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	1,629,640	2,692,875	2,692,875	2,692,875	2,692,875	2,628,244
<b>REVENUES</b>	4,410,310	2,904,944	2,904,944	1,466,886	2,924,744	2,952,000
<b>EXPENDITURES</b>	3,347,075	2,962,677	2,962,677	652,188	2,989,375	2,972,750
<b>NET INCREASE (DECREASE)</b>	1,063,235	(57,733)	(57,733)	814,699	(64,631)	(20,750)
					2,179,579	2,131,329
<b>ENDING FUND BALANCE</b>	2,692,875	2,635,142	2,635,142	3,507,574	2,628,244	2,607,494

**CITY OF BLACK HAWK  
2016 BUDGET  
DEBT SERVICE FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>DEBT SERVICE FUND</b>							
401-0000-3610100	Revenue / Int Income On Investments	16,913	200	200	14,514	20,000	20,000
401-0000-3950100	Transfer In / General Fund	4,393,397	2,904,744	2,904,744	1,452,372	2,904,744	2,932,000
<b>TOTAL DEBT SERVICE FUND</b>		4,410,310	2,904,944	2,904,944	1,466,886	2,924,744	2,952,000

**CITY OF BLACK HAWK  
2016 BUDGET  
DEBT SERVICE FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>DEBT SERVICE</b>							
401-0000-4718108	Bond Principal / 2004 Bond Principal	135,000	0	0	0	0	0
401-0000-4718109	Bond Principal / 2006A Bond Principal	885,000	935,000	935,000	0	935,000	980,000
401-0000-4718112	2013 Bond Principal	0	0	0	0	0	135,000
401-0000-4718113	2014A Bond Principal	0	0	0	0	0	150,000
401-0000-4718114	2014B Bond Principal	750,000	750,000	750,000	0	750,000	500,000
401-0000-4718208	Bond Interest / 2004 Bond Interest	6,210	0	0	0	0	0
401-0000-4718209	Bond Interest / 2006A Bond Interest	425,500	381,250	381,250	190,625	381,250	334,500
401-0000-4718212	2013 Bond Interest	397,308	417,000	417,000	208,500	417,000	417,000
401-0000-4718213	2014A Bond Interest	378,350	423,000	423,000	211,500	423,000	423,000
401-0000-4718214	2014B Bond Interest	118,961	56,427	56,427	41,563	83,125	33,250
401-0000-4718301	Other Bond Costs / Cost Of Issuance	250,745	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>3,347,075</b>	<b>2,962,677</b>	<b>2,962,677</b>	<b>652,188</b>	<b>2,989,375</b>	<b>2,972,750</b>

Year	2004 Device Tax Revenue Refunding Bonds (*94-\$1,500,000 Fire Station) (*94-\$500,000 Phase 2 Water Eval)				2006 Device Tax Revenue Refunding Bonds - Series A (*97-\$3,445,000 Bobtail St) (*98-\$13,200,000 Hidden Valley)				2013 Device Tax Revenue Dory Hill Plant & Water Rights Gregory Street Realignment				2014A Device Tax Revenue Dory Hill Plant & Water Rights Gregory Street Realignment				2014B Device Tax Revenue Dory Hill Plant & Water Rights Gregory Street Realignment				TOTAL
	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	
2014	\$135,000	4.600%	\$6,210	\$141,210	\$885,000	5.000%	\$425,500	\$1,310,500	\$0	4.170%	\$397,308	\$397,308	\$0	4.230%	\$378,350	\$378,350	\$750,000	6.650%	\$118,961	\$868,961	\$3,096,329
2015					\$935,000	5.000%	\$381,250	\$1,316,250	\$0	4.170%	\$417,000	\$417,000	\$0	4.230%	\$423,000	\$423,000	\$750,000	6.650%	\$83,125	\$833,125	\$2,989,375
2016					\$980,000	5.000%	\$334,500	\$1,314,500	\$135,000	4.170%	\$417,000	\$552,000	\$150,000	4.230%	\$423,000	\$573,000	\$500,000	6.650%	\$33,250	\$533,250	\$2,972,750
2017					\$1,035,000	5.000%	\$285,500	\$1,320,500	\$410,000	4.170%	\$411,371	\$821,371	\$410,000	4.230%	\$416,655	\$826,655					\$2,968,526
2018					\$1,085,000	5.000%	\$233,750	\$1,318,750	\$430,000	4.170%	\$394,273	\$824,273	\$420,000	4.230%	\$399,312	\$819,312					\$2,962,335
2019					\$1,140,000	5.000%	\$179,500	\$1,319,500	\$445,000	4.170%	\$376,343	\$821,343	\$445,000	4.230%	\$381,546	\$826,546					\$2,967,389
2020					\$1,195,000	5.000%	\$122,500	\$1,317,500	\$465,000	4.170%	\$357,786	\$822,786	\$460,000	4.230%	\$362,723	\$822,723					\$2,963,009
2021					\$1,255,000	5.000%	\$62,750	\$1,317,750	\$485,000	4.170%	\$338,395	\$823,395	\$480,000	4.230%	\$343,265	\$823,265					\$2,964,410
2022									\$505,000	4.170%	\$318,171	\$823,171	\$500,000	4.230%	\$322,961	\$822,961					\$1,646,132
2023-33									\$7,125,000	4.170%	\$1,903,397	\$9,028,397	\$7,135,000	4.230%	\$1,936,282	\$9,071,282					\$18,099,679
	\$135,000		\$6,210	\$141,210	\$8,510,000		\$2,025,250	\$10,535,250	\$10,000,000		\$5,331,044	\$15,331,044	\$10,000,000		\$5,387,093	\$15,387,093	\$2,000,000		\$235,336	\$2,235,336	\$43,629,932

**CITY OF BLACK HAWK  
2016 BUDGET  
WATER FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING WORKING CAPITAL</b>	387,612	5,263,521	5,263,521	5,263,521	5,263,521	2,821,670
<b>REVENUES</b>	11,377,353	2,902,500	2,902,500	1,361,626	2,810,500	2,810,500
<b>ADMINISTRATION</b>	1,664,887	1,870,625	1,870,625	728,349	1,266,907	1,610,472
<b>OPERATIONS</b>	4,836,557	3,062,582	3,062,582	2,789,695	3,985,444	2,723,246
<b>EXPENDITURES</b>	6,501,444	4,933,207	4,933,207	3,518,043	5,252,351	4,333,718
<b>NET INCREASE (DECREASE)</b>	4,875,909	(2,030,707)	(2,030,707)	(2,156,417)	(2,441,851)	(1,523,218)
<b>ENDING WORKING CAPITAL</b>	5,263,521	3,232,814	3,232,814	3,107,104	2,821,670	1,298,452

**CITY OF BLACK HAWK  
2016 BUDGET  
WATER FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>WATER FUND</b>							
501-0000-3430100	User Fees / Water Billed	2,792,123	2,900,000	2,900,000	1,355,835	2,800,000	2,800,000
501-0000-3430200	User Fees / Bulk Water Sales	480	500	500	240	500	500
501-0000-3610100	Revenue / Int Income On Investments	9,050	1,000	1,000	5,551	10,000	10,000
501-0000-3610300	Revenue / Interest/Penalties	700	1,000	1,000	0	0	0
501-0000-3660100	Gain/Loss / Sale Of Fixed Assets	75,000	0	0	0	0	0
501-0000-3950100	Transfer In / General Fund	8,500,000	0	0	0	0	0
<b>TOTAL WATER FUND</b>		11,377,353	2,902,500	2,902,500	1,361,626	2,810,500	2,810,500

**CITY OF BLACK HAWK  
2016 BUDGET  
WATER FUND**

<b>WATER FUND</b>	<b>2014 Year-End Actual</b>	<b>2015 Amended Budget</b>	<b>2015 Year-End Estimate</b>	<b>2016 Proposed Budget</b>
<b>STAFFING PLAN</b>				
Water System Coordinator	1.00	1.00	1.00	1.00
Utility Operator I	2.00	2.00	2.00	2.00
Utility Operator II	3.00	3.00	3.00	3.00
Utility Operator III	1.00	1.00	1.00	1.00
Utility Operator IV	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00
<b>TOTAL STAFF</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>EXPENDITURES BY TYPE</b>				
Personnel	811,586	814,207	811,151	824,218
Professional Services	1,241,455	1,255,000	755,000	1,005,000
General Services	411,395	909,500	613,400	943,000
Program Expenses	0	0	0	0
Supplies	44,106	94,500	77,800	96,500
Capital Outlay	3,992,902	1,860,000	2,995,000	1,465,000
Debt Service	0	0	0	0
Transfers	0	0	0	0
<b>WATER FUND</b>	<b>6,501,444</b>	<b>4,933,207</b>	<b>5,252,351</b>	<b>4,333,718</b>

**CITY OF BLACK HAWK**  
**2016 BUDGET**  
**WATER FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>WATER - ADMINISTRATION</b>							
501-3150-4601201	Regular Salaries/Wages / Full-Time	117,781	117,562	117,562	56,055	115,000	119,623
501-3150-4602100	Water / Group Health Insurance	23,108	15,478	15,478	7,473	15,478	15,471
501-3150-4602200	Water / Social Security	8,968	8,408	8,408	4,265	8,408	8,556
501-3150-4602301	Retirement / 401A	6,347	6,594	6,594	3,144	6,594	6,711
501-3150-4602500	Water / Unemployment Compensation	341	330	330	166	166	336
501-3150-4602600	Water / Workers Compensation	1,080	1,253	1,253	1,161	1,161	1,275
501-3150-4603304	Professional Services / Software/Hardware Support	19,362	50,000	50,000	69,845	75,000	50,000
501-3150-4603308	Professional Services / Engineering	(1,230)	20,000	20,000	(176)	10,000	20,000
501-3150-4603310	Professional Services / Water Testing	17,901	35,000	35,000	3,729	20,000	35,000
501-3150-4603311	Professional Services / Water Rights/Legal	522,694	475,000	475,000	160,985	300,000	400,000
501-3150-4603321	Professional Services/Water Right-Engineering/Acct	682,728	675,000	675,000	266,012	350,000	500,000
501-3150-4604101	Utilities / Gas & Electric	175,105	220,000	220,000	86,934	190,000	220,000
501-3150-4604102	Utilities / Sewer	240	10,000	10,000	192	9,000	10,000
501-3150-4604103	Utilities / Wtr Leases Coors/Consolid	24,509	65,000	65,000	27,268	35,000	35,000
501-3150-4604104	Utilities / Monitoring/Usgs	21,433	30,000	30,000	0	30,000	37,000
501-3150-4604506	Repairs & Maintenance / Equipment Maintenance	10,374	40,000	40,000	11,332	25,000	40,000
501-3150-4604515	Repairs & Maintenance / Security System Maint	2,939	40,000	40,000	1,668	25,000	50,000
501-3150-4605058	Other Purchased Services / Travel & Training	2,996	10,000	10,000	1,855	8,000	10,000
501-3150-4605101	Insurance / Liability	9,013	10,000	10,000	8,704	1,300	10,000
501-3150-4605200	Water / Printing And Binding	599	1,000	1,000	539	1,000	1,000
501-3150-4605301	Communications / Telephone	1,447	1,500	1,500	796	1,500	2,000
501-3150-4605501	Dues, & Membership / Memberships	7,948	10,000	10,000	4,479	10,000	10,000
501-3150-4605502	Dues, & Membership / Subscriptions	401	500	500	0	500	500
501-3150-4606101	General Supplies / Office	4,604	7,000	7,000	1,124	7,000	7,000
501-3150-4606107	General Supplies / Books	151	500	500	0	500	500
501-3150-4606110	General Supplies / Small Equipment	0	2,500	2,500	0	2,500	2,500
501-3150-4607401	System Improvements / Machinery & Equipment	0	6,000	6,000	0	6,000	6,000
501-3150-4607403	System Improvements / Furniture And Fixtures	0	2,000	2,000	0	2,000	2,000
501-3150-4607404	System Improvements / Computers And Software	4,049	10,000	10,000	10,800	10,800	10,000
<b>TOTAL WATER - ADMINISTRATION</b>		<b>1,664,887</b>	<b>1,870,625</b>	<b>1,870,625</b>	<b>728,349</b>	<b>1,266,907</b>	<b>1,610,472</b>

**CITY OF BLACK HAWK**  
**2016 BUDGET**  
**WATER FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>WATER - OPERATIONS</b>							
501-3151-4601201	Regular Salaries/Wages / Full-Time	487,348	474,538	474,538	225,092	474,000	489,517
501-3151-4601204	Regular Salaries/Wages / Taxable Fringe Benefits	0	0	0	300	300	0
501-3151-4601400	Water / Overtime	9,769	15,000	15,000	5,723	15,000	15,000
501-3151-4602100	Water / Group Health Insurance	83,182	99,480	99,480	42,340	99,480	93,658
501-3151-4602200	Water / Social Security	37,614	34,573	34,573	17,482	34,573	35,021
501-3151-4602301	Retirement / 401A	25,912	27,116	27,116	12,500	27,116	27,468
501-3151-4602500	Water / Unemployment Compensation	1,464	1,356	1,356	684	1,356	1,373
501-3151-4602600	Water / Workers Compensation	8,671	12,519	12,519	11,599	12,519	10,209
501-3151-4604501	Repairs & Maintenance / Spring Line	0	5,000	5,000	884	1,000	5,000
501-3151-4604502	Repairs & Maintenance / Pump Station	14,630	50,000	50,000	3,405	6,000	65,000
501-3151-4604503	Repairs & Maintenance / Tools	1,857	12,000	12,000	778	1,600	12,000
501-3151-4604504	Repairs & Maintenance / Plant	70,353	200,000	200,000	81,060	175,000	200,000
501-3151-4604505	Repairs & Maintenance / Distribution	58,337	150,000	150,000	21,086	50,000	150,000
501-3151-4604506	Repairs & Maintenance/ HV Pipeline	0	0	0	0	0	25,000
501-3151-4604701	Vehicle Operation & Maint / Vehicle Maintenance	5,298	8,000	8,000	4,872	3,000	8,000
501-3151-4604703	Vehicle Operation & Maint / Gas And Oil	10,857	15,000	15,000	3,438	12,000	15,000
501-3151-4604705	Vehicle Operation & Maint / Small Equip Rental	0	1,500	1,500	0	1,500	2,500
501-3151-4604800	Water / Green Lake Operations	(6,940)	15,000	15,000	(6,047)	15,000	20,000
501-3151-4604900	Water / Georgetown Lake Operation	0	15,000	15,000	2,248	12,000	15,000
501-3151-4606206	Operating Supplies / Uniforms	4,045	6,500	6,500	1,652	5,000	6,500
501-3151-4606239	Operating Supplies / Chemicals	31,258	50,000	50,000	16,383	34,000	50,000
501-3151-4606246	Operating Supplies / Sludge Disposal	0	10,000	10,000	0	10,000	12,000
501-3151-4607102	Land / Purchase/Property Tax	0	50,000	50,000	52,164	60,000	55,000
501-3151-4607402	System Improvements / Vehicles	3,412	0	0	0	0	127,000
501-3151-4607411	System Improvements / Water Tank	5,625	80,000	80,000	0	80,000	50,000
501-3151-4607413	System Improvements / Dory Hill Plant	7,416	50,000	50,000	0	5,000	5,000
501-3151-4607415	System Improvements / Georgetown Outlet	508,891	250,000	250,000	163,778	50,000	15,000
501-3151-4607418	System Improvements / EIS & EA	162,992	200,000	200,000	224,194	260,000	200,000
501-3151-4607422	System Improvements / Water Capital Projects	39,013	1,050,000	1,050,000	496,633	600,000	713,000
501-3151-4607427	System Improvements / System Expansion	3,216,261	0	0	1,362,964	1,800,000	0
501-3151-4607428	Green Lake Seepage Flume	0	0	0	0	0	100,000
501-3151-4607429	Green Lake Pipeline	49,293	180,000	180,000	44,483	140,000	200,000
<b>TOTAL WATER - OPERATIONS</b>		<b>4,836,557</b>	<b>3,062,582</b>	<b>3,062,582</b>	<b>2,789,695</b>	<b>3,985,444</b>	<b>2,723,246</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
DORY HILL CEMETERY FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	112,159	102,797	102,797	102,797	102,797	0
<b>REVENUES</b>	278	0	0	241	0	0
<b>EXPENDITURES</b>	9,640	0	0	0	102,797	0
<b>NET INCREASE (DECREASE)</b>	(9,362)	0	0	241	(102,797)	0
<b>ENDING FUND BALANCE</b>	102,797	102,797	102,797	103,038	0	0

**CITY OF BLACK HAWK  
2016 BUDGET  
CEMETERY FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CEMETERY FUND</b>							
702-0000-3610100	Revenue / Int Income On Investments	278	0	0	91	0	0
702-0000-3611000	Revenue / Sale Of Plots	0	0	0	150	0	0
<b>TOTAL CEMETERY FUND</b>		<b>278</b>	<b>0</b>	<b>0</b>	<b>241</b>	<b>0</b>	<b>0</b>

**CITY OF BLACK HAWK  
2016 BUDGET  
CEMETERY FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>DORY HILL CEMETERY</b>							
702-0000-4919508	Transfer to Preservation / Restoration Fund	0	0	0	0	102,797	0
702-0000-5037400	Cemetary / Plot Maintenance	9,640	0	0	0	0	0
<b>TOTAL DORY HILL CEMETERY</b>		9,640	0	0	0	102,797	0

**CITY OF BLACK HAWK  
2016 BUDGET  
CONSERVATION TRUST FUND SUMMARY**

	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Y-T-D Actual	2015 Year-End Estimate	2016 City Manager Request
<b>BEGINNING FUND BALANCE</b>	23,200	24,400	24,400	24,400	24,400	25,660
<b>REVENUES</b>	1,200	1,250	1,250	638	1,260	1,260
<b>EXPENDITURES</b>	0	0	0	0	0	0
<b>NET INCREASE (DECREASE)</b>	1,200	1,250	1,250	638	1,260	1,260
<b>ENDING FUND BALANCE</b>	24,400	25,650	25,650	25,038	25,660	26,920

**CITY OF BLACK HAWK  
2016 BUDGET  
CONSERVATION TRUST FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CONSERVATION TRUST FUND</b>							
703-0000-3350700	State Shared Revenues / Lottery Proceeds	1,141	1,200	1,200	606	1,200	1,200
703-0000-3610100	Revenue / Int Income On Investments	59	50	50	32	60	60
<b>TOTAL CONSERVATION TRUST FUND</b>		1,200	1,250	1,250	638	1,260	1,260

**CITY OF BLACK HAWK  
2016 BUDGET  
CONSERVATION TRUST FUND**

Account Number	Account Description	2014 Year-End Actual	2015 Adopted Budget	2015 Amended Budget	June 30, 2015 Year To Date Actual	2015 Year-End Estimate	2016 City Manager Request
<b>CONSERVATION TRUST</b>							
703-0000-4500100	Park Improvements	0	0	0	0	0	0
<b>TOTAL CONSERVATION TRUST</b>		0	0	0	0	0	0

**CITY OF BLACK HAWK FEE SCHEDULE**

<b>Business/Sales Tax License</b>		
Business License	\$50.00	
<b>Escort Services License</b>		
Application Fee	\$300.00	
Application Investigation Fee (Police Department)	\$250.00	
Renewal Fee	\$200.00	
<b>Gaming License</b>		
Transportation Device Fee	\$77.00	per device/per year
Ambulance Fee	\$2.50	per device/per month
<b>Liquor License</b>		
Application Fee - new license	\$1,000.00	
Retail Liquor Store	\$22.50	
Liquor-licensed Drugstore	\$22.50	
Beer and Wine	\$48.75	
Beer and Wine for a Resort	\$75.00	
Hotel and Restaurant	\$75.00	
Tavern	\$75.00	
Optional Premises	\$75.00	
Club	\$41.25	
Retail Gaming Tavern	\$75.00	
Brew Pub	\$75.00	
Arts	\$41.25	
Racetrack	\$75.00	
Bed & Breakfast	\$25.00	
3.2 Beer	\$3.75	
Annual Renewal Application Fee	\$100.00	
Late Renewal	\$500.00	
Special Event Liquor Permit	\$100.00	
Fingerprint Analysis and Background Check	\$100.00	each analysis
Corp/LLC Change (per person)	\$100.00	
Temporary Permit (same time as Transfer of Ownership)	\$0.00	
Temporary Permit (if not as same time as Transfer of Ownership)	\$100.00	
Change of Location	\$750.00	

**CITY OF BLACK HAWK FEE SCHEDULE**

<b>Lodging License</b>		
Lodging License	\$100.00	
<b>Retail Marijuana License</b>		
Operating Fee	\$2,500.00	
Renewal Fee	\$1,500.00	
late renewal	\$500.00	
Transaction Fee	\$2.00	
Change in Corporate Officers, Directors, or Manager	\$100.00	
Fingerprint Analysis and Background Check	\$100.00	each analysis
<b>Pawnbrokers Business License</b>		
Application Fee	\$2,200.00	
Renewal Fee	\$5.00	
Investigation and Processing Fee	\$200.00	
<b>Sexually Oriented Business License</b>		
Application Fee	\$750.00	
Renewal Fee	\$1,000.00	
Transfer of Ownership	\$200.00	
Manager's License	\$250.00	
<b>Misc. Business Licenses/Permits</b>		
Mobile Auto Repair Permit and Annual Renewal	\$25.00	
Street Vendor Conditional Use Permit	\$100.00	for 6 months for each vehicle used
Shuttle Owner/Operator Registration and Annual Renewal	\$100.00	
<b>Solicitation</b>		
Permit Fee	\$100.00	
Renewal Fee	\$50.00	
Fingerprint Fee/Background Check	\$16.50	
Identification Badge	\$25.00	
Replacement Identification Badge	\$25.00	
<b>Special Event Fees</b>		
First day	\$50.00	
Each additional day	\$30.00	
Bicycle Event Permit	\$100.00	
<b>Franchise Fees</b>		
Cable Television Franchise Fee		
New Application	per contract	
Transfer	per contract	
Gas and Electric Franchise	3%	of all received revenues
Transfer	per contract	

**CITY OF BLACK HAWK FEE SCHEDULE**

<b>Building Fees (Contact Building Dept. for further details)</b>		
<b>Building Permit Fees Based on Total Valuation</b>		
\$1.00 to \$500	\$23.50	
\$501 to \$2,000	\$23.50	for 1st \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25	for the 1st \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25	for the 1st \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75	for the 1st \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75	for the 1st \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75	for the 1st \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75	for the 1st \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Building Plan Review	65%	of the Building Permit fee calculated above
Building Plan Review - after initial review and one response comments	\$100.00	hour + 15% City Administration Fee
Inspection Record Card Replacement	\$50.00	
Additional Plan Review of previous approved/reviewed or required by changes, additions, or revisions to plans	\$100.00	hour + 15% City Administration Fee
Deferred Submittals	\$300.00	additional plan review fee plus \$100/hour for each occurrence thereafter + 15% City Administration Fee
Structural Engineering Review Fee	\$150	hour with one (1) hour minimum + 15% City Administration Fee
Re-Inspection Fee *Contractor/Homeowner not ready *Contractor/Homeowner not on site *Contractor/Homeowner disregards correction items	\$100.00	hour for each re-inspection + 15% City Administration Fee
Miscellaneous Services	\$100.00	hour + 15% City Administration Fee - Includes all services not listed
Special Investigation Fee - staring work without a permit (Would require Change in Municipal Code)	\$250.00	1st Occurrence
	\$500.00	2nd Occurrence
	\$1000.00	3rd Occurrence + Each Additional
Inspections Outside of Normal Business Hours	\$150.00	hour with a two (2) hour minimum + 15% City Administration Fee
Excavation Permit (commercial and residential alteration or addition)	\$7.00	per cubic yard
<b>Administration Fee:</b> a CoBH 15% Administration Fee will be added to each invoice or billable amount		
<b>Electrical Fees (Contact CP&amp;D for further details)</b>		
<b>Electric Permit Fees Based on Project Valuation for Commercial and Residential Alterations or Additions</b>		
\$0.00 to \$2,000	\$115.00	
\$2,001 or more	\$115.00	plus \$11.50 per \$1,000, or portion thereof of valuation
Electrical Plan Review	65%	of the Electrical Permit fee calculated above
Electrical Plan Review - after the 1st review	\$100.00	hour + 15% City Administration Fee
<b>Electric Permit Fees Based on Building Area for New Residential Buildings</b>		
not more than 1,000 sq. ft.	\$115.00	
over 1,000 sq. ft. and not more than 1,500 sq. ft.	\$172.50	
over 1,500 sq. ft. and not more than 2,000 sq. ft.	\$230.00	
over 2,000 sq. ft.	\$230.00	plus \$11.50 per 100 sq. ft. or fraction thereof in excess of 2,000 sq. ft.
Electrical Plan Review	65%	of the Electrical Permit fee calculated above
Electrical Plan Review - after the 1st review	\$100.00	hour + 15% City Administration Fee
Inspection Record Card Replacement	\$50.00	
Additional Plan Review of previous approved/reviewed or required by changes, additions, or revisions to plans	\$100.00	hour + 15% City Administration Fee
Deferred Submittals	\$300.00	additional plan review fee plus \$100/hour for each occurrence thereafter + 15% City Administration Fee
Re-Inspection Fee *Contractor/Homeowner not ready *Contractor/Homeowner not on site *Contractor/Homeowner disregards correction items	\$100.00	hour for each re-inspection + 15% City Administration Fee
Miscellaneous Services	\$100.00	hour + 15% City Administration Fee - Includes all services not listed

**CITY OF BLACK HAWK FEE SCHEDULE**

Special Investigation Fee - starting work without a permit (Would require Change in Municipal Code)	\$250.00 \$500.00 \$1000.00	1st Occurrence 2nd Occurrence 3rd Occurrence + Each Additional
Inspections Outside of Normal Business Hours	\$150.00	hour with a two (2) hour minimum + 15% City Administration Fee
<b>Administration Fee:</b> a CoBH 15% Administration Fee will be added to each invoice or billable amount		
<b>Conveyance Fees (Contact CP&amp;D for further details)</b>		
<b>INSPECTION SERVICES</b>		
<b>TYPE</b>	<b>PER UNIT</b>	<b>DESCRIPTION</b>
Hydraulic Periodic	\$150.00	Typically 1-1.5 hours. Includes initial inspection plus one follow-up on a TCO
Traction Periodic	\$200.00	Typically 1.5-2 hours. Includes initial inspection plus one follow-up on a TCO
Temporary Certificate of Occupancy (TCO) 2nd Follow-up	\$300.00	Follow-up on TCO as necessary
Hydraulic 5 Year	\$200.00	Witnessed annual safety test
Traction 5 Year	\$500.00	Witnessed safety test with weights
Escalator Annual	\$650.00	Colorado - Category 5 test annual
Plan Review	\$450.00	Includes initial review and 1 response. Plan will be reviewed for code compliance before work begins
Like Plan Review	80%	Elevators of the same nature in the same bank will be at 80% of the per unit cost
Revised Plan Review	\$150.00 Per Hour	Plan will be reviewed for code compliance before work begins
Lift Periodic(platform, chair, etc.)	\$150.00	All lifts other than those described above
Dumbwaiter Periodic	\$150.00	Typically small units, only used for material
Hydraulic Acceptance	\$500.00	Initial safety test performed with weights. New construction, modernization or turnover
Traction Acceptance	\$500.00	Initial safety test performed with weights. New construction, modernization or turnover
Escalator Acceptance	\$650.00	Initial safety test. All safety test items checked. New construction, modernization or turnover
Dumbwaiter/Lift Acceptance	\$350.00	Initial safety test. All safety test items checked. New construction, modernization or turnover
Acceptance Re-inspect Fee	Same as initial fee	
Inspections Outside of Normal Business Hours	Same as initial fee	with a two (2) hour minimum
<b>CONSULTING SERVICES</b>		
<b>TYPE</b>	<b>PER UNIT/ PER HOUR</b>	<b>DESCRIPTION</b>
Maintenance Evaluation < 10 Tractions	\$500/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report
Maintenance Evaluation ≥ 10 Tractions	\$400/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report
Maintenance Evaluation < 10 Hydraulic	\$450/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report
Maintenance Evaluation ≥ 10 Hydraulic	\$350/per unit	Provide a detailed evaluation of maintenance performed along with code items in a professional report
OSHA 10 hour training - 10 person min	\$1500/per unit	For those wishing to obtain their OSHA 10 hour card
OSHA 30 hour training - 10 person min	\$3900/per unit	For those wishing to obtain their OSHA 30 hour card
Conveyance Operation Training	\$130/per hour	Provides owners/manager/maintenance personnel with knowledge of all operations of chosen conveyances
Required Presence	\$130/per hour	Any necessary request for our presence i.e. meetings, etc. Travel time not included
Compliance Training	\$130/per hour	Help owners/managers/maintenance understand their part in keeping units code compliant
Capitol Plans	\$800/unit	Review of conveyance with plan for future improvements and necessary repairs. Includes performance review
Contract Review	\$750/unit	Review current contract and help in writing new contracts
Providing operator to run conveyance	\$150/per hour	If necessary to perform work in hoistway, an operator can be provided that qualifies under state statute
Conveyance Incident Investigation	\$130/per hour	Incident investigation is conveyance taken out of service
Miscellaneous Services	\$130/per hour	Includes all miscellaneous services not listed
<b>PERMITS</b>		
<b>TYPE</b>	<b>PERMIT FEE</b>	<b>DESCRIPTION</b>
*Minor Alteration/Commercial	\$550.00	Fee Includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply
**Major Alteration/Commercial	\$825.00	Fee Includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply
Residential Elevator, Platform Lift or Dumbwaiter	\$550.00	Fee Includes: Plan Review and 1 Inspection/ If additional work by the Inspector is indicated the hourly consulting rate shall apply

**CITY OF BLACK HAWK FEE SCHEDULE**

Special Investigation Fee - Starting work without a permit (Would require Change in Municipal Code)	\$250.00	1st Occurrence
	\$500.00	2nd Occurrence
	\$1000.00	3rd Occurrence + Each Additional
<b>Administration Fee:</b> a CoBH 15% Administration Fee will be added to each invoice or billable amount		
<b>*Minor Alteration includes:</b> cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension		
<b>**Major Alteration includes:</b> controller, signal fixtures, rotating equipment, drive(multiple components), fire alarm, fire recall		
Electrical Permit: if a electrical permit is required, the cost shall fall under the Electrical Permit Fee Schedule as adopted by the CoBH		
Building Permit: If a building permit is also required, the cost shall fall under the Building Permit Fee Schedule as adopted by the CoBH		
Fire Permit: If a fire permit is also required, the cost shall fall under the Fire Permit Fee Schedule as adopted by the CoBH		

**CITY OF BLACK HAWK FEE SCHEDULE**

<b>MISC. Fees and Taxes</b>		
Contractor Registration	\$0.00	
Right-of-Way Use Permit	\$30.00	
Street Cut Permit	\$300.00	for 1 to 100sf and \$2/sf for any additional
Historic Landmarking	Consultant Fee +	15% City Administration Fee
Development in Flood Hazard Permit	Consultant Fee +	15% City Administration Fee
Public Hearing Notice Publication Fee	Actual Cost +	15% City Administration Fee
Fire and Police Protection Fee at time of Building Permit		
Multifamily Residential	\$70.00	per occupant/multiply fee x peak period occupant load as per IBC
Commercial	\$14.00	per occupant/multiply fee x peak period occupant load as per IBC
Industrial	\$70.00	per occupant/multiply fee x peak period occupant load as per IBC
Change of Use	Consultant Fee +	15% City Administration Fee
Redevelopment	Consultant Fee +	15% City Administration Fee
Industrial	Consultant Fee +	15% City Administration Fee
Off-site commercial parking space fee (Parking Impact Fee)	\$2,000.00	per space
<b>Utilities</b>		
Disconnect/Reconnect Fees		
Notice of disconnection due to delinquency or failure to maintain	\$60.00	
Reconnection charge due to delinquency or failure to maintain	\$500.00	
Disconnection/shut off for convenience (>7 days)	\$200.00	
Reconnection charge for convenience (>7 days)	\$500.00	
Commercial Fire Flow Testing		
Permit (>48 hours in advance of test)	\$150.00	
Penalty for failure to acquire permit	\$5,000.00	

**CITY OF BLACK HAWK FEE SCHEDULE**

<b>Sign Fees</b>		
Preliminary Sign Application / Plan Review	\$125.00	
Formal Sign Application / Plan Review	Consultant Fee +	15% City Administration Fee (Reimbursement Agreement & Escrow Funds)
<b>Sign Permit Fees Based on Total Valuation</b>		
\$1.00 to \$500	\$23.50	
\$501 to \$2,000	\$23.50	for 1st \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25	for the 1st \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25	for the 1st \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75	for the 1st \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75	for the 1st \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75	for the 1st \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75	for the 1st \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Special Investigation Fee - starting work without a permit (Would require Change in Municipal Code)	\$250.00	1st Occurrence
	\$500.00	2nd Occurrence
	\$1000.00	3rd Occurrence + Each Additional
Miscellaneous Services	Consultant Fee +	15% City Administration Fee - Includes all services not listed
<b>Administration Fee:</b> a CoBH 15% Administration Fee will be added to each invoice or billable amount		
Electrical Permit: if a electrical permit is required, the cost shall fall under the Electrical Permit Fee Schedule as adopted by the CoBH		
Building Permit: If a building permit is also required, the cost shall fall under the Building Permit Fee Schedule as adopted by the CoBH		
Fire Permit: If a fire permit is also required, the cost shall fall under the Fire Permit Fee Schedule as adopted by the CoBH		
<b>Land Use Fees</b>		
Boundary Line Agreement	Consultant Fee +	15% City Administration Fee
Planned Unit Development	Consultant Fee +	15% City Administration Fee
Restaurant Grills and Air Quality Compliance	Consultant Fee +	15% City Administration Fee
Site Development Plan	Consultant Fee +	15% City Administration Fee
Special Review Use	Consultant Fee +	15% City Administration Fee
<b>Subdivisions</b>		
Preliminary Subdivision Processing Fee	Consultant Fee +	15% City Administration Fee
Final Subdivision Development Fee	Consultant Fee +	15% City Administration Fee
Minor Subdivision	Consultant Fee +	15% City Administration Fee
Site Development Commercial Plat	Consultant Fee +	15% City Administration Fee
Street Plan and Easement Vacation	Consultant Fee +	15% City Administration Fee
Recording Fee	Actual Cost	
Temporary Use or Temporary Structure Permits	\$100.00 +	Security Deposit
Variance	Consultant Fee +	15% City Administration Fee
<b>Water System Development Fees</b>		
Nonresidential, in Gaming District	\$16.00	per square foot
Hotel	\$900.00	per room
Nonresidential, outside of Gaming District	\$8.00	per square foot
Miscellaneous Services	Consultant Fee +	hour + 15% City Administration Fee - Includes all services not listed
<b>False Alarm Fees</b>		
Service Fee 6th-10th occurrence	\$50.00	
Service Fee over 10th occurrence	\$100.00	
<b>Police Department Fees</b>		
Sex Offender Registration	\$100.00	initial registration
Renewal	\$50.00	
Fingerprints (Residents Only)	\$20.00	
Portable Breath Test (PBT)	\$20.00	

**CITY OF BLACK HAWK FEE SCHEDULE**

VIN Checks (Residents Only)	\$0.00	
Copies onto CDs	\$25.00	

### CITY OF BLACK HAWK FEE SCHEDULE

Fire Department Fees (Contact Fire Dept. for further details)		
Commercial Business and Multi-Residential Plan Reviews		
0-1,000 sq. ft.	\$100.00	
1,001-2,500 sq. ft.	\$200.00	
2,501-5,000 sq. ft.	\$400.00	
5,001-7,500 sq. ft.	\$800.00	
7,501-10,000 sq. ft.	\$1,000.00	
10,001 + sq. ft.	\$1,000.00	+ 0.05/square foot
Site Plans	\$100.00	
2nd Review of above plans	\$0.00	
Each review beyond 2nd	1/2 of original fee	
Commercial Inspections		
Scheduled Inspection	\$150.00	hour
Compliance Verification	\$150.00	hour
System Test/Install	\$150.00	hour
Follow-up Inspections	\$75.00	hour
Initial Code Violation	\$0.00	
CPR and First Aid Training for City residents and City staff	\$0.00	
CPR and First Aid Training for businesses	\$25.00	person includes certification card
Fire Extinguisher Training for City residents and City Staff	\$0.00	
Fire Extinguisher Training for businesses	\$10.00	person for businesses
Temporary Fire Watch	\$0.00	
Consultation	\$0.00	
Outside Agency Support for Inspections	\$50.00	hour
Blasting and Storage of Explosives Permit	\$100.00	
<b>MISC. Fees</b>		
Code Books	online	
Newsrack Permit	\$0.00	
Open Records Request Research Fee	\$30.00	after first hour/per hour
Copies made	\$0.25	page
Promotional Association Certification Application	\$100.00	
Attachment of a Licensed Premise	\$100.00	
Public Assembly Permit	\$100.00	
Public Hearing Notice Publication Fee	Actual Cost +	15% City Administration Fee
Recreational Vehicle and Equipment Permit	\$0.00	

**CITY OF BLACK HAWK  
2015 Job Description**

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**JOB TITLE:** Administrative Assistant  
Training Coordinator PD                      **DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief                      **EXEMPT:** No

**HIRING RANGE:** \$24.7600 - \$28.4741 / HR

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**SUMMARY**

The Administration Assistant/Training Coordinator is a non-sworn classified position responsible for providing key duties within the Police Department to include: coordinating and documenting all department training within the department, managing the department's policy manual, composing letters, ordering supplies, scheduling appointments, monthly reconciliation of petty cash, and tracking accounts consistent with the duties of an Administrative Assistant.

This employee must be a self-starter and work under a minimal amount of supervision. The employee has access to sensitive and confidential information and must be able to adhere to strict policies concerning evidence preservation. The employee must be able to communicate effectively with all employees within the City, including law enforcement agencies, vendors and citizens, while being able to prioritize the workload and effectively multi-task. It is necessary for the employee to be very knowledgeable in the area of grammar and spelling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages the retention, protection, retrieval, transfer and disposal of personnel files, supervisory inquiries, internal affairs, and letters of instruction, training logs, management logs and evaluations.
- Maintains training files for the entire department including statistical reporting.
- Coordinates training classes with vendors as needed.
- Schedules courses for employees attending training.
- Maintains CIRSA records to ensure standards are met.
- Monitors officer training for compliance with State of Colorado POST standards.
- Generates quarterly reports regarding POST certifications for officers.
- Inputs mandatory training as prescribed by Colorado POST for all employees into their web-site.
- Coordinates the dispensing and maintenance of various manuals such as drug identification bible, driver's license manual, CCPA and Colorado Peace Officer's Handbooks.
- Coordinates equipment for repairs.
- Tracking and coding of all department bills to be sent to finance.

- Monitors department budget as needed.
- Assists with creating and updating Standard Operating Procedures related to the Department's Policy Manual to include coordinating and updating the Lexipol policy manual
- Tracks each employee's uniform allowance.
- Performs monthly reconciliation of petty cash and monthly money funds for Records and Municipal Court.
- Orders supplies including normal office supplies, patrol uniforms, civilian clothing, weapons, body armor, range supplies, ammunition, drug testing kits, , furniture and communications department equipment.
- Effectively represents the organization to department employees, customers, other city departments, other criminal justice agencies and the general public.
- Composes a variety of correspondence independently from verbal or written instruction.
- Performs a wide variety of complex and confidential assignments for the Chief of Police.
- Trains employees on completing training requests and submitting supporting documentation for expenses.
- Supports the Evidence Technician as needed
- Coordinate with locksmith and maintenance department for building needs and repairs

## **SUPERVISION RESPONSIBILITIES**

None

## **WORKING RELATIONSHIPS**

Will maintain effective and friendly working relationships with all City employees, vendors, and citizens.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office procedures, techniques and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, district attorneys, other law enforcement agencies, Colorado Bureau of Investigations, offenders s and victims.
- Professional demeanor in and out of the office.
- Numerical and alphabetical filing systems.

### **Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.

- Use resources effectively and efficiently
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- File and maintain extremely sensitive and confidential personnel documents.
- Identify needs of department, i.e. before need arises and advise supervisor.
- Be a team player and to establish and maintain an effective and responsive working relationship with peers.
- Work on projects with brief deadlines and exercising sound judgment when prioritizing work.

**Certifications:**

- Valid Colorado driver's license with a safe driving record.

**EXPERIENCE AND EDUCATION**

- Two years office experience with customer service experience.
- Graduate from high school or equivalent to completion (G.E.D.).

**PHYSICAL DEMANDS**

Perform the essential job functions physically. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods of time, position oneself in front of various computer workstations, ability to function for extended periods of time.
- Carryout light physical work to include handling objects up to 25 pounds occasionally and/or up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carryout conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.

**NECESSARY REQUIREMENTS**

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment and statement from a Credit Reporting Bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions.

- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include, but not limited to seat belts, body armor, safety glasses, ear protection, etc.
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## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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**CITY OF BLACK HAWK  
2015 Job Description**

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**JOB TITLE:** Property and Evidence Technician      **DEPARTMENT:** Police Department

**REPORTS TO:** Administrative Lieutenant      **EXEMPT:** No

**HIRING RANGE:** \$22.4300 - \$25.8000 / HR

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**SUMMARY**

The Evidence Technician is a non-sworn classified position responsible for providing functions associated with maintaining, disposing and processing evidence collected by officers on a daily basis.

This employee must be a self-starter and work under a minimal amount of supervision. This employee has access to sensitive and confidential information and must be able to adhere to strict policies concerning evidence preservation. This employee must be able to communicate effectively with all employees within the City, in addition to law enforcement agencies, vendors, and citizens. The employee must be able to prioritize the workload and effectively multi-task. It is necessary for the employee to be very knowledgeable in the area of grammar and spelling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains a running inventory of all equipment in the department as well as drug testing kits and blood testing supplies, evidence packaging supplies.
- Prepares packages for certified and insured mailings associated with evidence functions.
- Assists with creating and updating Standard Operating Procedures.
- Creates a monthly report for incoming evidence and disposal of evidence.
- Effectively represents the organization to department employees, customers, other City departments, other criminal justice agencies, and the general public.
- Composes a variety of correspondence independently without verbal or written instruction.
- Retrieves evidence from patrol evidence lockers, logs evidence into the evidence software, and stores in evidence vault daily.
- Maintenance and cleaning of drying bins used for wet and bloody clothing.
- Trains officers on proper evidence processing and packaging.
- Tracks evidence to be returned, destroyed, auctioned, or transferred to other agencies in a timely and legal manner.
- Coordinates drug burns with other agencies.
- Meets with victims, attorneys, and other law enforcement agencies as needed. Acts as a liaison between the department and other agencies as needed in the judicial process, including

testifying in court cases relevant to the Chain of Custody. Meet with families of suicide and homicide victims and work closely with District Attorney so victim's property can be returned to family.

- Maintains all property and evidence in a secure environment which can be located promptly.
- Send post cards and certified mailings to legal owners of property for their return. Keep track of time line on personal property for timely destruction or release.
- Must be capable of testifying in court regarding evidence chain of custody.
- Research surveillance and audio files and make appropriate copies.
- Send copies of evidence to the District Attorney, defendants, victims, City of Black Hawk representatives, attorneys, and other Agencies.
- Understands State Statutes and City Ordinances regarding evidence storage, disposition, and retention.
- Handles potentially hazardous materials and stores them properly to ensure employee safety and evidence integrity.
- Responds to crime scenes when needed.
- Handles firearms, drugs, and contaminated items safely. Ensures annual audit of the Evidence room is conducted.
- Cleans equipment as needed and identifies equipment needing repairs.
- Checks in and out evidence to Colorado Bureau of Investigation for testing.
- Checks in and out evidence to detectives and patrol officers for court appearances.
- As necessary, pick up evidence items from Jefferson County District Attorney at Jefferson County Courts.
- Maintains the satellite evidence vault.
- Ensure proper storage of DNA, blood, and sexual assault kits.
- Conducts research into cases as needed.
- Performs data entry functions.
- Typing and filing as needed.
- Scans documents.
- Ability to wear necessary safety equipment while performing necessary job duties.
- Manage impounded vehicle inventory.
- Maintains the Department's inventory.

### **SUPERVISION RESPONSIBILITIES**

Supervise as prescribed by law the destruction of evidence including, but not limited to, hazardous materials, drugs, and personal property. Supervise yearly complete and accurate audit of evidence vaults.

### **WORKING RELATIONSHIPS**

Will maintain effective and friendly working relationships with all City employees, vendors, and citizens.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, District Attorneys, other law enforcement agencies, Colorado Bureau of Investigations, suspects, and victims.
- Numerical and alphabetical filing systems.
- Lexus Nexis for research on defendants, statute of limitations, and permanent cases.
- Totally responsible for the function and operation of evidence section.

### **Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Work in an enclosed environment.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.
- Use resources effectively and efficiently.
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- Anticipate and identify needs of the department and advise supervisor.
- Be a team player and to establish and maintain an effective and responsive working relationship with peers.
- Maintain a professional demeanor in and out of the office.
- Work on projects with brief deadlines, exercising sound judgment when prioritizing work.
- Operate a City vehicle for transporting evidence.
- Handle hazardous materials such as syringes, blood, razor blades, ammunition, firearms, drugs, knives, and other weapons in a safe manner.

### **Certifications:**

- Valid Colorado driver's license with a safe driving record.
- Must be able to obtain necessary "Property and Evidence" certifications within one year of employment.

## **EXPERIENCE AND EDUCATION**

- Two years office experience with customer service experience.
- Graduate from high school or equivalent to completion (G.E.D.).

## **PHYSICAL DEMANDS**

Ability to perform the essential physical job functions. Maintain physical condition and fitness to meet the demands as follows:

- Sits for extended periods of time; performs job functions positioned in front of various computer workstations for extended periods of time.
- Carryout light physical work to include occasionally handling objects up to 25 pounds and/or up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carryout conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend, and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.

## **NECESSARY REQUIREMENTS**

- Must pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment, and statement from a Credit Reporting Bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.
- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include, but not limited to, seat belts, body armor, safety glasses, ear protection, etc.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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**CITY OF BLACK HAWK  
2015 Job Description**

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<b>JOB TITLE:</b>	<b>CP&amp;D Executive Administrative Assistant</b>	<b>DEPARTMENT:</b>	<b>Community Planning and Development</b>
<b>REPORTS TO:</b>	<b>CP&amp;D Administrator</b>	<b>EXEMPT:</b>	<b>No</b>
<b>HIRING RANGE: \$24.7601 - \$28.4740/HR</b>			

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**SUMMARY**

As the position is an integral part of the administrative area representing the Community Planning and Development, a sense of decorum is required which is appropriate and suitable to the office. This position serves as key office personnel who interact on a daily basis with the public, City employees, elected officials, and consultants. Customer service, organization, detail oriented and multi-tasking is a must. The individual shall possess a mastery of office and computer skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

**DUTIES AND RESPONSIBILITIES**

**Administrative Services:**

- Perform a wide variety of highly complex, responsible, and confidential duties, within scope of authority and training, for the Community Planning and Development Administrator and Department.
- Energetic, highly organized, polished individual with executive support experience who can juggle multiple demands and meet deadlines with ease.
- Solid communication and organization skills are key elements in this highly visible, high-impact position; Strong interpersonal skills with the ability to maintain a positive, flexible attitude in an intense, deadline driven environment; Vigorous sense of urgency and ability to meet inflexible deadlines.
- Diligent with a high attention to detail and adept at multitasking with frequent interruptions; Ability to efficiently manage complex situations and projects with little or no supervision.
- Total commitment to customer service; cultivate a friendly and welcoming office environment; greet all visitors, ascertain nature of business, and direct visitors to appropriate office.
- Use diplomacy and discretion when answering the telephone and giving information to callers. Must be responsive to citizen and public concerns and complaints.
- Professional, friendly demeanor; comfortable interfacing with the public to service their Department related needs; possess a high degree of integrity and discretion; diplomatic with a positive can-do attitude.
- Process, prioritize, and distribute incoming/outgoing mail, emails, faxes, and other forms of correspondence; Prepare outgoing mail and email; Routinely visit City Hall to deliver and pickup mail.
- Compose a variety of correspondence independently from verbal or written instruction, including newsletter submissions; Review, proofread, and edit departmental documents; Possess strong proofreading skills.
- Possess advanced computer skills with the ability to help others on system usage; Strong research skills; Create presentations, charts, graphs, databases, and spreadsheets.

- Proficient use of spreadsheets, word processing and database programs for efficient processing of departmental information; Responsible for accurately inputting departmental data into computer system.
- Oversee and maintain website pages for Community Planning and Development within established guidelines.
- Maintain departmental contacts, appointment schedules, tickler files, calendars, and arrange meetings and conferences.
- Work with all Community Planning and Development consultants to develop and ensure consistent processes.
- Enthusiastic and eager to learn.
- Perform all duties associated with the operation, service, and activities of the Historic Preservation Commission, basic planning/land use, and contract/grant administration and management.
- Respond to inquiries and complaints, provide information, independently learn, interpret, and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations.
- Aid in preparation of City Council agenda items; includes working with consultants to complete staff reports; Prepare public meeting notices for posting in accordance with Municipal Code.
- Create and update Standard Operating Procedures for contract/grant administration and management, Historic Preservation Commission, and planning/land use.
- Take the initiative to read, learn, and understand the current actions, procedures, and projects associated with Council actions. Assist in notifying applicants of Council actions.
- Comprehend Municipal Code: zoning application procedures and submittal requirements; zoning districts; public hearings; license agreements; platting procedures and requirements; building regulations; and historic preservation.
- Maintain database of all license agreements and gaming establishment statistics.
- Establish and maintain, in conjunction with Permit Technician, a filing system that is organized with an easily retrieval format for planning/land use, contracts/grants, and Historic Preservation Commission; both hard and digital copies.
- Take and transcribe meeting notes for all assigned meetings on computer or transcribe from voice recording.
- Manage and order departmental supplies.
- Provide budget support. Perform continuous analysis of expenditures. Compile, route, and file invoices.
- Evaluate and recommend organizational, procedural, and cost-saving measures affecting department and support activities.
- Assist with event planning.
- Provide Notary services for the public and City staff.
- Serve as back up to the Permit Technician.
- Assist other departmental staff and provide support to other departments as necessary.
- Other duties as assigned.

**Contract and Grant Administration:**

- Become familiar with the Residential Program materials: Historic Restoration and Community Preservation Guide to Programs; the General Fund Exterior Paint Guide to Programs; the Residential Design Guidelines; the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings; and Black Hawk Municipal Code. Understand the individual components and ensure program parameters and objectives are consistently applied and achieved.

- Receive and process planning/land use and Residential Program applications. Coordinate with Owners Representative.
- Draft, coordinate, and oversee execution of all contracts and agreements for Professional Services and Residential Program: exterior paint; interior rehabilitation grant; preservation easement and lender's request for subordination or rights;; temporary construction easements; roadway easements; and boundary line agreements.
- Process fees paid to the City and fees paid by the City.
- Attend Owner, Architect, Contractor and Design meetings.
- Assist in preparation and distribution of Request for Qualifications or Request for Proposals.
- Coordinate ownership and encumbrance/title work report and residential appraisal report.
- Coordinate site survey to include floodway and elevation certificate.
- Coordinate existing conditions photo documentation: interior/exterior of structures, site conditions; wood and window survey; and stone wall and masonry survey.
- Initiate and maintain a variety of files and records related to Residential Program. Ensure all data and material is organized and easily retrievable; both hard copy and electronic format.
- Mobile enough to conduct field work and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain.

### **Historic Preservation Commission**

- Prepare, assemble, and distribute Historic Preservation Commission agenda items and staff reports. Take the initiative to read, learn, and understand the current actions, procedures, and projects associated with the professional planning, Historic Preservation Commission, and Historic Restoration and Community Preservation grant and residential programs.
- Coordinate and facilitate the activities of the Historic Preservation Commission.
- Act as the Secretary to the Commission; Take and transcribe meeting minutes and distribute; Understand and comprehend Commission By-Laws; maintain permanent records of all Commission Ordinances and Resolutions; track Commission vacancies and appointments; Perform other activities that support the Commission.
- Oversee Landmark Designation nominations and applications.
- Maintain the Commission records and reports and organize regular meetings, training activities, projects, and prepare annual report.
- Routinely interact with the Director of the Colorado State Office of Archaeology and Historic Preservation consultant.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

Knowledge of:

- English usage, spelling, grammar, punctuation, and proofreading.
- Current technology for office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping and filing.
- Basic understanding of finance and accounting.
- Basic knowledge of building/zoning codes and construction terminology and practices.
- City government organization, functions, policies, rules, and regulations.
- Stress management and time management skills.
- Effective listening, verbal communication, and interpersonal skills.

Ability to:

- Present a professional, courteous, competent image, both inside and outside of the office, which reflects well on the department and the City.
- Keep public, work/desk, and kitchen areas clean and free of clutter.
- Possess a friendly demeanor. Establish and maintain effective, cooperative and responsive working relationships with supervisor, other departments, City officials, consultants, outside agencies, and the community in general.
- Work in a busy office environment on multiple projects with frequent interruptions and inflexible deadlines. Analyze missed deadlines, ascertain what went wrong, and decipher how to avoid a repeat performance.
- Tackle mundane and tedious tasks with eagerness and enthusiasm.
- Maintain sound time/stress management, organizational, communication, active listening, and people skills.
- Take a proactive approach to problem solving to achieve common-sense solutions.
- Organize and establish work priorities. Work in a cooperative team environment or independently in the absence of supervision. Perform a variety of duties requiring use of independent judgment and technical knowledge. Independently coordinate, monitor, or manage various clerical functions. Meet department and project schedules, milestones, and deadlines.
- Understand the organization and operation of the City and outside agencies. Take the initiative to independently learn, interpret, and apply basic building code, municipal code, land use, and historic preservation procedures.
- Become familiar with department forms and applications for distribution to public. Update form and application content on a regular established basis.
- Locate, organize, and retrieve department records and files in a timely fashion.
- Compile complex business correspondence and basic reports. Produce written documents with clearly organized information, punctuation, and grammar.
- Maintain confidential data and information as it relates to the department. Discern the difference between original and duplicate documents.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Recognize department needs and advise Community Planning and Development Administrator. Proactively look for cost saving measures to apply within department.
- Be punctual and prompt for work and meetings.
- Abstain from participating in office gossip and conducting personal business during working hours.
- Balance and control personal life and work priorities.
- Take on responsibility for areas beyond basic duties. Look for what needs to be done without being told.

### **EXPERIENCE and/or TRAINING**

- Four years responsible work experience in an administrative support capacity.
- High School Diploma or GED.
- Must have a working knowledge of relevant office computer systems and proficiency with Microsoft Office Suite.

### **EQUIPMENT USED**

Constant daily use of telephones, cell phones, pagers, computers, calculators, copy machines, fax machines, and scanners.

### **COMMUNICATION SKILLS**

- Ability to respond to common inquiries or complaints from the general public, residents, City employees, officials, and outside agencies in a professional manner.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public, and outside agencies.

### **REASONING ABILITY**

Identify problems, collect data, establish facts, and draw valid conclusions.

### **PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds and climb, stairs, ladders and/or step stools, and conduct field work on mountainous terrain. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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**CITY OF BLACK HAWK  
2015 Job Description**

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<b>JOB TITLE:</b> CP&D Technician	<b>DEPARTMENT:</b> Community Planning and Development
<b>REPORTS TO:</b> CP&D Administrator	<b>EXEMPT:</b> No
<b>HIRING RANGE:</b> \$21.5562 - \$24.7896/HR	

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**SUMMARY**

As the position is an integral part of the administrative area representing Community Planning and Development, a sense of decorum is required which is appropriate and suitable to the office. This position serves as key office personnel who interact on a daily basis with the public, City employees, elected officials, and consultants. Customer service, organization, detail oriented and multi-tasking is a must. The individual shall possess a mastery of office and computer skills, exercise initiative and judgment, make decisions within the scope of assigned authority, and provide general information and assistance to the public.

**DUTIES AND RESPONSIBILITIES**

- Perform a wide variety of highly complex, responsible, and confidential duties, within scope of authority and training, for the Community Planning and Development Administrator and Department.
- Total commitment to customer service. Greet visitors. Cultivate a friendly and welcoming office environment.
- Work with all Community Planning and Development consultants to develop and ensure consistent processes.
- Perform all duties associated with the operation, service, and activities of the permit and records management program.
- Interview and obtain information from customers in order to determine their needs. Assist the customer in completing permit applications.
- Inform customers of permit process and procedures. Confirm all contractors and subcontractors have current contractor registration and/or business license and certificates of insurance.
- Receive and review all permit applications, plans, and other construction or related documents; determine sufficiency of submittal; advise applicants on requirement for complete submittal.
- Assist with various administrative tasks by scheduling, resulting and rescheduling inspections, scheduling meetings, filing permits and applications, performing data entry, and assisting customers at the counter and over the telephone.
- Provide basic code interpretation for applicant, building contractors/subcontractors, architects, engineers, builders, and general public. Independently learn; interpret and apply codes, laws, and guidelines pertinent to City and departmental policies, procedures, and regulations. Maintain familiarity with ordinance, resolution, and procedural changes.
- Research records and provide customers with specialized site-specific property information such as, but not limited to, approved building permits, finalized building plans, certificate of occupancy, contractor affidavits and special inspections.
- Provide coordination support with customers, consultants, outside agencies, and City staff to maintain project continuity.

- Assist management in resolving minor permit and inspection problems.
- Assist in the creation, interpretation, application, and maintenance of department policies and procedures.
- Maintain database for all permits and related documents. Issue and track all submissions through Innoprise permitting software; application acceptance, plan review, permit issue, inspections, and project closeout.
- Calculate fees based on established fee schedule and monitor approval of plans by other regulatory agencies.
- Collect fees, process receipt, and prepare submittal to Finance Department.
- Perform records research in order to document project history compliance.
- Prepare Certificates of Occupancy.
- Respond to telephone inquiries regarding permits, permit processes, building codes, fees, and other related ordinances and local laws. Use diplomacy and discretion when answering the telephone and giving information to callers; must be responsive to citizen and public concerns and complaints.
- Proficient on the permitting software system. Responsible for accurately inputting all permit related data into database.
- Perform typing and clerical duties of routine nature. Compose a variety of correspondence independently from verbal or written instruction.
- Review, proofread, and edit departmental documents. Possess strong proofreading skills.
- Maintain departmental contacts and arrange meetings.
- Establish and maintain system for permit management to ensure that all files, letters, contracts, agreements, reference manuals, field inspection reports, permit files, blueprints, specifications, and other data or material is maintained in an organized and easily retrievable fashion. Modify or improve system as needed.
- Establish and maintain records management system for departmental files in an organized, easily retrieval format and system; both hard and scanned copies. Modify or improve system as needed.
- Formulate and implement procedures for systematic retention, protection, retrieval, transfer, and disposal of departmental records.
- Create and maintain policy and procedure manuals and update resource materials.
- Become familiar with department forms and applications for distribution to public. Update forms and application content on a regular established basis.
- Mobile enough to conduct field work and visit construction sites, sometimes crossing over rough, uneven, or rocky and mountainous surfaces and terrain.
- Assist with event planning.
- Assist other departmental staff and provide support to other departments as necessary.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

Knowledge of:

- English usage, spelling, grammar, punctuation and proofreading.
- Current technology for office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Proofreading skills.
- Principles and procedures of record keeping and filing.
- Basic understanding of finance and accounting.
- Basic knowledge of building/zoning codes, construction terminology, and practices.

- City government organization, functions, policies, rules, and regulations.
- Stress management and time management skills.
- Effective listening, verbal communication, and interpersonal skills.

Ability to:

- Present a professional, courteous, competent image, both inside and outside of the office, which reflects well on the department and the City.
- Keep public, work/desk, and kitchen areas clean and free of clutter.
- Possess a friendly demeanor. Establish and maintain effective, cooperative and responsive working relationships with supervisor, other departments, City officials, consultants, outside agencies, and the community in general.
- Work in a busy office environment on multiple projects with frequent interruptions and inflexible deadlines. Analyze missed deadlines, ascertain what went wrong, and decipher how to avoid a repeat performance.
- Tackle mundane and tedious tasks with eagerness and enthusiasm.
- Maintain sound time/stress management, organizational, communication, active listening, and people skills.
- Take a proactive approach to problem solving to achieve common-sense solutions.
- Organize and establish work priorities. Work in a cooperative team environment or independently in the absence of supervision. Perform a variety of duties requiring use of independent judgment and technical knowledge. Independently coordinate, monitor or manage various clerical functions. Meet department and project schedules, milestones and deadlines.
- Understand the organization and operation of the City and outside agencies as necessary to assume the assigned responsibilities.
- Take the initiative to independently learn, interpret, and apply basic building code, municipal code, land use and historic preservation procedures.
- Compile business correspondence and basic reports. Produce written documents with clearly organized information, punctuation, and grammar.
- Maintain confidential data and information as it relates to the department. Discern the difference between original and duplicate documents.
- Communicate clearly and concisely, both orally and in writing.
- Recognize department needs and advise Community Planning and Development Administrator. Proactively look for cost saving measures to apply within department.
- Oversee and maintain website page for Community Planning and Development within established guidelines.
- Maintain punctual and prompt attendance for work and meetings.
- Communicate effectively, clearly, and concisely in both written and oral formats.
- Represent the department with tact and interact effectively with others.
- Review, interpret, and explain written documents.
- Operate office equipment including computers, and supporting word processing, spreadsheet, and database applications. Use a computer and related software applications
- Type or enter data at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work. Abstain from participating in office gossip and conducting personal business during working hours.
- Balance and control personal life and work priorities.
- Take on responsibility for areas beyond basic duties. Look for what needs to be done without being told.

### **EXPERIENCE and/or TRAINING**

- One year of experience reading and interpreting construction plans and building codes.
- High School Diploma or GED.
- Must have a working knowledge of relevant office computer systems and proficiency with Microsoft Office Suite.
- Become certified as a Permit Technician under the International Code Council within 2 years of employment and maintain certification upon renewal. An extension may be granted at the discretion of the Community Planning and Development Administrator.

### **EQUIPMENT USED**

Constant daily use of telephones, cell phones, pagers, computers, calculators, copy machines, fax machines, and scanners.

### **COMMUNICATION SKILLS**

- Ability to respond to common inquiries or complaints from the general public, residents, City employees, officials, and outside agencies in a professional manner.
- Ability to effectively present, both in verbal and written form, information to elected officials, members of the Management Team, City employees, the public, and outside agencies.

### **REASONING ABILITY**

Identify problems, collect data, establish facts, and draw valid conclusions.

### **PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders and/or step stools, and conduct field work on mountainous terrain. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

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